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Enquiries: R Larney

Institution Development and Coordination Minute: 0005/2020  
Expiry date: 31 December 2020

To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Circuit Managers and Principals of public ordinary and special schools

Short summary: *CEMIS - COVID-19 Monitoring Tool.*

**Subject: CEMIS - COVID-19 Monitoring Tool**

1. The WCED has issued several guidelines for the management of Covid-19 in public schools which aims to support the planning and preparation for the return of teachers and learners to school, as well as to assist in managing the spread of COVID-19.
2. School principals of public ordinary and special schools are informed of a COVID-19 monitoring tool, in a SIM type format to be completed on CEMIS by Monday 1 June 2020.
3. *Go to: CEMIS/Administration/COVID-19 Monitoring Tool.*
4. The Circuit Manager would be required to report and sign off on Edu-InfoSearch by Tuesday 2 June 2020.
5. The process may have to be repeated as grades are phased in. Schools will be informed if this needs to happen.
6. All queries in respect of the above can be directed to the relevant Circuit Manager in each circuit or the Head: Management and Governance in each district.
7. Kindly bring the contents of this minute to the attention of all concerned.

**SIGNED:** HA LEWIS

**DEPUTY DIRECTOR-GENERAL: INSTITUTION DEVELOPMENT AND COORDINATION**

**DATE:** 2020-05-27