



**Eastcape
Midlands
TVET College**

Creating New Futures

MEMORANDUM

ATTENTION:	ALL STAFF
CC:	EMC COUNCIL
FROM:	MR CJ VAN HEERDEN PRINCIPAL
DATE:	21 JUNE 2020
SUBJECT:	OFFICIAL CLOSURE OF CUYLER STREET

Dear Colleagues

We are living in an uncertain and a highly stressful time. As mentioned in previous communication, the COVID-19 virus does not discriminate. We have also mentioned in the memorandum of 18 June 2020, that a number of staff members at the Cuyler Street Head Office have undergone testing for the COVID-19 virus. We regret to advise that due to positive test results, we need to close Cuyler Street Head Office from Monday 22 June 2020 until further notice.

To ensure the safety of all employees, deep cleaning and fogging of the building has already been arranged. Services will however not be disrupted as head office staff will continue to work remotely.

As an educational institution we need to continue to serve our communities, campuses and students, therefore we rely on the full cooperation of all staff members. The College remains committed to ensure a safe working environment to all employees.

Please keep our colleagues and families who have already been affected by the virus in your prayers and please continue to adhere to prescriptions.

Kind Regards



MR CJ VAN HEERDEN
PRINCIPAL