

CAMPUS RETURN  
*made  
easy*



# FAST GUIDE FOR STAFF

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**ALERT LEVEL 2 - JUNE 2021**

*Inspiring excellence. Transforming lives.*

UNIVERSITY OF THE  
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The safety, health, and well-being of staff and students, limiting the possibility of spreading COVID-19 on the University of the Free State (UFS) campuses, and saving lives, remain the university's priority. All decisions relating to the return to campus is thus informed by this consideration. The UFS will ensure a gradual, phased, structured and highly risk-controlled return to campus over a reasonable period of time. In addition, wearing a mask, physical distancing, and good hygiene are important preventative measures that will curb the transmission and spread of the virus.

This guide presents the essence of the **UFS Reintegration Plan** and will help you to COVID-19 **proof your return:**



**C = Cover** your nose and mouth with a cloth face mask.



**O = Own** your space, keep others 2 m away – opt for virtual meetings instead.



**V = Ventilate** your office space.



**I = Identify** possible symptoms that you may have – get tested.



**D = Disinfect** your hands and workspace surfaces regularly.

Please familiarise yourself with the **4 Cs** of **returning** to campus:

- C**oming Back
- C**ampus Access
- C**ampus Behaviour
- C**ompliance

# COMING BACK



## WHO MAY, AND WHO NOT?

**D**uring Level 1 of the national lockdown, the UFS will continue to return staff and students in a structured and phased approach. The re-integration plan for staff is specifically based on the need for staff to return to work to provide maximum support for the adjusted number of students who will return to the campus. The principle of social/physical distancing and the need for health protocols will remain in place.

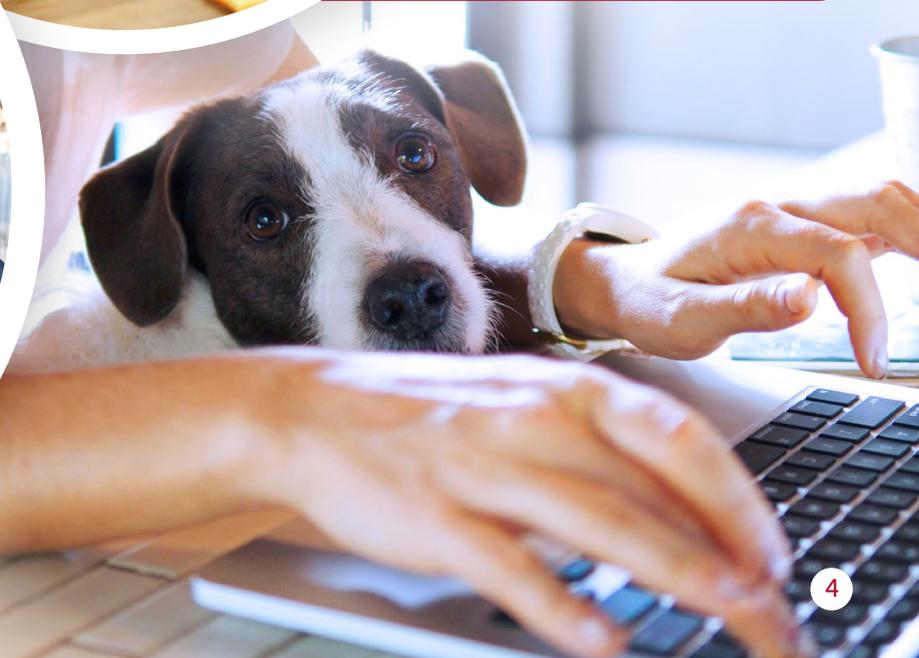
## WHO SHOULD RETURN DURING ALERT LEVEL 2 OF THE NATIONAL LOCKDOWN?

### Up to 100% capacity

- Staggered starting and finishing times may be permitted only at the discretion of the line manager.
- Flexible arrangements for working from home during certain times of the day or on certain days may be allowed, subject to a staff member being available during normal working hours.



A staff member who is allowed to work at home on certain days may be re-called and is expected to return within 24 hours if the need arises.



# CAMPUS ACCESS

The following is required for access to all the UFS campuses:



## ACCESS FOR STAFF

- Access to the campus shall only be granted to staff who are in possession of a valid campus access permit. A **'no campus access permit, no access' principle** will be strictly applied. It is the responsibility of each staff member to always have their campus access permit in their possession.
- Each staff member must also be in possession of his or her UFS-issued access card; security officers shall not open for anyone, because an accurate record of persons entering the campus must be kept.
- The wearing of face masks is compulsory and a **'no mask no campus access'** principle shall be applied.
- Physical distancing protocols must be maintained at the access gates.
- Each person entering the campus must complete the online [COVID-19 screening](#) questionnaire daily and will be subjected to a temperature screening process according to the UFS screening protocol.

