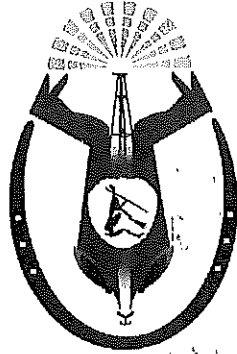


Ubuntu Municipality



*menswaardigheid • hoop • erfenis*  
*ubuntu • ithemba • izithethe*  
*humanity • hope • heritage*

# **COVID -19 RESPOND PLAN**

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## Introduction

The plan is continuity planning process to provide a reference for action plan to respond to declared pandemic **COVID – 19** national state of disaster by the President.

Consequently, to implement those actions required immediately following an emergency or not disruption of rendering basic service to the Community of Ubuntu Municipality.

Plan will help to produce respond action how to ensure the continuation of provision of basic service delivery by minimising the impact of service delivery.

The plan will help to include on adequate level of detail used to maintain the provision of service and;

- To ensure a prepared approach to an emergency/incident.
- To facilitate an organized and co – ordinated response to an emergency /incident.
- To provide an agreed framework within which people can work in a concerted manner to solve problems caused by disaster.
- The plan will also help to identify actions that could be taken in advance of an emergency or incident to reduce the risk of it happening.

Each Head of Department need to ensure the below respond plan continuity, planning process produce each Department action plan to mitigate **COVID – 19**, while providing service to our community economically, efferent and effectively.

**SECTION A**  
**RESPOND TO OUTBREAK COVID -19**

<b>RISK AREA</b>	<b>IMMEDIATE PREVENTATIVE ACTION</b>	<b>RESPONSIBLE OFFICIALS</b>	<b>QUANTITIES/ FREQUENCY</b>	<b>COMMENTS</b>
Internal Communication	Electronic corresponds to be utilize for internal communications Notice boards for general information Section/Units to utilize WhatsApp's and emails for communication	Senior Manager Cooperative Services	Ongoing	LLF meeting to be held on the 25 March 2020 Memo of office standard operation procedure to be conclude & distributed to Employees by 26 March 20 Special council meeting to be held on 24 March 2020 Education programs for employees and conducted in smaller Groups.
Mentors/Ward Committee	Provide Sanitizers or soaps to the needed	Compliance Officer	Supply of 500 or more to the indigents Community	To complete the register to visit all the Indigents
Frontline Staff	Provide sanitizers and marks. Promotion of health hygiene plus posters	Head of Supply Chain	Posters and cleaning soaps Municipal workers at the essential workers	Encourage social distancing by employees
Toilets	Cleaning every two hours and identify high risk areas Soaps in all public buildings	Senior Manager Cooperative Services	Ensure that we have all the public toilets must be all times be clean	Cleaning monitoring to be done during the 21 days

Kitchens	Cleaning every second day and provide closable bins. Waste be removed on a daily.	Senior Manager Cooperative Services	Ensure is done properly	Ongoing
Council Vehicles	That the Municipal Vehicles be washed once in a week.	Mechanic	Employees supply with marks and sanitizers.	Ongoing
Registry	Priorities utilization of electronic system and forward emails. Urgent matters Health hygiene promotion posters	Senior Manager Cooperative Services	Supply of sanitizers and soap for employees.	Ongoing
All Meeting Venues	All the venues should be clean before and after the meetings Social distance minimum (25) people committee room and the chamber 20 people	Senior Manager Cooperative Service	Sanitizers should be supply and the closing bins	Ongoing
Offices	Provide sanitizers and clean officers on a daily basis Health hygiene promotion posters	Senior Manager Cooperative Service	Ongoing	Ongoing
Social Activities	All social activities will be suspended at immediate effect.	Senior Manager Cooperative Service & MM	Ongoing	It must be done immediately
Travelling	All non-essential travelling should be suspended	MM	Based on Request	Ongoing

