

# Return TO CAMPUS 2022

## AND COVID-19 REGULATIONS AND REQUIRED VACCINATION POLICY



## FREQUENTLY ASKED QUESTIONS (FAQ)

The approval of the [COVID-19 Regulations and Required Vaccination Policy](#) by Council on 26 November 2021 requires the University of the Free State (UFS) to operationalise the policy and to put measures in place to implement the policy as from 14 February 2022 to ensure the smooth return to campus of staff and students in 2022.

**#ReturnToCampus2022**

*Inspiring excellence, transforming lives  
through quality, impact, and care.*

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## 1. Where does required vaccination fit into the UFS' broader approach to keeping its staff and students safe?

The UFS recognises the preliminary nature of all scientific knowledge, and that, similar to all other pandemics and viruses, the updating of knowledge will lead to an improved understanding of how to respond scientifically and medically to such viruses. As a university pursuing science, the institution will keep abreast of any changes and respond accordingly.

The UFS introduces the [COVID-19 Regulations and Required Vaccination Policy](#) as part of its UFS Cares Programme and in line with the [Social Compact for Staff and Students to Mitigate the Impact of COVID-19 at the UFS \(UFS-COVID-19-SC\)](#) signed between all stakeholders during 2020.

As part of the UFS COVID-19 facilitation process, the university undertakes to - as far as reasonably possible – embark on vaccination drives to inform stakeholders about the benefits of COVID-19 vaccinations, assist with information on COVID-19 vaccination sites, and provide transport to vaccination sites.

## 2. Why did the UFS develop the COVID-19 Regulations and Required Vaccination Policy?

The UFS has a fiduciary duty to ensure a safe and caring environment and to meet the health and safety obligations on the campuses. The university has traditionally been a close-contact work environment, where instruction occurs primarily through face-to-face learning and teaching, especially insofar as undergraduate courses are concerned. This requires a safe and caring environment for employees, ad hoc contract workers, and students. It would be impossible for the university to function in a sustainable manner if close contact is not viable.

The UFS believes that it is not economically viable or practical to maintain social distancing indefinitely.

As a predominantly residential university, the viability of consistent remote work and study conditions is not in line with the culture of the institution. The university supports a blended learning approach, but a sole online learning platform is not viable. In addition, in many instances, students require access to the university's premises due to a lack of adequate resources to support remote learning.

## 3. What is the aim of the COVID-19 Regulations and Required Vaccination Policy?

The aim of the policy is to regulate access of staff, ad hoc contract workers, and students to all the university's premises.

The policy implies that the university does not force anyone to be vaccinated, but the institution has the right to require vaccination if anyone wants to access the institution's premises in order to protect our staff and students.

#### **4. What is the purpose of the COVID-19 Regulations and Required Vaccination Policy?**

The purpose of the policy is to facilitate the vaccination of UFS employees, ad hoc contract workers, and students to ensure their continued access to all UFS premises (subject to the stipulations related to the relevant lockdown level as periodically published by the government in the Government Gazette).

It is further to establish a standard and uniform procedure for managing and applying the [COVID-19 Regulations and Required Vaccination Policy](#) at the UFS.

The university recognises the importance of meeting its health and safety obligations on its campuses and towards its service providers, employees, ad hoc contract workers, and students.

#### **5. Is the COVID-19 Regulations and Required Vaccination Policy not against the national Constitution?**

The UFS has decided to implement this [COVID-19 Regulations and Required Vaccination Policy](#) based on the regulations as per the Government Gazette, No 44700, 11 June 2021.

The UFS is obligated to comply with the Constitution, all applicable labour legislation, including the Occupational Health and Safety Act, Employment Equity Act, and other government regulations, in order to create and maintain a safe work environment. With reference to students, the UFS owes them a duty of care to ensure a safe learning environment. While recognising sections 12 and 15 of the Constitution – protecting individual constitutional rights – the UFS also recognises its collective greater good, health, and well-being responsibility towards the UFS community, which must be balanced against these individual constitutional rights.

#### **6. How has the UFS been managing its academic programme since the outbreak of the COVID-19 pandemic in 2020?**

Since March 2020 and within the national lockdown levels, the institution has followed a predominantly online emergency remote learning-and-teaching programme, with a minimalistic approach to the return of staff and students to campus. Where possible and within the national lockdown levels, staff members have been working from home, except for essential service employees and academic staff required to support students studying on campus in carefully managed face-to-face classes/interactions.

The viability of consistent remote work and study conditions is not in line with the culture and strategy of the UFS. Although a blended learning approach is supported, sole online learning will be detrimental to the quality of our graduates and the experience that the institution should offer to its students as a residential university.

#### **7. Did the university consult with relevant internal stakeholders before the policy was approved by the UFS Council?**

The development of the policy was widely consulted with relevant internal stakeholders, among others, the university's Senate, which supported it with an overwhelming 84%.

The university also followed due process by referring the proposed policy to all its governance structures for consultation – including obtaining opinions from reputable legal firms in the country.

The UFS has also conducted a thorough risk assessment regarding the implementation of the policy, and a contingency plan is in place.

These frequently asked questions are meant to **serve as a guideline** and may be **subject to amendments.**



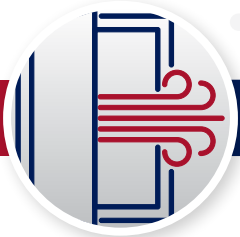
### 8. I am vaccinated, must I still wear a mask on campus?

**Yes.** All staff, students, and visitors to our campuses must wear a mask.



### 9. I am vaccinated, must I still sanitise/wash my hands?

**Yes.** All staff, students, and visitors must continue with the standard hygiene protocol.



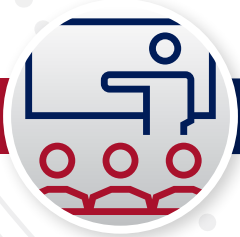
### 10. I am vaccinated, must I still ventilate my space?