# PROCESS FOR RETURNING STAFF

- STEP 1:** All staff who can return have been pre-identified by faculties and departments in line with the university's re-integration plan.
- STEP 2:** Relevant Vice-Rectors will approve re-integration plans and staff who may return as per the national directive.
- STEP 3:** Faculties/departments will request campus access permits via the Dean's Office or head of department to the Senior Director: Human Resources. Similar arrangements apply to heads of support service departments.
- STEP 4:** Campus access permits will be issued and emailed to the relevant staff members.
- ON ENTRY:** Present campus access permit, staff member card, QR code, and have temperature checked.

## SCREENING



All persons entering the campus must complete the [COVID-19 online screening questionnaire](#). A COVID-19 screening access QR code will be generated that will be immediately available (to screenshot or to download) and also emailed to the address provided by the applicant. The code must be presented to be scanned at all entrance gates to the campus. Temperature measuring at the gate will also form part of the screening process.

Following the screening process, the individual will be issued a token. A green token will allow you on campus and a red token will refer you to the On-Campus Screening Point (OCSP). **These tokens are only valid for 24 hours.**

**PLEASE NOTE:** Staff members will be requested to log into the questionnaire by using their UFS username and password and to provide a contact number, after which they will be able to continue with the screening questionnaire.

**NO QR CODE,  
NO CAMPUS ACCESS**

# CAMPUS ACCESS

Access to the campuses can be obtained through the **following gates:**

## BLOEMFONTEIN CAMPUS:

- **Main Gate (Gate 1): Operational 24/7**, but access will not be granted between **23:00** and **04:00**, in line with the national curfew. Only medical and security emergency vehicles such as critical maintenance, ambulances, law enforcement, and the fire services will be granted access after **23:00**.
- **Roosmaryn Gate (Gate 2): Operational between 06:00 and 18:00** during weekdays, public holidays excluded.
- **Medical Gate (Gate 3): Operational 24/7**, but access will not be granted between **23:00** and **04:00**, in line with the national curfew. Only medical and security emergency vehicles such as critical maintenance, ambulances, law enforcement, the fire services, and staff and students of the Faculty of Health Sciences will be allowed due to clinical training.
- **Visitors Centre (Gate 5): Operational 06:00-18:00** daily during weekdays, public holidays excluded.
- **Furstenburg Gate (Gate 4): Operational between 06:00 and 18:00** during weekdays, public holidays excluded.
- **Security Operational Centre is operational 24/7** and can be reached at 051 401 2911/2634.

## QWAQWA CAMPUS:

- **Main Gate: Operational 24/7**, but access will not be granted between **23:00** and **04:00**, in line with the national curfew. Only medical and security emergency vehicles such as critical maintenance, ambulances, law enforcement, and the fire services will be granted access after **23:00**.
- **Security Operational Centre is operational 24/7** and can be reached at 058 718 5334/5162/5150/5259.

## SOUTH CAMPUS:

- **Main Gate: Operational 24/7**, but access will not be granted between **23:00** and **04:00**, in line with the national curfew. Only medical and security emergency vehicles such as critical maintenance, ambulances, law enforcement, and the fire services will be granted access after **23:00**.
- **Security Operational Centre is operational 24/7** and can be reached at 051 505 1217.



# CAMPUS BEHAVIOUR

## WEARING OF MASKS

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.

## NO MASK, NO ACCESS.

The UFS has masks in stock; these can be ordered through the e-procurement system from the university stores.

## How to **put on**, **use**, **take off**, and **wash** a cloth face mask:

- 1 The face mask **must cover the nose and the mouth** completely.
- 2 Face masks should **not be lowered** when speaking, coughing or sneezing.
- 3 Face masks should **not be repeatedly touched**.
- 4 The inner side of the mask should **not be touched** by hands.
- 5 **Wash hands** after removing mask.
- 6 **Wash cloth face masks** with warm soapy water and iron when dry.
- 7 Each person will need to have at least two masks so that one face mask is available when the other is being washed.



Before putting on a mask, **clean your hands** with alcohol-based hand rub or soap and water.



