







CAMPUS READINESS

27 MAY 2020

Vice-Rector : Operations Portfolio

SAVING LIVES

HEALTH AND SAFETY FIRST

EVERYTHING ELSE COMES AFTER

UNIVERSITY OF THE FREE STATE
UNIVERSITEIT VAN DIE VRYSTAAT
YUNIVESITHI YA FREISTATA
UFS UV

UNIVERSITY ESTATES

Cleaning and Hygiene 1

- Hygiene and Cleaning SOP is in place – Higher Health guidelines followed
- Cleaning of passages, receptions, bathrooms done throughout campus.
- No cleaning of offices except if specially arranged.
- High usage “public” areas identified - will be disinfected weekly over and above the normal cleaning, by a specialist spray sanitization company
- Dedicated ablution cleaning teams will clean ablutions daily and at regular intervals during the day.
- In addition to soap dispensers, bars of soap to be placed at wash basins, daily and inspected at regular intervals during the day.
- Required Covid Posters placed in all bathrooms / ablution facilities.
- PPE requirements are in place – Health care workers :NP95 masks, gloves, specialized clothing, others : masks, gloves and aprons

Cleaning and Hygiene 2

Hand sanitizers installed -

- Hands free: A total of 20.
- Fixed Brackets on buildings with Bottle Sanitizers : A total of 335 [162 Bfn campus; 66 SC and 107 QQ]
- Foot operated option being investigated as a possibility due to lead-time







Cleaning and Hygiene 3

Screens have been installed in high ṭraffic reception areas where face to face engagement is needed



Cleaning and Hygiene 4

- 18 hand washbasins have been installed on the campuses.
- 12 wash stations installed at high traffic areas (i.e. Genmin Lectorium; Stabilis; Francois Retief; Thakaneng Bridge, Chemistry quad; Red Square etc.)
- 6 Stations installed at the various gates
- Paper towels will be used until clarification is received regarding use of blowers





Cleaning and Hygiene 5

- Similar Measures to Bloemfontein Campus to be implemented at QwaQwa and South Campus
- Wash Basins Installed- Cladding in Progress, completion 27 May (SC)
- Perspex Screens installed on request- X7 Screens requested QQ student finance

Basins Installed(SC)



Cladding Manufactured for Installation



Screens (QQ)



Cleaning and Hygiene 6

- Various high traffic buildings have been identified and temporary markers installed i.e. George du Toit building; Callie human; Visitors Centre and various entrances, Intsika Building (QQ), Arena (South)





Lecture Halls and Exam Halls

- Lecture Rooms and Exam halls with loose furniture will be prepared according to required distancing, Furniture not in use, will be removed from the venue to force required distancing
- Lecture Rooms with loose furniture - Social distancing will be managed by means of stickers to indicate which seats may not be used
- Same venue with same group of students with same student in seat is preferred – if venues are rotated then sanitizing between lectures will take place
- Fixed Seats between fixed seat to be used will be labelled



Gardens and Refuse Removal

- Garden readiness started the 5th of May.
- Workforce are divided in teams and functioning on a rotating basis.
- Lawn Mowing and hard surfaces are completed.
- Contaminated waste removal is in place - Contamination bins at strategic positions at all three campuses – to be serviced by specialists.
- Refuse Removal is functioning as per normal.
- Refuse trucks and other departmental vehicles are being disinfected daily.
- PPE requirements in place and regular checks are being done to ensure enforcing thereof.



Work Orders and Maintenance

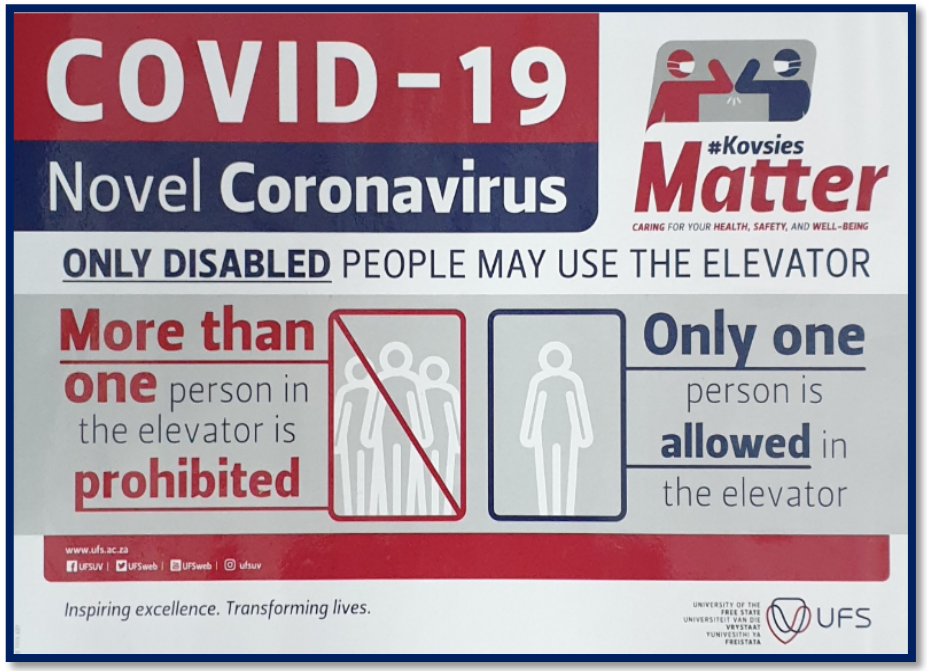
- University Estates will be attending to essential services during level 3 and 4 of the national lockdown, as there are still limitations to movement of contractors on campus during these levels.
- Normal maintenance to resume from level 2.
- Request for minor alterations will be processed from level 1.
- Existing work orders will be evaluated and prioritized. If the service cannot be delivered at this time, it will be followed up with clients to determine if still required when normality is restored.

