

## RE-INTEGRATION PLAN: RETURN OF STAFF TO CAMPUS FROM 4 MAY 2020 TO 31 MAY 2020

The health, safety and well-being of our staff and students remain paramount. This plan is based on a phased approach of re-integration, the principle of social and physical distancing, as well as the fact that large numbers of staff cannot be allowed on the campuses at this stage to limit the possibility of spreading COVID-19 on the campuses.

### 1 STAFF ARRANGEMENTS

Dates	Category	Frequency	Remarks
From 6 May 2020 (except managers from University Estates and Housing and Residence Affairs (HRA), who will start on 4 May 2020).	<b>*Essential services,</b> University Estates, Clinic, Kopsie Health, HRA, internal catering delivery services, ICT Services, Procurement and Stores, Protection Services, Electronics and Instrumentation.	A workplan in order to reduce the number of workers on campus to 30%-50% of the normal staff complement as required by the operational demands of University Estates, ICT Services, Residences, and Protection Services for deep cleaning and protection of the campuses.  (Line managers will inform the relevant staff, who will report on 6 May 2020.)	The principle of physical distancing must be applied, including during lunch and tea breaks.  Staggered starting and finishing times may be applied, where necessary.
From 18 May 2020.	Management and Heads (rectorate, deans, senior directors, directors, campus principals, deputy directors, assistant directors, heads of department/section, and all other managers having a section reporting to them).	From office on campus or work from home as agreed with line managers.	The principle of strict physical distancing must be applied, and face-to-face meetings must be avoided – campus Skype or Microsoft Teams meetings from offices are encouraged.

Dates	Category	Frequency	Remarks
			As far as practically possible, office managers and secretarial staff reporting directly to these categories of managers will be required to work from home; where there is an absolute need to provide a permitted service, it must be restricted to the absolute minimum.
Continuously, until informed by the line manager of a date for return to campus.	Support Staff (office based but can work from home).	Work from home, except staff required for the clinical training of students in the Faculty of Health Sciences, who will be required to return to work as of 11 May 2020.  (Line managers will inform staff who must report for work on 11 May 2020.)	Staff must be informed during the week of 4 May 2020 who can work from home.  The line manager must ensure that appropriate work schedules are in place and that deliverables are met.  Staff must be based at home and be available at all times during working hours. Staff may be called back to campus within 24 hours should the need arise.
Continuously, until informed by the line manager of a date for return to campus.	Academic staff.	Work from home, except staff required for the clinical training of students in the Faculty of Health Sciences, who will be required to return to work as of 11 May 2020, and only staff from the Faculty of Natural and Agricultural Sciences who are doing COVID-19-related research – to be approved by the deans of the respective faculties.	The dean and academic head to ensure that students receive appropriate service, that appropriate work schedules are in place, and that deliverables are met.  Staff must be based at home and be available at all times during working hours. Staff may be called back to campus within 24 hours should the need arise.

## **NOTE:**

- **Definition of Essential Service:**

*Essential services are the categories of staff, inclusive of those in the Faculty of Health Sciences, who have received permission from the UFS to work during the national lockdown. These staff members will continue working, as was the case during the Level 5 national lockdown.*

- **Workplan for departments:**

Each department will compile a workplan for the deployment of their staff; those who provide an essential service must submit the plans to the relevant vice-rector no later than 5 May 2020, and the other departments no later than 11 May 2020.

- **Vulnerable staff members:**

The UFS is required – from its records and by consultation and declaration consistent with the law – to establish the identity of any vulnerable or high-risk staff, especially those with low immune response and co-morbidities, and to determine safe work programmes for them based on these factors. It would be safer for such staff members to work predominantly from home where they are less exposed to other persons and environments. The university will not have records of all such risks. While the university cannot insist on the declaration of low immune response and co-morbidity of individual staff members, it is in their own interest as well as that of the UFS that such vulnerabilities are identified.

Accordingly, any staff member with such vulnerability to infection is requested to inform the Senior Director: Human Resources directly so that work-from-home arrangements can be made; if this is not possible, leave arrangements will be considered. Staff members in this category will, however, be required to disclose the fact that they have an underlying health issue that could negatively impact their health should they contract the COVID-19 virus; this must, however, be supported by a medical certificate.

- **Staff older than 60 years:**

Employees older than 60 years will be allowed to work from home. Line managers must also take cognisance of the fact that staff members with minor children will not be able to return to campus in all cases, due to the closure of schools; they must be accommodated as far as possible.

