

KWADUKUZA MUNICIPALITY
THE OFFICE OF THE MUNICIPAL MANAGER

THE KDM ORGANIZATIONAL LOCKDOWN MITIGATION PLAN (2020)

1. INTRODUCTION

The Corona Virus, (COVID-19) is spreading at an alarming rate, and the World Health Organisation had to declare the coronavirus outbreak as global pandemic. This spread has prompted the World Health Organization (WHO), National Institute for Communicable Disease (NICD) and the National Department of Health, to step up the campaign mainly on the awareness for communities, institutions, organizations and citizens to understand the virus in terms of causes, symptoms and preventive measures.

KwaDukuza municipality as also one of the organs of (power) state very closest to communities and also in the coalface of service delivery and better life for local communities and residents of KwaDukuza, then also felt it mandatory to also heed the call of the world health body and National Government of South Africa including KwaZulu-Natal by giving priority to the protection of local citizens accessing municipal buildings and amenities, the employees and the elected councillors, hence the development of the KDM WORKPLACE RESPONSE PLAN TO PREVENT COVID-19

ORGANISATIONAL ADJUSTMENTS TO BE PURSUED TO SUIT CONDITIONS OF LOCKDOWN:

Adherence to the new measures declared by the President means that internally as an organization we will in the interim:

1. close of all municipal buildings to the public in adherence to social distancing during the commencement of the lockdown. This closure will be done at 12:00 midday.
2. adhere to the work from home approach for all non-essential services employees whilst all essential services and staff will remain operational (i.e. Fire & Emergency Services, Marine Safety, Traffic & Crime Prevention, Information Technology and Communication, Disaster Staff, Crematorium & Burial Services, Electricity Services and Waste Management);

3. issue an erratum with new closing dates, for all tenders and CQs with closing dates that fall after the commencement date of the lockdown, these will be published in newspapers and municipal communications platforms (website and social media);
4. issue an erratum with new closing dates, for all positions advertised with closing dates that fall after the commencement date of the lockdown, these will also be published in newspapers and municipal communications platforms (website and social media);
5. close all public recreational spaces, swimming pools, parks and beaches for any type of use during this period;
6. cancel all meetings that fall after the prescribed commencement date of the lockdown;
7. due to the lockdown period contracts may be affected and the advice was that the legal department together with the business unit should inform the respective service providers accordingly.
8. work hard to ensure that the municipality pays all valid invoices before it by Thursday, 26 March 2020;
9. publish the Draft 2020/2021 IDP, 2020/2021 Draft Budget and Policies on municipal communications platforms (website and social media) for public comment, submissions can be sent via mdp@kwadukuza.gov.za and municipalmanager@kwadukuza.gov.za;
10. attend only to critical maintenance in old age home and hostels (electricity and water leaks);
11. receive all official documents and communication related to the municipality via the email municipalmanager@kwadukuza.gov.za;
12. we will not offer garden refuse removal services during the lockdown period, therefore, citizens should not take out any garden refuse, the public is encouraged to avoid cutting trees and or generating excess garden refuse during this period;
13. all town planning applications and building plans received before the 16th of March 2020, will be assessed and its outcomes will be communicated either via electronically platform (email) during the lockdown or within the first week of lockdown lifting by the State President.
14. all building plans, business license and development/town planning applications already within the system will be granted an extension of time;
15. invoicing of outdoor advertisement and related items will be delayed and only be done after the lockdown.

16. ED: EDP will further engage the organized business and other relevant stakeholders to look on local 'stimulus' to cushion the local economy post-lockdown period. The report of this process will be submitted to the Council for consideration during the 1st sitting of EXCO or Council.