**Yes.** Good ventilation and being in open-air spaces are encouraged.



### 11. Will all staff and ad hoc contract workers return to campus in 2022?

**Yes.** The UFS is planning for the return of all staff to campus in 2022 in a way that minimises risk.



### 12. Will all students return to campus in 2022?

**Yes.** The UFS is planning for the return of all students in 2022 in a way that minimises risk. Except for a few qualifications, our students will need to be on campus.



### 13. Do I need a permit to access campus?

**No** – in the case of staff and students. If vaccinated, you will access campus with a permanent QR code and your staff/student card. If you are not vaccinated but have received exemption or have submitted a valid negative PCR test, you will use the UFS gate screening to obtain a QR code on a daily basis.

Non-staff and non-student visitors, such as contractors and service providers, will submit a request for a temporary permit to the relevant authorised person, which, once granted, will allow them to submit their proof of vaccination and subsequently obtain a temporary QR code.



## 14. What are the principles that will form the basis for the return of staff and students to campus in 2022?

- **Non-compliance with [the COVID-19 Regulations and Required Vaccination Policy](#) and failure to provide the necessary documentation (i.e., *staff/student access card, QR code, refusal to have temperature reading taken when not vaccinated, etc.*) will lead to a refusal of access to campus.**
- **No QR code, no access.**
- **No mask, no access.**

## 15. How does the gate screening process work for staff/students?



[Click here for a step-by-step guide for the gate screening process.](#)

[Watch a step-by-step video of the gate screening process.](#)

For technical support with uploading certificates or the gate screening process, contact the **ICT SERVICES HELPDESK: +27 51 401 2000.**



## 16. How do I get access to campus if I am vaccinated?

Upload your vaccination certificate, receive a QR code, wear a mask, present your QR code and student/staff access card at the gate. Random screening spot checks may apply.



[Click here for a step-by-step guide for the gate screening process.](#)

[Watch a step-by-step video of the gate screening process.](#)

For technical support with uploading certificates or the gate screening process, contact the **ICT SERVICES HELPDESK: +27 51 401 2000.**

**You may enter campus through the following vehicle access gates and turnstiles:**

### BLOEMFONTEIN CAMPUS

#### GATES

- **Gate 1 – Main Gate:** This gate will operate 24/7.
- **Gate 2 – Roosmaryn Gate:** The gate will operate from 06:00 to 18:00 daily during weekdays and is closed on weekends and public holidays.
- **Gate 3 – Medical Gate:** This gate will operate 24/7.
- **Gate 4 – Furstenburg Road: **ONLY UNVACCINATED** staff and students may enter at this gate.**
- **Gate 5 – Visitors Centre / Agriculture Gate:** The gate will operate from 06:00 to 20:00 daily during weekdays and is closed on weekends and public holidays.
- **Gate 6 – Faculty of Health Sciences Delivery Gate** (*this entrance will only be operational for staff members of the Faculty of Health Sciences who make use of the parking area*).

#### TURNSTILES

- The turnstile next to the exit lanes of the **Main Gate** (*a dedicated gate will be in operation for this purpose*).
- The turnstile at the **Roosmaryn Gate**.
- The turnstile known as **JBM / Beyers Naude Residence at Unilofts** (*two lines will be established, but preference will be given to vaccinated users of the gate*).
- The turnstile at the **Medical Gate**.
- The turnstile at the **Visitors Centre / Agriculture Gate** (*two lines will be established, but preference will be given to vaccinated users of the gate*).



## QWAQWA CAMPUS

A dedicated gate and turnstile will be assigned at the Main Gate of the campus, which will be operated on a 24/7 basis (*preference will be given to vaccinated users of the gate*).

## SOUTH CAMPUS

**THE MAIN GATE** | *Preference will be given to vaccinated users of the gate.*

### NOTE

- Access to the campuses will be restricted in terms of the national curfew and no staff members or students will be allowed to enter or exit the campus, unless for a medical or security emergency as indicated in the relevant regulations.
- These staff members and students may be subjected to random temperature screening and the COVID-19 screening process on an ad hoc basis.



### 17. How do I get access to campus if I am unvaccinated?

#### **A. STAFF MEMBERS AND STUDENTS WHO HAVE APPLIED FOR EXEMPTION FROM THE POLICY:**

Staff members and students who are not vaccinated and who have applied for exemption must ensure that their exemption letters issued by the Vaccination Exemption Committee are uploaded to the UFS system. This will then be linked to their daily COVID-19 screening questionnaire, which must be completed daily. Before entering the campus, the staff member or student must present his/her campus access card, be subjected to temperature screening, and the QR code of the COVID-19 screen questionnaire must be presented and scanned. The staff or student access card is mandatory, and the security officers will not open the gate to staff or students who do not have access cards. Staff members and students must thus ensure that they have access cards that are in a working condition.

#### **B. NATURAL IMMUNITY AFTER CONTRACTING COVID-19:**

Staff members and students who are not vaccinated, but who have recently tested positive for SARS (COVID-19), must apply for a deferral/exemption based on their natural immunity. It must be noted that this exemption will only be valid for a maximum of three months. Individuals may apply for an extension of a further three months upon submission of an antibody test indicating that their antibodies are still at an acceptable level. These staff members and students will thus also have to apply for exemption / deferral, which is to be issued by the Vaccination Exemption Committee. Applications for exemptions / deferrals must be uploaded to the UFS system (*and will have the same effect as a vaccination certificate, although this will be of a temporary nature*).

