



agriculture
& rural development

Department:
agriculture
& rural development
PROVINCE OF KWAZULU-NATAL

**RETURN TO WORK BUSINESS
CONTINUITY PLAN FOR LEVEL 4
FOR
KZN DEPARTMENT OF
AGRICULTURE AND RURAL
DEVELOPMENT.**

MAY 2020

OVERVIEW

On 29 April 2020, new Regulations were published by the Minister of Cooperative Governance and Traditional Affairs in terms of the Disaster Management Act which replaced previous lockdown regulations and set out the restrictions that will be imposed during Alert Level 4. These Regulations permit more categories of business to resume operations, subject to the establishments of and compliance with, strict health protocols and social distancing measure in the workplace.

Level 4 is a slight adjustment from level 5 as its still poses restrictions, one of which is that we need to keep to 30% of our workforce. It must however be noted that the Department of Agriculture and Rural Development was already identified as a critical department in ensuring that people are food secured. The total number of staff that was already operational at level 5 exceeded the required 30% for level 4, it is therefore not feasible for the Department to keep to the 30% requirement of the workforce. This plan has taken into consideration the nature of our business and the demands of the services to the clients without compromising the health and safety of our employees.

The health and safety of our employees will be safeguarded through the implementation of the directive from the Minister of Employment and Labour on the back to work readiness, this directive in the main stresses the importance of hygiene and health protocols which is a component of this plan.

COMPONENTS OF THE PLAN

The following components are building blocks of our business continuity: -

- Human resource provisioning
- Risk assessment
- Hygiene and Health protocol to ensure the safety of officials
- IT support required to enable continued operations
- Control measures
- Communication with staff during lockdown.
- Monitoring and evaluation

a) HUMAN RESOURCE PROVISIONING FOR LEVEL 4

• OFFICIALS IDENTIFIED AS ESSENTIAL AND CRITICAL FOR LEVEL 4

Name	Total numbers			Enabling clause of regulations and description
	Full time at work	Standby	Shift	
Agricultural Services	819			PART A: AGRICULTURE, HUNTING, FORESTRY AND FISHING Description: All agriculture services to ensure continued production of food
Veterinary Services	182			PART P: HEALTH, SOCIAL AND PERSONAL SERVICES Description: To deal with import and export permit.
Research	99	50	50	PART O: PUBLIC ADMINISTRATION, GOVERNMENT SERVICES AND OTHER ARMS OF THE STATE Description: To manage trials that have already commenced
Financial Management	30	40		ANNEXURE D: ESSENTIAL SERVICES Description: To facilitate procurement of essential goods and services.
MEC and HoD	35			PART O: PUBLIC ADMINISTRATION, GOVERNMENT SERVICES AND OTHER ARMS OF THE STATE Description: Services rendered by Execution Authority, supported by HoD

HRM	14	21		ANNEXURE D: ESSENTIAL SERVICES Description: To process appointments and overtime
EWP & OHS	6			PART O: PUBLIC ADMINISTRATION, GOVERNMENT SERVICES AND OTHER ARMS OF THE STATE Description: To provide therapic services and medical care for officials on site
IT	5			ANNEXURE D: ESSENTIAL SERVICES Description: Provision of IT Support
Cleaning and Minor works	11			ANNEXURE D: ESSENTIAL SERVICES Description: To provide emergency maintenance services
Security	5			ANNEXURE D: ESSENTIAL SERVICES Description: To safeguard state property and monitor
Rural Development	8			PART A: AGRICULTURE, HUNTING, FORESTRY AND FISHING Description: All agriculture services to ensure continued production of food
Internal control		3		PART O: PUBLIC ADMINISTRATION, GOVERNMENT SERVICES AND OTHER ARMS OF THE STATE
Communication	7			
Asset Management Fleet	1	6		
TOTAL NUMBERS	1222	120	50	

- **OFFICIALS WHO CAN WORK FROM HOME**

The following number of officials have been identified as officials who are able to work from home and have necessary tools of trade and support.

Occupational Categories	Number of staff
Directors	18
Executive Support: CS	1
HRM&D: DDs	20
IPPM & E	4
Legal Services	3
IGR	4
Budget Planning	7
Asset management	
- Infrastructure	2
- Movable Assets	2

- **The officials who are 60 years and above**

The regulations require that special measures be provided for officials who are 60 years and above as they are regarded as most vulnerable to Covid-19. The following officials have been identified to fall within this category.

