

## In this edition

- *Highlights of the reviewed CSPS Covid-19 risk adjusted plan*
- *Social stigma associated with Covid –19*
- *The value of knowledge management during Covid-19*
- *Bidding farewell to the hardworking veteran “Bra Rue”*
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YOUTH POWER:  
GROWING SOUTH AFRICA  
TOGETHER IN THE PERIOD  
OF COVID-19

16 JUNE

Youth Day Virtual  
Commemoration



#YouthDay2020

#YouthMonth2020

#YouthPower

President Cyril Ramaphosa



REPUBLIC OF SOUTH AFRICA



# SECRETARIAT NEWS

JUNE EDITION

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- *Social stigma associated with Covid –19*
- *The value of knowledge management during Covid-19*
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**STAY  
SAFE**

**PROTECT SOUTH AFRICA**

**TOGETHER WE CAN BEAT THE CORONAVIRUS**





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# SECRETARY'S MESSAGE



Safe Greetings!!

I want to delightfully start by welcoming the report from our Health and Wellness unit of no positive reported Corona Virus cases for in our department, and as management we want to continue to encourage all of us to do our best both as individuals and a collective to adhere to the COVID-19 regulations and to observe our own Risk Adjusted Workplace Operational Plan.

The attack by this virus has afforded us an opportunity to be creative and dynamic in ensuring that our business continues with minimal disruptions.

Compliments to the department of Public Service and Administration who have shaped the public service through our Code of Conduct which has delivered ethical and behaved public servants who have displayed high levels of commitments even when we had to discharge our responsibilities remotely.

Employees are encouraged to fully acquaint themselves with the reviewed risk adjusted workplace operational plan which addresses number of issues ranging from management issues, wellness, maintaining of hygiene standards and general compliance of covid-19 regulations within the CSPS.

We are all well aware that South Africa received an international acclaim from the WHO for adhering to the worldwide stipulated regulations for COVID -19 and coming up with practical efforts to slow the speed the spread of the virus and we cannot drop the ball.

We are expected to be ambassadors of the COVID – 19 regulations and we are reminded to always wear masks and observe social distance of at least 2 metres at all times.

Despite the hit by the Pandemic, Parliament still expects us to deliver on our mandate although the targets have been lessened and our budgets have been cut. The CSPS has a responsibility of playing a role in ensuring reduction of Gender Based Violence in our communities. Our partnership with Memeza and Aware.Org has yielded positive results as we have distributed protective personal alarms to the survivors of GBV in some provinces.

# EDITOR'S NOTE

Pinda Ntsaluba

As the reality of the rise of the Corona Virus infections hinders police stations, schools and governments departments abilities to remain fully staffed and operational, this a reminder and a call that the recent easing of restriction levels allowing us to return back to work is not an indication that the virus has subsided but a call to continue to remain vigilant and compliant in accordance to the stipulated regulations as we adopt a risk adjusted plan that ensures safety of us all within the work place.

After a long and anxious break, we are excited to reunite again back in the offices all in good health. The top three must have's during this period when in the office is the 3 ply masks which is to be worn at all times, sanitisers and sanitisers with 70 % alcohol content. These precautions have now set the tone of how we are to lead our hygiene and ensure that of those in our vicinity.

The pandemic has afforded us an opportunity to display our commit-

ment towards bettering the lives of South Africans especially women, children and the vulnerable groups whom are fatally wounded and attacked at the hands of perpetrators.

Having just celebrated Youth Month, we are aware of the anxieties and the uncertainties that all these attacks and killings trigger amongst young people both internally and externally and we want to applaud all internal efforts aimed at addressing and contributing to the fighting of this scourge.

It is with that in mind that I feel the necessity to speak to those within the departments still deemed part of the youth "Each of you is not only tomorrow's hope but is heard and supported today. It is no small conviction to continue to rise in the face of adversity but it is the requirement in the strive of not only growth but reaching optimal self-actualisation. Your dedicated efforts and energising presence do not go unrealised in the work sphere. Happy belated

youth month.

