

NELSON MANDELA  
UNIVERSITY

**COVID-19**  
RETURN-TO-WORK GUIDE

*Prepare. Prevent. Protect.*

**What you need to know  
about returning to campus**



# **"It is now in your hands."**

President Cyril Ramaphosa quoted this University's namesake, Nelson Mandela, when announcing South Africa's move to Lockdown Level 3.

Indeed, it is up to each and every staff member and student to take responsibility in the fight against the global pandemic by practising prevention measures and encouraging others to do likewise.

*\*For full details of new standard operating procedures, protocols and other guidelines that have been introduced at the University go to the Campus Guide*

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# Nelson Mandela University puts your safety first

As our country prepares for a phased return-to-work plan in line with the Government's Level 3 risk-adjusted strategy, the University is preparing a comprehensive approach to new ways of **working, teaching and living in a safe, clean environment.**

The law requires that we create and maintain a space that protects, as far as practically possible, the health and safety of our staff and students during the COVID-19 global pandemic.

The COVID-19 Task Team (CTT) and other University stakeholders have a comprehensive plan in place:

- Disease prevention
- Disease surveillance (diagnostic screening and testing)
- Disease management (quarantine/isolation after COVID-19 positive diagnosis) and also for Persons Under Investigation (PUIs)\*

**The most effective way to  
contain the virus is through  
PREVENTION**

Let's work together to stop  
the spread of the virus.

*\* A Person Under Investigation (PUI) refers to anyone who is deemed to be at risk in terms of contracting COVID-19. This is the medical term used by the Department of Health.*



## What is COVID-19?

It is a respiratory illness caused by a novel (new) coronavirus, the SARS-CoV-2 virus.

### Am I at risk?

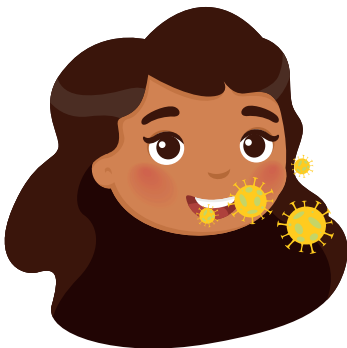
You are more at risk if you have existing heart or lung diseases, underlying health conditions, a weakened immune system (such as people living with HIV, TB, diabetes or cancer) or if you are over 60 years old.

For a full list of comorbidities which may place you at risk, and excludes you from working on campus, please visit the University website. All staff must complete a health declaration form. Contact: Bridgette.Simon@mandela.ac.za

Those who can work or study remotely should continue to do so.

### What are the symptoms of COVID-19?

- Fever
- Cough
- Sore throat
- Shortness of breath
- Myalgia/general weakness
- Loss of taste
- Loss of smell
- Diarrhoea or nausea.



## Prevention is key!

- **Wash hands** often with soapy water for 20 seconds
- **Physical distancing.** Keep a space of 1.5-2m (three steps) between yourself and other people
- **Cough or sneeze** into your elbow and NOT towards or near other people
- **Use hand sanitiser** (at least 60% alcohol) regularly – before, during and after you visit campus
- **Personal Protective Equipment, including a mask.** You will not be allowed on campus without a mask, which must cover your nose and mouth. Please keep your mask CLEAN and DRY. You may wear any suitable cloth mask. Front-line employees will receive additional instructions about face shields and types of masks from their line managers
- **Screening.** You must be screened for virus symptoms before and during your visit to campus (temperature check and questionnaire/screening app which can be found on [webapps.mandela.ac.za/screening](http://webapps.mandela.ac.za/screening))
- **Stay at home** if you feel sick or suspect that you may have COVID-19 symptoms
- **Clean your phone** with alcohol wipes or a microfibre cloth – phones are germ carriers
- **Avoid** mass gatherings
- If you are **over 60 years old** and/or have **comorbidities**, do not return to campus at this stage without permission from your line manager. \*There is no prohibition against employees over 60 returning to the workplace; in terms of the Regulations, the employer must implement measures for employees who are over 60 or those with comorbidities to facilitate their safe return to work.