Occupational Categories	Officials who are 60 and above
Agricultural Services	42
Veterinary Services	4
Research Services	25
Administration	113
TOTAL NUMBER	184

NB: Officials from Agricultural Services, VET Services and Research Services will be provided an opportunity to exercise this privilege

b) RISK ASSESSMENT

The Department has conducted COVID-19 risk assessment as informed by the Department of Employment and labour's "Workplace Preparedness: COVID-19" guide. The risk profile of the Department is categorised as Medium Exposure Risk to Lower Exposure Risk.

The Department has developed a risk response plan for each district as informed by its risk profile. This includes observation of social distance of 1.5m.

c) HYGIENE AND HEALTH PROTOCOL TO ENSURE THE SAFETY OF OFFICIALS

The regulations require that the hygiene and health protocol be dealt with as follows:

- **Engineering control:** which includes the installation of the physical barrier for officials who renders the reception services.
- **Administrative protocol:** which includes the development of policies and procedures which requires action by employee and employer i.e. Encouraging sick workers to stay at home, minimizing contact among workers, clients and customers by replacing face-to-face meetings with virtual communication; minimizing the number of workers on site at any given time e.g. rotation or shift work.
- **Safe Work Practices :** provision of resources and a work environment that promotes personal hygiene i.e hand soap, alcohol-based hand rubs containing at least 70 percent alcohol, disinfectants, and disposable towels for workers to clean their hands and their work surfaces, regular hand washing or using of alcohol-based hand rubs, and display handwashing signs in restrooms.
- **Screening facility and systems:** the Department will further ensure that daily screening of officials and clients who enters the premises which will be conducted by trained Health and Safety Representatives.

- **Testing facility and referral:** the Department will establish a referral system for testing officials who present symptoms of COVID-19.
- **Personal Protective Equipment (PPE)** – Provision of face masks; hand sanitizers with at least 70% alcohol and gloves where appropriate.
- **Contact tracing database:** - a data collection tool has been designed for contact tracing which is collated by our security personnel as well as frontline staff members who deal directly with the public.

NB: Annexure A: A workplace readiness plan has been developed and attached

Annexure B: Operational Plan on the disinfestation of offices.

d) IT SUPPORT REQUIRED TO ENALE CONTINUED OPERATIONS

- The department will continue to provide full and secure ICT and network services daily. Cabling projects are being continued in some districts.
- Standby support is available from SITA via the helpdesk.
- Backup updates provision. Generators and UPS equipment are readily available in case of power outages.
- Remote support is available for officials that are working from office.
- Tuesdays have been set aside for stakeholder engagements. Cybersecurity discussions integral part of these meetings.
- Vodacom is also available for sales support and continuity
- Microsoft services are available through the MS premier support services which is included in the enterprise agreement.
- Brilliant Tel has availed their services during this period to support continuity.
- The “warm site” at Allerton is available on request
- Mobile services will continue to be provided – extension to data and airtime
- Email services are available. Support for information uploads to websites by the communication unit.
- Work from home services for Transversal applications (Persal, etc) may be provided on request.

- Support for online meetings via MS Teams is available.

NB: Annexure C: Contact details of the IT Support Personnel

e) CONTROL MEASURES

- For officials who are full time at work, daily attendance registers will be required
- For officials working from home, weekly reports will be required.

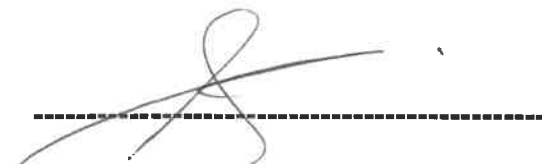
f) COMMUNICATION WITH STAFF DURING LOCKDOWN

- KZN DARD website will remain operational to disseminate information.
- Only communication unit is allowed to engage media on any matter that might arise during lockdown
- Use of print media and translation of such into IsiZulu as a dominating language in KZN.

g) MONITORING AND EVALUATION

- The Departmental crisis management committee assisted by the Steering and Working Committee on COVID-19 will monitor the implementation of this plan and submit regular report to oversight structures.

NB: Annexure D: Contact details of the departmental Crisis Management Committee



HEAD OF AGRICULTURE AND RURAL DEVELOPMENT

MR SD SIBANDE

DATE: 07/05/2020



agriculture & rural development

Department:
agriculture
& rural development
PROVINCE OF KWAZULU-NATAL

DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT AFTER LOCKDOWN

1. INTRODUCTION

South Africa is under lockdown until the end of April 2020. During this period DARD employees are mostly working remotely and only essential services are in the offices.

When the lockdown is over COVID -19 virus will still be doing rounds, it is therefore crucial that the Department contribute in making a safer environment for its employees and the community that it works with in an endeavour to keep the COVID-19 virus curve flat.