MEASURES PROMULGATED BY THE PRESIDENT OF THE REPUBLIC OF SOUTH AFRICA:

We urge our residents to adhere to the following from midnight on Thursday 26 March until midnight on Thursday 16 April as alluded to by the President:

1. all South Africans will have to stay at home.
2. the categories of South Africans who will be exempted from this lockdown are the following: health workers in the public and private sectors, emergency personnel, those in security services – such as the police, traffic officers, military medical personnel, soldiers – and other persons identified as necessary for the response to the pandemic.
3. it will also include those involved in the production, distribution and supply of food and basic goods, essential banking services, the maintenance of power, water and telecommunications services, laboratory services, and the provision of medical and hygiene products.
4. individuals will not be allowed to leave their homes except under strictly controlled circumstances, such as to seek medical care, buy food, medicine and other supplies or collect a social grant. All shops and businesses will be closed, except for pharmacies, laboratories, banks, essential financial and payment services, supermarkets, petrol stations and health care providers.
5. companies that are essential to the production and transportation of food, basic goods and medical supplies will remain open. Companies whose operations require continuous processes such as furnaces, underground mine operations will be required to make arrangements for care and maintenance to avoid damage to their continuous operations. Firms that can continue their operations remotely should do so.
6. to alleviate congestion at payment points, old-age pensions and disability grants will be available for collection from 30 and 31 March 2020, while other categories of grants will be available for collection from 01 April 2020. All channels for access will

remain open, including ATMs, retail point of sale devices, Post Offices and cash pay points.

RECOMMENDATIONS

Procurement of goods and service (Supply Chain Management)

1. **THAT** procurement of Covid-19 and disaster materials will be procured during the time of lock down.
2. **THAT** all requests must be emailed to the SCM practitioner, copied to the CFO and Head: SCM
3. **THAT the** stores will be opened and materials will be issued by the standby staff during the 21-day lock down period
4. **THAT** VPN and 3G modems be issued to V Sramulu, M Pillay and S Msweli to ensure that there is continuity in procurement during the Covid-19 lock down period and any disaster procurement.
5. **THAT** all tenders closing during the 21-day lock down period, an erratum had been issued for this week's edition in the local papers for an extension of closing date.
6. **THAT** respective business units must ensure that they request extension of validity period for their tenders.
7. **THAT** procurement for the essential services units will continue as normal for example electrical services and community safety.
8. **THAT** all invoices during the lock down period must be dropped off with the security at Lavoipierre guard house.
9. **THAT** all vehicles being utilized during the lock down period will receive fuel as normal.

10. **THAT** due to the lock down period contracts may be effected and the advice was that the legal department together with the business unit should inform the respective service providers accordingly.

11. Consumers are encouraged to change their mailing option to email rather than post. Please forward a valid e-mail address to RaeesaB@kwadukuza.gov.za, should their wish to change their emails

12. Consumers may also contact the following officials for account enquiries:

• Electricity and Refuse queries	krishenk@kwadukuza.gov.za
• Rates queries	sandilek@kwadukuza.gov.za
• Statement and balance requests	raeesab@kwadukuza.gov.za

13. Electronic Fund Transfers and cellphone banking are recommended with account number as reference. Consumers are urged to email proof of payment to

RameshR@kwadukuza.gov.za

ACCOUNT NAME: KWADUKUZA MUNICIPALITY
ACCOUNT NUMBER: 4087627126
BANK: ABSA CHEQUE
BRANCH CODE: 632005

EASYPAY OUTLETS (PICK N PAY, CHECKERS, SPAR, WOOLWORTHS ETC.)

14. Payments done conveniently when making purchases or visiting the stores will minimise the risk of exposure.

DIRECT DEBIT ORDER (ACB)

15. Consumers may complete a direct debit order form, which will allow for the automatic payment of your outstanding amount directly from your bank account on the 28th of each month. You may request the form from ZaneleM@kwadukuza.gov.za. Completed forms should be submitted to the Finance Office. Consumer can specify the maximum amount to be deducted from the consumer's bank account

METER READING

16. Due to the nationwide lockdown, most meters will be averaged. Customers that have access to their electricity meters are encouraged to email their meter readings including the meter number, reading date and municipal account number to: KrishenK@kwadukuza.gov.za by the 28th of each month.

PURCHASE OF PRE-PAID ELECTRICITY TOKENS ONLINE

17. For keypad prepaid meters only (not card tokens)

Step 1 **Either:** **Register at www.wireit.co.za or SMS 11-digit meter number to 36073. SMS cost R5 once off**

Step 2 **Minimum R200 purchase required.**

Step 3 **Receive token via SMS**

NOTE: If any problems encountered with wireit, please call the helpdesk on 087 742 0459 (24hrs).

