

COVID-19

Prepare. Prevent. Protect.

RETURN TO CAMPUS GUIDE



A comprehensive plan for staff and students

JULY 2020

INTRODUCTION

This Campus Guide is an all-inclusive outline of the protocols and processes in place for the successful and safe return of our staff and students during the COVID-19 pandemic.

Please read the Guide carefully, taking note of where you fit in, what you need to do and who to contact if you have questions.

Navigating the Guide is easy. Choose a topic and click on it – you will then be taken directly to the relevant page.

There are also several addendums throughout the Guide, which provide more in-depth detail about topics. Please click on the addendum links to access these.

DISCLAIMER: All information contained in this Guide was correct at time of publication. Owing to the fluidity of the COVID-19 pandemic situation, information may be changed and updated as required.



**Let's work together to make
our return to campus a
positive, smooth experience –
it is in your hands!**

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Nelson Mandela University is committed to putting your safety first while we honour our pledge to complete the 2020 academic year.

As South Africa prepares for a phased return-to-work plan in line with the government's Level 3 risk-adjusted strategy, the University has prepared a detailed, inclusive strategy to embrace 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.

Our Coronavirus Task Team (CTT) and designated compliance officers – experts in Occupational Health and Safety – are working under the close supervision of the Healthcare Committee, a sub-committee of MANCO, chaired by Professor Lungile Pepeta.

With these health experts at the helm, Mandela University is in excellent hands as we navigate a brave new world together.

OUR HEALTH AND SAFETY PROTOCOLS FOLLOW A THREE-STEP APPROACH:

- Disease prevention (compulsory sanitary measures, such as physical distancing, temperature-taking, hand washing, hand sanitising and wearing of masks)
- Disease surveillance (diagnostic screening and testing)
- Disease management (quarantine/isolation protocols, virus diagnosis and treatment, decontamination and protocols for returning to campus following a COVID-19 positive diagnosis).

Our phased return-to-work plan is strictly in line with these health and safety guidelines.

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

We are committed to restricting the number of staff and students on campus through remote working, rotation, staggered working hours and shift systems for employees in order to:

- Maintain physical distancing
- Prevent risk and spread of infection by minimising contact between people.

Prevention is the primary means of curbing the spread of COVID-19.

THE GRADUAL OPENING OF OUR CAMPUSES IS SUBJECT TO THE ADHERENCE TO THESE PREVENTION MEASURES, WHICH INCLUDE:

- One-third of the total campus population may be on campus at any one time
- Vulnerable employees and students (over 60 or with known/disclosed health conditions or comorbidities) may not return to work unless given permission to do so
- People returning from other areas (province, district or metropolitan) must remain at home for two weeks and exhibit no COVID-19 symptoms before returning to campus
- Physical distancing: a minimum 1.5-metre distance between people is compulsory and physical barriers will be provided if necessary
- Compulsory screening (temperature check; health questionnaire)
- Wearing masks, hand washing and hand sanitising
- Meetings, learning and teaching: secure, electronic communication is preferred over face-to-face interaction.



ABOUT COVID-19

COVID-19 is a respiratory illness caused by a novel (new) coronavirus, the SARS-CoV-2 virus.

The World Health Organisation (WHO) declared the virus outbreak a global pandemic in March 2020 – the same month in which South Africa recorded its first infection.

You are more at risk of contracting COVID-19 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.

In response to the rapid spread of the virus, the South African Government declared a national state of disaster in terms of the Disaster Management Act.

SYMPTOMS OF COVID-19

These may develop up to 14 days following exposure to an infected person:

- Fever
- Dry cough
- Sore throat
- Shortness of breath
- Red eyes
- Myalgia/general weakness
- Loss of taste
- Loss of smell
- Diarrhoea or nausea.



HOW IS THE VIRUS SPREAD?

According to the WHO, COVID-19 is primarily spread through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.

Virus spread therefore happens more easily when in close contact with infected people (two metres or closer).

Infections occur in two ways: through inhaling infected droplets into the lungs, or touching a surface, object or infected person and then touching one's own mouth, nose or face.

SECTION 2

GUIDELINES

The health and safety of our staff and students is our number one priority.

To flatten the curve of COVID-19 and prevent mass exposure, a staggered approach for returning to campus is key, as well as measures outlined in our three-step strategy:

- Disease prevention
- Disease surveillance
- Disease management.

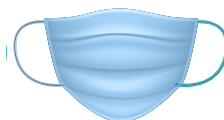
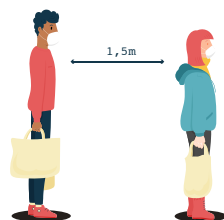
All persons presenting with any COVID-19 symptoms must inform the University, stay at home and seek further treatment from their healthcare practitioner before entering the campus.

This rule is always applicable.

Line managers across all departments are responsible for ensuring COVID-19 compliance.

The general compliance guidelines are as follows for all staff, students and visitors entering, returning to or residing on campus:

- Wash hands often with soapy water for 20 seconds
- Physical distancing. Keep a space of 1.5 metres (three steps) between yourself and other people
- Cough or sneeze into your elbow and NOT towards or near other people
- Use a tissue and immediately dispose of it in a bin with a lid
- Use hand sanitiser (at least 60% alcohol) regularly – before, during and after you visit the campus
- Wear 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. Frontline 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 the campus (temperature check and questionnaire). The University is also encouraging all staff and students to make use of its own online screening tool - <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 (staff) or academic leader (students).

RETURN TO WORK

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

2



BOOKINGS FOR SCREENINGS:

Occupational Health (OHC)

Kobus.Magielies@mandela.ac.za

Student Health Services

See Student Screening Flow Chart on page 12

3



COVID-19 VIRTUAL TRAINING HR

Adriaan.Andrews@mandela.ac.za

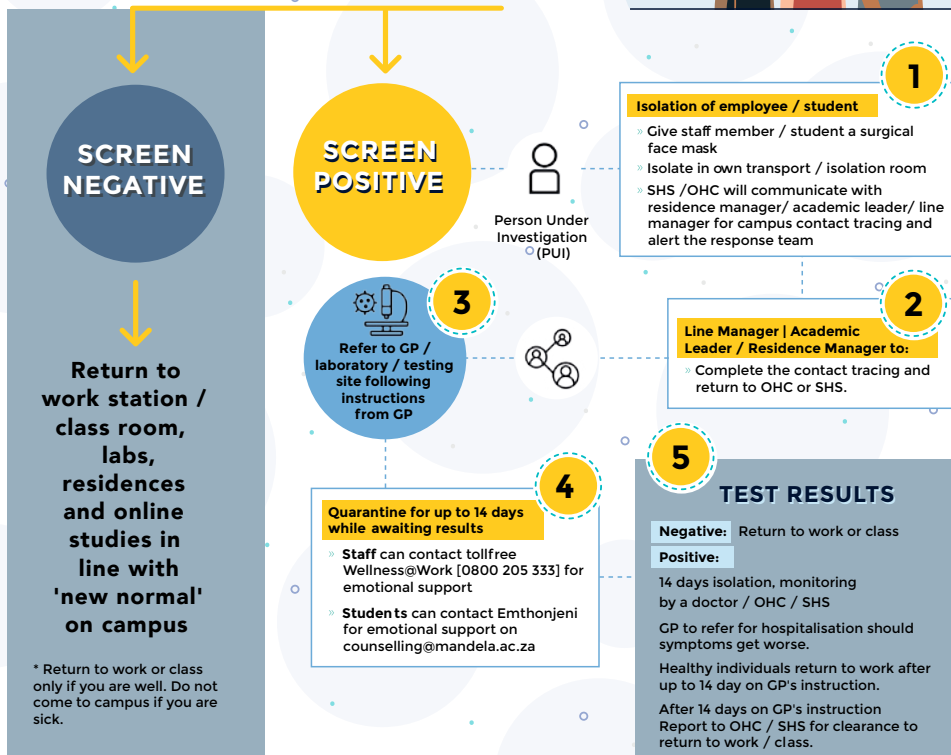
or Tamzon.Pyne@mandela.ac.za

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.



MANDATORY GUIDELINES APPLYING TO ALL STAFF, STUDENTS AND VISITORS TO CAMPUS.