“Based on the available evidence, the COVID-19 virus is transmitted between people through close contact and droplets, not by airborne transmission’ according to the World Health Organization.

During this period of COVID-19 virus, the Department has and is implementing its Business Continuity Response Plan in response to the Coronavirus.

The Risk Management section has developed this document for consideration by EXCO in assisting in preparation for operation of the Department after lockdown. The contents of the documents are based on Government Regulations that have been issued for fighting the COVID-19 virus.

2. CONTENTS

Occupational Health and Safety

Business Continuity Management

Communication

Infrastructure

Safety and Security

Human Resource

Transport

3. OCCUPATIONAL HEALTH AND SAFETY

3.1. Cleanliness and sanitisation (disinfecting) of offices

- Mass disinfecting of all offices of the department and determination of the regularity of the process.
- Procurement of equipment to disinfect offices. *In this scenario, due to the shortage of cleaners, officials may be provided with disinfectants and cloths to use to clean their offices every morning or as advised by experts.*
- Training of officials (cleaners) on proper disinfecting procedures. Department of Health must be approached to provide a procedure info via flyers, which must be pasted on the wall inside offices, entrances, corridors, communal areas etc.

3.2 Protocol for cleanliness of ablution facilities

- Frequency
- Type of cleaning material required
- Uninterrupted availability of soap, water, toilet paper etc. in the facilities.

3.3. Additional cleaners

- Assessment of the number of adequate cleaners per floor or building. That process should consider the unavoidable need of regular cleaning of offices and buildings.
- Provision of proper and adequate PPE for cleaners to avoid infections and its spread to officials thereof

3.4. Protocol for meetings

- Awareness on the number of people per meeting in observing social distancing.
- Regular meetings for OHS Reps to report on the OHS issues.
- These meeting should feed information to the OHS committee and further to BCM and EXCO.

4. Business Continuity Management

Current BCM committee to conduct a meeting to formalise working procedures post the Lockdown. Committee to consider reviewing its TORs to include post lockdown.

- An official document must be developed by the committee for the attention and approval by HOD.

5. Communication

Communication section to assist in developing awareness measures to be used by the department to inculcate the culture of hygiene to the staff to avoid and minimise the spread of COVID 19 in the workplace.

- Notices at entrances to office (especially the ones which struggle for network connection). Proper identification of these offices will be crucial as a start to ensure that no office is left behind.
- Intranet (email)
- Departmental Newsletter
- Departmental website
- Use of payslips to spread the information
- Use of departmental cell phones for popup messaging

ITC innovations to be developed and/or improved for video conferencing options where possible to avoid extensive travelling between towns.

6. Infrastructure

Sufficient provision of water for offices that have water shortages. (e.g. water tanks). Identification of these offices will be imperative. For all other offices, backup measures in case of water cuts should be in place.

7. Safety and Security

Enforcement of use of registers for officials and visitor that come into Department's offices. These must include ID numbers, cell phone/telephone numbers, address (especially for non-workers). These will help to trace people in case of identified positive cases.

These registers must be adequately monitored by the security personnel and Security unit or appointed official must regularly supervise this process.

Department to look in to procurement of electronic thermometers for all office entrances and compel all people entering have temperature measured. Response measures in case of suspected cases to be determined by the Business Continuity Management Committee.

Management to determine the maximum number of officials that is permitted in a single meeting considering the size of the boardroom. Distance between officials to be determined as well.

The number of officials per office should be reviewed in order to accommodate social distancing e.g. open plan etc.

8. Human Resource

Office based personnel

Considering the reviewing of method of work for over 55 years, employees with chronic illness, as they are the ones mostly at risk as per the pandemic study. Possibly working from home or isolating them from crowded offices.

Where crowded offices cannot be avoided, a system of workers coming in on a shift method can be considered e.g. (1st shift to be from 7am to 12pm and 2nd shift to be from 12pm to 5pm.) This can be determined by BCM committee where different functions of officials may be considered. ***Where a worker is not in a shift, he/she must work at home prior to the shift to make up for an 8-hour day as per the Basic Conditions of Employment.***

Field staff

A protocol for Extension and all the staff that work in communities should be developed in line with the relevant ones in curbing the spread of the Coronavirus. The protocol can also be included in the communication methods in paragraph 4 above.

9. Staff Transport

As the Department is using buses and taxis to transport officials to and from work the number of officials for each trip should be reviewed, using the limits set by the National Department of transport.

The review above should also be applied in officials using KZN vehicles.

10. Finance and Provisioning/Procurement

Due to the fact that it is not known when the South Africa will be Coronavirus free, the stock of PPE for all officials, e.g. masks, gloves and face visors should be always available and the replenishment levels be determined including sanitisers.