We remain committed to ensure platforms for information sharing and we are doing all we can deliver the most interesting news within reasonable times given the new normal we work under.

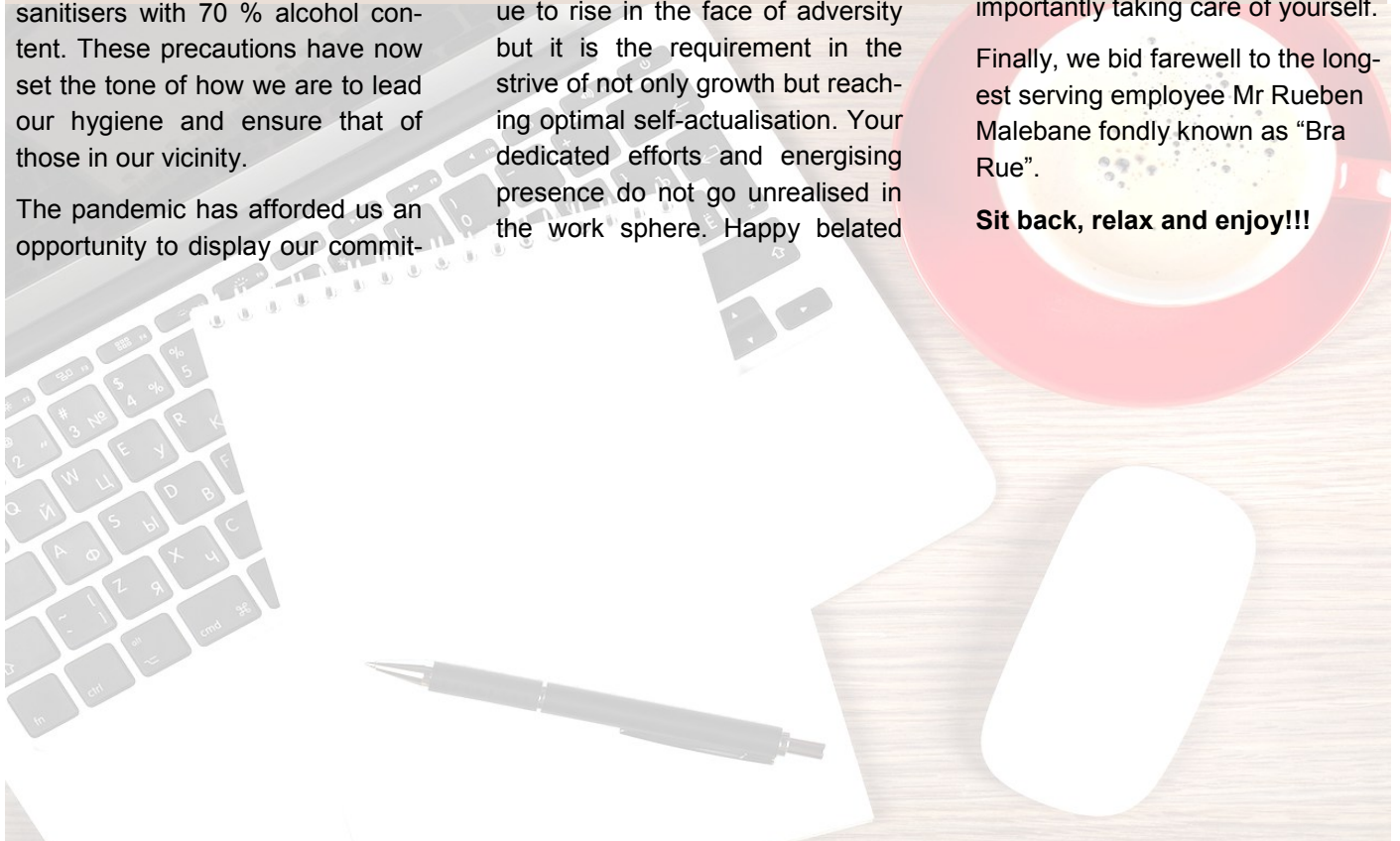
We speak to our young people about celebrating youth day under the corona Virus, we look at the departmental updates on COVID-19.

