



Western Cape
Government

Guidance on the management of leave: Coronavirus Disease 2019 (COVID-19 Virus)

POLICY ADVISORY NOTE 9/2020

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With reference to DG Circular No. 17 of 2020, dated 13 March 2020, the following additional guidance is provided:

- If you have tested **positive for the COVID -19 virus** you must submit a medical certificate (signed by a registered medical practitioner) and apply for sick leave. In the unfortunate event that your sick leave is exhausted, you must apply for incapacity leave (PILIR).
- When you **present flu-like symptoms** (e.g. cough, fever, shortness of breath) you should –
 - avoid contact with other people and consider self-isolation;
 - contact your medical practitioner and ask to be tested; or
 - phone the hotline at one of the following numbers to be advised on the procedure to get tested:
 - National: 08-002-9999.
 - Provincial: 021-928-4102.
 - WCDMC: 021-937-6313.
 - Apply for sick leave and provide a medical certificate for 3 days and more absence.
- When you are placed under **quarantine on instruction from a registered medical practitioner** you must apply for sick leave and submit a certificate (signed by a registered medical practitioner). In the unfortunate event that your sick leave is exhausted, you may apply for incapacity leave.
- If you are **not sick and/or do not present flu-like symptoms you will be subjected to an employer-initiated quarantine period of up to 14 days only when -**
 - **you have travelled** (official or personal) to an area with a high risk of COVID-19 (such as China, Singapore, Hong Kong, Italy, Japan, Thailand, Vietnam and other); or
 - you have been **in direct contact** with a person during the incubation period who has **tested positive for the COVID - 19 virus**. During this period, you may be granted special leave or enter into a work from home arrangement (in terms of the provisions of the WCG Work Arrangements Guide). You must provide medical evidence that you have tested negative before re-entering the workplace.
- When you place yourself **voluntarily under quarantine** you must apply for annual leave. In the unfortunate event that your annual leave credits are insufficient, you may apply for unpaid leave.

'Quarantine' means separating asymptomatic individuals (i.e. not showing symptoms) potentially exposed to a disease from non-exposed individuals in such a manner as to prevent the possible spread of infection or contamination.

'Isolation' means *separating a sick individual* with a contagious disease from healthy individuals without that contagious disease in such a manner as to prevent the spread of infection or contamination

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