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**MEMORANDUM**

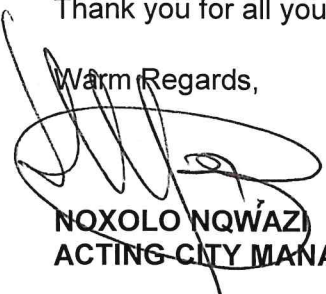
**TO ALL STAFF**  
**FROM ACTING CITY MANAGER**  
**RE COVID-19**  
**DATE 8 MAY 2020**

The outbreak of COVID 19 are stressful times for people and fear and anxiety about the disease can lead to social stigma within the workplace. Please take note of the following to assist us in countering stigmatizing and discriminating behavior associated with COVID-19:

- Maintaining privacy and confidentiality of employees seeking healthcare and those who may be part of any contact investigation.
- Quickly communicating the risk or lack of risk from associations with products, people, and places.
- Raising awareness about COVID-19 without increasing fear.
- Sharing accurate information about how the virus spreads.
- Speaking out against negative behaviors, including negative statements on social media about groups of people, or exclusion of people who pose no risk from regular activities.
- Be cautious about the images that are shared, make sure these do not reinforce stereotypes.
- Support and motivate each other especially those who are worried about friends or relatives.
- Be kind and empathetic towards each other.

Thank you for all your hard work during this time and please be safe.

Warm Regards,



**NOXOLO NQWAZI**  
**ACTING CITY MANAGER**