These individuals will then also receive a QR code that will be provided through the UFS system and will be allowed on campus after presenting a UFS staff or student card (*security officers will not open the gates to staff or students, and as such, staff members and students must ensure that they have a campus access card in a working condition*) and after the QR code has been scanned by an authorised officer. This category of individuals will be subjected to screening on entering the UFS campuses.

**C. STAFF MEMBERS AND STUDENTS WHO HAVE A SARS (COVID-19) PCR NEGATIVE TEST RESULT:**

To access campus, staff members and students who are not vaccinated and who do not have an exemption letter issued by the Vaccination Exemption Panel, must upload a negative SARS (COVID-19) PCR test to the UFS system on a weekly basis. This will then be linked to their daily COVID-9 screening questionnaire, which must be completed on a daily basis. Before entering the campus, the staff member or student must present his/her campus access card, be subjected to temperature screening, and the QR code of the COVID-19 screen questionnaire must be presented and scanned.

The staff member or student access card is mandatory, and the security officers will not open the gates to staff or students who do not have access cards. Staff members and students must thus ensure that they have an access card that is in a working condition.

**Staff members and students who do not comply with these provisions will not be granted access to campus.**

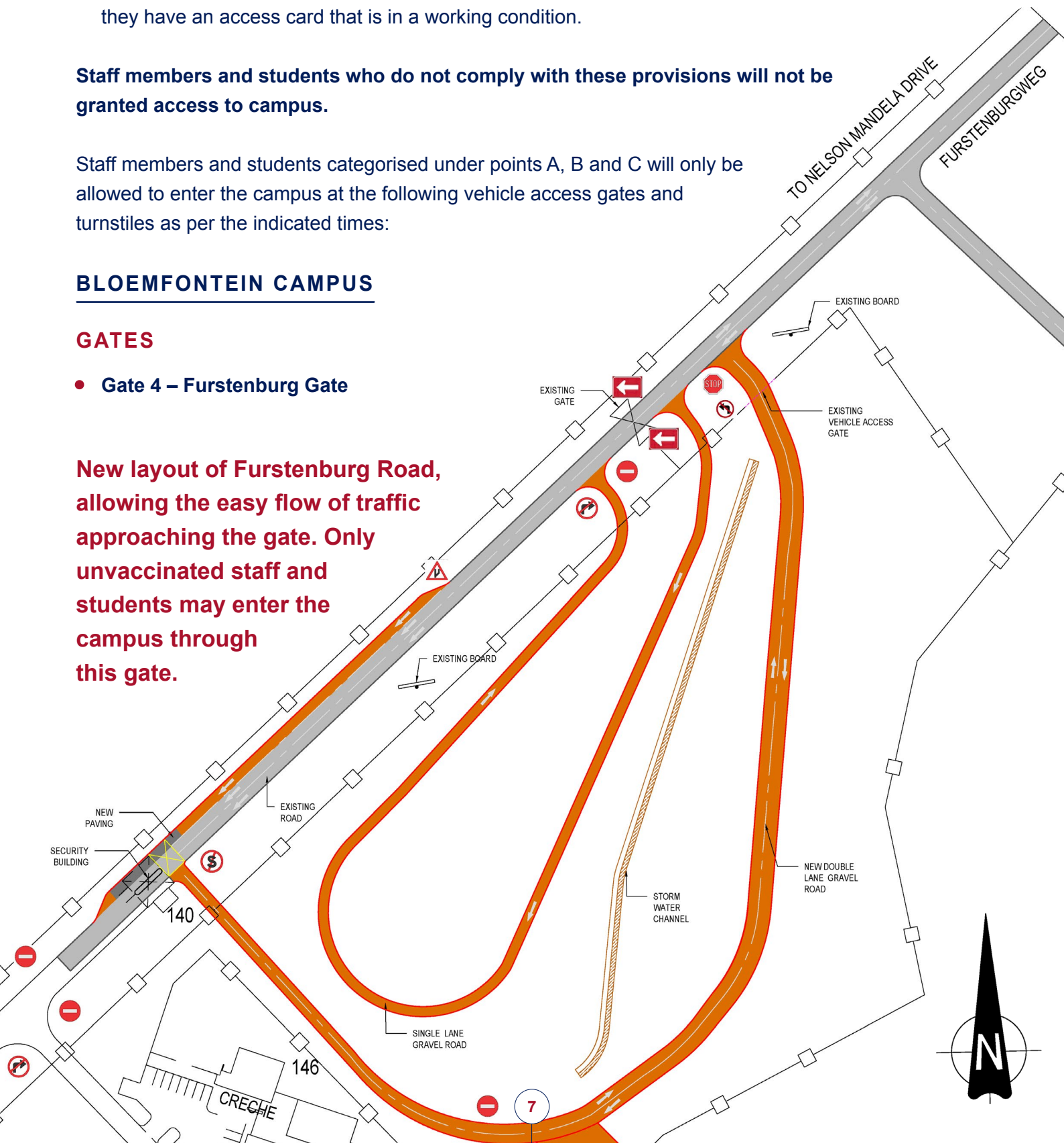
Staff members and students categorised under points A, B and C will only be allowed to enter the campus at the following vehicle access gates and turnstiles as per the indicated times:

**BLOEMFONTEIN CAMPUS**

**GATES**

- **Gate 4 – Furstenburg Gate**

**New layout of Furstenburg Road, allowing the easy flow of traffic approaching the gate. Only unvaccinated staff and students may enter the campus through this gate.**





## TURNSTILES

- The turnstile next to the exit lanes of the **Main Gate** (*a dedicated gate will be in operation for this purpose, but preferential treatment will be given to staff members and students who have a vaccination certificate*).
- The turnstile known as **JBM / Beyers Naude Residence at Unilofts** (*note – preferential treatment will be given to staff members and students who have a vaccination certificate*).
- The turnstile at the **Visitors Centre Gate** (*note – preferential treatment will be given to staff members and students who have a vaccination certificate*).

