



UNKK NOMAGUGU SIMELANE-ZULU  
UNGQONGQOSHE WEZEMPILO

# UKWESEKWA KWABASEBENZI ASEBEHAQWE YIGCIWANE I-COVID-19

## 1. UKWESEKWA KWABASEBENZI ASEBEHAQWE YIGCIWANE I-COVID-19

Uma isisebenzi sekutholakale ukuthi sesinalo igciwane i-Covid-19, kumele saziwe udokotela noma umhlengikazi ukuthi sesihaqekile futhi kumele sihlaliswe ngasodwana izinsuku ezingu-10. Yize kunjalo-ke kodwa kuye kube nezikhathi ezithile lapho isisebenzi kumele saziwe ngalesi simo sisemsebenzini. Uma lokhu kwenzeka isisebenzi sisemsebenzini, kumele:

Sihlukaniswe ngokukhulu ukushesha kwezinye izisebenzi ngokuthi sibekwe sodwa egunjini okungena kahle kulo umoya. Bese kulandelwa imigomo yokulawula ukuvikela ukutheleleka njengokugqokwa kwesifonyo, ukulandela izinhlelo zenhlanzeko, phakathi kokunye.

- Qinisekisa ukuthi isisebenzi leso sithola ukwelulekwa ngokwengqondo futhi sisemesini esikahle ukuthi silandele neminye imiyalelo esinikwa yona, njengezeluleko zokuhlaliswa ngasodwana. Thola ukuthi isisebenzi leso sizokwazi yini ukuthi sizihlalele kahle ngasodwana sisekhaya, noma sizodinga ukuthi siyohlaliswa ngasodwana esibhedlela sikahulumeni, nanokuthi sizokwazi yini ukuthi sizihambele sona ukuya kuleyo ndawo esizohlala kuyo ngasodwana (okungaba sekhaya laso noma esikhungweni sikahulumeni)

Uma isisebenzi sisekhaya noma sisendaweni lapho sigonqiswe khona ngasodwana, kumele:

- Sikelelelwe isisebenzi leso ukuthi silandele izeluleko ezimayelana nokuhlaliswa ngasodwana ukuze sivikele umndeni waso, abangani nozakwabo esisebenza nabo.

### Okunye okumele kwenziwe:

- Asihlelelwe isisebenzi leso esithintekile ukuthi sithole ikhefu lokugula lezinsuku ezingu-10 esizobe singekho ngazo emsebenzini. Khumbula ukuthi izinsuku lezi ezingu-10 ziyisikhathi esincane sokuhlaliswa kwesiguli ngasodwana kungenzeka zibe ngaphezulu kwazo, kuye ngokuthi isiguli leso sibambeke kangakanani nanendlela yokwelashwa edingekayo.
- Asikelelelwe ngokusinikeza ukweluleka ngokwengqondo ngezinhlelo ze-“Employee Assistance Programme (EAP) kanye ne-Employee Wellness Programme”.
- Uma amathuba emakhulu ukuthi ukuhaqeka kwesisebenzi kwakungenxa yendlela yokusebenza, (ngamanye amazwi isisebenzi sahaqeka ngenxa yomsebenzi), ngaleyo ndlela leso sisebenzi kuzomele sigcwalise amafomu okufaka isicelo sokunxeshezela eMnyangweni wezabaSebenzi.

## 2. UKWESEKWA KWALEZI EZINYE IZISEBENZI

- Kumele nilandele izeluleko zikadokotela walapho nisebenza khona bese niqinisekisa ukuthi zonke ezinye izisebenzi ziyaseseka isisebenzi noma izisebenzi lezo okutholakale ukuthi sezihaqekile.
- Mazichazelwe izisebenzi uhlelo oseluzolandelwa, zaziswe ngakho konke okuzokwenzeka ziphinde zithole ukwelulekwa ngokwengqondo nokwesekwangokwesimo senhlalo.

## 3. BIKELA UDOKOTELA WASEMSEBENZINI NEHHOVISI LEZEMPILO LESIFUNDA

- Bikela udokotela walapho usebenza khona ngokushesha ngesikhathi waziswa nje ukuthi sekunesisebenzi esesihaqekile.
- Udokotela wasemsebenzini yena kumele:
  - Ahlole izimpawu zesifo kuzona zonke izisebenzi ezikuleyo ndawo ethintekile ukuze kutholakale labo abasengcupheni yokuhaqwa yigciwane bese enika izeluleko ngezinyathelo ezizothathwa ukuya phambili;
  - Eluleke ithimba eliseduze lalabo abazolandela labo abake baxhumana nesisebenzi esesihaqekile nokuqonga kwezinye izisebenzi.