Physical distancing
Hand sanitisers
Cough etiquette
Hygiene
Ventilation
Diagnostic testing/ongoing screening and testing
Masks
Quarantine
Isolation
Disinfection
Cleaning

FOR MORE INFORMATION ON GUIDELINE TOPICS, PLEASE VISIT:

<https://www.mandela.ac.za/www-new/media/Store/documents/corona/addendum/COVID-19-GUIDE-Mandatory-Guidelines.pdf>

NEW WORKING CONDITIONS

WHAT IS REMOTE WORKING?

Any work that would ordinarily be performed in the traditional office or campus environment, but which is now to be performed outside that environment.

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.

TOGETHER, WE MUST:

- Limit the number of people on campus (through rotation, staggered work hours, shifts and remote working, teaching and learning and online)
- 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 have their hands sanitised
- All visitors will be screened before entering campus
- The biometric system will be disabled.

DO'S AND DON'TS

DON'T RETURN TO CAMPUS IF:

- X You have COVID-19 symptoms. Stay home and phone your doctor
- X You are vulnerable (over 60 years old and/or have a known/disclosed health condition or comorbidities) and do not have permission to do so*
- X You are returning from another area (province, district, metropole). Stay home for two weeks to ensure that you have no COVID-19 symptoms
- X You suspect that you have been in contact with a potentially infected person
- X You can work at home (remote working)
- X Unless you have been notified to come to campus.

*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.

DO RETURN TO CAMPUS IF:

- ✓ You are healthy, not at risk and do not have COVID-19 symptoms and have been asked to return
- ✓ You are an essential employee and have permission to do so
- ✓ You accept screening on entering and during your time on campus
- ✓ You maintain physical distancing (1.5 metres between you and others)
- ✓ You always wear a mask
- ✓ You cannot work from home (remote working)
- ✓ For students: if you have been notified to attend an academic activity or have booked a session in a general computer lab.

Staggered return to work

This reduces the possibility of queues at the screening centres.

Generally, frontline workers, or “response staff”, will be first to arrive at 7am, followed by different categories of staff every 30 minutes. However, intermittently, we may experience queues at these venues. Staff are then requested to adhere to the distance markers installed at these venues. When students return, this will be later in the morning.

The University has invested in “field homes” – 4m x 6m containers – at each of the five COVID-19 screening centres to enable the systematic screening process. Pre-bookings are advised.

Traffic flow

Entry points to each campus will be limited to better manage numbers and workflow. The proposed entrances and exits may be adapted dependent on the effectiveness of the interventions.

Presently, however, North Campus will serve as the entry point for all North and South staff and students, and South Campus the exit point.

All Ocean Sciences staff should report to North Campus for the initial screening. At Second Avenue, entry will be from Fifth Avenue and the exit in front of the Business School.

COVID-19 phased return-to-work plan:

FOR MORE INFORMATION ON GUIDELINE TOPICS, PLEASE VISIT:

<https://www.mandela.ac.za/www-new/media/Store/documents/corona/addendum/COVID-19-GUIDE-New-Working-Condition.pdf>

SECTION 4

STUDENTS

At Level 3, a maximum of 33% of students may return to campus, with certain categories of students given preference (Government Gazette 43364).

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

- Final-year students requiring access to on-site equipment, residences, data, laboratories, connectivity and private accommodation
- Postgraduate students requiring laboratory/technical equipment
- Students requiring clinical training as part of their programmes
- Those who had already returned at Level 4
- Students with disabilities and special circumstances.

A detailed, flexible learning and teaching programme will cater for all students - both those on campus and those working remotely. Read more about this in Section 11: Learning and Teaching. The University also has a comprehensive health and safety strategy in place to ensure that we help each other to curb the spread of the virus.

THESE STRATEGIES INCLUDE:

- ✓ Rules governing how the return to residences will work
- ✓ Health protocols to be followed, such as screening, testing and virus spread prevention (wearing masks, hand washing, hand sanitising and physical distancing)
- ✓ Safety procedures if you test positive for COVID-19
- ✓ Transport rules if you test positive for COVID-19
- ✓ Quarantine and isolation: what these mean and how they may apply to you as a student
- ✓ How to safely visit Student Health Services or the clinic.

DON'T RETURN TO CAMPUS IF:

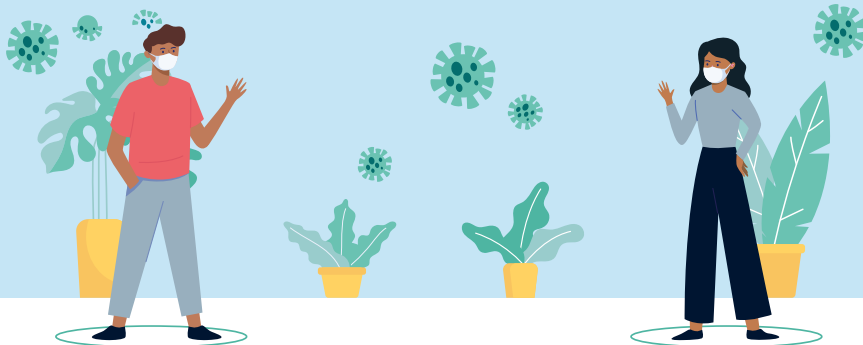
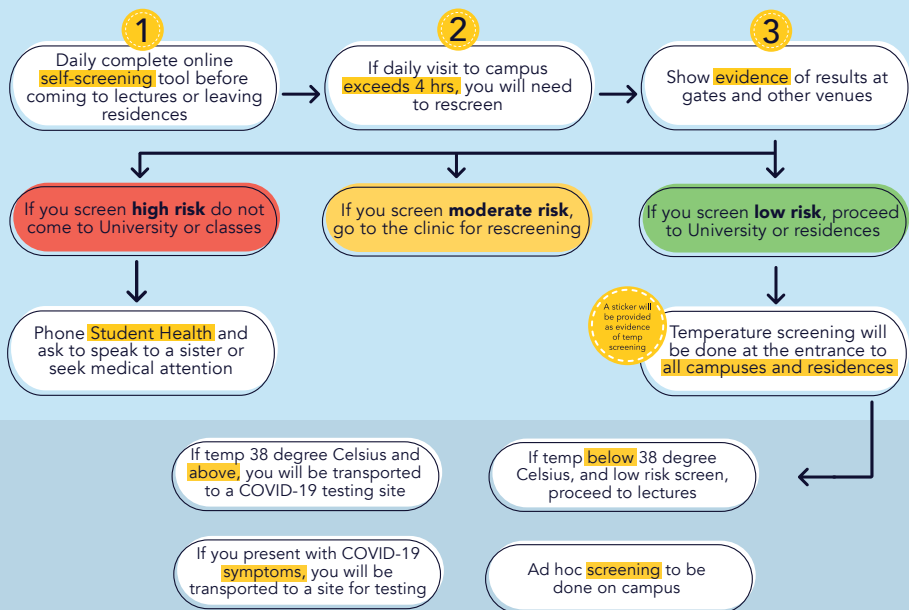
- X You have COVID-19 symptoms. Stay home and phone your doctor
- X Students with pre-existing medical health conditions should report to the Student Health Services at the North Campus clinic and the George Campus clinic on arrival.
- X You are returning from another area (province, district, metropole). Stay home for two weeks to ensure that you have no COVID-19 symptoms
- X You suspect that you have been in contact with a potentially infected person
- X You can work at home (remote learning)
- X You have not been notified to return for an academic activity or have not booked a session in a general computer lab.

SELF-SCREENING WITH MANDELA UNI

A new online COVID-19 self-screening tool aimed at monitoring your well-being will facilitate easier access to campus and residences.

SCREENING FOR STUDENTS

COVID-19 Self-Screening Link <https://webapps.mandela.ac.za/screening>



FOR MORE INFORMATION ON GUIDELINE TOPICS, PLEASE VISIT:

<https://www.mandela.ac.za/www-new/media/Store/documents/corona/addendum/COVID-19-GUIDE-Students-Self-Screening-Tool.pdf>

RESIDENCES

When may I return to residence?

A comprehensive safety plan governs the return to residences and all protocols to be followed by students and residence staff while on site.

Please review the following document very carefully for a step-by-step explanation of our residence guidelines and regulations:

FOR MORE INFORMATION ON GUIDELINE TOPICS, PLEASE VISIT:

<https://www.mandela.ac.za/www-new/media/Store/documents/corona/addendum/COVID-19-GUIDE-Residences.pdf>



SCREENING, TESTING AND CONTACT TRACING

How does this apply to students?