## QWAQWA CAMPUS

A dedicated gate and turnstile will be assigned at the **Main Gate** of the campus, but preferential treatment will be given to staff members and students who have a vaccination certificate, to enable the flow of traffic and to prevent traffic congestion.

## SOUTH CAMPUS

The **Main Gate**, but preferential treatment will be given to staff members and students who have a vaccination certificate, to enable the flow of traffic and to prevent traffic congestions.

## NOTE

- Access to campuses will be restricted in terms of the national curfew, and no staff members or students will be allowed to enter or exit the campus, unless for a medical or security emergency as indicated in the relevant regulations.



### 18. How will vaccinated visitors get access to campus?

*(Visitors include day visitors, ad hoc contractors, visiting sports teams, spectators at sporting events, and audience members at concerts and performances)*



[Click here for a step-by-step guide for the gate screening process.](#)  
[Watch a step-by-step video of the gate screening process.](#)

For technical support with uploading certificates or the gate screening process, contact the **ICT SERVICES HELPDESK: +27 51 401 2000.**

**The UFS will require that all visitors (*twelve years and older*) to any of the campuses be fully vaccinated.**

This will specifically apply to all visiting sports teams, individuals attending training sessions (*both academic in nature and sports-related*), orchestra members, spectators at sporting events, and audience members at concerts and performances (*this will also apply to visiting artists and performers*).

These individuals will also be required to upload their government-issued vaccination certificates to the UFS system for the issuance of a QR code that will be active for a predetermined period related to a specific event / occurrence. Access will be provided to these visitors based on the scanning of the QR code and the submission of a campus access card and/or a purchased ticket for an event. Based on the fact that the details of the visitor will be available on the system, these visitors will be allowed to enter campus at the identified gates for vaccinated staff members and students:



## BLOEMFONTEIN CAMPUS

### GATES

- **Gate 1 – Main Gate:** This gate will operate 24/7.
- **Gate 2 – Roosmaryn Gate:** The gate will operate from 06:00 to 18:00 daily during weekdays and is closed on weekends and public holidays.
- **Gate 3 – Medical Gate:** This gate will operate 24/7.
- **Gate 5 – Visitors Centre / Agriculture Gate:** The gate will operate from 06:00 to 20:00 daily during weekdays and is closed on weekends and public holidays.
- **Gate 6 – Faculty of Health Sciences Delivery Gate** *(this entrance will only be operational for staff members of the Faculty of Health Sciences who make use of the parking area).*

### TURNSTILES

- The turnstile next to the exit lanes of the **Main Gate** *(a dedicated gate will be in operation for this purpose).*
- The turnstile at the **Roosmaryn Gate**.
- The turnstile known as **JBM / Beyers Naude Residence at Unilofts** *(two lines will be established, but preference will be given to vaccinated users of the gate).*
- The turnstile at the **Medical Gate**.
- The turnstile at the **Visitors Centre / Agriculture Gate** *(two lines will be established, but preference will be given to vaccinated users of the gate).*

## QWAQWA CAMPUS

A dedicated gate and turnstile will be assigned at the **Main Gate** of the campus, which will be operated on a 24/7 basis (preference will be given to vaccinated users of the gate).

## SOUTH CAMPUS

**The Main Gate.**





## 19. How will unvaccinated visitors get access to campus? *(Visitors include day visitors, ad hoc contractors, visiting sports teams, spectators at sporting events, and audience members at concerts and performances)*

Unvaccinated visitors are not allowed on campus, but the UFS reserves the right to grant unvaccinated visitors access to campus based on approval by the Rectorate and the issuance of a campus access permit, for which an application must be submitted at least seven days prior to the visit by the relevant dean or head of the support service department.

The permit will be issued by the office of the Senior Director: Protection Services, based on the approval of the Rectorate. Ad hoc contractors / emergency repair workers who are not vaccinated, must also have a campus access permit issued by the office of the Senior Director: University Estates, indicating the reason for entry. These individuals will still need to complete the COVID-19 screening questionnaire, be subjected to temperature screening, and must present the campus access permit prior to entering the campus.

These visitors will only be allowed to enter the campus via the Furstenburg Gate (Gate 4) on the Bloemfontein Campus and the Main Gates on the Qwaqwa and South Campuses.



## 20. How will contract and ad hoc workers get access to campus?



[Click here for a step-by-step guide for the gate screening process.](#)

[Watch a step-by-step video of the gate screening process.](#)

For technical support with uploading certificates or the gate screening process, contact the **ICT SERVICES HELPDESK: +27 51 401 2000.**

## VACCINATED

Upload your vaccination certificate, receive a QR code, wear a mask, present your QR. Random screening spot checks may apply. You may enter campus through the following vehicle access gates and turnstiles:

### BLOEMFONTEIN CAMPUS

#### GATES

- **Gate 1 – Main Gate:** This gate will operate 24/7.
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## TURNSTILES

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- The turnstile at the **Visitors Centre / Agriculture Gate** (two lines will be established, but preference will be given to vaccinated users of the gate).

## QWAQWA CAMPUS

A dedicated gate and turnstile will be assigned at **the Main Gate** of the campus, which will be operated on a 24/7 basis (preference will be given to vaccinated users of the gate).

## SOUTH CAMPUS

The Main Gate.

## UNVACCINATED

Workers of contracted service providers and lessees and their employees who have UFS access cards, but who are not vaccinated, **will not be allowed to enter campus** as per the access requirements of the UFS.