UFS Property Management

- UFS Tenants are kept informed of relevant regulations and arrangements. They comply with UFS requirements and documentation needed to access the campuses.
- Screening forms received from tenants are forwarded to UFS Health and Wellness via the Property Manager.
- Rental rebates were granted with the exception of cell-phone towers.
- A rental holiday was requested from Kopanong Church re. lease of church for lectures – awaiting confirmation

Lifts

- Total of 44 lifts across all campuses.
- Poster are fixed on all floors where lifts stops.
- Sanitizers will be installed close to all lift entrances – on ground floor.



Posters to Entrances of University & Buildings

- Posters to all building entrances indicating “No Mask, No Entry” will be displayed
- Where students are allowed access (gates, buildings and academic venues) then it will indicate students as well



Air-Conditioning

- All centralized systems remain switched OFF during this period. We are still gathering expert opinion on how to introduce air-conditioning on campus, whether it is natural ventilation only, filtration and sanitizing of air or completely switch off.
- Individual air conditioning units are safe to use

Construction Projects

- Various construction projects will commence during and beyond the current lockdown level.
- Measures are currently being put in place to ensure that the sites are safe and compliant with the COVID 19 assessment specifications i.e. operations on sites by service providers and consultants etc – Protocols have been issued to contractors in order to be ready in terms of DHET guidelines
- Sites are expected to commence from 1 June 2020.
- Collaboration between UE and Protection services will also ensure that access to the campus is maintained in line with management's guidelines.
- During the COVID 19 period, all UE tenders and quotations will be done electronically and will continue to adhere to the UFS procurement policy.
- Briefing sessions and tender closings will be held virtually on a UFS approved platform in collaboration with current stakeholders i.e. Provisioning; ICT Services etc.

PPE – Sanitizer in Stock





PPE – MASKS IN STOCK







SECURITY PROTOCOLS

Access for staff

- Only Staff members, in possession of a permit issued by the Senior Director: Human Resources will be allowed access. A “no authorisation letter no access principle” will be strictly applied. It is the responsibility of each staff member to always have their authorisation letters in their possession.
- Each staff member must also be in possession of his or her UFS issued access card, and the Security Officers shall not open for anyone because an as accurate record persons entering the campus must be kept
- The wearing of the mask is compulsory and a “no mask no access” principle shall be applied
- Social distancing protocols must be maintained at the access points
- If arriving in a vehicle not more than the allowed number of persons in a vehicle will be allowed in (currently 3). Additional persons will be required to get off and use the pedestrian gates. All persons must have a valid permit.
- See screening.

Access for students

- Only students authorised to return to the campus and issued with authorization letters will be granted access to the campus. It is the responsibility of each student to always have their authorisation letters in their possession.
- Students must be in possession of their valid student card at all times when on UFS premises.
- The wearing of the mask is compulsory and a “no mask no access” principle shall be applied
- If arriving in a vehicle not more than the allowed number of persons in a vehicle will be allowed in (currently 3). Additional persons will be required to get off and use the pedestrian gates. All persons must have a valid permit.
- Social distancing protocols must be maintained at the access points
- Residence students will be required adhere to curfew hours and other protocols as required of them
- See screening

Contractors

- The Senior Director: Human Resources shall issue an essential services letter to each company expected to be on UFS premises for work purposes.
- Each employee from a contracted company requiring access must be in possession of an essential or prescribed services permit issued by the company in question. The permit issued to the contractors must be on the company's letter head;
- The personal details on the letter must correspond with those on the access card,
- The wearing of masks is compulsory and a "no mask no access" principle shall be applied.
- If arriving in a vehicle not more than the allowed number of persons in a vehicle will be allowed in (currently 3). Additional persons will be required to get off and use the pedestrian gates. All persons must have a valid permit.
- Contractors must be clearly identifiable i.e the work uniform/suits and vehicles must clearly bear the logo of the company.
- Loitering is not allowed once access is granted, i.e contracted companies must be confined to their areas of work.
- Prior access arrangements must be made with PSD by the relevant department in respect of contractors requiring access to render essential maintenance. It is preferable if this is done at least 24 hours in advance, except in emergency cases
- See screening