Although it may seem strange and frustrating, following the steps for screening and testing, as outlined by Student Health Services (SHE) will ensure that you are part of the solution, rather than the problem.

FOR MORE INFORMATION ON GUIDELINE TOPICS, PLEASE VISIT:

<https://www.mandela.ac.za/www-new/media/Store/documents/corona/addendum/COVID-19-GUIDE-SHE-Screening-Testing-Contact-Tracing.pdf>

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)

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

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

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

2 Line Manager | Academic Leader / Residence Manager to:

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

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.

QUARANTINE AND ISOLATION

What happens if I am told to go into quarantine or isolation?

The University has created a simple, detailed plan to help you cope with the possibility of being quarantined or isolated should you be infected with COVID-19, or have come into contact with an infected person.

FOR MORE INFORMATION ON GUIDELINE TOPICS, PLEASE VISIT:

<https://www.mandela.ac.za/www-new/media/Store/documents/corona/addendum/COVID-19-GUIDE-Isolation-and-Quarantine.pdf>

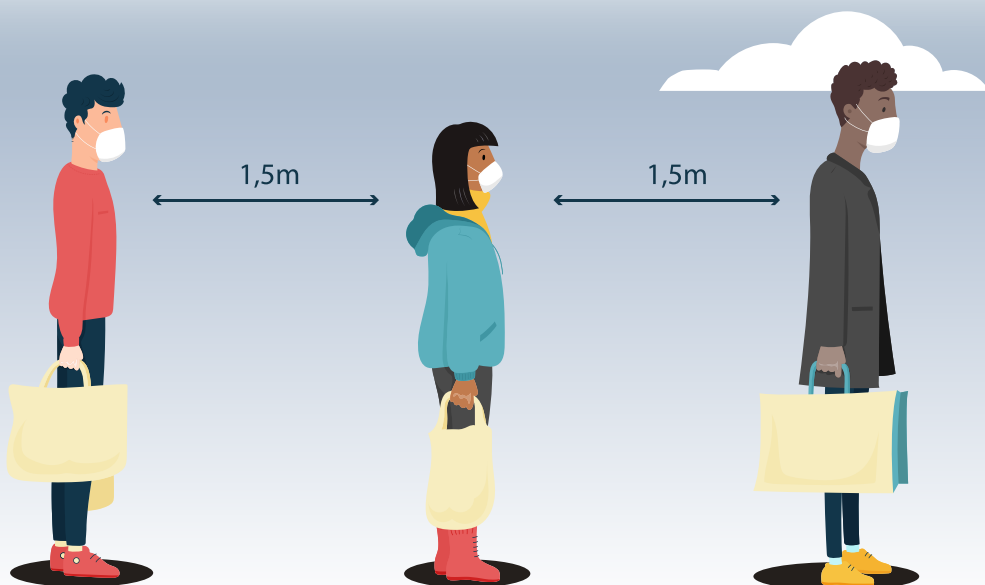
PHYSICAL DISTANCING

How to ensure health and safety while queuing at Student Health Services

We're here to help! Please abide by these rules when you visit Student Health Services or the clinic.

FOR MORE INFORMATION ON GUIDELINE TOPICS, PLEASE VISIT:

<https://www.mandela.ac.za/www-new/media/Store/documents/corona/addendum/COVID-19-GUIDE-Physical-Distancing.pdf>



VULNERABLE STUDENTS & STAFF

CLINICALLY EXTREMELY VULNERABLE

- Solid organ transplant recipients
- Cancers
- Who are undergoing active chemotherapy
- Lung cancer patients who are undergoing radical radiotherapy
- Cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
- Having immunotherapy or other continuing antibody treatments for cancer
- Having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or parp inhibitors
- Who have had bone marrow or stem cell transplants in the last six months, or who are still taking immunosuppression drugs
- Severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary disorder (copd)
- Rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as severe combined immunodeficiency (scid), homozygous sickle cell)
- On immunosuppression therapies enough to significantly increase risk of infection
- Women who are pregnant with significant heart disease, congenital or acquired.

OTHER VULNERABLE WORKERS

- Age greater than 60
- Cardiovascular disease
- Diabetes mellitus
- Chronic respiratory disease
- Chronic renal disease
- Pregnant workers
- Employees on immunosuppressive therapy, i.e. Systemic corticosteroids
- HIV-diagnosed workers who are virally unsuppressed.

RISK-ADJUSTED WORK STRATEGY FOR INDIVIDUALS

A special prevention and mitigation plan is in place for vulnerable individuals under return-to-work protocols.

FOR MORE INFORMATION ON GUIDELINE TOPICS, PLEASE VISIT:

<https://www.mandela.ac.za/www-new/media/Store/documents/corona/addendum/COVID-19-GUIDE-Vulnerable-Employees.pdf>

STEPS FOR RETURNING TO CAMPUS

The University is implementing interventions to safeguard staff and students.

These are non-negotiable protocols applying to every person who visits, studies or works at Nelson Mandela University.

- Health and safety prevention measures
- Training in and practise of prevention measures
- Use of personal protective equipment (PPE)
- Ongoing awareness campaigns.

Each day when you arrive to work or study, you must take responsibility for your screening.

You will also be expected to self-screen daily at workstations/mobile screening venues in order to monitor your wellness.

<http://webapps.mandela.ac.za/screening/>

Self-surveillance / Self-screening

As we phase in the gradual return-to-work, you are encouraged to use the Nelson Mandela University online screening tool that has been tailored to the University's needs and provides the institution of a dashboard to better monitor disease surveillance.

In addition, follow simple guidelines from the Department of Health in order to educate yourself about COVID-19:

- Visit <https://sacoronavirus.co.za/>
- Add to WhatsApp contacts: 0600 11 0 000
<https://wa.me/27600110000?text=hi>
- Dial USSD line *134*832*2#

Like washing and sanitising your hands, keeping a minimum 1.5-metre physical distance from others, practising good health hygiene and wearing a mask in public, self-screening should become a routine habit.

FOR MORE INFORMATION ON GUIDELINE TOPICS, PLEASE VISIT:

<https://www.mandela.ac.za/www-new/media/Store/documents/corona/addendum/COVID-19-GUIDE-Steps-for-returning.pdf>

FOR MORE INFORMATION ON GUIDELINE TOPICS, PLEASE VISIT:

<https://www.mandela.ac.za/www-new/media/Store/documents/corona/addendum/COVID-19-GUIDE-Questionnaire.pdf>

HEALTH & SAFETY GUIDELINES

The University has formulated clear, comprehensive health and safety guidelines for all staff, students and visitors to the campus.

Underpinning our approach is a rigorous three-step process: disease prevention, disease surveillance and disease management.

All staff, students and visitors must abide by our strict health and safety protocols or they will not be allowed to enter the campus:

- Temperature monitoring
- Hand washing
- Hand sanitising
- Cough etiquette
- Wearing of masks.

Our procedures will remain in place from the date of premise/site re-opening and will be effective until South Africa is COVID-19 virus-free or at the discretion of University management.

There is currently no known cure for COVID-19.

Prevention is therefore our best weapon of defence:

- **Physical distancing**
 - The workplace and activities are arranged to ensure minimal contact between workers/students as far as reasonably practicable via a minimum 1.5-metre distance
 - Where reasonably practicable, staggered working hours, rotation of employees/students and reduction of worker numbers on campus will apply
 - When talking, sitting or eating with others, maintain a 1.5-metre distance
 - Ensure that the room is well-ventilated by means of natural or artificial ventilation
 - Avoid close contact with anyone who has a fever or cough
 - Request office management to follow the protocol for dealing with a potentially infected person
 - Natural ventilation is preferred, with artificial ventilation only used in venues that do not have windows
 - Avoid confined spaces
 - Use stairways and do not touch handrails.
- **Symptom screening**
 - Upon arrival at campus, all staff, students and visitors will be screened daily by adequately trained company personnel
 - An infrared non-contact thermometer will determine if a person has a fever of 38°C or higher

- Screening records will be kept
- If any person shows COVID-19 symptoms, he or she will be quarantined, and the Department of Health notified
- DoH Health Hotline number: 0800 029 999.

• **Symptoms**

- Cough
- Persistent sneezing
- Sore throat
- Shortness of breath
- Difficulty in breathing
- Vomiting or nausea
- Diarrhoea
- Temperature greater than 38°C
- Weakness or fatigue
- Joint and muscle aches
- Loss of taste in mouth or tongue.