We have gone out of the ordinary and spoke to parents about their views on taking children back to school amidst the pandemic.

Our vibrant and eloquent Ms Makadi Raseona continues to stress the importance of wellness: participating in internally organised events, taking a walk, meditating, drinking water but most importantly taking care of yourself.

Finally, we bid farewell to the longest serving employee Mr Rueben Malebane fondly known as "Bra Rue".

**Sit back, relax and enjoy!!!**





# HIGHLIGHTS OF THE REVIEWED CIVILIAN SECRETARIAT FOR POLICE SERVICE COVID-19 RISK ADJUSTED WORK- PLACE OPERATIONAL PLAN

## Management Compliance

- All SMS and MMS to return back to the office effective from 01<sup>st</sup> July 2020.
- 50% of employee staff to be present in the work-place.
- Managers to alternate their staff and keep register of attendees with corresponding day register.
- Motivations to work remotely must be supported by the Supervisor and approved by the Secretary.
- Supervisors to ensure a 2-meter social distancing
- when they schedule their employees within the work space.
- Physical meetings to commence under strict conditions.
- Biometrics systems to be deactivated.
- Human resources recruitment and selection for posts to continue.
- Social visitors will not be permitted in the building.

## COVID- 19 Compliance

- Wearing of masks is strictly compulsory.
- Daily screening on site is compulsory.
- Regular disinfection of workstations is mandatory and the use of hand sanitizers.



## Hygiene standards



- Wash your hands with soap and water.
- Alcohol percentage should be 70% in any sanitizer used.
- Cover your mouth with a tissue or your elbow when coughing or sneezing.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

## Wellness

- Employees who are 60 years old or have ailments to fill in a prescribed form and submit it to HR.
- All employees are encouraged to report whether they suffer from any of the COVID-- 19 symptoms following additional symptoms: body aches, loss of smell or loss of taste, nausea, vomiting, diarrhoea, fatigue, weakness or tiredness; and not to come to work if they experience such Employees are requested to immediately to inform the Assistant Director in the event they test positive: Employee Health & Wellness. Ms Raseona contact number : 072 913 857



# SOCIAL STIGMA ASSOCIATED WITH COVID-19

## WHAT IS SOCIAL STIGMA?

The Chief Directorate Corporate services acknowledges that the current COVID-19 outbreak has provoked social stigma and discriminatory behaviors against people and anyone perceived to have been in contact with the virus.

Social stigma in the context of health is the negative association between a person or group of people who share certain characteristics

and a specific disease. In an outbreak, this may mean people are labelled, stereotyped, discriminated against, treated separately, and/or experience loss of status because of a perceived link with a disease.

Such treatment can negatively affect those with the disease, as well as their caregivers, family, friends and communities. People who don't have the disease but share other characteristics with this group may also suffer from stigma.

## WHY IS COVID-19 CAUSING SO MUCH STIGMA?

The level of stigma associated with COVID-19 is based on three main factors:

- It is a disease that's new and for which there are still many unknowns;
- People are often afraid of the unknown; and
- It is easy to associate that fear with 'others'.

It is understandable that there is confusion, anxiety, and fear among the staff in the department and public in general. Unfortunately, these factors are also fueling harmful stereotypes.

## HOW TO ADDRESS SOCIAL STIGMA

Evidence clearly shows that stigma and fear around any communicable diseases can hamper the response. What works is building trust in reliable health services and advice, showing empathy with those affected, understanding the disease itself, and adopting effective, practical measures so people can help keep themselves and their loved ones safe.

How we communicate about COVID-19 is critical in supporting people to take effective action to help combat the disease and to avoid fuelling fear and stigma.

The Chief Directorate Corporate Services strives to create an environment wherein the disease and its impact can be discussed and addressed openly, honestly and effectively.

