



# Overberg District Municipality

## COVID-19 CONTINGENCY PLAN

**#CORONAVIRUS**  
OVERBERG, SOUTH AFRICA

**#COVID19**

PROVINCIAL HOTLINE: 021 928 4102

OVERSTRAND  
SIELENSHOF  
The waterskloof Municipality

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## OVERVIEW

The COVID 19 Contingency Plan will be read in conjunction with the Overberg District Municipality Disaster Management Plan.

The WHO (World Health Organization) declared Public Health Emergency of International Concern on 30 January 2020, this following a pneumonia of unknown cause detected in Wuhan, China on 31 December 2019.

The Corona virus, later renamed COVID 19, is a respiratory illness similar to flu (cough, fever, fatigue & aching body / muscles). More commonly than flu, it can become severe cause viral pneumonia (difficulty breathing). The virus is spread through touching an infected surface or object and can enter via the nose, mouth, and eyes.

The first case of the Corona virus was reported on 9 March 2020 in the Kwa-Zulu Natal region, and the numbers have increased dramatically, tipping the 1000 mark on 27 March 2020.

## LEGAL FRAMEWORK

In consideration of the magnitude and severity of the COVID -19 outbreak which has been declared a global pandemic by the World Health Organization (WHO), Cabinet in its special Cabinet meeting held on 15 March 2020 resolved to declare a National State of Disaster. In this regard, the Minister of Cooperative Governance and Traditional Affairs (COGTA) issued a Gazette declaring a State of Disaster, in terms of Section 27 of the Disaster Management Act, 2002.

Furthermore, the President of the Republic addressed the nation and announced extra ordinary measures to be implemented to mitigate and combat the spread of Covid-19. To ensure proper monitoring, reporting and implementation of the regulations, directions and guidelines by all relevant sectors, the President established a National Coronavirus Command Council that meets 3 times a week to coordinate responses to the pandemic.

Subsequently, the Minister of COGTA issued Directions and Regulations (Gazettes No 43147 and No.43148, respectively) on 25 March 2020. The directions issued stipulates that for the duration of the state of disaster for COVID-19, all Premiers, Members of Executive Councils responsible for local government in the province, the President of the South African Local Government Association, all Executive Mayors/Mayors and Institutions of Traditional Affairs shall take all reasonable measures to facilitate and implement the measures to the extent provided.

To ensure a well-integrated and coordinated planning and response to the COVID-19, the directions provides for establishment of the provincial and district institutional structures. Therefore, the terms of reference are developed in line with the Directions

issued by the Minister of COGTA on 25 March 2020 to respond to COVID-19 in the Cooperative Governance and Traditional Affairs sectors.

Also refer to Annexure A:

Disaster Management Act (57/2002): Directions made in terms of Section 27(2) by the Minister of Cooperative Governance and Traditional Affairs: 43147 Specific reference to Section 6.8.2 and 6.9.2

Annexure B

CIRCULAR NO 10 OF 2020 on establishment of provincial and Municipal Command Councils and Centers

## PURPOSE

The objective of the plan is as follows: <sup>1</sup>

***Ensure seamless integration of National and Provincial actions in support of and coordinating with local municipalities and stakeholders in the district.***