Any case must be immediately reported to your Line Manager/Residence Manager or Lecturer, who will in turn report this to the University's Occupational and Student Health Services teams. They, in turn, will report the case to the Department of Health, and action the necessary responses.

• **Procedure if you show symptoms**

- If you develop a high temperature or persistent cough while on campus, you should return home/to your residence and contact your health practitioner immediately
- Tell your doctor or health practitioner about your symptoms; travel history; any recent contact with someone who has or is suspected to have COVID-19
- Avoid touching anything to limit the possible spread of the virus
- Cough or sneeze into a tissue and dispose in a bin
- Cough or sneeze into the crook of your elbow, if you do not have a tissue
- Arrange with your line manager/residence head to be tested.

CONDITION	ACTION	ADDITIONAL ACTION
Acute respiratory illness	Stay at home	Get medical attention as soon as possible
Acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival on campus or you become sick during the day	Isolate immediately Wear a FFP1 surgical mask Be tested or referred to an identified testing site	Arrange to be transported in a safe manner that doesn't place others at risk. Inform your line manager/head of residence if you experience any form of discrimination from other people

GETTING TESTED

Your doctor will tell you if you should be tested and will arrange for the test. You will only be tested if you meet the following criteria:

- You have returned from overseas in the past 14 days and you develop respiratory illness with or without fever
- You have been in close contact with a confirmed COVID-19 case in the past 14 days and you develop respiratory illness with or without fever
- You have severe community-acquired pneumonia and there is no clear cause.

AFTER TESTING

It may take a few days for the test results to come back. If you have serious symptoms, you will be kept in hospital and isolated from other patients to prevent the virus spreading.

If your doctor says that you are well enough to go home while you await your test results, you should:

- Self-quarantine at home and do not go to work or lectures
- Wash your hands often with soap and water
- Cough or sneeze into your elbow or use a tissue and throw it in a bin
- Avoid cooking or caring for other household members
- Wear the mask your doctor gives you if you cannot avoid close contact with other people.

If you are confirmed to have COVID-19, you will be advised to:

- Isolation for 14 days
- If an employee, you will receive special sick leave
- Once you have recovered, you may return to campus after being cleared by the University's health service.

TREATMENT

There is no cure for COVID-19, but medical care can treat most symptoms.

Antibiotics do not work on viruses and there is no vaccine for COVID-19.

The University complies with Department of Health regulations for returning to campus after being diagnosed and treated for COVID-19:

- It is mandatory, on return to work, being symptom-free, to undergo a screening process/assessment. PPE will be handed over by the line manager or academic leader and must be worn when coming to campus and for screening. And to continue self-screening daily
- Personal hygiene is strictly adhered to – wearing of face masks, physical distancing and cough etiquette
- The University will closely monitor the employee/student for symptoms following their return to campus.

GENERAL RULES

- Visitors will be scheduled in advance by appointment only
- Visitors will be pre-screened and answer a medical and travel history questionnaire
- Screening sheets for all staff and students must be completed daily before entering the premises
- Everyone must wash their hands often with hand sanitiser or soap and water before entering the campus
- Nobody will be allowed entry without wearing a suitable face mask
- Biometric systems that require finger contact will be disabled
- Staggered start times for employees are being introduced
- Multiple access points will be introduced to reduce congestion
- Necessary personal protective equipment (PPE) will be issued to all staff and students according to their needs
- No breathalysers will be utilised – should a person display suspected intoxication, alternative methods of testing should be considered
- Hand washing technique posters will be displayed near hand wash areas – please read these and follow instructions.

What is a Person Under Investigation (PUI)*?

“Persons with acute respiratory illness with sudden onset of at least one of the following: cough, sore throat, shortness of breath or fever greater than 38°C (measured) or history of fever (subjective) irrespective of admission status.”

* Please note that PUI is a medical term as used by the Department of Health. The University has used the same terminology only as a matter of consistency, as it acknowledges the negative connotations thereof, and wishes to distance itself from this.

TRAINING TOOLS

The University has a series of videos on COVID-19 prevention measures. Viewing is mandatory. Here is the link below.

PLEASE CLICK ON THE LINK FOR MORE INFORMATION:

<https://learn.mandela.ac.za/course/index.php?categoryid=212>

Hand washing

Hand washing is one of the most effective methods to reduce the spread of the virus.

Wash your hands with soap and water for at least 20 seconds or use approved 60% alcohol-based sanitiser when:

- Entering or leaving campus
- Before or after eating
- After cleaning
- After using ablution facilities
- After touching handrails, door handles, paper, metal surfaces
- Any other interactions that may require hand washing
- Before putting on or taking off your mask
- When touching tissues that have been used for coughing or blowing your nose
- Whenever your hands are visibly dirty.



Basins with soap and water or alcohol-based hand sanitiser will be provided at:

- Access points
- Offices
- Student residential areas
- Eating areas
- Lecture rooms
- Library
- Computer rooms.
- Labs and studios.

Paper towels will be provided for drying your hands after washing with soap and water. These towels must be discarded into bins immediately.

NB! Do not apply alcohol-based hand rub near ANY ignition sources as it is highly flammable

How to wash hands

- Wash with safe or clean, running water
- Wash for 20 seconds (the time it takes to sing the Happy Birthday song)
- Wet hands with running water
- Apply enough soap to lather the hands
- Scrub all the surfaces of the hands, including:
 - Palms of hands
 - Back of hands
 - Between the fingers
 - Under the nails

- Rinse thoroughly with running water
- Dry hands with a clean paper towel or hand dryer
- Hand towel can be used to close the tap and then discarded in the bin.

Hand sanitising

Hand washing is recommended – but if there's no soap and water available, using an alcohol-based hand sanitiser comprising at least 60% alcohol is the next best defence.

You should sanitise your hands:

- Before or after touching a person who has flu or COVID-19 symptoms
- Before or after touching your mask
- After touching surfaces such as door handles, cell phones, laptops, etc
- After contact with respiratory secretions.

How to hand sanitise

- Spray your hands generously with sanitiser
- Rub the surfaces of your hands
- Rub the palms of your hands
- Rub between the fingers
- Rub under the nails
- Allow the sanitiser to dry on the hands
- Do not rinse
- Do not drink the sanitiser!

Physical distancing

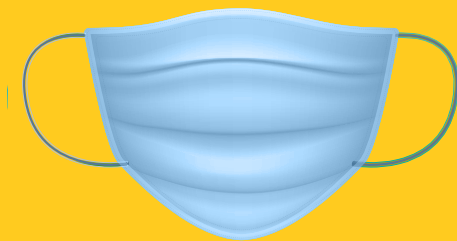
This refers to steps taken to increase the distance between people.

How to practise physical distancing

- Keep a minimum distance of 1.5 metres (three steps) between you and others
- Avoid contact with anyone who is ill or has symptoms of COVID-19
- Stay at home and only go outside your home for: medical assistance or supplies; buying groceries or to work/study
- Use phone or online services to contact your doctor or healthcare practitioner
- Avoid gatherings with friends and family
- Where possible, work or study from home
- Avoid the use of non-essential use of public transport (and try to avoid rush hour).

Masks

Masks are worn to limit the community transmission of the COVID-19 virus.



How to wear a mask

- First, wash or sanitise your hands
- Inspect the mask for any holes or tears
- Ensure the correct side is facing you
- Fit mask over the face
- Slip the elastic bands over and behind the ears
- Adjust the mask to cover the nose and chin, making sure there are no gaps
- The mask should not be lowered when speaking
- Should you accidentally touch the mask, sanitise your hands again.

The mask should be changed when:

- It is damp or wet
- Visibly dirty
- At the end of your shift/day.

When removing your mask, do as follows:

- Remove elastic from behind the ears
- Turn the mask inside out and, if disposable, discard in a bin
- Fabric masks can be placed in a container for washing
- Wash or sanitise your hands.

Wash your mask in hot water and soap, rinse thoroughly, dry in the sun and then, if you can, iron with a hot iron.

Cough etiquette

This is a smart preventative measure to limit the spread of respiratory germs between people.

The five steps to 'smart coughing'

- Cover nose or mouth when coughing or sneezing
- Use a bent elbow to cough or sneeze
- When coughing due to illness, use a mask
- Use disposable tissues and discard after use
- Wash hands or use hand sanitiser after contact with secretions (respiratory)
- It is also helpful to turn away from others when coughing or sneezing.