Deliveries and Courier services

- The courier drivers must be in possession of permit that they are authorised to operate under and must be in possession of a delivery note for the delivery at the UFS.
- Prior arrangements must be made by UFS department/staff member to whom the delivery is to be made. The department/staff member must inform PSD about the delivery in question, preferably 24 hours in advance
- The wearing of masks is compulsory and a “no mask no access” principle shall be applied.
- If arriving in a vehicle not more than the allowed number of persons in a vehicle will be granted access (currently 3). Additional persons will be required to get off and use the pedestrian gates. All persons must have a valid permit.
- See screening

Taxis and Buses

- Authorised drivers must produce a permit from their association.
- The person to be dropped off must be in possession of a valid authorisation letter, as well as a student or staff access card.
- The wearing of masks is compulsory and a “no mask no access” principle shall be applied.
- All other measures applicable to all other categories are applicable to the Meter Taxis.
- If arriving in a vehicle not more than the allowed number of persons in a vehicle will be granted access (currently 3). Additional persons will be required to get off and use the pedestrian gates. All persons must have a valid permit.
- No buses will be allowed onto campus – passengers will be dropped off on bus stops outside campus
- See screening

Visitors

- No visitors are not allowed on campus except in case of essential, emergency or as arranged in advance by a staff member. Family and friend visits should be arranged external to the university premises
- The host must make prior arrangements with PSD at least a day before any essential visit is made to the UFS.
- The wearing of masks is compulsory and a “no mask no access” principle shall be applied.
- All the protocols applicable to staff, visitors and students with regard to screening and wearing of masks must be applied to the visitors.
-

Rules whilst on campuses

- Except in the privacy of offices or own room in residences or to eat, face masks must be worn at all time on campus – Security will monitor this
- The use of sanitisers or washing of hands when entering buildings is compulsory
- Open air meetings or gatherings will NOT be allowed
- Students or staff that need to engage each other will be restricted to not more than 5 persons, subject to strict use of masks and physical distancing protocols
- The current rules for smoking will applied as per existing policy
- The consumption of liquor or use of drugs on campus is illegal
- All other regulations of the country in relation to COVID19 will be enforced

ENTRANCE GATES – ACCESS TIMES

Bloemfontein campus

- Access to the Bloemfontein campus shall be through the following gates:
- Gate 1 - Main gate : Operational 24 /7
- Gate 3 - Medical gate : Operational 24/7 (not to be confused with Gate 6 the Faculty of Health Sciences gate)
- Gate 5 - Visitors Centre: Operational 06:00 to 18:00 daily during weekdays **PEDESTRIAN GATE ONLY**
- Security Operational Centre on Bloemfontein campus is operational 24/7 and is reachable at **051 401 2911 or 2634.**

South campus

- Main Gate is operational 24/7.
- Security Operational Centre at South Campus is operational 24/7 and is reachable at **051 505 1217**.

QwaQwa campus

- The main gate is operational 24/7.
- The Security Operational Centre on Qwaqwa Campus is operational 24/7 and is reachable at The Security Operational Centre is operational 24/7
- Normal number **058 718 5460**. but being repaired. Shift Leaders can be used if the main number is not accessible: **5334; 5162; 5150 & 5259**

ALL GATES WILL BE CLOSED FROM 20:00 to 05:00 and ONLY IN THE CASE OF LIFE THREATHENING EMERGENCIES WILL SECURITY ALSSIST

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COVID-19
Screening Process

COVID-19
Screening Process

- Higher Health Guidelines to be followed where applicable.
- Complete Covid-19 Screening Tool (questionnaire) preferably at home – App will be released in the week of 25 May 2020
- A QR code will be sent to student/staff/other persons which will be scanned at gates – if a red signal is generated the person will immediately be referred to Kovsie COVID19 Health Station
- In exceptional cases a form may be used and submitted to line manager – hygiene measures will be adhered to in these cases
- Higher Health Check could also be used once details are confirmed (however functionality is an issue)
- **No Covid-19 Screening No access** **No Mask No Access**
- Temperature screening at the gates for all persons entering including vehicles – if vehicles arrive at gates with more than one person then everyone will be screened. See security for maximum number of persons in vehicles.
- If persons temperature is higher than 38 degree she/he will be given the option to go to Kovsie Health or visit their own doctor for further assessment and advise
- Staff/Students +Co morbidities,> 60 years -requested to arrange to work from home
- The questions on the app follows on the next few slides

Covid-19 Screening Tool (Questions)

Section A: Personal Information

Name and Surname: ……

Staff number/Student number/Private: ……

Contact number: ……. Date of birth: …….. Gender: …… Age: ……

Vulnerable or high-risk Staff/Students

Category 1:

**** Staff** with low immune response or co-morbidities, are requested to inform the Senior Director: Human Resources directly for further arrangements°.*

**** Students** with low immune response or co-morbidities, are requested to inform the faculty manager for further arrangements*

Category 2:

**** Staff** older than 60 years are allowed to work from home. Arrangements must be made with Line Manager and the Senior Director must be informed accordingly*

**** Students** older than 60 years, please contact your faculty manager for further arrangements*

If you fall into one or both of the categories stated above, entering the campus will be at your own risk and the UFS cannot be held responsible for any adverse medical consequences experienced as a result of visiting the campus.

Please answer all the questions in section B (questions 1 to 9) and section C (questions 10 to 13) honestly and in the best interest of yourself and others!