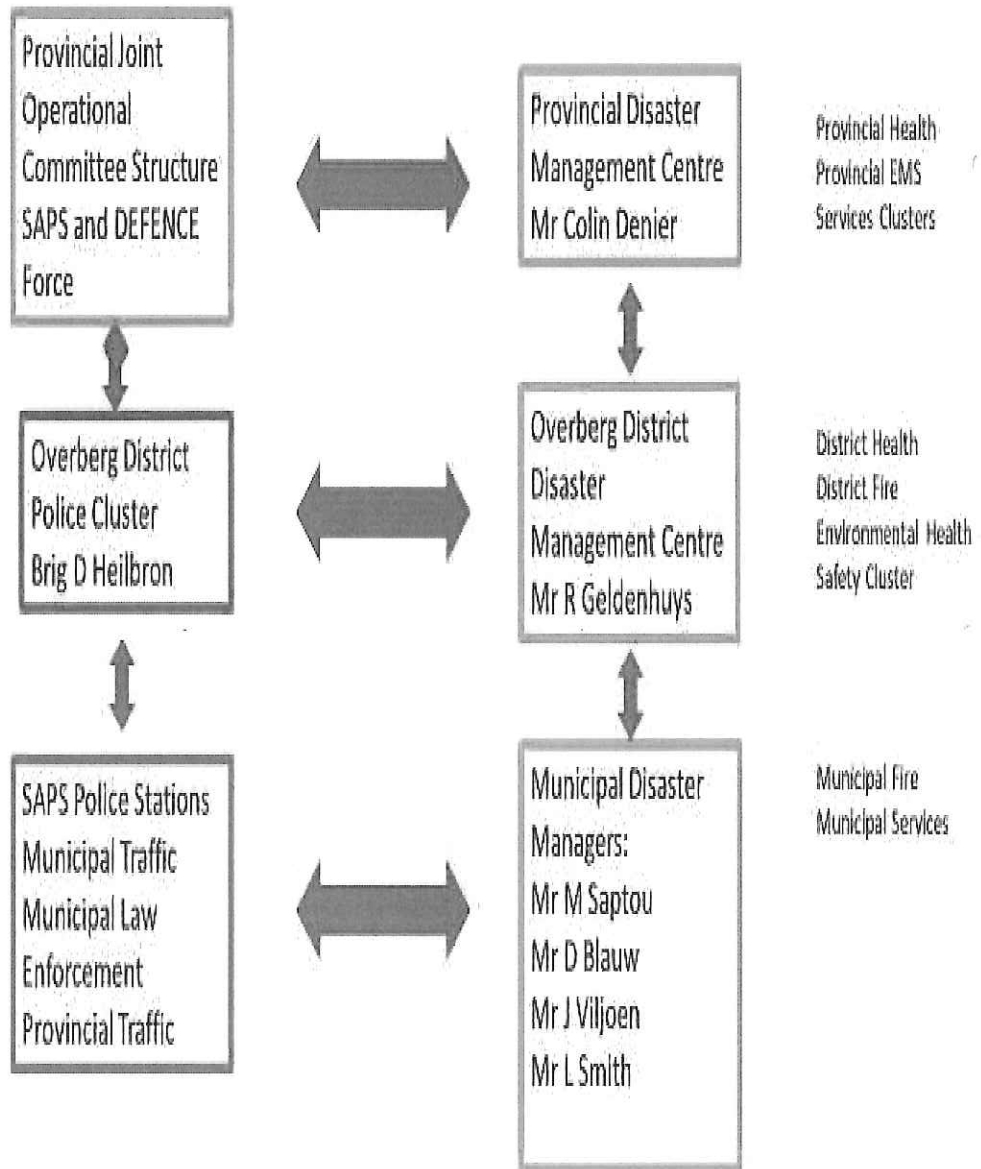
**Broader Overberg disaster management objectives:**

- Protect the public's health by slowing the spread of the COVID-19 in the community;
- Achieve, maintain, and communicate situational awareness regarding COVID-19 in the Overberg District, impacts on the healthcare system and at-risk communities.
- Support the medical resource and data needs of public and private partners.
- Provide timely and accurate information to the public and stakeholders.
- Support the continuity of health operations.
- Provide support to Safety and Security Cluster
- Coordinate Social Relieve and Disaster Relieve actions in the Overberg.
- Prepare for the widespread transmission of COVID-19 in the Overberg District.

