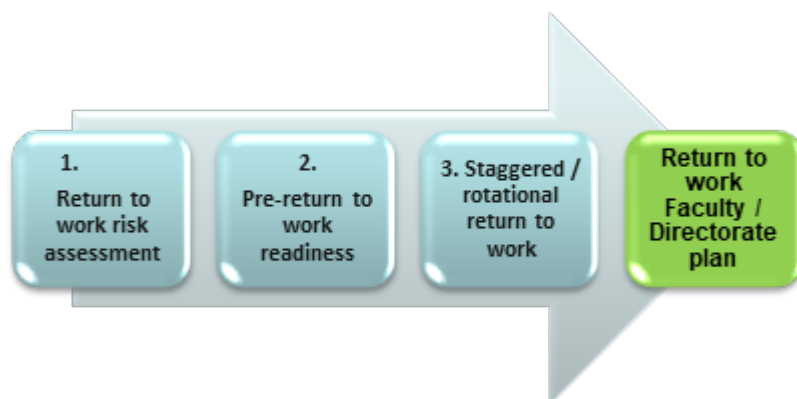


## Annexure A

### RETURN TO WORK DIRECTORATE / FACULTY PLAN

#### Supporting Guidelines

All managers are requested to familiarise themselves with all COVID-19 compliance regulations and other related information ([links on Staff Portal](#)), as safety continues to be the overriding priority.



#### Steps to Follow

- 1. Return to work risk assessment**
  - Evaluate the number of active cases, recovery and declaration of health forms in the department / faculty to determine how safe it is for team members to return to campus.
- 2. Pre-return to work readiness**
  - Assess and determine what physical measures must be implemented e.g. screens, access control.
  - Engage staff and create awareness so that they can prepare themselves mentally to return to campus.
  - Guide staff to complete the various steps: [return to work flow chart](#)
  - Arrange for the collection of Personal Protective Equipment (PPE) for staff members
  - Ensure that all staff earmarked to return to campus have watched the COVID-19 prevention measures' training videos.
  - All vulnerable employees are encouraged to be vaccinated.
  - Advise staff of how to apply for the compulsory permit to be able to return to campus
  - All staff are encouraged to use the online screening tool and departmental (workstation) screening tool.
  - Guidelines and protocols regarding COVID-19 to be strictly adhered to.
- 3. Staggered / rotational return to work**
  - Identify roles that can return to campus: Fully remote, partially remote (hybrid) or on site.
  - Ensure a staggered / rotational approach to minimise risk of virus being contracted / spread.
- 4. Compile a return to work department / faculty plan**
  - Draw up a plan indicating the roles with starting dates to ensure safety levels and social distancing are maintained.

## **PRACTICE ALL COVID-19 PREVENTION MEASURES**

Ensure that staff practice all prevention measures to aid the University in curbing the spread of the virus:

- The wearing of a cloth face mask is compulsory
- Wash hands with soap / apply hand sanitiser
- Adhere to physical distancing rules and ensure that this is introduced with appropriate signs in your workspace
- Adequate ventilation in all workspaces.
- Comply with return-to-campus and access control measures at all times.

## **COMMUNICATION**

- Engage in a purposeful and transparent manner with team members
- Discuss and share the [Return to Work process](#) and the return to work Directorate / Faculty plan with all team members
- Notify individual team members of their return to work date
- Assure staff of safety measures implemented
- Brief staff via a team meeting to familiarise and comply with all instructions in respect of health and safety or COVID-19 protocols

For all information relating to returning to campus, including the Return to Campus Guide and all Memos, go to [www.mandela.ac.za/coronavirus](http://www.mandela.ac.za/coronavirus)