### Tips on how to address and avoid social stigma in the workplace:

#### 1. Words matter: dos and don'ts when talking about the new coronavirus (COVID-19) .

#### 2. DO YOUR PART: SIMPLE IDEAS TO DRIVE STIGMA AWAY

We all need to be intentional and thoughtful when communicating on social media and other communication platforms, showing supportive behaviors around the new coronavirus disease (COVID-19).

Here are some examples and tips on possible actions to counter stigmatizing attitudes:

- Spreading the facts: Stigma can be heightened by insufficient knowledge about how the new coronavirus dis-

response, prioritizes the collection, consolidation and dissemination of accurate country- and community-specific information about affected areas, individual and group vulnerability to COVID19, treatment options and where to access health care and information. Use simple language and avoid clinical terms. Social media is useful for reaching a large number of people with health information at relatively low cost.

- Amplify the voices, stories and images of local people who have experienced the new coronavirus (COVID-19) and have recovered or who have supported a loved one through recovery to emphasise that most people do recover from COVID-19.

Also, implementing a "hero" campaign honouring frontline workers, people

## WHAT IS THE IMPACT OF STIGMA?

Stigma can undermine social cohesion and prompt possible social isolation of groups, which might contribute to a situation where the virus is more, not less, likely to spread. This can result in more severe health problems and difficulties controlling a disease outbreak.

### Stigma can:

- Drive people to hide the illness to avoid discrimination.
- Prevent people from seeking health care immediately.
- Discourage them from adopting healthy behaviors.

ease (COVID-19) is transmitted and treated, and how to prevent infection. In

*travelling using public transport, those with underlying conditions, employees above 60 years of age etc in the Department may be stigmatized.*

### 3. Communication tips and messages

- Misconceptions, rumors and misinformation are contributing to stigma and discrimination which hamper response efforts.
- Together, Lets' Correct misconceptions, at the same time as acknowledging that people's feelings.
- Let's promote the importance of prevention, lifesaving actions, early screening and treatment.

It is important to acknowledge that facts, not fear will stop the spread of novel coronavirus (COVID-19). We should share facts and accurate information about the disease, by challenging myths and stereotypes.

Lets' Choose our words carefully. The way we communicate can affect the attitudes of others



# WORKING REMOTELY



## The value of Knowledge Management during the Covid-19 Pandemic

The COVID-19 pandemic which has affected people nationally, continentally, and globally, has brought about a much different reality to all organisations, privately and publicly. In dealing with this new reality, organisations have been forced into remote work situations. We at the Civilian Secretariat for Police Service (CSPS), are amongst them.

Though the Secretary for Police Service, as the Head of Department of the CSPS has always offered and supported a rather liberal alternative work strategy, many of us did not take advantage of this space. During the lockdown, we realised we did not have a choice but that we had to work remotely, as the consequences of contracting the virus was a frightening reality if we continued with the old normal. Some of our colleagues, who had to be at the office as urgent front line workers, were unselfishly holding the fort for us.

The CSPS were declared by DPSA as critical services due to our oversight role over the police. Our M&E colleagues together with our provincial counterparts worked diligently in monitoring the performance of the police and critically, to identify the protective needs of the police during delivering services during the lockdown.

So what does all this mean for knowledge and information management (KIM) and for KM management in the CSPS? What value does KIM offer to the CSPS?

KIM team have heard me utter one of my favourite phrases, that ***“for employees to be effective and passionate they need to be good at KIM, because effective and good KIM makes productive and happy employees.”*** KIM always held CSPS up as the ultimate example of this phrase, and it now seems that it can be expanded to also note that good KIM enables productive and natural remote work.

With CSPS’s need to define ***“what KM is for the department and what value it can offer”***, the linkages of how KIM powers remote work becomes a point to explore: KIM enables find ability – With remote work, CSPS employees no longer have the ability and luxury to walk down the corridor in order to ask someone for the information or guidance they need to do their job.

“Those people that seem to know where all the right valuable answers are hidden” are often referenced by KIM as the human search engines of an organization/department; but the key point is “what happen when those people aren’t available to assist”? With remote work, employees need to be empowered to act more independently, but nevertheless act on the correct information. KIM has a responsibility to encourage “good KM pro-activeness” to ensure that actionable and accurate information can be found anytime,

anyhow.