Section B: Symptom Screening

An Acute Respiratory Illness (Flu-like illness) with one or more of the following:	**Yes**	**No**
1. Measured temperature of ≥ 38 °C or a history of fever (your experience - subjective)		
2. Cough		
3. Sore Throat		
4. Shortness of breath (or difficulty in breathing)		
If you answer **YES** to any of the questions and you are: • **Off-Campus** - please access your Off-Campus Health Care Facility for COVID-19 screening and/or testing arrangements BEFORE returning to campus. • **On-Campus** - **Staff:** report to your line manager / **Students**: report to your faculty manager - **THEN** visit our On-Campus Screening Point near Kovsie Health. **(Answering Yes to Question 1-4 implies COVID-19 *testing*)**		
Additional Symptoms - One or more of the following:	**Yes**	**No**
5. Body aches		
6. Redness of eyes		
7. Loss of smell OR loss of taste		
8. Nausea/vomiting/diarrhoea		
9. Fatigue/ weakness		
If you answer **YES** to any of the questions: • **Off-Campus -** please visit our On-Campus Screening Point near Kovsie Health OR visit your Off-Campus Screening Point/Health Care Facility • **On-Campus - Staff:** report to your line manager / **Students**: report to your faculty manager - **THEN** visit our On-Campus Screening Point near Kovsie Health. **(Answering Yes to Question 5-9 implies *referral* to your GP or Primary Health Care Practitioner)**		

Section C: Criteria for exposure to a high risk person

In the past 14 days

Exposure to one or more of the following:	**Yes**	**No**
1. Were you in close contact[1] with a confirmed[2] or probable[3] case of COVID-19 infection?		
2. Did you travel to and/or from an area where local transmission of COVID-19 is high?		
3. Did you work in, or attended a health care facility where patients with COVID-19 infections were being treated?		
4. Were you admitted to a hospital with severe pneumonia of unknown cause?		

If you answer **YES** to any of the questions and you are:

- **Off-Campus** - Call Kovsie Health for further instructions OR visit our our On-Campus Screening Point near Kovsie Health and follow the instructions as below.
- **On-Campus** - **- <u>Staff</u>:** report to your line manager / **<u>Students</u>**: report to your faculty manager - **THEN** visit our On-Campus Screening Point near Kovsie Health.

(Exposure to a high risk person implies *self-quarantine* - Please contact Kovsie Health OR visit our On-Campus Screening Point for self-quarantine information and instructions)

[1] ***Close contact****: A person having had face-to-face contact or was in a closed environment with a COVID-19 case; this includes, amongst others, all persons living in the same household as a COVID-19 case and, people working closely in the same environment as a case. A healthcare worker or other person providing direct care for a COVID-19 case, while not wearing recommended personal protective equipment or PPE (e.g., gowns, gloves, NIOSH-certified disposable N95 respirator, eye protection). A contact in an aircraft sitting within two seats (in any direction) of the case, travel companions or persons providing care, and crew members serving in the section of the aircraft where the case was seated.* [2] ***Confirmed case****: A person with laboratory confirmation of SARS-CoV-2 infection, irrespective of clinical signs and symptoms.* [3] ***Probable case****: A PUI for whom testing for SARS-CoV-2 is inconclusive (the result of the test reported by the laboratory) or who tested positive on a pan-coronavirus assay*

If a **staff member** is in self-quarantine a medical certificate must be submitted and special leave will be applicable.

If a **Student** is advised to self-quarantine please contact your faculty manager for further arrangements

Section D: Declaration

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief. I take cognisance of the fact that deliberate provision of incomplete or inaccurate information may result in corrective action.

Signature

Date

Yes

- E-mail to
  - Leave supervisor – work related arrangements
  - Kovsie Health (Sr's) – health management arrangements

- On-Campus Screening Point(s) - near Kovsie Health

UNIVERSITY RESIDENCES

Return of Students to Residences

- Prior to 11 May only some international students (110) who could not return to their countries were allowed to remain in residences with very strict lockdown protocols
- From 11 May final year MBCHB students were allowed on campus
- Under lockdown level 3 categories of students are allowed back on campus in a phased manner
- International students that are allowed into the country and are in the group of phased in students will only be allowed after the necessary quarantine processes are completed

Pre-Arrival of Residence Students

- Prior to arrival of students, the residence heads will communicate, to the respective students who may return, *via* their internal communication channels - processes as explained in this document.
- The following will be in place, prior to the arrival of students:
    - List of names with dates of students who will be arriving; these lists will be emailed by HRA to the residence heads.
    - Hand sanitizers in the residence foyers (Housekeeping will provide and refill as needed).
    - PPE (masks) for residence heads.
- The list of names of students that will be arriving with the dates will be distributed to Protection Services by HRA for access to the campus.
-

Arrival of Residence Students 1

- Students will be able to enter through the following three gates: Main Gate, Medical Faculty Gate and Visitors Centre.
- Compulsory Screening as per screening protocols
- Only students who have a permit to enter the campus and a confirmation to return to residences will be granted to access the residences
- Students will be required to complete COVID-19 Screening Tool Questionnaire on the app or complete a form to be handed to the residence head when entering the respective residences. The residence head will verify completion on app and monitor students
-