18. Electricity tokens/vouchers may be purchased from any of the vendors listed below.

Apart from convenience when making purchases or visiting the stores, this will limit movement and minimise the risk of exposure.

WIREIT	EMPENDULO KITCHEN
SHOPRITE (SV)	ENOLIN HOLDINGS
STANGER FOOD ENTERPRISES	LUSIZOH MINI STORE
STANGER HEIGHTS SUPERETTE (PTY) LTD	TJ GAME SHOP & CAFÉ
BROXEN INVESTMENTS (PTY) LTD	SHAKASHEAD SUPERMARKET
MUNICIPAL OFFICE	TOOPANS SUPERMARKET
TYRAL SUPERETTE	SUNSHINE SUPERMARKET
BOXER STORE THEM BENI GENERAL DEALER	PICK N PAY
ZIBUYILE TRANSPORT	SANDILE SUPERMARKET
QWABES TUCKSHOP	HALELUYA TUCKSHOP
C A NAIDOO BROTHERS	MDAVUS STORE
TOOPAN SUPERETTE	GLEDHOW MINI MARKET
BEACHWAY FRUITERERS	MZALIS TRUCK SHOP
GLEDHOW MINI MARKET	NTAMBENDE SUPPLIER
AMOD ADAM CONS	SASOL STANGER
S E MANGA & SONS	MADLADLA TUCK SHOP
PALM LAKES	MBARA SERVICES
BALLITO FOOD INTERPRISES PTY LTD T/A BALLITO SPAR	RAYMONDS SUPERMARKET
BALLITO FOOD INTERPRISES PTY LTD T/A LIFESTYLE SUPERSPAR	MAHLAMBA TUCK SHOP
THE BIG 5 RESTAURANT & GYM	RALS SUPERMARKET
BALLITO FOOD ENTERPRISES T/A LIFETYLE SUPERSPAR	TIFFANYS SUPER SUPAR
ZUNZA CATERING & CLEANING SERVICES	KWENZA SUPPERETTE
LOUNGE AND FURNITURE WORLD CC	TIFFANYS SUPER SUPAR
HYPERCHECK QUICKSAVE	NDWANDWE TRADING T/A ZWIDE
SUPERB WHOLESALERS	KWAGAZI TUCK SHOP
CHECK ME	NHAVINS STORE
WOZA WOZA SUPERMARKET	TEMBE ELECTRICAL SERVICES CC T/A HALELUYA TUCKSHOP
GI BUTCHERY	AMANDLA OMLHANDAZO
THONGALAMI TRADING	GLENHILL SUPER
STANGER HEIGHTS SUPERMARKET	HALELUJA 2, GROUTVILLE
EKUTHULENI TUCK SHOP	CROC BUTCHERY
MASCOR SALT ROCK SASOL	

Disclaimer: The list above would depend on whether or not the vendor is operating during the lockdown period.

19. THAT on electrical maintenance and operations

- a) Only standby – 2 teams for electrical
- b) Contractor for fault finding XXX and Capital Power on standby
- c) Control room – cancel 22h00 to 06h00 cancelled
- d) The repairs and maintenance tender to awarded in order to elevate problem of materials procurement

20. THAT on Electrical Construction and service connections

- a) New service connections – ON HOLD
- b) MV upgrade by Yebo Yes – ON HOLD
- c) Electrification by Isipho Sethu – ON HOLD
- d) Bulk by XXX – Continue
- e) Infills by XXX – ON HOLD.
- f) No KDM clerk of works

21. THAT on fleet maintenance

- a) There will be two (2) teams on standby
- b) Towing services

22. THAT on materials issuing from stores

- a) This will be issued by the standby team
- b) The repairs and maintenance tender to be finalised such that provision of materials is easily sourced

23. THAT on working from home

- a) All 4 manager have laptops and data cards
- b) The 2 senior technician and administrator have no laptops and data cards to be able to work
- c) at home
- d) There are 3 available data cards – 1 x ED, 2 x Directors that can be used by technicians

24. THAT on requirements

- a) Identification cards for all staff and contractors who will be working during identified period
- b) 3 laptops and 3 data cards