Temperature screening

We check temperatures primarily because infected people may be in an incubation period – the time when they have the virus but are not yet showing symptoms.

Symptoms can develop from 2-14 days after being exposed to the virus, so it's ideal to monitor temperature twice a day.



SCREENING AND TESTING



Each day, when you arrive on campus, you will undergo screening.

In addition, you must undertake self-screening at the workstation or mobile screening unit in order to monitor your wellness throughout the day.

Our phased re-opening will start with a limited number of essential and critical staff to prepare for a gradual return of some academic staff.

Please remember that no staff members or students may just arrive on campus.

- Staff and students will have their temperature taken and complete a simple COVID-19 form
- If the outcome is negative, they will be given a sticker showing that they have completed the daily test and may proceed to work or studies
- Anyone with a raised temperature of 38°C or above, other COVID-19 symptoms or responses showing potential exposure to the virus will be immediately isolated for their own safety and the safety of others.

Before returning

1. Line managers must inform HR which essential and critical staff members will be returning and on what date (Lungisani.Ntiyantiya@mandela.ac.za)
2. Line managers must book virtual training of COVID-19 preventative measures for staff (contact Adriaan.andrews@mandela.ac.za) or encourage staff to complete the mandatory training online:
<https://learn.mandela.ac.za/course/index.php?categoryid=212>
3. Line managers must arrange to order and collect the relevant PPEs needed for his or her staff members (SHE@mandela.ac.za).

Online Moodle training is a series of six short video clips (English or isiXhosa). Staff will indicate that they've watched, understood and are committed to practising the procedures. There's also an opportunity to give feedback.

Upon returning

There will be a staggered start for each working day to reduce the possibility of queues at the screening centres.

This information will be shared by line managers, but generally “response staff” (those on the frontline) will be first to arrive at 7am, followed by different categories of staff every 30 minutes.

When students return, this will be later in the morning.

The University has invested in “field homes” – 4m x 6m containers – at each of the five COVID-19 screening centres (see attached list) to enable the systematic screening process. Pre-bookings are necessary.

PLEASE NOTE: The Ocean Sciences Campus has its own screening process and staff and students will make use of this, rather than visiting the station on North Campus.

Testing

The Occupational Health and Student Health teams will manage this process, ensuring that all “persons under investigation” (PUIs) immediately go into isolation and are tested.

PUIs should remain in isolation as they await their test results. The University has several isolation venues available should these be needed.

If the test result is negative, the individual may return to the University. If positive, the individual will be advised by his or her private doctor or a public healthcare practitioner on the way forward dependent on the severity of the symptoms.

The University’s own team will also monitor the individual’s progress telephonically. It will also immediately work with the staff member’s line manager or the student’s lecturers and residence managers to compile a contact list so that these individuals can also immediately isolate themselves and be tested.

FOR MORE INFORMATION ON GUIDELINE TOPICS, PLEASE VISIT:

<https://www.mandela.ac.za/www-new/media/Store/documents/corona/addendum/COVID-19-GUIDE-Health-and-Safety.pdf>

QUARANTINE AND ISOLATION

What do they mean and how do you fit in?

SELF-ISOLATION

For people who think that they have the virus or have tested positive for the virus
What to do: wear a mask, stay 1.5 metres away from people and stay in a separate room if possible.

QUARANTINE

For people who don't have COVID-19 symptoms but were exposed to someone infected with the virus.

What to do: take your temperature regularly, watch for symptoms, stay away from public places and people for 14 days.



COVID-19 POSITIVE RESULT – STEPS TO FOLLOW

- Self-isolate by staying home for 14 days
- If you can, sleep in a separate bedroom or bed while you are sick
- Do not leave your home
- Always wear your mask
- All those living in your home should wear a mask
- If the mask is dirty: wash in hot water, dry in the sun and iron with a hot iron
- Wash hands thoroughly or use your hand sanitiser
- Cough into your flexed elbow or into a tissue, and dispose of the tissue immediately
- Keep your sleeping and living area clean and sanitised.

How long should I stay at home?

This will depend on whether you have symptoms and if you have been tested.
Who should self-quarantine?

- Any person who:
 - has been screened by their healthcare provider
 - is regarded as a Person Under Investigation (PUI)
 - has been tested and is awaiting the results
 - has tested positive for COVID-19 and has no symptoms.

Who should self-isolate?

- Any person who is ill or has tested positive for COVID-19
- How long depends on how ill you are or how severe your illness is
- If you have:
 - No symptoms: 14 days from the time of test result
 - Mild symptoms: 14 days from the time the symptoms started
 - Severe symptoms: 14 days once you no longer need oxygen.

When can I come back to work or classes?

- Asymptomatic patients: 14 days from time of positive test
- Mild disease: 14 days from onset of symptoms
- Moderate to severe cases: 14 days following clinical stabilisation (no longer requiring oxygen)
- Thereafter, contact Student Health Services or Occupational Health Services, who will approve attendance/return to campus.

For any additional information on COVID-19, please use a reliable source. The University's coronavirus website hosts reputable information from the National Department of Health, National Institute for Communicable Diseases and the World Health Organisation. There is also a section for asking questions.

LEARNING AND TEACHING

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.

ONCE STUDENTS HAVE BEEN IDENTIFIED TO RETURN:

- a. Students are notified via an automated process: an SMS, letter or other notification, plus a set of COVID-19 related conditions that students must indicate that they have read and accepted, and an e-permit for travel purposes.
- b. Dates are provided for the return to Port Elizabeth, George and the residences.
- c. Students are reminded that their lecturers will contact them about how their academic activities will be structured and will notify them of the date, time and venue when they must come to campus.
- d. Students are informed about the health and safety measures on campus.

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. Every second PC will be removed in order to avoid congestion. 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.

HOW STUDENT RETURN-TO-CAMPUS WORKS

As per the gazetted directives for the phased return of students, University management has constituted a Returning Students Multi-Stakeholder Task Team (RSM TT).

The task team consists of the DVC Learning and Teaching (convenor), DVC Research Innovation and Internationalisation, the Deanery, Dean of Students, SRC reps, Director of Universal Accessibility and Disability Services, George Campus Principal, and reps from the International Office, LT Collab, Institutional Strategy, Management Information and the Registrar's division.

The leaders of the Coronavirus Workstreams and the Communications Team are invited to meetings of the multi-stakeholder team to strengthen the Workstreams planning for students to return. At the start of Lockdown levels 3, 2 and 1, the RSM TT will make an assessment regarding which students should be earmarked to return.

A set of principles and data are used to inform such decisions along with the lockdown level specifications about the number of students permitted on campus at a point in time.

Within these parameters, preference is given at each lockdown level to students who cannot complete their learning remotely.

To provide all students with opportunities in our flexible, blended learning approach, students need to take up the opportunities that are provided.

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.

- Final-year students requiring access to on-site equipment, residences, data, laboratories, connectivity and private accommodation
- Postgraduate students requiring laboratory/technical equipment
- Students requiring clinical training as part of their programmes.

PLEASE CLICK ON THE LINK FOR MORE INFORMATION REGARDING:

- Overview of our approach
- Learning and teaching – phased approach
- Students returning – phased approach

<https://www.mandela.ac.za/www-new/media/Store/documents/corona/addendum/COVID-19-GUIDE-Learning-Teaching.pdf>

STUDENT RETURN PROCESS FLOWCHART

NOTIFICATION PROCESS

Academic outlines to students in email regarding arrangements for how contact sessions will work and that they will be notified

Academic department books/indicates venue through Central Timetabling Office (CTO) and provides a list of students (7 days in advance)

Student is notified of date, time and venue to return to campus

CAMPUS ARRIVAL PROCESS

Collect PPEs (once-off). Always wear mask and wear face shield (when needed)

Complete Health Screening App – if high risk diverted to campus health process

Show student card, notification and outcome of Online Self-Screening tool at the campus entrance or as leaving on-campus residence. Temperature taken

Proceed to venue for academic activities

AT THE VENUE

Show SMS and HS App

Complete electronic attendance register

Adhere to physical distancing and health hygiene in venue

Adhere to physical distancing during breaks – with assistance of My Mandela Brigade*

Redo HS App every 4 hours and before leaving venue & show as exiting venue

*My Mandela Student Brigade is an SRC initiative to help with compliance measures towards ensuring the safety of all students

REMOTE WORKING GUIDELINES

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 more information about remote working rules and guidelines, please contact: Bridgette Simon on Bridgette.simon@mandela.ac.za.