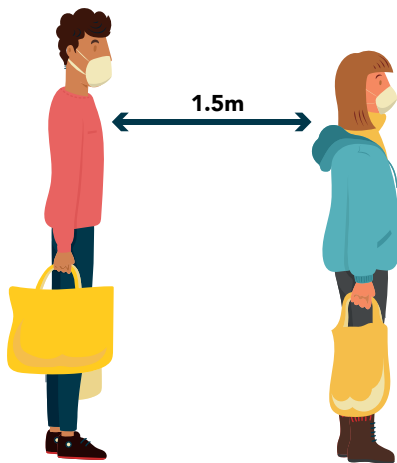
## When should I return to campus?

The University's **phased return-to-work plan** commenced on 1 June 2020, and is strictly in line with health and safety guidelines and our commitment to completing the 2020 Academic year.

Staff and students should only return to campus when individually requested to do so.

Together, we must:

- **Limit the number** of people on campus (through rotation, staggered work hours, shifts and remote working, teaching and learning)
- Follow **strict health and safety laws** to ensure your safety
- Maintain **physical distancing**
- Prevent risk and spread of infection by **minimising contact** between people.









- All staff and students will receive **personal protective equipment (PPE)** appropriate to their activities on campus.
- All visitors entering campus will be **sanitised as they enter campus.**
- All visitors will be **temperature screened** before entering campus.
- The **biometric system** will be disabled. Students will need their student card to swipe into residences.
- All staff members and students will receive a PPE pack of **two cloth masks and hand sanitiser.** For more information contact: **SHE@mandela.ac.za** or call **041 504 9361**
- **No screening** will take place without PPE.
- All staff and students must carry the University identity cards. If you have lost your card, please arrange to be issued with a new card before you return to campus. Contact: **Theo.Zeelie@mandela.ac.za**
- Staff and students will be issued with masks and must sign receipt of their PPE on the PPE issue register.
- Please **take good care of your issued PPE.**

**Before you return, you must complete health and safety training online. View the videos online on Moodle or contact Adriaan.Andrews@mandela.ac.za to arrange for a virtual viewing.**









## Do's and Don'ts

### **DON'T return to campus if:**

-  You have COVID-19 symptoms. Stay home and phone your doctor
-  You are vulnerable (over 60 years old and/or have known/disclosed health condition or pre-existing health condition) and do not have permission to do so
-  You are returning from another area (province, district, metropole). Stay home for two weeks (self-quarantine) to ensure that you have no COVID-19 symptoms
-  You suspect that you have been in contact with a potentially infected/person under investigation (PUI)
-  You can work at home (remote working)
-  You have not been invited to do so by your line manager, as a staff member or officially by the University and your lecturer, as a student.

### **DO return to campus if:**

-  You are healthy, not at risk and do not have COVID-19 and have permission to do so
-  You are an essential employee and have permission to do so
-  You accept screening by going to the screening centre during your time on campus
-  You maintain physical distancing (1.5 metres between you and others)
-  You always wear a mask
-  You perform hand hygiene and all other prevention measures.

# Training

Safety first! To help curb infections spread, we **explain, prevent and protect.**

All staff must learn about prevention measures by booking for virtual training or by watching COVID-19 prevention videos before returning to campus.

Please view videos on **Moodle** or contact Adriaan Andrews on **adriaan.andrews@mandela.ac.za**

Other forms of training are already underway for frontline staff.

## Personal Protective Equipment (PPE)

All staff members and students will receive a PPE pack of **two cloth masks and 150ml hand sanitiser.** The line manager or academic leader will contact the SHE Office (details below) a week before PPE is required.

**No screening or entry onto campus** will be allowed without PPE.

For more information contact:  
**SHE@mandela.ac.za** or call 041 504 9361



## Cleaning and sanitisation

Deep cleaning and sanitising of all campus areas is a critical part of our health and safety protocol and government compliance measures.