<sup>1</sup>Adapted from Provincial Objectives

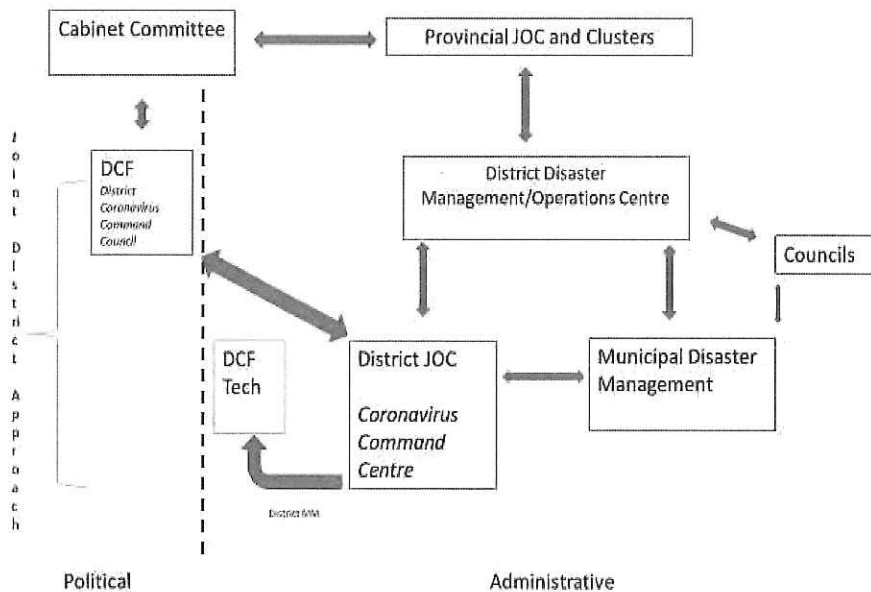
# STRUCTURES

## PROVINCIAL AND DISTRICT COVID-19 MANAGEMENT STRUCTURES



## DISTRICT COORDINATION

The Overberg District Coordination Forum approved the following structure on 18 March 2020



Overberg Fire and Disaster Management: We Care, We Belong, We Serve

## OVERBERG JOC STRUCTURE

- District Disaster Management
- Local Municipality Disaster Management
- District Tourism
- District Social Development
- District Environmental Health
- Communications cluster
- Safety Cluster :Overberg
  - Brig Heilbron/ Col de Wet (SAPS)
- Provincial Traffic
- Local Traffic
- Local Law Enforcement
- District and Local Fire
- Agri SA
- Correctional Services
- Dept of Health
- Private and Local Hospitals
- Dept of Education
- Dept of Social Development
- EMS
- Forensic Services

## Activation Model

- Daily
  - 08:00 Health Provincial
  - 08:30 Provincial Covid-19 PDMC JOC Meeting
    - Video Call
    - 09:00 Health Briefing
  - 10:00 Overberg JOC meeting on Teams
  - 11:00 Safety Cluster Briefing/meeting
  - 12:00 District Municipal Manager Briefing (MM Brief DCF Tech)
  - 12:30 Emergency Services operational meeting/briefing

## RESPONSE AND RELIEF ACTIVITIES

Overberg District Municipality Disaster Management will provide a coordinating role and coordinate the following action steps should the need arise:

- Activate the JOC (Joint Operations Centre)
- Establish the needs through situational analysis and info gathering through JDA and Disaster Management structures
- Ensure role-player and community communication through communication group/cluster lead by a Liaison Officer
- Coordinate the identification of Isolation and Quarantine sites.
- Together with Health and Provincial JOC ensure that patients can be housed and fed in the facilities.
- Coordinate disaster relief actions
- Activate relevant role players
- Liaise with and support the Security Cluster.
- Liaise with and support Dept of Health
- Assist in the formation and running of Disaster Relief Committees in every local municipality

## FIRST RESPONDERS

The First Responders identified to the COVID-19 pandemic include the essential services, as per the State of the Nation Address of President Cyril Ramaphosa. These essential services identified in Overberg District Municipality jurisdiction include but are not limited to:

- SAPS
- Overberg District Municipality Disaster Management
- Overberg District Municipality Fire & Rescue
- Overstrand Municipality Fire Rescue
- Local Municipality Disaster Management
- National Intelligence Agency
- DSD (Department of Social Development)
- Department of Community Safety
- Overberg District Municipality Environmental Health
- Emergency Medical Services
- Law enforcement and Traffic.