Cover your mouth and nose with mask and make sure there are **no gaps** between your face and the mask.



**Avoid touching the mask while using it;** if you do, clean your hand with alcohol-based hand rub or soap and water.



Wash cloth face masks with **warm soapy water** and iron when dry.



# CAMPUS BEHAVIOUR



Staff members are urged to adhere to basic preventative measures to help slow down the spread of COVID-19 both on and off our campuses. These include wearing a mask, maintaining physical distancing, hand hygiene, and cough/sneeze etiquette.

## The following are guidelines for staff:

- Except in the privacy of offices or to eat, face masks must be worn at all times on campus. Protection Services will monitor this.
- The use of sanitisers or washing of hands when entering buildings is compulsory.
- Face-to-face meetings should be avoided as far as possible; Skype, Microsoft Teams, or Blackboard Collaborate meetings from offices are encouraged.

If face-to-face meetings are to be held, the prescribed distance of TWO metres between attendees must be adhered to, and only 50% of the maximum capacity of a venue can be used.

**All national regulations  
in relation to COVID-19  
will be enforced.**

## ENVIRONMENTAL HYGIENE

- Regular hand washing/cleaning is advised.
- Hand-washing facilities with soap is available at all campus entrances.
- Persons travelling to campus by vehicle must use hand-washing facilities with soap in ablation facilities.
- Bathrooms are stocked with soap, paper towels, and/or hand dryers.
- Hand sanitiser is available at high-use entrances and exits.



## TAKE NOTE:

### CLEANING OF LECTURE ROOMS, CLASSROOMS AND LABORATORIES

- Lecture rooms, classrooms and laboratories will be cleaned and sanitised daily.
- Lecture rooms, classrooms and laboratories will be sanitised between classes where sufficient time is available.
- Booked venues with half-hour breaks between classes will be disinfected by wiping down used surfaces such as chairs and tables with an effective chemical.
- It will not be possible to clean booked venues with a 10-minute break between classes.
- Professional decontamination will take place as per arrangement on a weekly basis.



### CLEANING OF BUILDINGS

- Ablution facilities in academic buildings will be cleaned and sanitised twice daily.
- Ablution facilities in support and administrative buildings will be cleaned and sanitised once daily.
- In the case of a high volume of traffic in a support or administrative building, ablation facilities will be cleaned and sanitised twice daily.
- Offices will be cleaned bi-weekly according to a schedule.



# CAMPUS BEHAVIOUR

## PHYSICAL DISTANCING

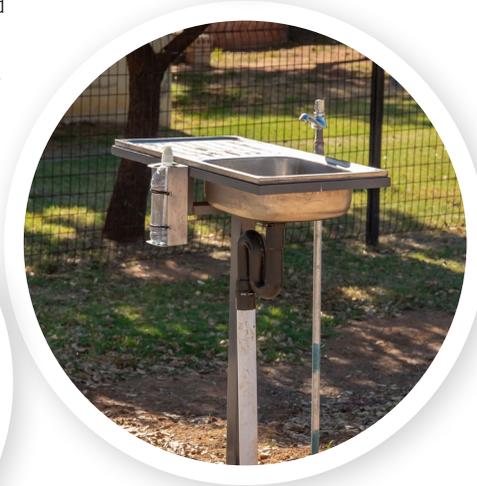
- Maintain a physical distance of 2 m at all times.
- 13 m<sup>2</sup> per person required in laboratories.
- Perspex shields protect high-use reception areas.
- Queue spacing is marked where required.
- Lecture and exam room seating is spaced accordingly.

## BUILDING ACCESS

- All buildings will be locked at all times and entry will be allowed only through the staff card access system, resulting in an electronic record of all persons in a specific building at a given time and day.

### The following is noted with regard to lecture and exam halls:

- Lecture rooms and exam halls with loose furniture are prepared according to required physical distancing. Furniture not in use have been removed from venues to force required distancing.
- In lecture rooms with fixed furniture, physical distancing is managed by means of stickers to indicate which seats may not be used.
- It is preferable that the student groups stay in one venue, i.e. same venue with same group of students with same student in seat. If venues are rotated, sanitising to take place between lectures.



## VISITORS

- It is advisable that meetings with external stakeholders take place electronically or remotely.
- Normal access and screening protocol apply.

## DELIVERIES AND COURIER SERVICES

- Must have a company permit letter and UFS authorisation letter.
- Must wear masks, have an ID, and be screened. QR code must be available.
- No loitering.