Develop SOPs for SCM and Expenditure in line with social distancing/ COVID19 regulations to ensure that is no or minimum contact via return of quotations as well as invoices.

SOPS to include submission of claims by officials to finance



KZNDARD COVID - 19 OPERATIONAL PLAN

DISINFECTION PROGRAMME FOR ALL KZNDARD - AGRICULTURAL OFFICES										
No	District	Offices	Area	Ha/Sqm	NO. OF Staff	PREVENTATIVE Measure Items	RESOURCES required	Quantity	Responsibility	Date for intervention
1	KZNDARD Cedara	Cedara HO	Main Building Executive Building Centenary Building Mushroom bid Enviro building college Admin hostels Care centre bid SCM bid Dairy bid Engineering bid ADS bid Farm Services Animal Science bid Soil Science bid		?	Cleansing Programme for Head Office, Research Stations, Service Centres, District and Local Offices Provision of hand soap and hand sanitizer for regular hand washing	Disinfectant Sprayers Personnel PPE Hand Soap and Hand Sanitizer	556.10 litres	Minor Works and Farm Services 12 general workers	04-05 May 20
2	KZNDARD	Cedara and OSCA Colleges	All college buildings and related infrastructure		?	Cleansing Programme for Head Office, Research Stations, Service Centres, District and Local Offices Provision of hand soap and hand sanitizer for regular hand washing	Disinfectant Sprayers Personnel PPE Hand Soap and Hand Sanitizer	556.10 litres	Minor Works and Farm Services 12 general workers	04-05 May 20
3	KZNDARD	South Service Centre (Hilton)	Administration Block		?	Cleansing Programme for Head Office, Research Stations, Service Centres, District and Local Offices Provision of hand soap and hand sanitizer for regular hand washing	Disinfectant Sprayers Personnel PPE Hand Soap and Hand Sanitizer	556.10 litres	Minor Works and Farm Services 12 general workers	04-05 May 20
4	ILembe	Kwadukuzi Mandeni Maphumulo Ndwedwe Msunduzi Training Centre	District and Local Offices		81	Cleansing Programme for Head Office, Research Stations, Service Centres, District and Local Offices Provision of hand soap for regular hand washing	Disinfectant Sprayers Personnel PPE Hand Soap and Hand Sanitizer	556.10 litres 81 81	Groundsman from the district and Engineering	05-May-20
5	Ethokwini	Umbumbulu Inchanga	District and Local Offices		47	Cleansing Programme for Head Office, Research Stations, Service Centres, District and Local Offices	Disinfectant Sprayers Personnel PPE	556.10 litres 47	Groundsman from the district and Engineering	06-May-20

6	Umgungundlovu	Impendle Mkhambathini Mporana Msunduzi Richmond ulMngeni	District and Local Offices	73	Provision of hand soap and hand sanitizer for regular hand washing Cleansing Programme for Head Office, Research Stations, Service Centres, District and Local Offices Provision of hand soap and sanitizer for regular hand washing	Hand Soap and Hand Sanitizer Disinfectant Sprays Personnel PPE Hand Soap and Hand Sanitizer	47 556.10 litres 73 73	07-May-20	Groundsman from the district and Engineering
7	Umzinyathi	Endument Nguthu Misinga Umvoti Includes Research station Mudon Stores	District and Local Offices	401	Cleansing Programme for Head Office, Research Stations, Service Centres, District and Local Offices Provision of hand soap and hand sanitizer for regular hand washing	Disinfectant Sprays Personnel PPE Hand Soap and Hand Sanitizer	556.10 litres 401 401	08-May-20	Groundsman from the district and Engineering
8	Uthukela	Allred Duma Inkosi Langalibalele Okhahlamba Escourt State Vet Dukuza Stores Loskop	District and Local Offices	148	Cleansing Programme for Head Office, Research Stations, Service Centres, District and Local Offices Provision of hand soap for regular hand washing	Disinfectant Sprays Personnel PPE Hand Soap and Hand Sanitizer	556.10 litres 148 148	11-May-20	Groundsman from the district and Engineering
9	Harry Gwala	Dr. Nicosazana Dlamini Zuma Greater Kokstad uMzimkhulu uBuhlebezwe	District and Local Offices	81	Cleansing Programme for Head Office, Research Stations, Service Centres, District and Local Offices Provision of hand soap and hand sanitizer for regular hand washing	Disinfectant Sprays Personnel PPE Hand Soap and Hand Sanitizer	556.10 litres 81 81	12-May-20	Groundsman from the district and Engineering
10	Zululand	Abaqulusi Edumbe Nongoma Ujundi Uchongola Belgrade Nongoma State Vet Babanango Local	District and Local Offices	343	Cleansing Programme for Head Office, Research Stations, Service Centres, District and Local Offices Provision of hand soap for regular hand washing	Disinfectant Sprays Personnel PPE Hand Soap/ Hand sanitizer	556.10 litres 343 343	13-May-20	Groundsman from the district and Engineering
11	Ugu	Ray Nkonyeni Umdoni Umuziwabantu Umzumbane Nyangwini Training Centre Esopanza	District and Local Offices	129	Cleansing Programme for Head Office, Research Stations, Service Centres, District and Local Offices Provision of hand soap/hand sanitizer for regular hand washing	Disinfectant Sprays Personnel PPE Hand soap and hand sanitizer	129 129	14-May-20	Groundsman from the district and Engineering