- c) Towing services for vehicle breakdown, vehicles to be towed to workshop and spare one to be issued
- d) 10 -litre spray containers for disinfecting each vehicle – **5 required**
- e) Cleaning services at least twice per week
- f) Trailers availability in case required
- g) Standby roster and shift roster up to 30 April 2020 – Electricity; Control room; Mechanical Workshop

25. THAT on Communication

- a) Social media with community, contractors and internal staff

26. THAT the following measures shall be applied in KDM workplace environment during the period of national lockdown:

- 26.1. All the essential services staff members shall be expected to be at work namely: electricity, control room, waste and refuse collection/management, lifeguards, traffic, social crime prevention, fire and emergency.
- 26.2. Each business unit shall identify and designate critical staff members falling outside of essential services but expected to work within the confines of disaster and emergency namely: cemetery, crematorium, occupational office/building, etc.
- 26.3. The blanket extension of the expiry of IT gadgets passwords till 30 April 2020 is granted with immediate effect to all KDM users.
- 26.4. All passages and bathrooms of the municipal buildings shall be cleaned once in 5 days and each BU shall work on the special roaster in this regard.
- 26.5. All the KDM buildings and municipal fleet shall be sanitized.
- 26.6. The KDM Compensation and Benefits office shall be working from home through Director HR Mandla Ngcamu.
- 26.7. The closing dates for posts shall be reviewed after the national lockdown period
- 26.8. The timesheets for a period of **11 March - 10 April 2020** shall be submitted to payroll by close of business on **16 April 2020** and the period between **27 March to 16 April 2020** shall be treated as national lockdown.
- 26.9. The KDM staff annual leave approved during the national lockdown shall be cancelled.

- 26.10. All IT related queries shall be directed to Director IT Mduduzi Mbili for onward referral to a standby IT technician (whose cell phone number shall also be made public) who will be working interchangeably every week.
- 26.11. SCM shall only procure stock items which are essential services, disaster and emergency related including the required items for those departments which shall be operational
- 26.12. Overtime shall be capped as per the current policy provisions.
- 26.13. Each business unit is encouraged to identify internal staff issued with laptops and consider loaning them to critical staff members who will be expected to work from home in discharging their duties within the confines of essential services, disaster and emergency.
- 26.14. KDM staff designated as disaster champions and OHS representatives for purposes of preventing COVID-19 who shall be working will be expected to continue discharging their responsibilities to prevent COV-D-19.
- 26.15. The VPN and modems or recharge vouchers shall be allocated to limited staff members who will be working from home.
- 26.16. The KDM disaster management departmental staff shall be at work to among other things providing managing requisitions, procurement, issuing and inventory control of COVID-19 PPE.
- 26.17. The identified KDM critical who will be expected to work from home utilizing telephone handsets shall be identified by the Executive Director concerned and their extensions and cell phone numbers shall be given to IT Director for synchronization allowing usage from home.
- 26.18. All KDM staff members who shall be working during the national lockdown period shall be working in groups.
- 26.19. Consideration shall be given to enhance the movement capacity of the remaining staff members in terms of utilizing the parked vehicles whose drivers or users would be home.
- 26.20. A grace period or flexibility shall be given to shift workers when changing their shifts on **Thursday 26 March 2020**.
- 26.21. Any employee who contracts the COVID-19 while on duty shall be treated in line with the provisions of the recent Notice on the compensation for occupationally-acquired COVID-19 as issued by the Compensation Commissioner.

