



RAMOTSHERE MOILOA LOCAL MUNICIPALITY

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OFFICE OF THE MUNICIPAL MANAGER

RAMOTSHERE MOILOA LOCAL MUNICIPALITY DISASTER MANAGEMENT PLAN FOR COVID-19

1. PURPOSE

To inform Council, municipal employees and communities at large about precautionary measures and type of essential services put in place during COVID-19 lockdown (27th March 2020-16th April 2020)

2. BACKGROUND

The President of the Republic of South Africa has declared a National State of Disaster in terms of section 27(2) Disaster Management Act, 2002 No 57. This disaster plan is to address, prevent and combat the spread of COVID-19 within Municipal areas and it should be read together with the Government Gazette No 43147, R.339 published on 25 March 2020.

The municipality support the National Government in combating the COVID-19 since its closer to the people on the ground.

To mitigate the impact on health of the residents we serve, our employees we will ensure service delivery is maintained during the 21 days lockdown and beyond that.

Disaster Management COVID-19 Plan seeks to address and implement measures alluded to by the State President and Minister of CoGTA in terms of Regulations published in Government Gazette Notice No. 318 of 25th March 2020 and subsequent related Directives and Guidelines to be issued from time to time during the 21-day lockdown

3. APPOINTMENT OF COVID-19 EMERGENCY RESPONSE TEAM

- 3.1 The Municipal COVID-19 response team comprising of all the Directors, Communication Manager, Revenue Manager, Supply Chain Management Manager, Risk Manager, Security Manager, Water and Sanitation Manager, Electricity Manager, Public and Safety Manager, and Labour Unions to also be part of the team.
- 3.2 Director Community Services to coordinate activities related to COVID-19.

- 3.3 Director Community Services to on daily basis liaise with Provincial Department of Health, District Joint Operations Centre (JOC) and Provincial Disaster Management Centres.
- 3.4 Communication Manager to update staff members through print and electronic media about developments and any announcement by Provincial or National Government.
- 3.5 The team to keep up to date with NDOH and WHO advice, and communicate these to employees regularly.

4. PROCUREMENT FOR COVID-19 MATTERS

- 4.1 All procurement to be subject to MFMA and applicable emergency provisions in Regulations made under that Act.
- 4.2 Ensure budget reprioritization to facilitate funding to deal with COVID-19.
- 4.3 Avail resources to supplement the capacity of the Joint Operations Centre or District JOC.

5. NON ESSENTIAL STAFF

- 5.1 All non-essential staff to stay at home until the end of lockdown
- 5.2 Consideration should be taken for those occupations that allow employees to work from home as a means to minimise travel and possible exposure to COVID-19.

6. GATHERING/MEETINGS

- 6.1 All illegal gatherings to be reported to SAPS to be able to enforce Public Gatherings Act in compliance with COVID-19 preventive measures that were announced by the President.
- 6.2 Council's consultative meetings (Integrated Development Plan, Budget, Annual Report etc) with Communities to be reduced to the level of ward committees. Adverts to be put in print and electronic media inviting public for representations or comments.
- 6.3 All Council meetings not be open to the public as of 18 March 2020.
- 6.4 Consider adopting the budget.
- 6.5 Suspend all ordinary council meetings.
- 6.6 Consideration should be taken for the process of tabling the draft Budget/IDP/PMS i.e delay until end of 21-day lockdown and /or observe directives from PT and NT.
- 6.7 All domestic travel for meetings by staff and Councillors to be minimised.
- 6.8 Total suspensions of public gatherings is imposed immediately, these include conferences, religions activities, sporting events, wedding celebrations, night clubs, taverns, bars, music concerts, parties and gymnasiums.
- 6.9 The funeral to be limited to 50 people.
- 6.10 Those funerals must be brief and are to last not more than 2 hours.

- 6.11 During burial, strict hand washing/surface cleaning is recommended for all equipment used (shovels, etc.)
- 6.12 To minimise risk, no food service shall be provided to mourners/public at funerals.
- 6.13 No night vigils.

7. QUARANTINE AND ISOLATION PLACES

- 7.1 Shalimar Park hall to be used as isolation and quarantine facility within RMLM area of jurisdiction. Submission to be made to Department of Health for same.
- 7.2 An office to be identified within municipal offices for isolation purposes
- 7.3 Technical Department to ensure that the facility is in good working condition i.e toilets repaired, water available, and lights are working properly.
- 7.4 Department of Social Services to ensure that blankets and food is available to those isolated in the facility.
- 7.5 Isolation facility should also include the homeless people.
- 7.6 Department of Correctional Services and SAPS to assist to monitor those isolated
- 7.7 Department of Health to assist in identification of a building for quarantine purposes.
- 7.8 Any person(s) identified with symptoms of COVID-19 refusing to go to such sites, the local Magistrate will be approached to issue an Order as contemplated in Annexure A of Regulations issued on 25th March 2020.