The Cleaning Department is responsible for a clean environment while we gradually return to limited activity on campus.

Residences, lecture halls, offices, dining halls, public and private spaces will be fully sanitised and cleaned before the return-to-work phase begins.

**Contact:** Nikki.Brown@mandela.ac.za

## Decontamination

We are **fully prepared** to deal with areas of suspected or confirmed infection on campus.

Strict decontamination and entry restriction protocols apply to:

- Non-residential areas (dining halls, lecture halls, offices, etc.)
- Residences.

All personal protection equipment (PPE) utilised during decontamination will be suitably disposed of.

**Contact:** Nikki.Brown@mandela.ac.za

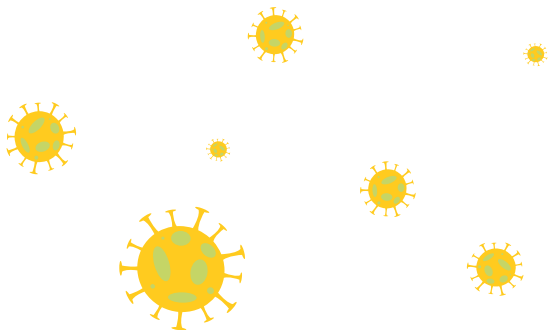
**Play your part! Keep your room or office area clean and sanitised.**

## Remote working

Remote work is any work that would ordinarily be performed in the traditional office environment, but which is now to be performed outside that environment.

We aim to keep staff and students at home as far as reasonably possible to help curb the spread of COVID-19.

For all HR-related matters – remote working, leave, recruitment, wellness, medical aids matters and the like – contact [hr@mandela.ac.za](mailto:hr@mandela.ac.za)



# RETURN TO WORK AND CLASS\*

## steps to follow

Line manager or academic leader to contact the following persons/departments

(at least one week in advance)

A

1



### SAFETY

For Personal Protective Equipment (PPE) – masks and hand sanitiser collections

[SHE@mandela.ac.za](mailto:SHE@mandela.ac.za)

2



### BOOKINGS FOR SCREENINGS:

Occupational Health (OHC)

[Kobus.Magielies@mandela.ac.za](mailto:Kobus.Magielies@mandela.ac.za)

Student Health Services

[Weidy.Padayachee@mandela.ac.za](mailto:Weidy.Padayachee@mandela.ac.za)

3



### COVID-19 VIRTUAL TRAINING HR

[Adriaan.Andrews@mandela.ac.za](mailto:Adriaan.Andrews@mandela.ac.za)

[Tamzon.Pyne@mandela.ac.za](mailto:Tamzon.Pyne@mandela.ac.za)

or complete online via Moodle

All staff and students to wear PPE and practice physical / social distancing

B

## SCREENING PROCESS

with Student Health Services and Occupational Health Centre at screening centres or via the Health Screening App.



SCREEN NEGATIVE

Return to work station / class room, labs, residences and online studies in line with 'new normal' on campus

\* Return to work or class only if you are well. Do not come to campus if you are sick.

SCREEN POSITIVE



Person Under Investigation (PUI)



3

Refer to GP / laboratory / testing site following instructions from GP



4

Quarantine for up to 14 days while awaiting results

Staff can contact tollfree Wellness@Work (0800 205 333) for emotional support

Students can contact Emthonjeni for emotional support on [counselling@mandela.ac.za](mailto:counselling@mandela.ac.za)

### 1 Isolation of employee / student

- Give staff member / student a surgical face mask
- Isolate in own transport / isolation room
- SHS / OHC will communicate with residence manager/ academic leader/ line manager for campus contact tracing and alert the response team

1

### 2 Line Manager | Academic Leader / Residence Manager to:

- Complete the contact tracing and return to OHC or SHS.

