



Reference: 3/10/1

Enquiries: Dr M.S. Phera

Telephone: 051- 4033428

**TO: ALL HEADS OF DEPARTMENTS**  
Free State Provincial Government

## ADVISORY NOTICE 1 OF 2021

### STATE OF DISASTER COVID-19: RISK ADJUSTED ALERT LEVEL 4 REGULATIONS.

#### 1. INTRODUCTION

On the 27<sup>th</sup> of June 2021 the President announced that South Africa will be placed under adjusted level 4 effective from 28 June 2021 due to a surge of new Covid-19 infections.

#### 2. PURPOSE

**2.1** The purpose of this advisory note serves to provide guidance on measure to facilitate work arrangements for the risk adjusted level 4 for the FSPG to continue decongestion of the work place.

**2.2** It is incumbent upon the Head of Departments to balance service delivery obligations with regulated health and safety protocols. Head of Departments should use their discretion in the application of the measures as set out here below.

Office of the Director General

Private Bag X517, Bloemfontein, 9300

OR Tambo House, 4<sup>th</sup> Floor, Cnr St Andrew and Markgraaff Street, Bloemfontein

Tel: +27(0)51 405 5801 Fax: +27(0)51 405 5671 [dq@fspremier.gov.za](mailto:dq@fspremier.gov.za)



### **3. WORKING ARRANGMENTS WITHIN DEPARTMENTS IN THE FREE STATE PROVINCIAL GOVERNMENT.**

- 3.1.1 Senior Managers are required to ensure that 100% of the services are operational.
- 3.1.2 Managers are responsible to ensure the occupancy rate to not more than 30% at a given time in their respective components among others using 4 hourly shift work system, rotation and remote working arrangements for the identified categories of employees.
- 3.1.3 Managers are expected to take responsibility in monitoring shift/rotation arrangements of their respective employees in accordance with the shift /rotation system of the Department.
- 3.1.4 Senior Managers are obligated to ensure that necessary administrative measures are put in place in each respective component for categories of employees utilizing the remote working arrangements including office based employees.
- 3.1.5 Employees working remotely, on rotation basis or on a shift system should be available during working hours at all times when required to do so.
- 3.1.6 All employees who are not physically at the workplace should be on standby, and be ready to be called into the office at any day in order to ensure business continuity and service delivery.
- 3.1.7 Work schedules from different components must be submitted weekly every Friday to designated employees within departments.
- 3.1.8 Employees who claim to have a high risk comorbidity as published by the National Department of Health must follow the Departments Guideline for employees with comorbidity.
- 3.1.9 An individual risk assessment will be performed and each Department reserves the right to obtain the advice of medical practioners to consider the risk level of employees.
- 3.1.10 The onus of proof is upon the employee to produce all relevant requested medical support documentation as required to assess the risk of the comorbidities and other vulnerabilities.

Office of the Director General

Private Bag X517, Bloemfontein, 9300

OR Tambo House, 4<sup>th</sup> Floor, Cnr St Andrew and Markgraaff Street, Bloemfontein

Tel: +27(0)51 405 5801 Fax: +27(0)51 405 5671 [dg@fspremier.gov.za](mailto:dg@fspremier.gov.za)



- 3.1.11 The work from home arrangements proper work planning must be done and Manager/Supervisor to ensure that clear and measurable performance standards are set. Progress towards the achievement of the expected outcome(s) and/or deliverable(s) must be managed.
- 3.1.12 Utilising the remote work arrangement may be reviewed by the head of department taking into account business and service delivery continuity as well as the obligations of the department.
- 3.1.13 Disciplinary hearings must continue under alert lockdown level 4 and virtual platforms to be utilized for this purpose.
- 3.1.14 Scheduled job interviews should be conducted using virtual platforms and all supporting activities should be done virtually.
- 3.1.15 If an employee refuses to come to report for duty without permission, such absence shall be dealt with in terms of the applicable disciplinary code.
- 3.1.16 Leave management: the provision in the Determination and Directive on leave of absence remain applicable.
- 3.1.17 The health protocols as set out in earlier Circulars by the DPSA as well as the OHS Directions from the Minister for Employment and Labour, should strictly be adhered to.

**The work schedules as proposed by this advisory notice for all departments in the Free State Provincial Government is hereby attached for ease of reference:**

Category	Working arrangements
Senior Managers and office support staff	100% (at least 2 days per week in office and 3 days remote work arrangements in accordance with the component's remote working plan)
Managers (Deputy Directors and OSD equivalent)	100% (at least 2 days per week in office and 3 days remote work arrangements in

Office of the Director General

Private Bag X517, Bloemfontein, 9300

OR Tambo House, 4<sup>th</sup> Floor, Cnr St Andrew and Markgraaff Street, Bloemfontein

Tel: +27(0)51 405 5801 Fax: +27(0)51 405 5671 [dg@fspremier.gov.za](mailto:dg@fspremier.gov.za)



	accordance with the component's remote working plan)
Assistant Managers and OSD equivalent with own office	100% (at least 3 days per week in office and 2 days remote work arrangements in accordance with the component's remote working plan)
Staff with own offices	In accordance with the shift plan, rotation or remote working arrangements depending on the availability of resources.
Staff that share offices	30% occupancy of staff at times, where social distancing is possible. If 3 employees occupy a single office and with social distancing permitting then 2 should be present at any given time, if not 1 must be present at all times.  In accordance with the shift plan, rotation or remote working arrangements depending on the availability of resources
Other staff with no office (not office bound e.g. CDPs SocDev, CHWs health, etc)	In accordance with a shift plan, rotation or remote working arrangements.
Staff who are 60 years and older as well as those with disclosed and approved high risk comorbidities.	Enter into a work-from-home arrangement where possible, if not a shift system or rotation must be implemented.

Office of the Director General

Private Bag X517, Bloemfontein, 9300

OR Tambo House, 4<sup>th</sup> Floor, Cnr St Andrew and Markgraaff Street, Bloemfontein

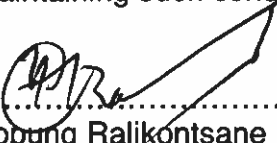
Tel: +27(0)51 405 5801 Fax: +27(0)51 405 5671 [dq@fspremier.gov.za](mailto:dq@fspremier.gov.za)



the premier

Office of the Premier  
FREE STATE PROVINCE

The Free State Provincial Government rely on the commitment and dedication of each employee to ensure optimum productivity in the workplace whilst, at the same time, maintaining such conduct and measures which may be necessary to avoid transmission.

  
.....  
Kopung Ralikontsane  
Director General

Date..15/07/2021.

Office of the Director General

Private Bag X517, Bloemfontein, 9300

OR Tambo House, 4<sup>th</sup> Floor, Cnr St Andrew and Markgraaff Street, Bloemfontein

Tel: +27(0)51 405 5801 Fax: +27(0)51 405 5671 [dg@fspremier.gov.za](mailto:dg@fspremier.gov.za)

[www.freestateonline.fs.gov.za](http://www.freestateonline.fs.gov.za)