Arrival of Residence Students 2

- Once students are cleared after screening, students will then go to their respective residences. If a student is not cleared, this particular student will be referred to Kovsie Health for further screening. This student will not be allowed to enter his/her respective residence, until final clearance have been received by Kovsie Health.
- A security guard will be stationed at each residence for those students who will be arriving after hours (these students will need to make prior arrangements with their respective residence heads who must inform HRA to update their lists.
- Students must ensure that they make every effort to arrive before the closing time of gates, when they first arrive back on campus
- Once students are back in residences all campus rules in terms of COVID19 and curfew times must be strictly adhered to

Arrival of Residence Students 2

- Upon arrival at the residence, the residence head will record the arrival of the student on the list provided.
- Residence heads will not allow students into the residence who do not appear on the lists, not have the completed COVID-19 Screening Tool Questionnaire either on the App or Form.
- If a student has not arrived, as per the list provided by HRA, the residence head must follow-up with the student on when the student will arrive, and inform HRA immediately thereof to update the lists accordingly.
- Residence heads will make use of the PPE when they are interacting with their respective students.
- The use of masks by students and staff will be strictly managed by security

Screening Protocols and PPE for Residence Students

- Students residences will have to complete the self-assessment on the App or form, and the residence heads will ensure that all students complete the assessment on a daily basis.
- If a student shows any symptoms, the residence head must contact Kovsie Health immediately, and inform HRA and Residence Life
- Students acquire their own face masks and must be worn at all times
- Students must make use of the sanitizers at the entrances (or their own if preferred) of the respective residences and/or wash their hands regularly.
- Social and Physical Distancing must be maintained at all times within the residences and residence heads and security will monitor this

Other matters in Residences

- Higher Health Guidelines will be applied
- No visitors will be allowed
- Loitering will be not allowed on campus
- Daily cleaning of the residences will be done as per usual with due consideration of the Lockdown Level allowances.
- No parties, braais, get together, group sports will be permitted
- No face to face meetings will be permitted – students may arrange meetings via Skype or Zoom
- Private Accommodation Providers will be advised to follow similar arrangements

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WHO ARE ALLOWED ONTO CAMPUSES

Access to Campus - Staff and Students

- All that were in allowed the original lockdown period – Faculty of Health Sciences (all) and essential services as well as specialised needs in finance and IT as allowed by lockdown level 5 -not exceeding 1/3 of staff complement
- **Currently** - Faculty of Health Sciences (all), essential services as well as specialised needs in finance and IT as allowed by lockdown level 5 and staff doing research related to COVID19 - not exceeding 1/3 of staff complement, Final year MBCH students
- Except for staff defined above the rest of the office based staff are working from home – with all data and device support
- **Future –**Announcements were already by the President, and Minister of Higher Education Science and Innovation announcement reflected in the next slide

Access to Campus - Staff and Students

(Ministers announcement)

- Students on campus must not exceed 1/3rd
- All groups that have already returned during alert level 4.
- Students in the final year of their programmes, who are on a path to graduating in 2020 may return.
- Final year students who require access to laboratories, technical equipment, data, and connectivity should return and access granted to residence and private accommodation,but must be within the 1/3rd allowance.
- Students in all years of study that require clinical training in their programmes (provided that the clinical training platforms have sufficient space and can accommodate them while adhering to the safety protocols).
- Post Graduate students who require laboratory equipment and other technical equipment to undertake their studies
- Academic and Support Staff will be in line with the above needs but not exceeding 1/3rd – Academic and laboratory staff required to service the above group of students, cleaning, maintenance, security, residences, counselling and health services will be prioritised up to the maximum required per department taking into account physical distancing requirements. The balance to make up a maximum of 1/3rd will be drawn from other academic and support staff. It is not necessary that a target of 1/3rd be reached, it is however important that we do not exceed the 1/3rd
- Staff - 1/3 rd

Sports

- Under lockdown 3 sports exercise on an individual basis is permitted
- For high performance training a maximum 4 in a venue with physical distance of 6m for individual training – staggered arrangements with cleaning/sanitising time allowed in between sessions
- National team members will be prioritised
- Coaching and support staff to wear cloth masks at all times
- Equipment must be disinfected/sanitised before and after use
- No group meetings, No spectators or persons waiting to train to loiter around, No team travel
- No showering on campus – showering at home or in residences
- Contact sport (eg rugby, netball, cricket, soccer etc.) or other sport that requires sharing of equipment eg tennis, squash etc. will not be allowed

OHS COMPLIANCE
Dept of Labour

COVID 19 OHS Compliance

- We developed a compliance checklist in line with DoL Directives
- In our first checklist we specified various critieria with a maximum score of 156 of which we scored 138 or 88,5%. The Department of Labour was satisfied with our compliance assessment when they visited us
- Given changes in the lockdown level, we then updated our checklist with additional criteria with a maximum score of 195 of which we internally assessed ourselves with a score 190 or 96%. There are a few matters on our Qwaqwa Campus, and provision for washing and ironing of masks that are being resolved.
- We have invited the Department of Labour to audit us again this week (25 March), by which time we also should have all outstanding matters resolved and hopefully get a 100% compliance from DoL