### 21. How do I upload my proof of vaccination?

This is a once-off step and will require you to follow the screen prompts on either your cell phone or any other electronic device you may be using.

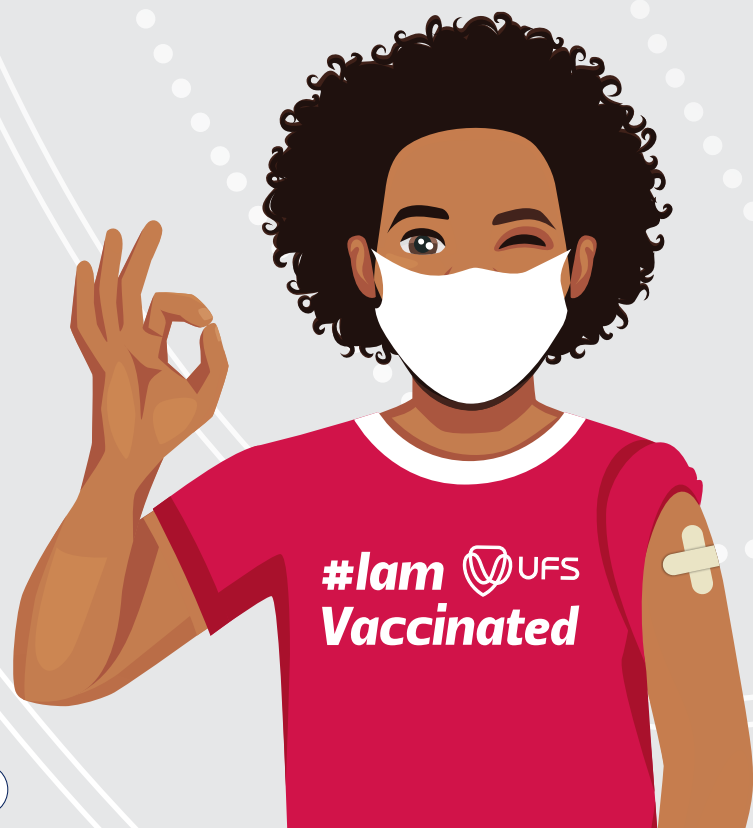
For technical support with uploading certificates or the gate screening process, contact the **ICT SERVICES HELPDESK: +27 51 401 2000**.

### Let's Start!

**STEP 1:** Click on the UFS gate screening link (<https://www.ufs.ac.za/covid19screening>), or access the link on the UFS website.

**STEP 2:** Once the COVID-19 screening application opens, you will be prompted to either select the staff or student profile. Selecting any one of these two profiles will prompt you to log in with your UFS username and password.

If you have forgotten your password, you can easily reset it by navigating to <https://selfservice.ufs.ac.za/>.



University of the Free State Covid-19 Symptom Screening

Screening Questionnaire

Employee

Student

Other

Log in with **UFS username** and **UFS password**

Please enter your UFS credentials to login.

UserName \*

username

Password \*

.....

Login

Back

**STEP 3:** Now that you have logged in and selected your profile, you can choose your option.

Click on **Upload Vaccination Certificate**

University of the Free State Covid-19 Management Portal

Screening Questionnaire: Employee

**No valid Permit was found**

- Exemptions Rejected : 0
- Exemptions Awaiting Approval : 0
- Exemptions Approved : 1
- Exemptions Referred to Committee : 0

Complete Questionnaire

Vaccination Certificates and Exemptions

Upload Vaccination Certificate

Upload International Vaccination Certificate

Upload PCR Test Results

Apply for Exemption

Upload a copy of your vaccination certificate from your electronic device (phone or PC) and remember to read the instructions carefully.

Click on **Browse**. Select your vaccination certificate and then click on **Upload**.

Upload your Documents

Please Note:

- Your certificate will not be valid if you ID Number is not correctly loaded on PeopleSoft and differs from the ID Number on the Vaccination Certificate.
- Should validation fail on you ID Number please contact HR Business Partner or Student Academic Services to rectify your detail before uploading again
- Should validation fail for any other reason and you consider your certificate valid, please Apply for an Exemption and attach your certificate for manual validation

Upload Vaccination Certificate

e-vaccination-certificate-2021-11-29-v2.pdf

Browse

Upload



Your vaccination certificate will be automatically validated once uploaded. You will also automatically be redirected to create a permanent QR code for gate access.

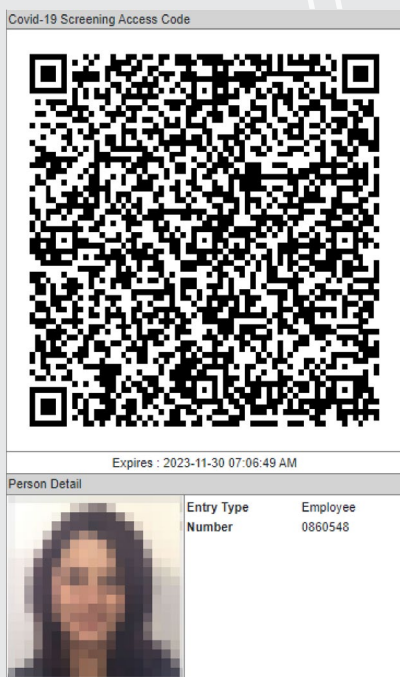
If, however, you have misplaced your permanent QR and would like to print or save it again, **you can click on *Get my Permanent QR Code on the main page.***

Validation Successful

Vaccination Certificate		
First Name	Cora-maré	
Surname	Van Staden	
Date of Birth	21-Jan-1987	
ID Type	RSAID	
ID Number		

Vaccine Code	Date	Vaccine Type
	29-Sep-2021	Comimaty
	10-Nov-2021	Comimaty

[Get my Permanent QRCode](#)



This is an example of a permanent QR code; you can either save it on your phone or print it as a hard copy to present at the gate.