This however, can only be made possible by ensuring that the foundational elements of KM, namely taxonomies, relevant cleaned-up content and governance as well as content types.

The very elements that will make possible the find ability and discoverability in the department, ensuring that the right employees are finding the right information that they need in order to do their jobs. This will not only save time but will also maximize productivity and minimize risk for our department regardless of whether we are remote working or not; but at its core, this is particularly necessary for CSPS that is suddenly finding itself with employees in makeshift home offices (i.e. their couch or dining table), rather than an office full of experienced and tenured employees to serve as their human search engines.

As a department, we cannot deny the significances of face-to-face interactions, which will always remain a critical component of how people connect, how they find mentors/mentees, and how they learn from one another. It is true that when we lose the opportunity to discover each other in the same.

## JUGGLING BETWEEN WORKING FROM HOME AND HOME SCHOOLING

I find following a particular routine being useful as it allows flexibility in doing my work, assisting with home schooling and doing house chores. We also throw in some fun activities to refresh and recharge our minds.

Ms Nontobeko Mthermbu



Ms. Mbali Ndlovu



Having a new born baby without a helper at home has posed serious challenges for me and sometimes can be overwhelming. This has led me to develop a routine that will accommodate all my activities which include my work, helping with home schooling, cooking, shopping, being a full time nanny and most importantly getting a ME time. My strongest coping mechanism are fun games and watching movies.

## CSPS PARENTS' PERSPECTIVES ON TAKING CHILDREN BACK TO SCHOOL AMID GROWING NUMBER OF COVID-19 CASES



Mr. Tevu Mahlathi

"Being a firm believer in education has not persuaded me to take my children back to school in Gauteng amidst the fast growing numbers of Corona Virus in the Province, Only the one that is in Limpopo I have allowed to go back particularly because of the low infection and mortality rate in that province "

" I have decided to take my children to school because there is no guarantee that they won't get infected whilst at home. As their mother I go to work and run house errands outside, it is unfortunately not possible to completely stop all the movements especially as a working mother.



Ms. Sanna Hlabya

"I have taken my daughter back to school as I have confidence in the stringent safety measures that our government has put into place, the fact that there are positive cases at our schools does not mean that children cannot be infected from the comfort of their homes. As parents, we have a responsibility of educating our children about the Corona Virus. "



Ms. Rhoda Pule

"With escalating cases of death toll due to Corona virus in the country, I am not taking my child back to school. As much as she has been a handful since the closure of schools, her safety comes first. I believe that the academic year has already gone to waste and trying to recover it by putting our children's lives at risk is not reasonable. I continue to assess the situation and by of September if cases of infections decline, I may reconsider. "



Refilwe Ramoroka

## BIDDING FAREWELL TO OUR HARD WORKING VETERAN: MR RUEBEN MALEBANE.



tools to contribute towards community building around those who I will be spending the remaining of my life.

“At a personal level, I will be pursuing athletics full time to keep fit and healthy, because without good health I won’t enjoy my pension money. In addition to athletics, Bra Rue will be concentrating on farming, growing food for both for my family and those in need”

### INTIMATE FAREWELL LUNCH FOR BRA RUE

“I am going to exert my energy into farming and full time athletics. I believe that we are called here on earth to work. My retirement is not a ticket to idleness but a gift to execute personal work at my own pace”. These were the words of Mr Reuben Malebane during a one on one interview with him.

Having served in Government for almost 44 years, Mr Malebane has finally decided to handover the baton to those behind him. “Bra Rue” as he is fondly addressed within the department, joined the public service in 1976, where he served at the Department of Education for 21 years.

Mr Malebane was then hired in the office of the President as a messenger for a period of four months. His journey at the presidency was short leaved as he later joined the Civilian Secretariat for Police Service as a senior manager in 1997. His work ethic and the passion for his job then got him a promotion to a fleet Manager.