## 4. THOLA UKUTHI IZISEBENZI LESO SIKE SAXHUMANA NABOBANI

- Kungenzeka ukuthi isisebenzi leso sathelwa ngezinye izisebenzi esisebenza nazo, noma ngabantu esisebenza ngabo, noma ngomunye esihlala naye ekhaya noma endaweni. Ngakho-ke kubaluleke kakhulu ukwehlukanisa phakathi kwalezi zehlakalo ezintathu ezilandelayo;
  - Isisebenzi esaziswe ngudokotela waso ukuthi sesinalo leli gciwane
  - Isisebenzi esikhombise izimpawu zokuba naleli gciwane sisemsebenzini sabe sesicelwa ukuthi sihambe siyohlola bese kutholakala ukuthi sesinalo igciwane
  - Izisebenzi ezihlonzwe njengalezo ezike zaxhumana naleso esesihaqekile emsebenzini bese nazo kutholakala ukuthi sezihaqekile
- Esehlakalweni sokuqala nesesibili: lekelela isisebenzi leso ukuthi sithole ukuthi ukhona yini esike saxhumana naye;
  - Okusho ukuthi lowo esike sasondelana naye ebangeni elingaphansi kwemitha elilodwa isikhathi esingaphezulu kwemizuzu engu-15 bengazifakile izimpahla zokuzivikela (bengazifakile izembozabuso/izifonyo) noma izimpahla zokuzivikela ezingekho esimeni noma bebenokuxhumana ngqo nokuphefunyulwa yilowo osehaqekile (okungaba ngokwelashwa noma elabhoethri).
- Esehlakalweni sesithathu: Lesi sisebenzi sesivele sesihlonzakele njengesihaqekile kanti futhi sesivele sesivalelwe ngasodwana njengoba sasixhumene nesihaqekile futhi ngeke sisadinga ukuthi kwenziwe olunye uphenyo ngaphakathi emsebenzini. Umqashi kumele aseseke njengoba kuchaziwe ngenhla.
- Ukuthungatha labo abake baxhumana naleso sisebenzi ngaphandle kwasemsebenzini, akuwona umsebenzingqangi womqashi. Kodwa-ke noma kunjalo umqashi kumele asebenzisane neziphathimandla zezeMpilo (ithimba labathungathi) ukuhlonza labo bantu abake baxhumana naleso sisebenzi.

## 5. LEKELELA NGOKUHLONZA LABO ABAKE BAXHUMANA NOSEHAQEKILE NANOKUHLALISA NGABODWANA LABO BANTU OKUNGENZEKA UKUTHI NABO SEBEHAQEKILE

- Ukugongqa kuchaza ukuthi lezo zisebenzi ezisengcupheni enkulu yokuhaqwa yigciwane le khorona ziyasuswa kwabanye abantu izinsuku ezingu-10 kusukela ngosuku ezazisondelene ngalo nalabo asebehaqekile, ukuze nabo bengezukulidlulisele kwabanye.
- Kwezinye izisebenzi ezisekhaleni lale mpi yokulwa nalolu bhuhane, ukugongqa kungathatha ngaphezulu kwezinsuku ezingu-7 zilokhu zihlolwa nsuku zonke izimpawu kuze kuyoba wusuku lwe-10 kusukela ngosuku lokucina ezazihlangene ngalo nosehaqwe yi-COVID-19.
- Kuyoncika ngokwesimo sasekhaya, zingahlaliswa ngazodwana ekhaya noma endaweni elungiselelwe ukuqongqa.

## 6. IZINYATHELO OKUMELE ZITHATHWE UKUVIKELA UKUTHELELEKA KWEZINYE IZISEBENZI

- Ukuhlola izimpawu zegciwane kuzo zonke izisebenzi kabili ngosuku nokufundisa izisebenzi njalo ngezinyathelo zokuthi zingazifaki engcupheni yokutheleleka njengokusebenzisa impahla yokuzivikela ngendlela efanele (njengokugqoka nokukhumula izifonyo, njll.
- Qinisekisa ukugcinwa kwebanga elifanele ngaso sonke isikhathi, ukuhlanzeka kwezandla, ukugqokwa kwezifonyo nokuhlanzwa njalo kwezindawo ezijwayele ukuthintwa kuhambisana nomhlahlandlela wokulawulwa nokuvikelwa kwezifo ezithathelanayo kuZwelonke, emsebenzini nakuzo zonke izindawo.
- Qinisekisa ukuthi imigomo yokulawulwa nokuvikelwa kwezifo nezithathelanayo kuZwelonke iyalandelwa kuzo zonke izindawo.