PLEASE CLICK ON THE LINK FOR MORE INFORMATION REGARDING:

- Detailed guidelines for employees
- Norms and standards for remote work
- Staying connected with employees

<https://www.mandela.ac.za/www-new/media/Store/documents/corona/addendum/COVID-19-GUIDE-Remote-Working-Guidelines.pdf>

ESSENTIAL SERVICES

The safety of our staff during this unprecedented period is paramount. Health and safety guidelines will be strictly applied to these sectors.

- Essential services – services deemed essential by law. Only protection services are deemed 'essential services' in the context of the University.
- Critical services – services that are deemed critical for the functioning of the University during Lockdown.

ESSENTIAL AND CRITICAL SERVICES

Protection services (only Essential Service promulgated)

Sanitation and waste removal services

Deep cleaning and cleaning (rotational or shift)

Academic employees (core function)

Medical services, Student Health Services, residence employees.

Laboratory services (critical research work)

ICT (infrastructure, support services) and communication services

Critical maintenance services

Critical Infrastructure and Space Related Services

Fire Fighting and Emergency services, Disaster Management

Financial Services (payments, salary, student finance)

Transport services (students, disability, essential goods)

Production of critically required chemicals and solutions

Contact Centre (rotational or shift)

Catering (students)

Management (PL1-4) and risk-identified PL5

CLEANING & DECONTAMINATION

During the nationwide lockdown period, the Essential Cleaning Department applied all mandatory regulations and protocols by immediately sanitising, deep cleaning and disinfecting all areas.

- Cleaning staff have performed essential cleaning operations to ensure that staff and students return to a clean, hygienic environment
- Sanitising stands have been placed in areas of high traffic and are to be used by any staff, student or visitor walking by or entering any facility, building or venue
- Protocols and SOPs have been put in place to enable staff to operate in these areas
- Training of staff about new chemicals and protocols has taken place.

Health and safety guidelines (physical distancing, PPEs, sanitising, etc.) and the allowance of only a percentage of staff to be on site at any time have affected the cleaning department's normal operations.

Our services have been adapted accordingly:

- Essential cleaning staff will start at approximately 9am each morning after screening and testing
- Cleaning staff will focus on disinfecting and cleaning required areas
- Cleaning staff will remove refuse
- Please be advised that the standard cleaning routine to which we are normally accustomed will be adjusted in line with COVID-19 protocols and guidelines
- Staff will no longer wash dishes in kitchens or be delegated permanently to a department or section
- Staff will be placed on a rotational basis.

The cleaning department is short-staffed, as we are required to limit the number of staff on site.

We have made every effort to clean specific areas as required and will continue to include all these areas in our planning and staff allocations. Age and comorbidities have further restricted our staff numbers.

We cannot, however, do this alone.

Your safety is our responsibility. We would therefore like to provide you with the tools to ensure that your workspace is continually sanitised.

What does this entail?

- Cleaners will no longer wash communal dishes
- Staff members are to keep their own coffee mug or lunch box in their offices and wash as required
- This is to ensure that we limit the number of people handling items
- An essential cleaning kit will be provided to any department or staff member requiring one
- MSDS documents will also be provided if necessary
- Refills will be provided on request.

Personal protective equipment (PPE) may be requested from the Health and Safety department. Please contact SHE@mandela.ac.za

THE ESSENTIAL CLEANING KIT:

1 litre bleach

1 spray bottle of surface sanitiser (for appliances - keyboards, telephones etc)

1 spray bottle of Prodis Q (surface disinfectant)

1 cloth

1 hand towel roll

1 bucket



All MSDS documents can be emailed on request.

WHAT TO DO WITH YOUR KIT

The kit is provided to assist you in maintaining a clean workspace. Disinfectants are chemical agents designed to destroy micro-organisms on surfaces.

- Spray the disinfectant cleaner on all work surfaces such as counters, desks, door handles, shelves, appliances, chair handles, windows and windowsills and then wipe away with paper towel or cloth.
- Use the surface sanitiser on technical devices such as phones, keyboards, light switches, etc. Spray on cloth and wipe down the device or item. DO NOT spray directly onto device as this can cause it to short-circuit. The chemical has a drying time of about 8 – 10 seconds.
- Your cloth should be bleached on a regular basis. Simply add hot water to your bucket with approximately 10 to 20ml of bleach and allow the cloth to soak. Rinse after about 20 to 30 minutes and you may use it again.
- NOTE: Frequently touched surfaces are more likely to be contaminated and should therefore be cleaned more regularly – at least twice daily. Examples of frequently touched areas are: doorknobs/handles, elevator buttons, taps, counters, handrails, touch screens and keypads and telephones.

WHAT WE NEED TO KNOW FROM DEPARTMENTS

The most important information for the cleaning department is who is on site and when. If we know when your staff will be on site, we can try to allocate staff to the area for cleaning and disinfection. We will not waste staff resources by assuming people will be coming to the area.

A list of areas that will be occupied can be sent to the site manager for each campus. The information provided will be disseminated to the teams on the ground. The more information we have, the better equipped we are to attend to cleaning.

Details required: Campus, building name/number, office number and days that the area will be occupied.

WHO TO CONTACT

GENERAL QUERIES:

covidcleaning@mandela.ac.za

CONDITION	ACTION	ADDITIONAL ACTION
Acute respiratory illness	Stay at home	Get medical attention as soon as possible
Acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival on campus or you become sick during the day	Isolate immediately Wear a FFP1 surgical mask Be tested or referred to an identified testing site	Arrange to be transported in a safe manner that doesn't place others at risk. Inform your line manager/head of residence if you experience any form of discrimination from other people

Any suspected COVID-19 case must be immediately reported to the Line Manager.

FOR MORE INFORMATION ON GUIDELINE TOPICS, PLEASE VISIT:

<https://www.mandela.ac.za/www-new/media/Store/documents/corona/addendum/COVID-19-GUIDE-Cleaning-and-Decontamination.pdf>



CATERING

Procurement, preparation and serving of food to staff and students will be underpinned by strict, government-led health and safety protocols.

Our catering plan focuses on duty of care and minimising of risk to staff, students and clients during our normal business operations.

Canteen eating area

- The number of staff, students and visitors will be limited
- Anyone wishing to enter the area must first wash their hands with soap or water or with hand sanitiser
- Suitable face masks are compulsory
- Observe floor markings that comply with physical distancing.

Delivery of food to other campuses

- Drivers will be provided with alcohol-based hand sanitisers and paper towels
- Each driver must use the hand sanitiser before passing documents to staff
- Disposable containers and packaging must be used
- Physical distancing applies
- All transport containers must be kept clean and frequently disinfected.

Meetings

- Only vital members of staff to participate in face-to-face meetings
- Attendees must be at least 1.5 metres apart
- If possible, avoid face-to-face meetings and opt for online meetings instead (Zoom, Skype, etc.)
- Wear a face mask
- Golden rules: toolbox talks and on-the-job discussions may be held if employees wear face masks and maintain physical distance from each other.

Online booking system

An online meal booking system is currently being developed in conjunction with ICT.

FOR MORE INFORMATION ON HOW TO BOOK YOUR MEAL, PLEASE CLICK ON THE FOLLOWING LINK:

<https://www.mandela.ac.za/www-new/media/Store/documents/corona/addendum/COVID-19-GUIDE-Steps-How-To-Order.pdf>

Catering menu

FOR MORE INFORMATION ON GUIDELINE TOPICS, PLEASE VISIT:

<https://www.mandela.ac.za/www-new/media/Store/documents/corona/addendum/COVID-19-GUIDE-Catering-MENU.pdf>

TRANSPORT

Nelson Mandela Bay transport services are operating under safe, effective health and safety guidelines to ensure that, as far as practically possible, we help to prevent the spread of COVID-19.

We ask that staff, students and service providers making use of our vehicles familiarise themselves with the contents of our Standard Operating Procedure below.

Let's work together to make transport safe for all.

Our SOP outlines procedures for commuters utilising our shuttle service for return-to-campus and is underpinned by directives for combating the spread of COVID-19 as published by the Department of Transport in March 2020.

General rules

- All shuttle users are to have their permits (and student or staff cards)
- Permits are to be used for the sole purpose of University work activities
- Temperatures will be taken before a commuter can board
- Clean hands thoroughly using hand sanitiser before and after using company (and public) transport
- Anyone exhibiting illness will not be allowed to board a shuttle
- Vehicles will be cleaned and disinfected before and after use
- A transport register of people using a company vehicle will be kept.