Asked what are the best lessons he can pass on to those who are still on the field, Bra Rue highlighted the importance of self-discipline which translates to being accountable which in return leads to self-development and growth within the work place.

Bra Rue also took this opportunity and thanked all those who supported him during his journey as a fleet manager at the CSPS, “ I want to thank all those who were always making my job easier and most importantly those who cooperated with me in many different ways, let alone the respect I have enjoyed from everyone in the department, I take with me many positive lessons which I am already preparing myself to use as

The Secretary for Police Service, Mr AP Rapea, the Head of Corporate Services, Ms Dipsy Wechoemang and colleagues who worked closely with Bra Rue shared their last sentiments in an intimate farewell lunch on June 17 2020.

Colleagues praised him for the respect he embodied and hailed him as a dedicated & hard working person always willing to go an extra mile by making sacrifices to ensure service delivery.

“ We will dearly miss his willingness to go extra mile in providing messenger service in the absent of the incumbent. We can never forget your dedication and your positive mental attitude towards work. I wish you all the best in your future endeavour”, said Ms Wechoemang.

*“I WILL NEED TO CONTINUE TO  
KEEP FIT IN ORDER TO ENJOY  
MY PENSION MONEY”*

In his speech the Secretary for Police Service Mr Rapea, mentioned that Mr Malebane was one of a kind, humble, committed public servant who is indeed proud to serve.

His positive attitude, made it easy for colleagues to work well with him regardless of their age. “If it was not for your good personality, given your age I don’t think you would have worked well with your young supervisor. This serves as a proof that you have always been committed to ensure that the public service succeed”, the Secretary said.





In the future, if you are called again to serve don't hesitate to raise your hand. God created us to work and whatever role God has called us to do, we must do until such time that your strength is no more. As long as you are on this earth continue to serve the country.

Replying to the warm wishes Mr Malebane thanked everyone for making it bearable to love his job and counselled the colleagues to continue serving with love and dedication.

## VIEW ON YOUTH DAY UNDER COVID-19

Annually on June 16 we celebrate the brave youth of 1976, young people of our country who defied apartheid and fought for our freedom.

On this day we are reminded of how many of the struggles fought during the apartheid era, including the youth uprisings, still largely relevant in today's times. It is an opportunity to focus on matters that confront the young people of today, to reflect on the progress that government has made in empowering young people.

This year's commemoration was however observed against the backdrop of Covid-19 pandemic. The coronavirus pandemic has had major health, economic and social effects on the lives of both young and old.

It has devastated an already slow growing economy, resulting in business closures, job losses and has severely affected our education systems.

It has brought to the fore the deep inequalities that persist in

our country since democracy until today.

With strict health measures and social distancing regulations in place, the pandemic awards us with an opportunity to come up with new perspectives into how we can really imagine our society and environments.

The moment that the country and rest of the world was confronted by the COVID-19, there has been a need for young people across the length and the breadth of our country and to be part of that change we want to see.



## FROM HEALTH AND WELNESS DESK

## FITNESS LIFE BEFORE THE COVID – 19

After the feedback from one of the initiatives of the Health and Wellness desk of getting GEMS to screen the employees for various body ailments, the unit facilitated the CSPS participation during the Walk the Talk organized by Radio 702.

The Walk was aimed at encouraging physical fitness for the reduction of a number of risky diseases such as Diabetes, Heart Diseases, Cancer, Arthritis, High Cholesterol and Blood

Pressure.

GEMS also provides confidential HIV and AIDS testing and equip our employees with effective life style management advice.

The activity also assists with encouraging team building and allowing the ever busy colleagues to can meet and socialize.





## IMMUNE BOOSTERS FOR COLDS AND FLU!!

### Butternut soup recipe

You will need :

1 butternut

3 carrots

1 onion

Cut all of them into pieces and boil.

Once soft, allow to cool and liquidise

In a pot, braise 3 cloves garlic and 1 dry red chilli and 2 tablespoon butter

Add 1 cup chicken fillet cut into strips.