If you receive the following message, **please click on *I Consider my Certificate as Valid.***

Validation

**Failed: Invalid Certificate.**

If you consider your certificate valid, please click on button below "I Consider my Certificate as Valid" certificate for manual validation

[I Consider my Certificate as Valid](#)

[Back](#)

**Browse and then Upload your certificate**

Upload your Documents

Upload Vaccine Certificate for Manual Validation:

doc0909812021060809:

Your application has now been validated; If this is the case, a confirmation email will be sent to the email address you entered earlier once your application has been processed.



## 22. I am not from South Africa. How do I upload my international vaccination certificate?

This is a once-off step and will require you to follow the screen prompts on either your cell phone or any other electronic device you may be using.

For technical support with uploading certificates or the gate screening process, contact the **ICT SERVICES HELPDESK: +27 51 401 2000.**

### Let's Start!

**STEP 1:** Click on the UFS gate screening link (<https://www.ufs.ac.za/covid19screening>), or access the link on the UFS website.

**STEP 2:** Once the COVID-19 screening application opens, you will be prompted to either select the staff or student profile. Selecting any one of these two profiles will prompt you to log in with your UFS username and password.

If you have forgotten your password, you can easily reset it by navigating to <https://selfservice.ufs.ac.za/>.

University of the Free State Covid-19 Symptom Screening

Screening Questionnaire

### Log in with UFS username and UFS password

Please enter your UFS credentials to login.

UserName \*

Password \*

**STEP 3:** Now that you have logged in and selected your profile, you can choose your option.

Click on **Upload Vaccination Certificate**

University of the Free State Covid-19 Management Portal

Screening Questionnaire: Employee

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**No valid Permit was found**

- Exemptions Rejected : 0
- Exemptions Awaiting Approval : 0
- Exemptions Approved : 1
- Exemptions Referred to Committee : 0

Vaccination Certificates and Exemptions

Upload Vaccination Certificate
Upload International Vaccination Certificate
Upload PCR Test Results
Apply for Exemption

Upload a copy of your vaccination certificate from your electronic device (phone or PC) and remember to read the instructions carefully.

Click on **Browse**. Select your vaccination certificate and then click on **Upload**.

Upload your Documents

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**Please Note:**

- Your certificate will not be valid if you ID Number is not correctly loaded on PeopleSoft and differs from the ID Number on the Vaccination Certificate.
- Should validation fail on you ID Number please contact HR Business Partner or Student Academic Services to rectify your detail before uploading again
- Should validation fail for any other reason and you consider your certificate valid, please Apply for an Exemption and attach your certificate for manual validation

Upload Vaccination Certificate

You have successfully uploaded your International Vaccination Certificate.

If you receive the following message, please click on **“Consider my Certificate as Valid.”**

Validation

---

**Failed: Invalid Certificate.**

If you consider your certificate valid, please click on button below "I Consider my Certificate as Valid" certificate for manual validation

**Browse** and select your International Vaccination Certificate and then click on **Upload**.

Upload your Documents

---

Upload Vaccine Certificate for Manual Validation:

Your application has now been validated; If this is the case, a confirmation email will be sent to the email address you entered earlier once your application has been processed.

Validation

Upload Completed

Back



### 23. By when must I be vaccinated if I want access to campus?

The COVID-19 Regulations and Required Vaccination Policy will take effect from **14 February 2022**.



### 24. What will happen if I am not vaccinated by 14 February 2022?

Students who have not been vaccinated by the COVID-19 vaccination deadline, can register for the academic year, but do so in the knowledge that they would have to be physically on campus to attend class, complete tests, examinations, and other assessments.

Such attendance will only be possible if the student is fully vaccinated, subject to the measures set out in the COVID-19 Regulations and Required Vaccination Policy.



### 25. I am a PhD or master's student. Must I be vaccinated?

**Yes**, if you want to access campus.



### 26. For what reasons can I apply for exemption?

Medical objections, religious objections, natural immunity objection, legally acceptable objections, participants in SAHPRA-approved clinic trials. Details of these exemptions are available in the COVID-19 Regulations and Required Vaccination Policy.



### 27. How do I apply for exemption?

This is a once-off step and will require you to follow the screen prompts on either your cell phone or any other electronic device you may be using.

## Let's Start!

For technical support with uploading certificates or the gate screening process, contact the **ICT SERVICES HELPDESK: +27 51 401 2000**.

**STEP 1:** Click on the UFS gate screening link (<https://www.ufs.ac.za/covid19screening>, or access the link on the UFS website.

**STEP 2:** Once the COVID-19 screening application opens, you will be prompted to either select the staff or student profile. Selecting any one of these two profiles will prompt you to log in with your UFS username and password.

If you have forgotten your password, you can easily reset it by navigating to <https://selfservice.ufs.ac.za/>.

University of the Free State Covid-19 Symptom Screening

Screening Questionnaire

Employee

Student

Other

Log in with **UFS username** and **UFS password**

Please enter your UFS credentials to login.

UserName \*

username

Password \*

\*\*\*\*\*

Login

Back

**STEP 3:** Now that you have logged in and selected your profile, you can choose your option.

Click on **Apply for Exemption**

University of the Free State Covid-19 Management Portal

Screening Questionnaire: Employee

No valid Permit was found

- Exemptions Rejected : 0
- Exemptions Awaiting Approval : 0
- Exemptions Approved : 1
- Exemptions Referred to Committee : 0

Complete Questionnaire

Vaccination Certificates and Exemptions

Upload Vaccination Certificate

Upload International Vaccination Certificate

Upload PCR Test Results

Apply for Exemption



Click on one of the proposed application forms for exemption that you wish to complete.