12	Amajuba	Damthauser Local Newcastle Local eMadlangeni Local Mafahlwane sub office	District and Local Offices	148	Cleansing Programme for Head Office, Research Stations, Service Centres, District and Local Offices	Disinfectant Sprays Personnel PPE	556.10 litres 148	Groundsman from the district and Engineering	15-May-20
					Provision of hand soap and hand sanitizer for regular hand washing	Hand soap and Hand sanitizer	148		
13	Umkhanyakude	Jozini Mthabababa Umthabuyalingani a Hlabisa Hluhwe Ingwavuma office Bartholw Combined Mkhabhini Research		148	Cleansing Programme for Head Office, Research Stations, Service Centres, District and Local Offices	Disinfectant Sprays Personnel PPE	556.10 litres 148	Groundsman from the district and Engineering.	14-May-20
					Provision of hand soap/hand sanitizer for regular hand washing	Hand soap and Hand sanitizer	148		
14	King Cetshwayo	City of Umthakuzo Mthonjaneni Local Nkandla Local Umfolozi Local Umhlabazi Local Nsinyweni North Service Centre		610	Cleansing Programme for Head Office, Research Stations, Service Centres, District and Local Offices	Disinfectant Sprays Personnel PPE	556.10 litres 610	Groundsman from the district and Engineering	14-May-20
					Provision of hand soap and hand sanitizer for regular hand washing	Hand soap and Hand sanitizer	610		

ANNEXURE C: IT SUPPORT CONTACT DETAILS

Mobile services helpdesk availability contact details:

Zanele Buthelezi - 082 521 9982 zanele.buthelezi@kzndard.gov.za

ICT Support helpdesk will be based at SITA in Natalia. Contact details:

Mthokozisi Jaca - 033 395 3227 dardhelpdesk@kzndard.gov.za

Zusiphe Fipaza - 033 395 2580 dardhelpdesk@kzndard.gov.za

The ICT Director can be contacted as escalation

Nhlanhla Xhakaza - 082 576 4444 nhlanhla.xhakaza@kzndard.gov.za

MS Teams contact details

Rinesh Aniruth - 084 429 0016

Arniv Mahabe - 074 839 1065

Mthokozisi Mvelase- 083 460 5529

ANNEXURE D: DEPARTMENTAL CRISIS MANAGEMENT COMMITTEE.

Job Title	Name	Surname	Contact details
Head of Department	Siza	Sibande	0674124444
DDG: Rural Development	Jerry	Mfusi	0824192881
DDG	Carlos	Boldough	0828233359
Acting DDG:CS	Kisa	Dlamini	0828840411
Chief Director: AS	Zibusiso	Dlamini	0829219382
Chief Director: Research and TI	Nomfuzo	Mkhize	0824415511
Chief Director: Vet Services	Themba	Sikhakhane	0827849254
Chief Financial Officer	Ayanda	Madlala	0829773077
Acting Chief Director: BSS	Thabani	Mkhize	0829590424
Chief Director: HRM&D	Nonhlanhla	Zwane-Dlomo	0768218105
Acting CEO: Mjindi	Thuledu	Khumalo	0823332159
Acting CEO: ADA	Zenzele	Ndela	0648804774
Head of Ministry	Qayiso	Ntuli	0769265957
MEC's Technical Advisor	Thulani	Khumalo	0823220373
Director: Internal Control	Babalwa	Bodlani	0824618179
Director: Security	Zethembe	Mbatha	0823377181
Director: OHOD	Busi	Xulu	0827812672
Director: Legal Services	Nishi	Seegobin	0824192884
Director: Engineering Services	Elias	Thekiso	0828596562
Director: ICT	Nhlanhla	Xhakaza	0825764444
Command centre Sec.	Mpumi	Ndlovu	0820827977