2

5

### TEST RESULTS

Negative: Return to work or class

Positive:

14 days isolation, monitoring by a doctor / OHC / SHS

GP to refer for hospitalisation should symptoms get worse.

Healthy individuals return to work after up to 14 day on GP's instruction.

After 14 days on GP's instruction Report to OHC / SHS for clearance to return to work / class.

## Screening and testing

### **What is screening?**

**Fever** is a sign of COVID-19

- A temperature of **38°C and higher** is a fever
- Symptoms develop 2-14 days after exposure to the virus
- To enter campus, you **must be screened**
- You will be asked questions to assess your health and risk of infection.

### **What happens if my temperature is high?**

If you are at risk of infection, you may be referred for a COVID-19 test and quarantined (isolated away from others) for 14 days at home (self-isolation) or in a designated facility.

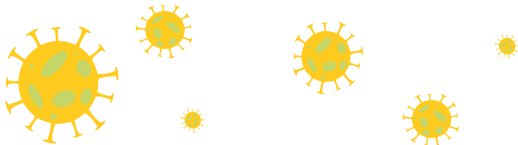
This is necessary to curb the spread of the virus to other people.

Your test result will be negative or positive. If it is positive, you must remain in quarantine for medical treatment. The University will undertake work contact tracing. These contacts will also go into quarantine.

### **What if I feel sick or suspect that I have been exposed to infection?**

**Stay at home** or in your residence room and alert the University immediately if you have ANY COVID-19 symptoms or suspect that you have been in contact with someone who is infected.

**Contact:** Staff: 041 504 3662/2045 – Students: counselling@mandela.ac.za  
**COVID-19 hotline:** 0800 029 99



## Students

The University commits to walking side by side with students to successfully complete the 2020 Academic year.

**ALL students** will be accommodated in our **flexible, blended learning** approach with online LT for students currently on Pathway 1 and remote learning for Pathway 2 students via work packs that will be delivered in June. As students return to campus, the blended learning approach will work as follows:

- Most modules will be facilitated online via the Moodle LMS, with virtual lectures and flipped sessions via Zoom and MS Teams. Tutorials and Si sessions will also be conducted virtually
- The general computer labs will be open for students without devices. Students will have to book a lab session that will be for a certain period of time.
- Assessments, test and exams will be fairly and flexibly adapted
- Students are only required to be in contact sessions for lab and studio work, experiential learning, WIL and SBL and for some revision and augmenting tutorials. Venues for contact sessions will adhere to physical distancing and health hygiene requirements.
- As the second semester exams will be held from late January, provision has been made for a revision period in January together with opportunities to catch up on lab and studio work.

For any **academic queries**, students should **contact their lecturers**

## Who should return?

At Level 3, a maximum of **33% of students** may return to campus.

Priority will be given to those who **cannot complete studies remotely** for a variety of reasons.

This is in terms of the Minister's Directives in the Government Gazette (Gov Not. 652 published in GG43414).

- Final-year students, especially those requiring access to on-site equipment, laboratories and studios
- Postgraduate students requiring laboratory/technical equipment
- Students requiring clinical training as part of their programmes
- Students with special needs such as those with disabilities

## Residences

A number of measures will be put in place in the residences to assist in efforts to curb the spread of the virus. These include:

- No visitors are allowed in the residences
- Squatting of any form remains strictly prohibited
- Cooperation with continuous disinfections of the communal areas and maintenance thereof
- Parties and alcohol remain strictly prohibited. A curfew from 22:00 till 5:00 has been approved to minimise movement on campus.

For full standard operating procedures around the new ways of living at student residences, see the University's handbook on **[www.mandela.ac.za/coronavirus](http://www.mandela.ac.za/coronavirus)**

A dedicated student guide, My Mandela Handbook, with all the new standard operating procedures on campus, inclusive of the new ways of living in residence, will soon be available.



# Wellness

These are trying times for all of us.

You may feel isolated, afraid, lonely or anxious.