## 7. UKUVALWA OKWESIKHASHANA UKUZE KUHLANZISISWE FUTHI KUBULAWE NAMAGCIWANE

- Zonke izindawo lapho isisebenzi esihaqekile sike sasebenza khona noma esike sazivakashela emsebenzini kuzomele zivalwe okwesikhashana ukuze zishayiswe ngomoya, zihlanzisiswe bese zifakwa nezibulalimagciwane ngokwemiyalelo yokulawulwa nokuvikelwa kwezifo nezithathelanayo kuZwelonke.
- Lolu hlelo kumele luthatha phakathi kwamahora angu-24 kuya kwangu-48 kuye ngobukhulu benkampani/besikhungo okumele sihlanzwe.

**Qaphela:** Ngokwesitatimende esikhishwe uMnyango wezeMpilo kuZwelonke ngomhlaka-10 kuNhlanguvana 2020, mayelana nokuhlanzwa nokubulawa kwamagciwane ezindaweni zokusebenza ngenxa yegciwane i-covid-19, ivera ukuthi: **uMnyango wezeMpilo kawusidingi futhi kawusikhiphi isitifikethi sokuhlanzwa nokubulawa kwamagciwane."**

## 8. UMA KWENZeka KUVALWA OKWESIKHASHANA INDAWO YOKUSEBENZELA NGENXA YEZINYE IZIZATHU

### 8.1 Ukuvalwa okwesikhashana kophiko lwenkampani/lwesikhungo (Amahora angeqile kwangu-48)

Ukuthi indawo yokusebenzela izovalwa noma cha, kuye kuncike emphumelweni wophenyo olwenziwe. Ukuvalwa kophiko lwenkampani/lwesikhungo kumele kwenziwe uma inani lezisebenzi okumele liqhube umsebenzi ngokuphepha lilincane kakhulu ngenxa yalezi zizathu ezilandelayo:

- Uma inani lezisebenzi eziholelwe igciwane kwatholakala ukuthi zinazo izimpawu zalo bese kudingeka ukuthi ziyohlaliswa ngazodwana lilikhulu kakhulu.
- Uma inani lezisebenzi ezike zaxhumana nalowo osehaqekile lilikhulu futhi sekudingeka ukuthi liyogongqiswa.
- Uma inani eselihlonzwe ukuthi seline-COVID-19 lilikhulu futhi sekudingeka ukuthi liyohlaliswa ngayedwana.

### 8.2 Ukuvalwa kwesikhashana kwesikhungo (Amahora angeqile kwangu-48)

Ngokomthetho asikho isikhulu esiPhezulu/umQondisi/umQondisi oMkhulu/UsekelamQondisi Jikelele onegunya lokuvala isikhungo/isakhiwo. Isinqumo sokuvala isikhungo/isakhiwo sithathwa kuphela uMhlonishwa uNgqongqoshe waleso sikhungo ngomlomo weNhlolo yoMnyango wezeMpilo.

Ukuvalwa kwesikhungo/kwesakhiwo kungenziwa kuphela uma kuwukuthi leso sikhungo/sakhiwo/wadi siyahambisana nale mibandela engenhla.

Uma kuyisibhedlela/umtholampilo, leso sikhungo kumele singavalwa thanqa, kodwa kumele kumiswe ukusebenza kwezinye izinsiza noma kusetshenziswe ezinye izindlela zokusebenza njengokusebenzisa izinsiza ezingomahamba nendlwana.

## 9. UKUVULWA KWESIKHUNGO EBESIVALIWE

Ukuze isikhungo ebesevaliwe siphinde sivulwe, kumele sibe sesihlangabezane nalezi zidingo ezilandelayo:

- Ukuhlolwa kwezimo ezaholela ekutheni isisebenzi leso sihaqwe yigciwane lekhona.
- Ukucaciswa kwezinyathelo ezizothathwa ukulungisa izimo ukuze kuvikelwe lezo zimo ezivele ngesikhathi kwenziwa uphenyo.
- Ukuhlanziswa nokubulawa kwamagciwane kuzo zonke izindawo nasezintweni ezingaba yisizinda samagciwane.
- Uma ingqubo yonke yokuvikela isilandelwa.
- Uma indawo yokusebenzela yayivalwe ngokwemiyalelo yabahloli baseMnyangweni wezemiSebenzi nabaSebenzi futhi sekukhombiseke ngokwanele ukuthi imigomo ebekiwe isiyalandelwa ngaphambi kokuthi indawo leyo inikezwe igunya lokuthi iphinde ivulwe.

KUSEZANDLENI ZETHU



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