- 26.22. There shall be the identification of KDM staff who would be working during the national lockdown period.
- 26.23. The municipality shall close its business at 12h00 on **26 March 2020** to allow staff members to make payments of their bills and also do groceries.
- 26.24. KDM management shall be expected to cooperate with organised labour and employees in the implementation of these measures.
- 26.25. The alternate KDM Emergency cell phone number shall be used in case of load shedding during the national lockdown period
- 26.26. The KDM working conditions and benefits of the employees shall not change downwardly during the national lockdown period.
- 26.27. The operational requirements and processes of implementing these broad measures shall be done at each business unit, department and sectional level and these measures also reinforce the KDM Workplace Response Plan to Prevent COVID-19. HAT following measures shall be applied in KDM workplace environment during the period of national lockdown:
- 26.28. All the essential services staff members shall be expected to be at work namely: electricity, control room, waste and refuse collection/management, traffic, social crime prevention, fire and emergency.
- 26.29. Each business unit shall identify and designate critical staff members falling outside of essential services but expected to work within the confines of disaster and emergency namely: cemetery, lifeguards, SCM, crematorium, occupational office/building, etc.
- 26.30. The blanket extension of the expiry of IT gadgets passwords till 30 April 2020 is granted with immediate effect to all KDM users.
- 26.31. All passages and bathrooms of the municipal buildings shall be cleaned once in 5 days and each BU shall work on the special roster in this regard.
- 26.32. All the KDM buildings and municipal fleet shall be sanitized.
- 26.33. The KDM Compensation and Benefits office shall be working from home through Director HR Mandla Ngcamu.
- 26.34. The closing dates for posts shall be reviewed after the national lockdown period
- 26.35. The timesheets for a period of 11 March 2020 to 10 April 2020 shall be submitted to payroll by close of business on 26 March 2020, and the period of 27 March 2020 to 16 April 2020 shall be treated as national lockdown.

- 26.36. The KDM staff annual leave approved during the national lockdown shall be cancelled.
- 26.37. All IT related queries shall be directed to Director IT Mduduzi Mbili for onward referral to a standby IT technician (whose cell phone number shall also be made public) who will be working interchangeably every week.
- 26.38. SCM shall only procure stock items which are essential services, disaster and emergency related including the required items for those departments which shall be operational
- 26.39. Overtime shall be capped as per the current policy provisions.
- 26.40. Each business unit is encouraged to identify internal staff issued with laptops and consider loaning them to critical staff members who will be expected to work from home in discharging their duties within the confines of essential services, disaster and emergency.
- 26.41. KDM staff designated as disaster champions and OHS representatives for purposes of preventing COVID-19 who shall be working will be expected to continue discharging their responsibilities to prevent COVID-19.
- 26.42. The VPN and modems or recharge vouchers shall be allocated to limited staff members who will be working from home.
- 26.43. The KDM disaster management departmental staff shall be at work to among other things providing managing requisitions, procurement, issuing and inventory control of COVID-19 PPE.
- 26.44. The identified KDM critical who will be expected to work from home utilizing telephone handsets shall be identified by the Executive Director concerned and their extensions and cell phone numbers shall be given to IT Director for synchronization allowing usage from home.
- 26.45. All KDM staff members who shall be working during the national lockdown period shall be working in groups.
- 26.46. Consideration shall be given to enhance the movement capacity of the remaining staff members in terms of utilizing the parked vehicles whose drivers or users would be home.
- 26.47. A grace period or flexibility shall be given to shift workers when changing their shifts on **Thursday 26 March 2020**.
- 26.48. Any employee who contracts the COVID-19 while on duty shall be treated in line with the provisions of the recent Notice on the compensation for

occupationally-acquired COVID-19 as issued by the Compensation Commissioner.

- 26.49. There shall be the identification of KDM staff who would be working during the national lockdown period.
- 26.50. The municipality shall close its business at 12h00 on 26 March 2020 to allow staff members to make payments of their bills and also do groceries.
- 26.51. KDM management shall be expected to cooperate with organised labour and employees in the implementation of these measures.
- 26.52. The alternate KDM Emergency cell phone number shall be used in case of load shedding during the national lockdown period
- 26.53. The KDM working conditions and benefits of the employees shall not change downwardly during the national lockdown period.
- 26.54. The national lockdown does not mean vacation to KDM management and staff as it will be required and expected of staff provided with the required resources to work from home.
- 26.55. **THAT** the operational requirements and processes of implementing these broad measures shall be done at each business unit, department and sectional level and these measures also reinforce the KDM Workplace Response Plan to Prevent COVID-19.

ECONOMIC DEVELOPMENT & PLANNING

27. All town planning applications and building plans received before the 16th of March 2020, will be assessed and its outcomes will be communicated either via electronically platform (email) during the lockdown or within the first week of lockdown lifting by the State President.
28. All building plans, business license and development/town planning applications already within the system will be granted extension of time.
29. EDP Staff will be encouraged to work from home to process applications, review and finalized polices and Standard Operating Procedure.
30. That the invoicing of outdoor advertisement and related items will be delayed and only be done after the lock down.
31. ED: EDP will further engage the organized business and other relevant stakeholders to look on local 'stimulus' to caution the local economy post-lock down period. The report of this process will be submitted to council for consideration during the 1st sitting of EXCO or Council.