- **Permit to enter campus:**

Line managers will plan and advise the relevant employees of the exact date when they should be back on campus. In terms of Government Gazette 43258, issued on 29 April 2020, staff members will only be allowed to return to campus if they have the necessary permit issued by the head of the institution or his/her delegate. This letter can be produced electronically or in hard copy when entering the campuses. Protection Services will not allow any staff or student to enter the campus without this evidence.

Staff members required to perform a service on a specific campus will be issued with a permit indicating the *title, initials and surname, ID number, staff number, faculty, department, and the nature of the service to be performed*. Line managers will be required to report this information in a format that will be distributed to them by the Department of Human Resources and feedback must be provided as follows:

- (i) 4 May 2020 for staff who will return on 6 May 2020;
- (ii) 6 May 2020 for staff members who will return on 11 May 2020; and
- (iii) 11 May 2020 for staff members who will return on 18 May 2020.

It must be noted that ***permits previously issued will no longer be valid*** as the previous regulations were repealed.

- **Staff availability and proximity to campus:**

A line manager may request an employee to return to campus during normal working hours if deemed necessary. In this case, it is requested that employees should remain at their normal residences. If an employee intends to be away from their normal residence, this may hinder their ability to return to campus when required and hence the line manager may request the employee to take vacation leave.

- **Workers of service providers:**

These arrangements are also applicable to the designated workers of outsourced service providers for cleaning, residences, gardening, sports, and Protection Services on the designated list. It will, however, be the responsibility of the service providers to provide letters to their employees, based on a letter that will be provided to the service providers, stating that they are required to perform services at the UFS.

## **2 CAMPUS ACCESS**

Access to the campus can be obtained through the following gates:

### **Bloemfontein Campus:**

- Main Gate (Gate 1): Operational 06:00-20:00. (Security on duty for emergencies)
- Faculty of Health Sciences (Gate 3): Operational 06:00-20:00 (Security on duty for emergencies)
- Visitors Centre turnstiles (Gate 5): Operational 06:00-18:00

### **Qwaqwa Campus:**

Main Gate: Operational 06:00-18:00 (Security on duty for emergencies)

### **South Campus:**

Main Gate: Operational 06:00-18:00 (Security on duty for emergencies)

All students, staff, contractors, and visitors will be provided with a symptom screening form to be completed and submitted to line managers, residence heads, and designated staff within faculties. Line managers, residence heads, and designated staff must scrutinise the forms and, if necessary, a staff member/student/visitor who presents with symptoms should not be allowed to enter the workplace.

Any staff member or contractor authorised to return to the UFS should be in possession of an essential service permit issued by the Senior Director: Human Resources or a letter signed by the relevant head of department. This letter must be shown to the security officer before entering the campus. In addition, all staff members, students, or contractors must have UFS access cards in their possession. The security officers will not grant access if an access card cannot be produced.

Workers of external building contractors, external maintenance contractors, private service providers, including commercial enterprises renting premises at the university, e.g. Minolta, the tenants on the Bloemfontein and Qwaqwa Campuses, must provide their employees with letters indicating that they perform a service at the specific business and on a specific campus, in order to allow Protection Services to grant them access to the campus. These workers must

also be clearly identifiable, with the work attire/uniform clearly showing the name and logo of their company.

The wearing a cloth/fabric mask that covers the nose and mouth at all times is compulsory for any person entering the campuses.

### **3 SCREENING**

All staff members, visitors, and students will receive a form to complete on entry to the campus, which must be handed to the line manager, residence head, faculty manager (for medical students) or person visited. Students should follow a similar process. These forms will be made available on our website and will also be provided at our entrance gates. The completed form/self-assessment via the app must then be scrutinised by the relevant individual and must be forwarded to Kowsie Health ([johnr@ufs.ac.za](mailto:johnr@ufs.ac.za)).

Line managers must ensure that all staff members complete the required screening form, and this must be compared with the attendance register. In terms of the current provisions per Annexure E of the Regulations issued in Government Gazette 43258 (R480) in terms of Section 27(2) of the Disaster Management Act, 2002, the UFS is required to have an attendance record system, and hence verification of attendance will be required by line managers each day.

Self-screening is advised before staff and students return and must be done on a daily basis. This will be communicated to all staff and students who return to campus. Students in residences will be carefully monitored. A monitoring 'plan' has been developed for residence heads. This plan will also be provided to off-campus residences.