### Upload your Documents

**Please Note:**

- Only after approval will you be able to get a QRCode
- In the meantime please make use of the PCR section to get access to campus
- Application Forms:
  - Annexure B - APPLICATION FOR MEDICAL EXEMPTION, MEDICAL DEFERRAL, OR PERSONAL DEFERRAL
  - Annexure C - APPLICATION FOR RELIGIOUS EXEMPTION
  - Annexure D - OTHER LEGALLY ACCEPTABLE EXEMPTIONS

#### Upload Exemption Documentation

Upload Application Form

Supporting Documents

Once completed, save the forms on your electronic device, and upload your applications by clicking on the Browse button and selecting the forms you would like to upload. (*Application Form and Supporting Documentation before clicking on Upload.*)

Click on **Upload**

### Upload your Documents

**Please Note:**

- Only after approval will you be able to get a QRCode
- In the meantime please make use of the PCR section to get access to campus
- Application Forms:
  - Annexure B - APPLICATION FOR MEDICAL EXEMPTION, MEDICAL DEFERRAL, OR PERSONAL DEFERRAL
  - Annexure C - APPLICATION FOR RELIGIOUS EXEMPTION
  - Annexure D - OTHER LEGALLY ACCEPTABLE EXEMPTIONS

#### Upload Exemption Documentation

Upload Application Form

Supporting Documents

You have successfully uploaded your application for exemption form.

Validation

Upload Completed

## Track my application

Remember, you can track your application status at any time to see if an application was approved or not.

Click **Back** or navigate to the application screen, where all application statuses will be displayed.

Your status may indicate 'Exemption awaiting approval'. If this is the case, a confirmation email will be sent to the email address you entered earlier once your application has been processed.

University of the Free State Covid-19 Management Portal

Screening Questionnaire: Private

**No valid Permit was found**

- Exemptions Rejected : 0
- **Exemptions Awaiting Approval : 1**
- Exemptions Approved : 0
- Exemptions Referred to Committee : 0

Complete Questionnaire

Vaccination Certificates and Exemptions

Upload Vaccination Certificate

Upload PCR Test Results

After approval, please fill in the Questionnaire before access is granted to enter the UFS Campus.

Click on **Complete Questionnaire** and complete the questionnaire. Once completed, you will be flagged on the system as either having been granted a valid access permit or not.

### Covid-19 Screening Access Code

Section A: Personal Information

ID Number

8701210005083

Name

Surname

After completion of the Questionnaire, your QR Code will be sent via Email or a printable version on the screen.

University of the Free State Covid-19 Management Portal

Screening Questionnaire: Private

- Exemptions Rejected : 0
- Exemptions Awaiting Approval : 0
- **Exemptions Approved : 1**
- Exemptions Referred to Committee : 0

Complete Questionnaire

Vaccination Certificates and Exemptions

Upload Vaccination Certificate

Upload International Vaccination Certificate

Upload PCR Test Results



## 28. How do I upload my PCR test results?

This is a once-off step and will require you to follow the screen prompts on either your cell phone or any other electronic device you may be using.

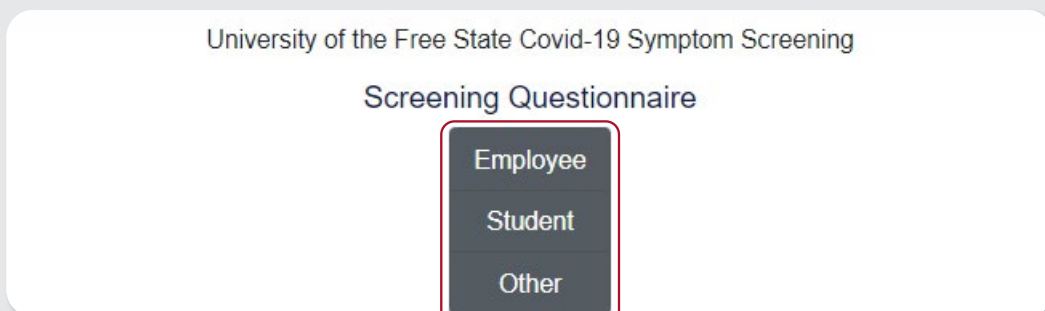
### **Let's Start!**

For technical support with uploading certificates or the gate screening process, contact the **ICT SERVICES HELPDESK: +27 51 401 2000.**

**STEP 1:** Click on the UFS gate screening link (<https://www.ufs.ac.za/covid19screening>), or access the link on the UFS website.

**STEP 2:** Once the COVID-19 screening application opens, you will be prompted to either select the staff or student profile. Selecting any one of these two profiles will prompt you to log in with your UFS username and password.

If you have forgotten your password, you can easily reset it by navigating to <https://selfservice.ufs.ac.za/>.



Log in with **UFS username** and **UFS password**

Please enter your UFS credentials to login.

UserName \*

Password \*

Login

Back

**STEP 3:** Now that you have logged in and selected your profile, you can choose your option.

Click on **Upload PCR Test Results** from the main application screen.

University of the Free State Covid-19 Management Portal

Screening Questionnaire: Employee

**No valid Permit was found**

- Exemptions Rejected : 0
- Exemptions Awaiting Approval : 0
- Exemptions Approved : 1
- Exemptions Referred to Committee : 0

Complete Questionnaire

Vaccination Certificates and Exemptions

- Upload Vaccination Certificate
- Upload International Vaccination Certificate
- Upload PCR Test Results**
- Apply for Exemption

Upload a copy of your PCR test results from your electronic device by **clicking on Browse** and then selecting your PCR test results. Once selected, **click on Upload** – remember to read the instructions carefully.