MARINE SAFETY,

32. All Lifeguards shall be on duty during the lockdown,
33. The Beaches shall be closed to the public, and lifeguards shall be available should there be any emergency, and shall assist Law Enforcement should there be any unauthorised persons on the beach,
34. They shall be provided with the required Protective Wear(PPE)
35. All the First Aids kits shall be replenished,
36. They shall be provided with Appointment Cards, authorising them to be at work during this period,
37. Adequate signage to be installed at all beaches, indicating the closure

FIRE AND EMERGENCY SERVICE

38. The Fire Stations shall operate the existing shifts,
39. All staff shall be provided with the required PPE,
40. Staff shall be provided with the identification cards, to assist with Travel through the planned checkpoints,
41. All the First Aids kits shall be replenished,
42. The equipment on the rescue vehicles shall be replenished,
43. Medical calls shall firstly be directed to the EMRS, and we shall perform secondary response.

LAW ENFORCEMENT

44. Officers will work with the SAPS and the SANDF Deployed in the area, to conduct roadblocks and operations as provided for in the Gazette, Inspection of restaurants, Outlets selling alcohol, etc,
45. We shall require additional fleet, from Business Units that will not be active during this time,
46. These vehicles shall have to be fitted with Blue Lights and Decals for use by the Traffic Officers,
47. We shall also require 3 x 3G Cards to be able to work out of the office,
48. Officers shall be equipped with relevant tools/equipment to manage the current situation
49. Officers shall be issue with the required PPE
50. Traffic Officers based at the Testing Centre shall be reassigned to perform law enforcement duties, during the shutdown.

SECURITY

51. All Municipal Buildings shall be protected and access restricted to the public,
52. Councillor protection shall still be in place as required,
53. Security will be required to wear PPE at all times,
54. The security at Public Amenities shall be briefed to assist in controlling the number of people entering municipal venues, ie Cemetery and Crematorium

DISASTER MANAGEMENT

55. Disaster Management Unit will manage the Operations Centre
56. The Unit will ensure that staff are provided with the required PPE,
57. They shall provide continuous updates on the status of operations,
58. The Team, shall with the Community Services Team, assist with provision of sanitizing services at the Taxi ranks, and pension pay points.
59. We are also requesting that staff be allowed early leave on Thursday, in order to avoid the panic shopping on Thursday.

ADMINISTRATION

56. Admin staff shall work from home as required
57. All management staff shall be available to provide the necessary support to the operational teams.
58. KDM management shall also use this period to develop service delivery, project management and workplace/staff institutional recovery plans including the cash flow projections.

COMMUNITY SERVICES AND PUBLIC AMENITIES OPERATIONAL PLAN

59. Refuse removal services is essential services therefore during the lock down KDM will continue to provide a service.
60. Request for 3G cards to ensure that Managers and key staff is able to work home during the lock down.
61. Request is hereby made for resources to develop and print the authorisation permit.
62. Request that mechanical workshop to be available throughout the lock down period.

63. Garden refuse services will not be collected during the lock down.

64. All Community halls booking are immediately cancelled.

65. The Supervisor and the Foreman for Cemeteries will alternate on weekly basis in line with seven standby with his overtime team. If the need arises, he will request additional manpower the day before. The Supervisor and the Foreman are to carry out the administrative operations. If there is a backlog on administration, the admin assistant will be required to call in. The security guard at the entrance of the building will be given the cellphone numbers of the supervisor and the Foreman for the bereaved family to contact the relevant officials for assistance

CIVIL ENGINEERING AND HUMAN SETTLEMENTS

65. There will be a building and maintenance team on standby to attend mostly on building issues headed by Sanjay Choonlal

66. There will be a slum clearance team on standby headed by Fani Fihlela.

#KDM COUNCIL, STAFF AND COMMUNITY FIGHT THE COVID-19 NOW!!