8. HEALTH AND SAFETY MEASURES

- 8.1 Masks, gloves and sanitizers to be provided to all essential workers, this includes security guards that work directly or indirectly with community with effect from 18 March 2020.
- 8.2 Masks, gloves and sanitizers to be extended to all workers on the field such as Technical Services and Community Services.
- 8.3 **All public members entering the municipal premises to be sanitized.**
- 8.4 All staff members and community members are encouraged to frequently wash hands with soap and clean water or hand sanitizers provided.
- 8.5 High contact surfaces such as door handles, rails, desks, etc to be frequently sterilized with ammonia and chlorine based cleaning products or compounds in line with NCID recommendations.
- 8.6 All employees and community members encouraged to;
 - 8.6.1 *Cover nose and mouth when sneezing with flexed elbows or tissue.*
 - 8.6.2 *Avoid direct contact with anyone with cold or flu symptoms.*
 - 8.6.3 *Seek medical help when experiencing flu symptoms.*
 - 8.6.4 *Avoid handshakes, hugs and kisses when greeting other people.*
 - 8.6.5 *Not to visit cities and other areas already incidences of COVID-19 reported.*
 - 8.6.6 *Maintain a distance of 1-2 metres between individual persons.*
- 8.7 A person suspected of having contracted COVID-19 may not refuse consent to an enforcement officer for submission of that person to a medical examination.

9. SECURITY MEASURES

- 9.1 Security Cluster to meet regularly and discuss new developments and additional measures to be put in place.
- 9.2 Security guards to ensure that community members utilize the sanitizer upon entering the municipal premises.

10. BUSINESSES WITHIN THE MUNICIPALITY

- 10.1 All businesses to be closed except retail stores selling essential services/goods as gazetted by the i.e Pharmacies, Laboratories, Banks, Essential Finance Services, Supermarkets, Petrol Station, Healthcare Facilities, Companies involved in making and distribution of food, basic goods and Medical suppliers .
- 10.2 Retail stores selling essential goods are prohibited from selling any other goods and should be open at 9H00 and closed at 17H00 from Mondays to Fridays, and open at 09H00 and close at 13H00 Saturdays and Sundays.
- 10.3 All outlets selling liquor to be closed immediately.
- 10.4 All businesses to be encouraged to implement COVID-19 measures in their premises i.e use of sanitizers, adhering to 1-2 m social distance and counting customers entering in relation to their floor space to protect their workers and public at large.
- 10.5 SMMEs support is centralized at www.smmesa.gov.za .

11. COMMUNICATION , AWARENESS , AND HYGIENE EDUCATION

- 11.1 Communication unit to prepare and roll out awareness campaigns on COVID-19 through media platforms (print, radio, and social media).
- 11.2 To ensure that promotion materials include details on prevention methods, identification, infection control and reporting channels.
- 11.3 In partnership with NGOs , DoH , Community and Faith-based Organisations , business community , provide orientated and information to Councillors ,Ward Committees, CDWs , EPWPs , CWPs , Traditional Leaders , Religious leaders to enable them to play the role of health promoters in their communities and enable uniform , non-alarmist and consistent communication with the public.

12. TRANSPORTATION

- 12.1 All commuter transport such as buses and taxis and private vehicles are prohibited except for purposes of transporting workers rendering essential services or obtaining essential goods or receiving social grants.
- 12.2 Personal space allocation as determined by National Government directive to be adhered. Thus all vehicles must not carry more than 50% of their licensed capacity
- 12.3 Employers to provide transport for persons rendering essential services should such persons be unable to use public transport.
- 12.4 Public Safety officials to monitor the adherence to the standard set.
- 12.5 All non-essential travel, particularly by taxis and bus is discouraged.

- 12.6 All commuter transport such as buses and taxis and private vehicles transporting persons rendering essential services or obtaining essential goods or to obtain grants will be allowed to travel from 5am-9am and from 04pm-8pm.

13. RESIDENTS MOVEMENT

- 13.1 No persons will be allowed to travel between Districts
- 13.2 Any person looking for essential service or goods must fill in Form B. This form must be carried along with copy of an I.D, and to be provided to Enforcement Officers when required.
- 13.3 Proof to be submitted on way back from area visited , and such proof should correlate with the form .

14. INSTITUTIONS RENDERING ESSENTIAL SERVICES

- 14.1 The Director of the institution should determine essential services to be performed by his or her institution and must identify essential staff that will be performing such services.
- 14.2 The Head of institution should sign Annexure C (Form 1) for every staff rendering essential services
- 14.3 Signed form by Head of institution should be carried together with copy of I.D and to be presented should the Enforcement Officers request it.

15. HEALTH AND SAFETY

- 15.1 Conduct Risk Assessment to identify the risks of a COVID-19 outbreak in the municipality. Identify areas where provisions against COVID-19 are still inadequate and processes to immediately correct these.
- 15.2 Municipality must decide to limit some of its services to better manage the COVID-19.
- 15.3 Municipality must suspend all non-essential/non-critical meetings
- 15.4 Municipality should consider procuring scanners for use to monitor its essential services employees
- 15.5 Possible exposure in terms of COVID-19 symptoms. Such screenings should or must be done by personnel with requisite expertise.
- 15.6 Possible screening of employees to be done on daily basis in the morning to ascertain their state of health and whether or not they display symptoms of COVID-19 .Employees displaying such symptoms must be requested to seek medical treatment from medical professional in line with NDoH guidelines.
- 15.7 Avail awareness material on COVID-19 to members of the public and employees advising on the necessity for adherence to the protocols of COVID-19.
- 15.8 Ensure posters on COVID-19 are placed at conspicuous and strategic locations where members of the public can be informed.

