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To: Deputy Directors-General, Chief Directors, Directors, Deputy Directors, Circuit Managers and Heads of Educational Institutions

Subject: PROCESS TO FOLLOW FOR EDUCATORS WITH A COMORBIDITY

1. Education Labour Relations Council, Collective Agreement 1 of 2020, Concession process to follow for Employee with a Comorbidity (COVID-19) signed on 30 May 2020, refers.
2. All employees appointed in terms of the Employment of Educators' Act, 1998 (as amended) with one or more comorbidity need to follow the process and complete the Individual Risk Assessment for Vulnerable Employees (annexure A). Medical evidence must be in line with the indicated medical conditions and comorbidities as verified by the Department of Health, and as indicated in the ELRC collective agreement, and classified as High Risk for employees at a higher risk of complications if they are infected with COVID-19. Where the comorbidity is not listed, and a treating doctor verifies that the educator may be vulnerable to the infection, Annexure A must also be completed and submitted to the WCED for a decision.
3. Employees with comorbidities who wish to report to school may do so in agreement with the principal and after appropriate safety measures have been put in place.

4. Due consideration must be given to operational demands and circumstances of employees to accommodate either work from home or for special workplace arrangements to be made.
5. Concessions granted in this regard will only be applicable for the duration of Alert Levels 3 and 2 of the national state of disaster as a result of the COVID-19 outbreak.
6. For the manager to properly consider and complete the Risk Assessment Form, the employee must provide a medical report indicating the following medical evidence:
 - a. The name and the qualification of the medical practitioner issuing the certificate;
 - b. His or her contact number and physical address;
 - c. A proper practice or registration number; and
 - d. Confirming that he/she falls within the category of comorbidities as determined as determined by the Department of Health.
7. Employees who are classified as high risk vulnerable should preferably be enabled to work from home. For those employees not able to work from home additional risk control measures must be considered to mitigate the risk of transmission at the workplace.
8. The attached Individual Risk Assessment for Vulnerable Employees to be completed by both the employee and manager and submitted with medical evidence as follows:
 - a. All teachers at educational institutions to submit to their Circuit Manager;
 - b. All Office-based Educators to submit to their District Director; and
 - c. All Head Office, Office-based Educators to submit to their Director.
9. All information relating to the process as well as medical evidence submitted must be treated with the utmost sense of confidentiality in order to prevent discrimination or stigmatisation.

10. A dedicated Task Team appointed at Head Office will guide on the appropriateness of medical evidence where there is uncertainty and if not in line with the comorbidity classifications provided. The Task Team will also guide on the appropriateness of accommodating the reported medical condition or comorbidity where there is uncertainty.
11. All declined applications and applications of conditions not appearing on the table above will be submitted to the Health Risk Manager for secondary screening to confirm that the interests of both the employee and employer are met.
12. All applications for concessions for comorbidities already submitted will be finalised and verified against the comorbidities as reflected in the ELRC Collective Agreement 1 of 2020.
13. The ELRC Collective Agreement, 1 of 2020, can be accessed at "www.elrc.org.za"
14. Kindly bring the contents of this circular to the attention of all employees.

SIGNED: BK SCHREUDER
HEAD: EDUCATION
DATE: 2020-06-12