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REPUBLIC OF BOTSWANA

Chief Justice's Chambers
The High Court of Botswana
Private Bag 00220
Gaborone

ADMINISTRATION OF JUSTICE

PRACTICE DIRECTIVE No. 3 of 2021

TO: Hon. Justices of Appeal
Hon. Judge Presidents
Hon. Judges of the High Court
All Registrars
All Masters
All Magistrates
Senior Manager
All Managers
All Members of Staff

REF: RM 1/6/11 X (17)

FROM:

A handwritten signature in black ink, appearing to read 'T. Rannowane'.

Terence T. Rannowane
CHIEF JUSTICE

11th February 2021

**DIRECTIONS ON FLEXIBLE WORKING ARRANGEMENTS IN
RESPONSE TO COVID-19**

1. This Practice Directive is issued in terms of Regulations 30 B of the Emergency Powers (COVID 19) (amendment no.2) Regulations 2020 and shall come into effect on the 15th February 2021.
2. The Objective of this Directive is to enforce Circular Savingram from the Director of Public Service Management, introducing flexible working arrangement in response to the progressively deteriorating COVID 19 Pandemic situation in Botswana.
3. The main purpose of introducing these flexible working arrangement is to achieve the following outcomes:
 - a. Reduce the number of people in the work place at any given time;
 - b. Decongest public transport;
 - c. Reduce the risk of infection whilst ensuring continued service delivery to the public.

4. The Staggering Work Arrangement option which is one of the options proposed by the said Circular, has been identified as the most suitable for the Administration of Justice.
5. Staff will be assigned into rotational cohorts. Cohorts are to be rotated every 4 to 4.30 hours with a cohort in the office and another at home until the rotational shift hour is due for them to alternate.
6. The work schedule shall be as follows:

Cohort 1: 07:30hrs – 12:00hrs (4.30 hours)
Cohort 2: 13:00hrs – 17:00 hrs (4 hours)
7. This Staggering work arrangement shall be alternated on a weekly basis such that those who worked in the mornings shall then work in the afternoons the following week.
8. It is **MANDATORY** that court rooms and work stations are disinfected every 2 hours and between change of shifts.
9. Judicial Officers in stations are to stagger their court sittings such that 50% of Judicial officers in each station shall sit in the mornings while the other 50% of Judicial Officers are to sit in the afternoons with their court staff.
10. Court Managers should ensure that parties to cases are notified well in advance by telephone, fax and/or email as to when and at what time the Judicial Officer will be sitting to hear their cases.
11. The Staggering Work arrangement should not impede the need to continue to provide efficient service delivery.
12. This arrangement shall remain operational for a period of four (4) weeks and is subject to amendment and review at any time in response to emerging challenges or improvements as they unfold.
13. Where exceptional circumstances arise in any particular station/division, which necessitates a deviation from the rules, clearance is to be obtained from the Chief Registrar in each case.
14. In the case of the Court of Appeal, there will normally be morning sittings of the Court during sessions, with staggering of support staff and registry staff as directed by the Registrar of the Court of Appeal.

15. **The COVID-19 protocols remain inforce.**

CC: Judge President – Industrial Court
Attorney General
Directorate of Public Prosecutions
Commissioner of Police
Commissioner of Prisons and Rehabilitation
Chairman of the Law Society of Botswana
Business Botswana