Occupational Health and Safety Act No. 85, 1993
Department of Labour Directives - COVID -19

Scoring		Fully Compliant = 3, Partially Compliant = 1, Non-compliant = 0			
S/N	REQUIREMENT	Possible Score	Achieved Score	Comments	Responsibility
1	Administrative Measure				
1.1	If the employer employs more than 500 employees, the employer must submit a record of its risk assessment.	3	3	Completed - 05 May 20202	University Estate
1,2	Has the risk assessment been reviewed following a positive diagnosis of COVID-19?	3	3	No positive diagnosis on campus	University Estate
1,3	Is the health and safety committee established in terms of section 19 of OHSA - COVID 19 Committee.	3	3	Done	
1,4	The employer to notify all workers of the contents of the COVID-19 directive and the manner in which it intends to implement it.	3	3	Done - Newsflash bulletins (02 May 2020) - Message by Prof Francis Petersen	Communication
1,5	The employer must notify its employees that if they are sick or have symptoms associated with the COVID–19 they must not come to work and to take paid sick leave in terms of section 22 of the BCEA.	3	3	Done - Covered on the campus return strategy	Communication
1,6	The employer must ensure that the measures required by the COVID-19 directive and its risk assessment plan are strictly complied with through monitoring and supervision.	3	3	Monitoring Ongoing by OHS Office,Protection Services and Line Managers	University Estate and Protection Services
1,7	The employer must, as far as practicable, to minimize the number of workers at the workplace at any given time through rotation, staggered working hours, shift systems, remote working arrangements or similar measures in order to achieve social distancing, as contemplated in clause 17 of the COVID 19 directive.	3	3	Covered on the campus return strategy -Employees received loan laptops to work from home	Line Managers
1,8	The employer to take measures to minimize contact between workers as well as between workers and members of the public.	3	3	Covered on the campus return strategy -Social distance posters on buildings and Physical barriers(screen are installed)	Line Managers and University Estate
1,9	The employer to provide workers with information that raises awareness on COVID-19 in any form or manner	3	3	Newsflash bulletins,Awareness posters and Notices in the building bathrooms and doors	University Estate and Communication
1,1	Employer to inform DoH and Department of Employment and Labour if a worker has been diagnosed with COVID-19 and an investigation conducted to determine the cause.	3	3	WCL1 forms and procedure available	University Estate

Page 1

2	**Social Distancing**				
2.1	The employer must arrange the workplace to ensure minimal contact between workers and as far as practicable ensure that there is a minimum of one and a half meters (1,5) between workers while they are working.	3	3	Covered on the campus return strategy	Line Managers
2.2	The employer to arrange physical barriers to be placed between work stations or erected on work stations to form a solid physical barrier between workers while they are working	3	3	Covered on the campus return strategy -Not all employees are back on campus	Line Managers
2.3	Employer to supply PPE as per risk identified.	3	3	Risk matrx available and line managers collect appropriate ppe from provisioning	Provisioning Department
2.4	Every employer must ensure that social distancing measures are implemented through supervision.	3	3	Covered on the campus return strategy - Supervision on- going by OHS Office and social distance posters available at the entrances	University Estate and Line Managers
3	**Health and Safety Measures**				
3.1	The employer has to screen any worker, at the time that they report for work, to ascertain whether they have any of the observable symptoms associated with COVID-19, namely fever, cough, sore throat, redness of eyes or shortness of breath.	3	3	Covered on the campus return strategy -screening forms and online self screening	Kovise Health
3,2	Are the vulnerable groups of employees e.g. pregnant employees, concomitant and those with pre-existing medical conditions (especially Diabetes mellitus, respiratory diseases, heart diseases, cancers, renal failure, persons with disabilities, immuno-compromised employees, and employees over 60 years of age etc.) allowed to work from home?	3	3	Covered on the campus return strategy and they are working from home	Line Manager
3,3	Have all employees working from home been provided with the appropriate tools of trade?	3	3	Done - Loan laptops	
3,4	Are Line managers keeping in touch with their staff who are working from home, keeping them motivated (i.e. distributing the work, to keep track of the work that's happening, and to review the work remotely if possible)?	3	3	Done - Skype meetings and regular calls	
3,5	Has a self- screening questionnaire been provided to all employees to complete before coming to work?	3	3	Screening forms at the gate and online screening	Protection Services,University Estate and Line Manager
3,6	The employer to take measures to ensure every worker reports if they suffer from any of the following additional symptoms: body aches, loss of smell or loss of taste, nausea, vomiting, diarrhoea, fatigue, weakness or tiredness.	3	3	Covered on the campus return strategy - Covered on the screening forms	Line Managers
3,7	**If a worker presents with those symptoms, or advises the employer of these symptoms, the employer must:**	**0**			
a.	not permit the worker to enter the workplace or report for work.	**3**	3	Covered on the campus return strategy and contractor covid 19 specifications	Protection Services and Line Manager
3,8	**If the worker is already at work immediately:**	0			
a.	Isolate the worker, provide the worker with a FFP1 surgical mask and arrange for the worker to be transported in a manner that does not place other workers or members of the public at risk either to be self isolated or for a medical examination or testing.	**3**	3	Covered on the campus return strategy -To be implemented	Kovsie Health
b.	Assess the risk of transmission, disinfect the area and the worker's workstation, refer those workers who may be at risk for screening and take any other appropriate measure to prevent possible transmission.	3	3	Covered on the campus return strategy -To be implemented	University Estate and Kovsie Health
c.	Ensure that the worker is tested or referred to an identified testing site.	3	3	Implementations of campus return strategy	Kovsie Health and OHS Office
3,9	The employer to register all occupational exposure, lodge a claim for compensation in terms of the Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993).	3	3	Occupational desease procedure to be followed	University Estate
3,1	**If a worker has been diagnosed with COVID-19 and isolated in accordance with the Department of Health Guidelines, an employer may only allow a worker to return to work on the following conditions:**	**0**			
a.	the worker has undergone a medical evaluation confirming that the worker has been tested negative for COVID-19(Medical Certificate to be sent to Kovsie Clinic).	3	3	Covered on the campus return strategy -To be implemented	OHS Office and Kovsie Heatlh
b.	The employer ensures that personal hygiene, wearing of masks, social distancing, and cough etiquette is strictly adhered to by the worker.	3	3	Covered on the campus return strategy -Implementation Ongoing	University Estate,Communication and Line Managers
c.	The employer closely monitors the worker for symptoms on return to work.	3	3	Covered on the campus return strategy	Line Manager