- 15.9 Guide members of the public by displaying symptoms (after scanning) consistent with COVID-19 to a medical professional.
- 15.10 Directors should formally grant approval in accordance with SALGBC for all employees who worked closely with affected employees to self-quarantine for a period of 14 days to ensure infection does not spread. A list of such employees should be kept.

16. MUNICIPAL ESSENTIAL SERVICES

16.1 The following are the essential services rendered by the municipality :-

16.1.1 Water provision:

- a. Water provision will be rendered accordingly to high density settlements, rural communities and informal settlements.
- b. Water tankers and storage tanks to be provided to constrained communities that have limited access to municipal water supply

16.1.2 Sanitation-Maintenance of sewerage network:

- a. Sewer reticulation network will be maintained

16.1.3 Electricity provision:

- a. Electrical services will be rendered during the period of lockdown.

16.1.4 Waste Management- street cleansing and refuse removal:

- a. Identify hotspots areas and mitigation measures during 21-day lockdown.
- b. Refuse collection from residents and CBD will be performed in accordance with usual collection roster.
- c. Street cleansing will be conducted in the morning only.

16.1.5 Public Safety:

- a. Traffic officers and by-law enforcement officers to be working until the end of COVID-19 lockdown.

16.1.6 Revenue Services:

- a. Revenue at cashiers points i.e Groot Marico , Lehurutshe and Zeerust to be working collecting payments from rate payers , traffic fines , grave payments and other payments of services and proof of residence copies – Community Members are encouraged to use other methods of payment.

16.1.7 **Municipal Stores** limited to - Stores material (petrol for essential services - from 8am-9am).

16.1.8 Security:

- a. Security officers (service providers) including municipal security officer and Manager will be working until end of the lockdown.

16.1.9 Municipal Vehicles

- a. Municipal vehicles were identified and allocated only to the above-mentioned essential services.
- b. Abuse of such vehicles will be dealt with in accordance to the Disciplinary processes available.

- c. Traffic officers both municipal and provincial were made aware of these arrangements.

16.1.10 **PPPE's For Essential Services**

- a. All essential employees performing essential services were provided with adequate PPEs necessary to prevent infection to COVID-19.
- b. All units provided with sanitizers , masks and gloves.
- c. All were encouraged to utilize these PPEs and to always adhere to COVID-19 precautionary measures

17. MUNICIPAL SERVICES - CLOSED

- 17.1 The following were some of municipal services halted until the end of lockdown :-
- 17.2 HR services
- 17.3 IT- partially , will work from home and will be requested to come to work should the need arises
- 17.4 Training services
- 17.5 Labour Services- as and when needs arises
- 17.6 facilities - as and when needs arises
- 17.7 DLTC
- 17.8 VTS
- 17.9 Licensing
- 17.10 Roads and storm water
- 17.11 Parks and open spaces
- 17.12 IDP
- 17.13 Housing
- 17.14 Assets
- 17.15 Budget
- 17.16 Other supporting services not mentioned

Managers of the above services should be in alert as they may be called in to assist should the need arises

NB:THIS ARRANGEMENTS INCLUDING MEASURES PUT IN PLACE MAY VARY AS AND WHEN NEW INFORMATION ABOUT VIRUS COMES IN

18. CONTACT DETAILS

NAME AND SURNAME	DESIGNATION	DIVISION	CONTACT DETAILS
Mokgalagadi D	Manager	Water and Sanitation	
Morobetsi T	Manager	Electricity	
Phakalane T	Manager	Waste Management	
Prinslo D	Manager	Public Safety	
Lencoe M	Manager	Revenue	
Bogatsu C	Manager	Stores	
Letsholonyane H	Manager	Security	
Mahomed S	Manager	Fleet	

COVID-19 PANDEMIC CALL CENTERS AND HOTLINES:

INSTITUTION	CONTACT DETAILS	INSTITUTION	CONTACT DETAILS
National Institution For Communicable Diseases	0800 029 999	Support to SMMEs in Distress	0860 663 7867
South African Police Service	0800 10111	National Crisis Line	0861 322 322
Department of Home Affairs	0800 601 190	Reporting undue Price increases	0800 141 880
Department of Water	0800 200 200	Presidential Hotline	17737
Department of Tourism	0860 868 474	WhatsApp:	060 012 3456
Gender Based Violence command centre	0800 428 428 or *120*7867# (Free)		

DITSHABA MAKHATE MUNICIPAL MANAGER

ATTACHED ANNEXURES (as per published Regulation):

- ANNEXURE A
- ANNEXURE B
- ANNEXURE C
- ANNEXURE D
- REFUSE COLLECTION ROSTER