The University offers several **support interventions** for staff and students. Please reach out if you need help.

- Staff to contact our **24/7 Mandela University Wellbeing Programme** on 0800 205 333 or email at **info@wellwork.co.za**
- **Students to contact Emthonjeni Student Wellness.** **counselling@mandela.ac.za** (PE campuses) or 044 8015062 (George Campus)
- Get in touch with your tutor, SI leader, academic advisor or student success coach
- Students with disabilities: The Universal Accessibility and Disability Services
- Visit **www.mandela.ac.za/learningpathways** for a range of resources and FAQs.

## **Medical aid contacts:**

For Medical Aid assistance use the the appropriate email address:

- medicalaid@mandela.ac.za
- Gilmar Walsh: Gilmar.Walsh@mandela.ac.za
- **Alexander Forbes Health Consultants:**  
Nicolette Du Toit: DuToitNi@aforges.co.za

## Questions or concerns?

### **Student Health Services:**

Weidy.Padayachee@mandela.ac.za  
Nokulunga.Ngwekazi@mandela.ac.za

### **Occupational Health Services:**

Valencia.Benjamin@mandela.ac.za  
Kobus.Magielines@mandela.ac.za  
Fiona.Magnus@mandela.ac.za  
Zilla.Shaw@mandela.ac.za

### **Students:**

Bernard.Sebake@mandela.ac.za

### **Safety (SHE):**

SHE@mandela.ac.za

### **Infrastructure:**

Melvin.Syce@mandela.ac.za

### **Protection Services:**

Simphiwe.Nkosa@mandela.ac.za

### **Cleaning:**

Nikki.Brown@mandela.ac.za

### **Transport:**

Luthando.Rafani@mandela.ac.za

### **George Campus:**

Kaluke.Mawila@mandela.ac.za

### **Residences:**

Robin.Minne@mandela.ac.za

### **Communications:**

Debbie.Derry@mandela.ac.za

To report cases,  
symptoms and  
for general queries:  
**NICD Public Hotline**  
**080 002 9999**

Occupational Health  
and Wellness:  
**041 504 3662/2045**

Student Health Services:  
**counselling@mandela.ac.za**

# The COVID-19 Team

## **The Coronavirus Task Team (CTT)**

Designated to coordinate all activities related to COVID-19 and to contain the spread of the virus at the University. The CTT works under the leadership of Deputy Vice-Chancellor Lebogang Hashatse, in close supervision of the Healthcare Committee, a sub-committee of MANCO, chaired by Professor Lungile Pepeta

## **The Workstream Leaders**

### **Safety, Health and Environment (SHE)**

SHE@mandela.ac.za

### **Health and Wellness**

Lungile.Pepeta@mandela.ac.za

### **Human Resources:**

Ntoza.Bam@mandela.ac.za

### **Learning and Teaching:**

Cheryl.Foxcroft@mandela.ac.za

### **Students:**

Luthando.Jack@mandela.ac.za

### **Infrastructure and Facilities:**

Melvin.Syce@mandela.ac.za

### **Support Services:**

Sam.Bosire@mandela.ac.za

### **ICT Services:**

Mkhosi.Mahlathini@mandela.ac.za

Deirdre.Els@mandela.ac.za

### **Communication and Marketing:**

Chantal.Janneker@mandela.ac.za

## Key contacts

To report cases, symptoms and for  
general queries:

**NICD Public Hotline**  
**080 002 9999**

Occupational Health Services:  
**041 504 3662/2045**

## Compliance officers

Valencia Benjamin – Occupational Health

**Valencia.Benjamin@mandela.ac.za**  
**041 504 1028/3662/2045**

Safety, Health and Environment

**SHE@mandela.ac.za**  
**041 504 9361**

Contact Centre:

**Deon.Barnardo@mandela.ac.za**  
**041 5041111**

Emergencies:

**041 5042009**



[mandela.ac.za](http://mandela.ac.za)