**SECTION B  
COMMUNITY PREVENTATIVE DRIVE  
CHIEF TRAFFIC OFFICER**

<b>TASK</b>	<b>ACTIVITY</b>	<b>PARTICIPATES</b>	<b>RESOURCES</b>	<b>RESPONSIBLE</b>	<b>TIMEFRAME</b>
Communication	Electronic Pamphlets	Communication with stakeholders	Digital cameras	All National Road N1 & N12	Daily
Awareness program & enforcement of the regulations	Petrol station all strategic places	Road users and everybody else	Flyers, Poster Health & Hygiene promotion	All Officers and MIM	Ongoing
Socio Economic Ethic	Food shortage, loss of profits and stayaways by employees	Dept of education, Social Department, Police and NGO	Feeding scheme and Soup Kitchen	Department of Economic Affairs	Initiated by the Mayor
Cleaning Campaign	Refuse removal and Dumping sites	Infrastructure Department	Refuse Truck and other Heavy Vehicles	Tech Officials & MIM	Daily
Water provision temporary	Ensure water provision in all wards and provide water with water tanks to Missionavale & Modderpoel	Infrastructure department	One 5000lt Jolo water tank	Tech Official & MIM	Daily
Random screaming & sanitizers					

**SECTION C  
OUTBREAK RESPONSE  
COMPLIANCE OFFICER**

<b>TASK</b>	<b>ACTIVITY</b>	<b>RESOURCES</b>	<b>RESPONSIBLE</b>	<b>TIMEFRAME</b>
Isolation of suspected employees	Each building to an area for isolation room	Resourcing of Isolation area	HSP & Compliance Officer	When needs arise

**SECTION D  
RESPONDING TO WORKPLACE**

All stadiums, libraries, parks, open places and all public gathering on open space and parking areas (with closure of parks people will flock to these spaces to socialize) Community halls bookings suspended.

Only one funeral with less than 100 people to be allowed at the graveyard, and the number of people inside the Churches with small buildings to be reduce to 50.

The following are the Municipal Official who will be on standby for the provision of service delivery on essential at Ubuntu Municipality are as follows:

<p><b>Victoria West</b></p> <p>Electricity Department Water &amp; Sanitation Department Finance Department</p> <p><b>Richmond</b></p> <p>Electricity Department Water &amp; Sanitation Department Finance Department</p> <p><b>Loxton</b></p> <p>Electricity Department Water &amp; Sanitation Finance Department</p>	<p>Mr. Charles Phillips 074 4238781 Mr. Jacobs 0814827521 Ms. N Gewers</p> <p>Mr. Hendrik Smit 063b8970049 Mr. Charles Phillips 0744238781 Ms. N Faas</p> <p>Mr. Charles Phillips 074 428781 Mr. Sherrif Hoorn 0728075857 Ms. A Jones</p>
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**SECTION E  
COMMUNICATION**

During the period of lockdown of 21 days as announced by the State President the Senior Managers of Ubuntu Municipality will manage the disaster and ensure provision of Municipal basic services to the Community of Ubuntu at large.

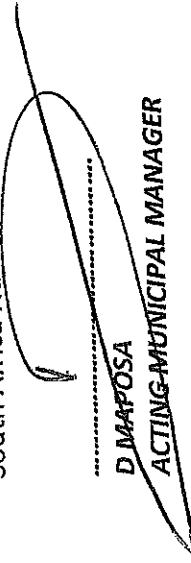
In the events of any casualties please feel free to contact the Senior Managers on their Cell phone 24/7, we commit our self to serve as public servants.

Contact Details are as follows:

Acting Municipal Manager	Mr. D Maposa 072 48 53823
Chief Financial Officer	Mr. R. A.Jacobs 0734731224
Cooperative Service Manager	Ms. N.M Mkontwana 0733548974
Secondment: Civil Engineer	Mr. A Matolong 0628698431

**CONCLUSION**

In relation to COVID – 19, it is particularly important that our institution uses the national resources, posters and guidance that are available and updated on regular basis to reflect the rapidly emerging situation. Subsequently implement regulations approved by South Africa National Government.

  
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**D MAPOSA  
ACTING-MUNICIPAL MANAGER**