4	**Sanitizers, disinfectants and other measures**				
4.1	A hand sanitizer must be one that has at least 70% alcohol content and is in accordance with the recommendations of the Department of Health.	3	3	Compliant	Provisioning Department
4.2	**Every employer must, free of charge, ensure that:**	0			
a.	There are sufficient quantities of hand sanitizer based on the number of workers or other persons who access the workplace at the entrance of, and in, the workplace which the workers or other persons are required to use.	3	1	Partial Compliance - Sanitisers and Pedestrian hand wash facilities not completed in Qwa Qwa Campus	University Estate
b.	Every employee who works away from the workplace, other than at home, must be provided with an adequate supply of hand sanitizer.	3	3	Plans in place and stock available	Line Manager
4,3	**Every employer must take measures to ensure that:**	0			
a.	All work surfaces and equipment are disinfected before work begins, regularly during the working period and after work ends.	3	3	Covered on the campus return strategy -Implementation Ongoing	University Estate
b.	All areas such as toilets, common areas, door handles, shared electronic equipment are regularly cleaned and disinfected.	3	3	Covered on the campus return strategy -Implementation Ongoing	University Estate
c.	Disable biometric systems or make them COVID-19-proof.	3	3	Arrangement in place, however all the acces keypads were not discussed in the plans as they can pose a risk for infectiion - Cleaning Services Providers	University Estate
4,4	**The employer must ensure that:**	0			
a.	there are adequate facilities for the washing of hands with soap and clean water.	3	1	Pedestrian hand wash facilities not installed in Qwa Qwa Campus	University Estate
b.	Only paper towels are provided to dry hands after washing – the use of fabric toweling is prohibited.	3	1	Paper towels not available in Qwa Qwa Campus ablution facilities	University Estate
c.	The workers are required to wash their hands and sanitize their hands regularly while at work.	3	3	Covid 19 awareness posters available in the bathrooms and buildings	University Estate
d.	The workers interacting with the public are instructed to sanitize their hands between each interaction with public	3	3	Covered on the campus return strategy -Implementation Ongoing	University Estate
e.	Surfaces that workers and members of the public come into contact with are routinely cleaned and disinfected.	3	3	Covered on the campus return strategy -Implementation Ongoing	University Estate
5	**Cloth Masks**				
5,1	**For the reasons underlying the Department of Health's requirement, every employer must:**	0			
a.	Provide each of its employees, free of charge, with a minimum of two(2) cloth masks.	3	3	Mask available at provisioning and line managers are collecting	Provisioning Department and Line managers
b.	Are all persons entering all entrances for e.g. in buses, cars, delivery vehicles, on foot etc., wearing cloth masks?	3	3	Done. Protection Services and OHS are enforcing compliance	
d.	Every employer must ensure that workers are informed, instructed, trained and instructed as to the correct use of cloth masks.	3	3	Training completed for cleaning servives providers	University Estate
e.	An employer must make appropriate arrangements for the washing, drying and ironing of cloth masks in accordance with the guidelines.	3	1	Arrangements in process	University Estate
f.	Are the employees who are provided with PPE trained on how to use and dispose of such PPE?	3	3	Done - washable cloth masks and training completed for cleaning servives providers	University Estate
5,2	PPE matrix to be available with OHS department.	3	3	Completed by Kovsie Health care	Kovsie Health and University Estate