On arrive at shuttle stop

- ✓ Face masks or face shields to be worn
- ✓ Physical distancing while queuing is mandatory
- ✓ Please adhere to marshal and driver rules
- ✓ Maintain discipline
- ✓ Keep shuttle stops clean.



Before embarking shuttle

- ✓ Hands to be sanitised by marshal or driver
- ✓ Student or staff card to be used as a boarding pass
- ✓ Do not remove your face mask or face shield
- ✓ Remain seated
- ✓ Maintain discipline
- ✓ Adhere to hygiene principles (physical distancing and cough or sneeze into your flexed elbow or use a tissue and dispose in a suitable container or bin immediately).

Disembarking from shuttle

- ✓ Please remain seated until you are told by your driver to disembark
- ✓ Maintain physical distancing
- ✓ Do not remove your face mask or face shield
- ✓ Check that you have not left behind any personal items (laptop, books, etc.).

Reporting and monitoring

We are committed to delivering a safe and reliable shuttle service during these uncertain times. It is possible to minimise risks if we adhere to the rules and keep our personal spaces as clean as possible.

If you wish to report non-compliance with any of the above rules and regulations for transport services, please contact:

SHUTTLE COORDINATOR:

Thanduxolo Rasi
Email: thanduxolo.rasi@mandela.ac.za
Phone: 073 546 0528

SHUTTLE INSPECTOR:

Tanduxolo Booi
tanduxolo.booi@mandela.ac.za
Phone: 062 677 0915

SHUTTLE COORDINATOR: GEORGE CAMPUS

Riaan Van Zyl
Riaan.vanZyl@mandela.ac.za

HORTICULTURE

The following health and safety regulations govern the return to work of our staff in the horticulture department. Please adhere to these and ask your line manager for assistance if you have any queries or concerns.

AT HOME

- ✓ Please put on your uniform, personal protective equipment (PPE)
- ✓ Ensure that you have your staff card, identity document and Nelson Mandela University entry permit with you
- ✓ University transport will pick you up at your home or designated pick-up point from 6am onwards.

AT WORK

- ✓ On arrival at your restroom, sanitise hands at the door before entering
- ✓ A foot pedal dispenser is at the door
- ✓ Keep your mask on
- ✓ Once on site, use your pocket hand sanitiser before touching any surfaces, such as door handles, counters, toilet flush handles and taps
- ✓ A large disposable tissue roll is available in every restroom for drying your hands and wiping surfaces
- ✓ Please tear off as needed and then dispose in the bin provided
- ✓ Sign the paper register – your June work schedule register
- ✓ Do not use the bioprint reader
- ✓ Use your own pen or pencil (provided) and lock these in your locker when not in use – do not borrow or lend stationery
- ✓ Complete the health questionnaire and return to your supervisor
- ✓ Do not move to your work area until you have completed the health questionnaire
- ✓ You will complete another health questionnaire at the end of your shift
- ✓ You will use the same pages daily
- ✓ Remember to keep 1.5 metres away from other people – physical distancing is important
- ✓ Wash your hands as often as possible during the day
- ✓ Prevention is key to curb virus spread! Cough into your flexed elbow or use a tissue and then dispose of it in a bin.

TEA AND LUNCH

These times are as normal, excluding the following:

- ✓ South Campus Academic team will have tea-time at 10am and lunch at 1.30pm
- ✓ South Campus Residence team will have tea-time at 10.30am and lunch at 2pm
- ✓ Do NOT share mugs, crockery or cutlery.

The working day ends at 4pm.

Please note that we cannot sanitise showers after every use and so, showering at the workplace is prohibited.

Wash your spare face mask at home and wear the spare one the following day.

SECTION 18

LEAVE

In terms of leave changes, a directive from the Department of Employment and Labour confirmed on 26 March 2020 that it is lawful to require employees to take annual leave during the lockdown especially, and presumably, for the category of employees who cannot even work from home. The other categories of employees were still afforded the usual rights to leave in line with their employer's operational needs.

FOR MORE INFORMATION ON GUIDELINE TOPICS, PLEASE VISIT:

<https://www.mandela.ac.za/www-new/media/Store/documents/corona/addendum/COVID-19-GUIDE-Leave-Management-Guidelines.pdf>

TRAINING

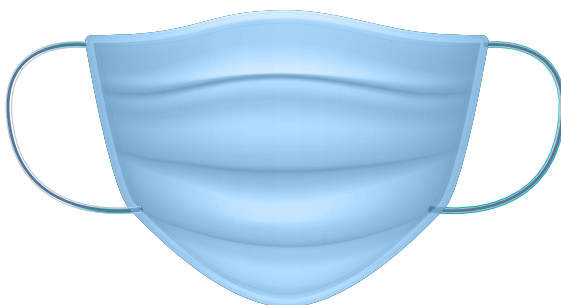
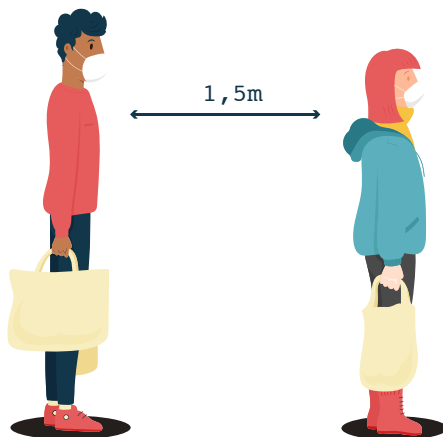
Safety first! To help curb infection spread, we plan, prevent and protect.

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

Please view the videos here: learn.mandela.ac.za/course/index.php?categoryid=212 or alternatively, contact Adriaan Andrews: adriaan.andrews@mandela.ac.za.

You may view the videos online on Moodle or arrange a virtual viewing with Mr Andrews.

Other forms of training are already underway for frontline staff.



PERSONAL PROTECTIVE EQUIPMENT (PPE)

What is PPE and why do we need to use it?

PPE provides one of the most effective ways to minimise exposure to COVID-19 – if it is worn and cared for correctly.

Although PPE can help prevent exposure, it should not take the place of other prevention measures (physical distancing, cough etiquette and hand sanitising).

PPE must meet the following requirements:

- ✓ Be properly fitted
- ✓ Consistently worn
- ✓ Regularly inspected, maintained and replaced when necessary
- ✓ Properly removed, cleaned and stored until further use, or disposed of, if necessary, to prevent cross-contamination of self, others and the environment.

Wearing the correct PPE is crucial and the type of PPE issued varies according to the risk of exposure while working or studying.

All staff members and students will receive a PPE pack of two cloth masks, a visor and a 150ml bottle of hand sanitiser.

The line manager or academic leader will contact the SHE office a week before PPE is required.

No screening or entry onto campus will be allowed without PPE and all staff and students must sign receipt of their PPE on the designated issue register.

As per Section 15 of the Occupational Health & Safety Act 85 of 1993, you must take good care of your issued PPE.

FOR MORE INFORMATION CONTACT:

she@mandela.ac.za or call 041 504 9361



CONTRACTORS AND CONSTRUCTION

The Department of Higher Education and Training (DHET) has given universities permission to resume with construction projects.

Under Level 3 the Department of Higher Education and Training (DHET) gave universities permission to resume construction projects.

The relevant projects have been identified and lists are with the SHE department for the approval of their revised Safety Files specific to COVID-19. These lists contain the names of all relevant role players allowed to be on site, including principle contractors, contractors, sub-contractors, professional service providers and University managers responsible for signing off work contained within their respective portfolios.

The phased return to work, however, must be in line with strict protocols for both the University and contractors.

Basic guidelines

- ✓ Contractors must ensure that all staff undergo daily screening before beginning the day's work.
- ✓ Ad hoc screening during the day is mandatory
- ✓ Screening records will be included in project risk assessments and plans
- ✓ Staff must remain within the confines of the construction sites and may not freely roam on campus.

PLEASE CLICK ON THE LINK FOR MORE INFORMATION REGARDING:

- Requirements from the University before projects resume
- Requirements from principle contractors/contractors before projects resume
- Risks to be considered before commencement of work
- Mitigation plans

<https://www.mandela.ac.za/www-new/media/Store/documents/corona/addendum/COVID-19-GUIDE-Contractors-Construction.pdf>

GEORGE CAMPUS

Since lockdown began, staff and students have been working remotely as per government regulations.