Also, note that PCR test results are only valid for **ONE WEEK**.

Upload your Documents

Please Note:

- PCR Test Results is only valid for seven calendar days from the date of the Test Result
- Only after your Results has been verified will you be able to get a QRCode daily

Upload PCR Test Result:

Browse Upload

## Upload your Documents

### Please Note:

- PCR Test Results is only valid for seven calendar days from the date of the Test Result
- Only after your Results has been verified will you be able to get a QRCode daily

### Upload PCR Test Result:

link\_To6UJTpQ (1).pdf

You have successfully uploaded your PCR Test results.

### Validation

Upload Completed

[Back](#)

## Track my application

Remember, you can track your application status at any time to see if an application was approved or not.

Click **Back** or navigate to the application screen, where all application statuses will be displayed.

In this instance, your status will indicate **'Exemption awaiting approval'**. Once your application has been processed, a confirmation email will be sent to your entered email address.

University of the Free State Covid-19 Management Portal

<p>Screening Questionnaire: Private</p> <p><b>No valid Permit was found</b></p> <ul style="list-style-type: none"><li>• Exemptions Rejected : 0</li><li>• <b>Exemptions Awaiting Approval : 1</b></li><li>• Exemptions Approved : 0</li><li>• Exemptions Referred to Committee : 0</li></ul> <p><a href="#">Complete Questionnaire</a></p>	<p>Vaccination Certificates and Exemptions</p> <table><tr><td><a href="#">Upload Vaccination Certificate</a></td></tr><tr><td><a href="#">Upload PCR Test Results</a></td></tr></table>	<a href="#">Upload Vaccination Certificate</a>	<a href="#">Upload PCR Test Results</a>
<a href="#">Upload Vaccination Certificate</a>			
<a href="#">Upload PCR Test Results</a>			

After approval, please fill in the questionnaire before being granted access to the UFS campus.

Click on **Complete Questionnaire** and complete the questionnaire.

University of the Free State Covid-19 Management Portal

<p>Screening Questionnaire: Private</p> <ul style="list-style-type: none"><li>• Exemptions Rejected : 0</li><li>• Exemptions Awaiting Approval : 0</li><li>• Exemptions Approved : 1</li><li>• Exemptions Referred to Committee : 0</li></ul> <p><a href="#">Complete Questionnaire</a></p>	<p>Vaccination Certificates and Exemptions</p> <table><tr><td><a href="#">Upload Vaccination Certificate</a></td></tr><tr><td><a href="#">Upload International Vaccination Certificate</a></td></tr><tr><td><a href="#">Upload PCR Test Results</a></td></tr></table>	<a href="#">Upload Vaccination Certificate</a>	<a href="#">Upload International Vaccination Certificate</a>	<a href="#">Upload PCR Test Results</a>
<a href="#">Upload Vaccination Certificate</a>				
<a href="#">Upload International Vaccination Certificate</a>				
<a href="#">Upload PCR Test Results</a>				



## Covid-19 Screening Access Code

### Section A: Personal Information

ID Number

8701210005083

Name

Surname

After completion of the questionnaire, your QR code will be sent via Email or a printable version on the screen.

## 29. What if my application for exemption is not finalised by 14 February 2022?

**All requests are pending until applicants receive notice of approval or denial. If no decision has been made by 14 February 2022, applicants must comply with these protective guidelines:**

- Submit proof of a weekly SARS COVID-19 PCR test at their own cost to their human resources business partner, line manager, and compliance officer via the UFS Gate Screening app. These SARS COVID-19 PCR tests should be submitted weekly from 14 February 2022 by all employees, ad hoc contract workers, and students who have not been vaccinated. These tests may be conducted during regular working hours (unless there is another reason for exemption approved by the relevant manager and VEC).
- Provide a SARS COVID-19 PCR negative test before returning to work following any travel for 24 hours or more. These tests may be obtained during regular working hours.
- Uphold all campus protocol, including sanitising and wearing a mask while on campus.



## 30. What if my application for exemption is denied?

Individuals who are denied exemption shall have fourteen (14) calendar days from the date of notification of the decision to receive the vaccine (*either a single-dose vaccine or the first dose of the two-dose vaccine*).



### 31. May I come to campus if I feel sick?

Please do not access our campuses if you have the following symptoms:

- Temperature of  $\geq 38^{\circ}$
- Cough
- Sore throat
- Shortness of breath or difficulty breathing
- Changes in the ability to smell or taste
- Severe headache
- Body aches
- Diarrhoea
- Weakness

Or if you had confirmed close contact with a COVID-19 positive individual in the past 10 days.

### 32. What should I do if I don't feel well?

Any employee, ad hoc contract worker, or student who suspects that they might have contracted COVID-19, should **immediately inform Kovsie Health** and, in respect of employees and ad hoc contract workers, their relevant line manager. The employee, ad hoc contract worker, or student concerned will be required to undergo a SARS COVID-19 PCR test if recommended by Kovsie Health and remain in quarantine for 10 (ten) calendar days.

Contact details: +27 51 401 2603 | +27 51 401 3537 | [VorsterC1@ufs.ac.za](mailto:VorsterC1@ufs.ac.za) | [DuPlooyT@ufs.ac.za](mailto:DuPlooyT@ufs.ac.za)

### 33. May I access campus if I have a SARS COVID-19 PCR positive test?

**No.** Individuals who test positive for SARS COVID-19 PCR will not be permitted to access the campuses until they have either received a SARS COVID-19 PCR negative test result or after expiry of the 10 (ten)-day isolation period.

### 34. What about students living in on-campus accommodation?

To live in on-campus residences, students must be vaccinated.

*These frequently asked questions are meant to serve as a guideline and may be subject to amendments.*