Allow to cook.

Add butternut mixture to chicken.

Add white onion soup mixed according to packet into chicken mixture. Add 1 cup water if mixture is too thick.

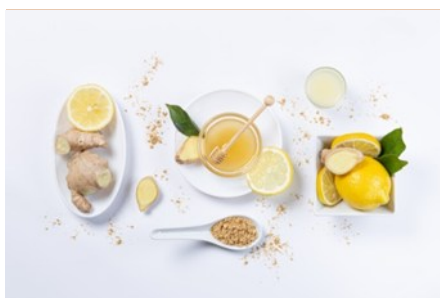
Add lemon pepper, salt and peri peri sauce according to taste.

Allow to boil. Garnish with coriander leaves.

Enjoy!!!



### Lemon Garlic Ginger Honey Drink



How to Make Lemon Garlic Ginger Honey Drink at Home for immune boosting

#### Method

##### Step 1

It's important to carefully wash the organic lemons in order to [avoid pesticides](#)! If you're lucky enough to have your own lemons from your garden, it's even better! Then cut them into small pieces by removing the seeds.

##### Step 2

Add the small lemon slices with the entire skin in the blender. **Note:** You can peel the lemon if you want, but normally it's recommended that you use the lemon with its entire skin as it has been found that lemon peel and most other citrus fruits skin have more than twice the amount of nutrients and vitamins compared to the fruit's pulp.

##### Step 3

Peel 4 cloves of garlic and put them also in the blender. There's no need to grate them or cut them into pieces. The blender will take care of them.

##### Step 4

Peel the fresh ginger and cut it into small pieces then add them in the blender. Add about half a litre of mineral water or spring water and blend until you

have a smooth, lumpless and totally homogeneous liquid mixture.

##### Step 5

Pour the mixture into a large pot or jar and add 1.5 litre of mineral or filtered water. Cook over low heat, for 15-20 minutes or until it thickens a bit, stirring constantly. Once the preparation takes a syrupy texture cut the heat, let it cool completely, filter with a colander and pour in a bottle with a funnel. Then leave the bottles in the fridge. Better use [glass bottles](#).

#### Homemade Recipe for Lemon Ginger Garlic Drink

It's really simple and is similar to how you would make a garlic tea recipe.

Ingredients for about 2 litres of drink

4 organic lemons

4 cloves of garlic

4 cm of fresh ginger



2 litre mineral or spring water honey

Read more: <http://smartsexypaleo.com/lemon-garlic-ginger-drink-recipe/#ixzz6RoTg7m00>



## FREQUENTLY ASKED QUESTION ON COMPLIANCE OF – COVID 19 @ CSPS

How do I learn about my personal responsibilities in complying with COVID -19 regulations? Corporate Services will be conducting internal workshops to capacitate staff .

If I cough , sneeze , have sore throat, eyes red, shortness of breath what do I do ? Don't report for work , inform your supervisor and consult Health Care.

If I get in contact with a COVID-19 case what do I do? Don't report for work, Inform your supervisor and consult the Health Care System.

If I'm above sixty years of age or have chronic conditions which might make me to be vulnerable to Covid –19? Submit the prescribed medical form to HR and seek approval of the Secretary for working from home.

What must I expect when arriving to the office? Sign a register , be screened, wear mask , no office visitation, social distancing, disinfect your work station.

How will meetings be held/ commence in the department? As far as possible there should be virtual meetings

Where do I report noncompliance of COVID – 19 regulations in the department? Mr. Poko Mahlangu : Compliance Officer of the CSPS COVID 19

Will coming to the office be safe for me health wise? Yes, offices will be fumigated and sanitized frequently.

How will social distance be adhered to at the workplace? Two meter distance must be observed in between.

Will the department supply Personal Protective Equipment? Yes, staff two cloth masks , front line workers also overalls and gloves.



Will I still be expected to work and reach my targets? Chief Directors will provide guide-

When will I be expected to come to the office? You will be advised by your supervisor

Can I be visited or bring my children to work? Strictly, No.