With the phased return of staff and students under Lockdown Level 3, we have outlined guiding principles for the successful implementation of a return to the 'new normal' at George Campus.

While we will not be returning to life as we know it, we commit to communicating regularly with staff and students as we navigate this next phase in our journey together.

Guided by the University's phased return guidelines, which in turn are underpinned by national regulations, the campus is currently putting into place all necessary measures and will communicate these to staff and students across all communication platforms well in advance.

Our communication tools include:

- George Noticeboard
- Intranet
- SMS text messaging
- Social media.

Please refer to all sections in this RETURN-TO-WORK GUIDE, email or call any of our key contacts and keep up to date with developments via <https://georgecampus.mandela.ac.za/> and our social media pages.

Line managers and academic leaders will be in touch with staff and students to provide guidance on return dates, protocols to be followed and to answer any questions that you may have.

INFRASTRUCTURE AND FACILITIES

One of the main strategies for containing and managing the spread of COVID-19 is physical distancing. Since universities are places of mass gatherings, it is critical that we instigate changes to infrastructure to ensure that staff and students maintain prescribed distances from each other.

What we know about the virus – and how it impacts the use of space:

- Infection spreads to people who are closer than 1.5 metres from an infected person
- This occurs via coughing or sneezing, as the airborne droplets are inhaled and enter the lungs
- Someone may also become infected by touching surfaces or objects contaminated by infection people
- After touching a contaminated area, you are at risk of being infected by touching your own mouth, nose or eyes
- Doorknobs are a typical example of how easily infection is transferred.

Our solution to the above problem is to install various innovations to support the curb and spread of the virus.

These innovations are deemed emergency and critical work projects.

All staff must understand that installing innovations to enforce distances is not enough to stop the transfer. The behaviour of staff is still most important. With only 30% of staff being allowed on campus at Lockdown Level 3, and the further obstacle of comorbidities and age impacting on vulnerable employees, our staff are prioritising these installations over normal maintenance duties.

While we are making many adjustments to infrastructure now, we will revert to a normal infrastructural scenario once the virus is no longer a threat and the measures are no longer required. Therefore, no permanent installations are allowed – all work orders will be recorded as being reinstated to original positions/structures in the future.

We urge staff and students to support our efforts to remain safe and to be responsible citizens who adhere to national laws – and the measures that we are putting in place at our University.

PLEASE CLICK ON THE LINK FOR MORE INFORMATION REGARDING:

- Approaching campuses
- How to use buildings
- Innovations identified for installation
- Requests from building users
- Ventilation of rooms
- Standard operating checklist

<https://www.mandela.ac.za/www-new/media/Store/documents/corona/addendum/COVID-19-GUIDE-Infrastructure.pdf>

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.

- Contact our 24/7 Mandela University Wellbeing Programme on 0800 205 333 or email at info@wellwork.co.za
- Emthonjeni Student Wellness. 041 5042174 (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 <https://www.mandela.ac.za/learningpathways> for a range of resources and FAQs.

After a protracted period of lockdown and trying to work or study in new ways, while balancing a home life, it's understandable that many of us may feel stressed or anxious.

The University encourages all line managers and academic heads to check in with their staff or students and be mindful of the symptoms of psychological stress.

STAY MOTIVATED AND PREVENT BURN-OUT

Here are some useful tips for improving and maintaining wellness during this time.

FOR MORE INFORMATION ON GUIDELINE TOPICS, PLEASE VISIT:

<https://www.mandela.ac.za/www-new/media/Store/documents/corona/addendum/COVID-19-GUIDE-Wellness.pdf>

KEY CONTACTS

Questions or concerns?

STAFF AND STUDENTS RESPONSE TEAM

STUDENT HEALTH SERVICES:

Weidy.Padayachee@mandela.ac.za
Nokulunga.Ngwekazi@mandela.ac.za
Marietje.Malan@mandela.ac.za (George Campus)

OCCUPATIONAL HEALTH SERVICES:

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

STUDENTS:

Bernard.Se bake@mandela.ac.za

SAFETY (SHE):

she@mandela.ac.za

INFRASTRUCTURE:

Melvin.Syce@mandela.ac.za

PROTECTION SERVICES:

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CLEANING:

Nikki.Brown@mandela.ac.za

GEORGE CAMPUS:

Milisa.Piko@mandela.ac.za

RESIDENCES:

Robin.Minne@mandela.ac.za

COMMUNICATIONS:

Debbie.Derry@mandela.ac.za

ICT SERVICES:

Mkhosi.mahlanthini@mandela.ac.za



WELLNESS:

0800 205 333 | info@wellwork.co.za

CONTACT CENTRE:

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

EMERGENCIES:

041 5042009

INFRASTRUCTURE AND FACILITIES:

melvin.syce@mandela.ac.za

HR:

ntoza.bam@mandela.ac.za

PROTECTION SERVICES:

Simphiwe.Nkosi@mandela.ac.za

Luthando.Rafani@mandela.ac.za

CONTACT CENTRE:

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

EMERGENCIES:

041 5042009

TO REPORT CASES, SYMPTOMS AND FOR GENERAL QUERIES:

NICD Public Hotline 080 002 9999

OCCUPATIONAL HEALTH & WELLNESS:

041 504 3662/2045

THE COVID-19 TEAM: OCCUPATIONAL HEALTH AND SAFETY

she@mandela.ac.za | 041 504 9361

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, under close supervision by the Healthcare Committee, a sub-committee of MANCO, chaired by Professor Lungile Pepeta

Mooka.Lichaba@mandela.ac.za

THE WORKSTREAM LEADERS:

she@mandela.ac.za

HEALTH:

valencia.benjamin@mandela.ac.za

HR:

ntoza.bam@mandela.ac.za

**LEARNING AND TEACHING:
STUDENTS:**

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INFRASTRUCTURE AND FACILITIES:

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ICT SERVICES:

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COMMUNICATION:

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PROTECTION SERVICES:

Simphiwe.Nkosi@mandela.ac.za

COMPLIANCE OFFICERS: VALENCIA BENJAMIN – OCCUPATIONAL HEALTH

Valencia.benjamin@mandela.ac.za | 041 504 1028/3662/2045

CONTACT CENTRE:

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

EMERGENCIES:

041 5042009



GLOSSARY

COVID-19	A disease - usually a respiratory tract illness – caused by the SARS-CoV-2 virus
Critical Services	Services that are deemed critical for the functioning of the University during lockdown
DHET	Department of Higher Education
Disinfection	A process that eliminates many or all pathogenic microorganisms, but not bacterial spores or inanimate objects
DoH	Department of Health
Essential services	Services that are deemed essential for the functioning of the University during lockdown
Incubation period	Time from exposure to contracting the disease
Isolation	A period during which someone who is suspected or confirmed to have COVID-19 is separated from people who are healthy. The period stops if they test negative or, if they test positive, they remain in isolation until they are well. Isolation can be involuntary if demanded by the government
Permit	Issued in terms of the regulations to employees employed in essential and critical services and which allows them to commute daily to and from work
Physical distancing	Maintaining a minimum 1.5-metre space between people to curb the spread of infection
PPE	Personal Protective Equipment
Quarantine	A period during which someone who has been exposed to someone who is confirmed to have COVID-19 is separated from healthy people and observed for development of symptoms of COVID-19. This is usually for a period of 14 days in the case of COVID-19, and can be involuntary if demanded by the government
Remote working	Any work that would ordinarily be performed in the traditional office environment, but which is now performed outside of that environment
Respiratory or cough etiquette	<ul style="list-style-type: none"> • A preventative measure to limit the spread of respiratory germs to others • Respiratory illness such as flu can travel easily through air by means of droplets.
Screening	A process to identify individuals who may have an infection from SARS-CoV-2; usually ascertained by a symptom questionnaire
Self-isolation	A term used widely in the context of COVID-19 to imply that an individual who either has Covid-19 or has been exposed to someone with COVID-19 voluntarily selects to separate themselves from other healthy people. It thus covers both the terms of 'isolation' and 'quarantine'
Testing	Diagnosis of individuals with COVID-19 by taking a swab of their nose and throat and testing for the virus
Worker	Any person who works in a University workplace including employees, a contractor, a self-employed person or a volunteer
Workplace	Any premises or place where a person performs work