Students staying in residences will also have to complete the self-assessment, and the residence heads must ensure that all students complete the assessment on a daily basis. The same procedure must be followed for staff members residing on campus.

Staff members should not report for work if they are sick or have symptoms associated with COVID-19; they should take sick leave in terms of *Section 22 of the Basic Conditions of Employment Act*.

## 4 RETURN OF STUDENTS TO THE CAMPUS

Only final-year MBChB students in the Faculty of Health Sciences at the Bloemfontein Campus will be allowed to return to campus on 11 May 2020. This group of residence students may be allowed to return to university residences from 10 May 2020, subject to social and physical distancing protocols. **All these students must wear face masks as required.**

Except for students (as above in Bloemfontein) and international students who are currently based in residences, no other student will be allowed to enter the university premises, irrespective of the reason or motivation supplied.

Lecturers and academic heads in the Faculty of Health Sciences must ensure that the principle of physical distancing applies in the laboratories. Our Occupational Health and Safety, as well as the Protection Services divisions will monitor this, and where there are deviations, they will advise the relevant dean/head/lecturer to immediately make the necessary adjustment. Any violation of this principle will not be allowed. It is therefore important that this is well planned, and that students are informed by the relevant department.

The Health and Wellness Centre, Kopsie Counselling, and the services departments will continue with e-health, mental, and wellness advocacy platforms for ongoing educational processes to the university public and the general society on measures to obviate susceptibility to COVID-19 or its spread.

Further information will be provided in late May as to which students may return in June and in later months.

## 5 WEARING OF PERSONAL PROTECTIVE EQUIPMENT (PPE)

The use of cloth/fabric face masks as an additional preventative measure is compulsory as from 1 May 2020. In support of this, the UFS will make two washable cloth masks available to all staff members free of charge. This means that all staff members who enter the university campuses must wear a mask that covers the nose and mouth, including when moving around on the campus grounds and in the buildings. These masks can be ordered through the e-procurement system from the university stores: Item ID SS00930048.

## **6 SOCIAL DISTANCING**

Strict adherence to protective behaviour guidelines (i.e. social-distancing protocols, hand hygiene, masking, cough/sneeze etiquette, etc.) is essential.

## **7 MEETINGS/INTERACTIONS**

The principle of social and physical distancing will be strictly adhered to. Face-to-face meetings should be avoided; Skype or Microsoft Teams meetings from offices are encouraged instead of having it in a meeting venue.

No more than four people may attend a face-to-face meeting, in which case the prescribed distance of TWO metres must be adhered to.

## **8 ENVIRONMENTAL HYGIENE**

Hand-washing facilities with soap will be made available for pedestrians at all entrances of the campuses.

Persons travelling to the campus by vehicle should, if required, make use of hand-washing facilities with soap in ablution facilities.

Hand-sanitiser stations will be available at high-use entry and exit points in buildings on campuses, especially the library, computer centres (including residences), and large lecture halls.

Bathrooms will be stocked with hand soap (dispensers), paper towels or working dryers.

The cleaning section will check that all existing posters with instructions on hand washing/hand rubbing are still in place and put up additional ones where there are none.

The cleaning section will provide additional bins.

The cleaning cycle of ablution facilities will be increased – our cleaning team will redirect resources accordingly.



Only dedicated bins clearly marked and placed at strategic points on the campuses should be used for the disposal of PPE such as masks and/or gloves.

## **9 VISITORS AND SERVICE PROVIDERS**

Service providers and visitors to the campus will be required to pre-arrange with the department concerned and to confirm that they will take all the necessary precautions to protect themselves and those with whom they will be in contact. Service providers and visitors will receive a form to complete at the entry gates, which must be handed to the person visited. The completed form/self-assessment via the app must then be scrutinised by the relevant individual and sent to Kopsie Health (johnsonr@ufs.ac.za) on a daily basis.

All visitors entering the campuses must wear a face masks that covers the nose and mouth during their time on the campus.

It is advisable that meetings with external stakeholders take place electronically or remotely.

These arrangements are also applicable to the designated workers of outsourced service providers for cleaning, residences, gardening, sports, and Protection Services on the designated list. It will, however, be the responsibility of the service providers to provide letters to their employees, based on a letter that will be provided to the service providers, stating that they are required to perform services at the UFS.

## **10 PUBLIC TRANSPORT**

Staff using public transport must use hand sanitiser on entering and leaving the public transport and must wear a cloth face mask all the time while in public transport or walking to and from the public transport.