- SANDF (South African National Defense Force)

## EMERGENCY PROCUREMENT

Municipalities must institute additional measures to give effect to the program of preventing the spread of the COVID 19 virus. To assist in overcoming the challenges in this pandemic will have on the SCM (Supply Chain Management) operations, the NT (National Treasury) has put in place measures to assist municipalities and municipal entities to procure the basic preventative items to contain and manage the transmission of the COVID 19 virus.

The MFMA Circular 100: Emergency Procurement in Response to COVID 19 Pandemic makes provision for participating and non-participating authorities to procure items on Transversal Contracts

*3.3.3 Where a municipality or municipal entity is not a participant in the above-mentioned transversal contracts, the accounting officer may procure the listed items on **Annexure A: Table 1** from these contracts without obtaining participation approval from the National Treasury Transversal Contracting Unit*

Further 3.5.1 states that *If an item is not listed on Annexure A, and is deemed to be a specific requirement for the municipality or municipal entity, the emergency procurement prescripts may be followed:*

- i) *Accounting officers of municipalities and municipal entities may deviate from inviting competitive bids in cases of emergency in terms of regulation 36 of the Municipal Supply Chain Management Regulations read with the Municipal Supply Chain Management policies. This does not require National Treasury's approval*
- ii) *MFMA Circular 62 allows accounting officers to expand contracts for goods up to 15%. For expansions in excess of the 15%, in order to expedite matters, council may delegate an appropriate structure, provided the decision is ratified by council at its next sitting.*

The above is subject to 3.6.1 *All items procured in terms of paragraph 3.5 as emergency procurement related to COVID 19, must be reported to the relevant treasury within 30 days. The report to the relevant treasury must contain the following information:*

- i) *Description of item*
- ii) *Supplier name*
- iii) *Unit price*
- iv) *Quantity*
- v) *Total Price*
- vi) *Saving achieved when compared to the price listed*
- vii) *Motivation for deviating from the items listed.*



## SCM CONTINGENCY PLAN (LOCKDOWN)

The following measures are put in place for the procurement of items for essential workers only:

### Purchases

- No orders will be issued except for those required to support the rendering of essential services

### Capturing of Requisitions

- User departments will obtain quotations only in an emergency form the supplier/s confirming that there is stock available and that they are able to deliver.
- Once confirmation is received from the supplier a requisition can be loaded on the Frontier system

### Issuing of Orders

- Orders will be emailed to the user dept.

## EDUCATION AND INFORMATION ON COVID 19

The Overberg District Municipality will on their official Facebook page post various educational messages related to the Corona virus. They will also update stats and be a conduit for state and provincial information

The Overberg District Municipality Disaster Management will also commence with a sanitation and hygienic project whereby soap and hand sanitizers will be distributed to the vulnerable communities. This project will commence once the stock items are received. Items will be distributed as and when available.



## ENVIRONMENTAL HEALTH

Will assist with:

- Checking food distribution points
- Assist with regulation enforcements at shops
- Direct fire services in sanitizing of public spaces
- Coordinate together with Forensic pathology services the provision and database of burial sites and undertakers.
- Develop waste disposal SOP's
- Assist in spreading awareness in the community.
- Monitor isolation and quarantine sites.

## FIRE AND RESCUE SERVICE

- Hazmat unit will respond as required for decontamination or high-risk tasks
- Assist Environmental Health in cleaning taxi ranks and public spaces
- Through an integrated approach assist in providing manpower at VCP and roadblocks. (See Annexure C)

## CONTROL CENTER

The Emergency Services Control Room will continue to operate as normal. If an emergency call is received pertaining to COVID 19, the Control Room Operator will use his/her discretion and refer the caller to the following:

National Hotline: 080 0029 999

Western Cape Provincial Hotline: 021 928 4102

Or alternatively the Overberg EMS Control Room at 028 212 9111

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