Page 3

5	**Cloth Masks**				
5,1	**For the reasons underlying the Department of Health's requirement, every employer must:**	0			
a.	Provide each of its employees, free of charge, with a minimum of two(2) cloth masks.	3	3	Mask available at provisioning and line managers are collecting	Provisioning Department and Line managers
b.	Are all persons entering all entrances for e.g. in buses, cars, delivery vehicles, on foot etc., wearing cloth masks?	3	3	Done. Protection Services and OHS are enforcing compliance	
d.	Every employer must ensure that workers are informed, instructed, trained and instructed as to the correct use of cloth masks.	3	3	Training completed for cleaning servives providers	University Estate
e.	An employer must make appropriate arrangements for the washing, drying and ironing of cloth masks in accordance with the guidelines.	3	1	Arrangements in process	University Estate
f.	Are the employees who are provided with PPE trained on how to use and dispose of such PPE?	3	3	Done - washable cloth masks and training completed for cleaning servives providers	University Estate
5,2	PPE matrix to be available with OHS department.	3	3	Completed by Kovsie Health care	Kovsie Health and University Estate
6	**Measures in respect of workplaces to which public have access**				
6.1	**Depending on what is reasonably practicable given the nature of the workplace, every employer must:**	0			
a.	Arrange the workplace to ensure that there is a distance at least one and a half meters between workers and members of the public or between members of the public; or	3	3	Covered on the campus return strategy-To be implemented	Line Manager
b.	Put in place physical barriers or provide workers with face shields or visitors.	3	3	Screens has been installed in various building on request	University Estate
c.	Is there a dedicated person to conduct daily checks of the sanitizer dispensers?	3	3	OHS Office and Protection Services at the gates	University Estate
d.	if appropriate, undertake symptom screening measures of persons other than the employees entering the workplace with due regard to available technology and any guidelines issued by the Department of Health.	3	3	Covered on the campus return strategy-To be implemented	Kovsie Health and University Estate
e.	if appropriate, display notices advising persons other than employees entering the workplace of the precautions they are required to observe while in the workplace.	3	3	All campus received their notices	University Estate
f.	Are mass gatherings avoided?	3	3	All events and mass gathering are prohibited on campus	University Estate
g.	require members of the public, including suppliers, to wear masks when inside their premises.	3	3	Covered on the campus return strategy-To be implemented	Communication and Protection Services(Gate)

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7	**Ventilation**				
7.1	**Every employer must:**	0			
a.	keep the workplace well ventilated by natural or mechanical means to reduce the SARS-CoV-2 viral load.	3	3	Windows and Air conditioners are available	University Estate
b.	ensure that filters are cleaned and replaced in accordance with the manufacturer's instructions by a competent person.	3	3	Plans and maintenance contractor (Bidvest) available	University Estate
8	**Waste Management**				
8,1	Wastes are not discarded via trash or drain disposal unless specifically approved by the appropriate institutional authority (e.g., Environmental Health and Safety).	3	3	Covered on the campus return strategy- Implementation in progress	University Estate
8,2	Waste containers tightly closed unless actively adding or removing waste.	3	3	Covered on the campus return strategy- Implementation in progress	University Estate
8,3	Waste containers are in good condition (not leaking, rusted, bulging or damaged).	3	3	Covered on the campus return strategy- Implementation in progress	University Estate
8,4	Each container is marked with the words "Contaminated or General Waste".	3	3	Covered on the campus return strategy- Implementation in progress	University Estate
8,5	Each container is marked with full names identifying the contents stored inside (no abbreviations or formulas).	3	3	Covered on the campus return strategy- Implementation in progress	University Estate
8,5	Secondary containment is in good condition (e.g., free of cracks, gaps and impervious to leaks).	3	3	Covered on the campus return strategy- Implementation in progress	University Estate
9	**Contractor Management**				
9,1	Covid 19 Health and Safety specification available ?	3	3	Completed - Project Management Office	OHS Office
	Project Covid 19 baseline risk assessment available ?	3	3	Completed - Project Management Office	OHS Office
	Covid 19 covered in their safety plan	3	3	No contractors on campus	Principal Contractors
9,2	Are Toolbox talks and employee checks (risk assessment using the self-screening questionnaire) on COVID-19" conducted daily?	3	3	No contractors on campus	Principal Contractors
9,3	Has the risk assessment been reviewed following a positive diagnosis of COVID-19?	3	3	No contractors on campus	Principal Contractors
9,4	Are notices displayed informing persons other than employees of the necessary precautions to be taken whilst in the workplace e.g. wearing of cloth mask, hand sanitizing	3	3	No contractors on campus	Principal Contractors
		198	**190**		


Ke a leboha
Ndo livhuwa
Waita zvako
Khanimambo
danke
謝謝
ngiyabonga
teşekkür ederim
thank you
gracias
merci
obrigado
dziękuję
bedankt
go raibh maith agat
mochchakkeram
dank je
tapadh leat
sukriya
kop khun krap
terima kasih
grazie
arigatô
dakujem
takk
tack
dankie
hvala
maururu
sagolun
tänk
mersi
barka
welalin
paldies
grazzi
misaotra
matondo
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vinaka
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nandii
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감사합니다
তোমাকে ধন্যবাদ
спасибо
рахмат
Баярлалаа
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