## CONTRACTORS

- Must have a company permit, UFS authorisation letter.
- Must wear masks, have an ID, be screened.
- No loitering.

## PUBLIC TRANSPORT

### The following procedures and principles apply to drivers and passengers of buses, minibus taxis, meter taxis, and other forms of shared public transport:

- Authorised drivers must produce a permit from their association.
- Passengers must be in possession of a valid access permit, as well as a student or staff access card.
- Staff and students using public transport must use hand sanitiser on entering and disembarking from the public transport vehicle.
- The wearing of face masks is compulsory and a **'no mask no campus access'** principle shall be applied.
- All persons entering the campus must follow the general screening procedures, including completing the [COVID-19 online screening questionnaire](#).



NAME AND LOGO

# CAMPUS BEHAVIOUR



## SPORT

Although most sporting codes are allowed to continue with practicing and in some cases competing, certain regulations still prevail.

Please contact DB Prinsloo at PrinsIDB@ufs.ac.za for more information in this regard.

## REMEMBER

- You **MUST** be **screened daily**.
- You **MUST** uphold **physical distancing**.
- You **MUST** wear a **mask on campus**.
- You **MUST** comply with **environmental hygiene**.



## Penalty system for different COVID-19-related transgressions

COVID-19 monitors have been deployed on the campuses to monitor adherence to the protocols and regulations, including the wearing of masks and social/physical distancing.

**PENALTY**  
PER PERSON NOT COMPLYING

**TRANSGRESSION**



**R500**

**Failure to comply with the legislated national curfew** prohibiting the movement of persons **between 23:00 and 04:00** without a valid essential services permit.

**R250**

Repeated transgressions will lead to formal disciplinary steps being instated.

**Gaining access** to the campus **without a valid campus access permit**.

**R200**

**Failure to present campus access permit and valid student and/or staff card** while on campus, when requested to do so by a member of Protection Services, designated and/or authorised staff member, or the contracted private security companies.

**R100**

**Unauthorised removal** of COVID-19 awareness **posters**, waste management **boxes** or **sanitiser/soap** from designated areas.

# CAMPUS BEHAVIOUR

# COMPLIANCE



**FIRST**  
transgression – **R100**  
**SECOND**  
transgression – **R200**  
**THIRD**  
transgression – **R300**

Further transgressions will lead to disciplinary measures being instated and can lead to suspension from the university premises.

**Failure to wear a face mask** or other face covering (face shield, homemade items, or scarf), or wearing a face mask or covering that does not cover the nose and mouth, except when undertaking vigorous exercise. This will, however, **not apply** to individuals **while eating or smoking** in designated areas.

**Failure to maintain a social distance of at least 2 metres** between individuals during gatherings, at entrances to the campuses, classes, and other venues (this does not prohibit persons walking next to each other).

**Hindering**, interference with, or obstructing a member of **Protection Services**, designated and/or authorised staff members, or the contracted **private security officers** in the exercise of their duties in terms of the COVID-19 regulations and rules.

**Producing a forged UFS access permit** in order to gain unauthorised entry to any of its premises.

**Failure to comply with quarantine and isolation guidelines** issued by the UFS as per the national directive. This includes, but not limited to, **refusal** to be placed in quarantine/isolation and non-compliance with the guidelines issued.

**Disciplinary hearing from first offence because of the seriousness of this contravention.**

**R250**



## EXPOSURE TO COVID-19

If a staff member becomes unwell at work and there is reason to suspect that they may have come into contact with COVID-19, they will be referred to the On-Campus Screening Point on campus. **Kovsie Health** will provide advice on how to manage staff members based on their assessment of the risk. Members of the public who screen red at the gate are not allowed on campus. If a staff member is confirmed to have COVID-19, the specific line manager should inform staff in the division, and Kovsie Health will contact the staff member and close contacts. The staff member must inform other close contacts themselves.

### Employees, contractors or service providers who had contact with a confirmed case of COVID-19

If a confirmed case of COVID-19 is identified at the workplace, **Kovsie Health** will provide advice to

- any employee who has been in close face-to-face or touching contact;
- anyone who has spent any length of time with the employee while he or she was symptomatic; and

A staff member who has been in contact with a confirmed positive case needs to be referred to the on-campus screening point for further management/recommendations.

## EMERGENCY NUMBERS

### BLOEMFONTEIN AND SOUTH CAMPUSES

#### Medical emergency services:

T: +27 51 401 2603 (office hours)  
T: +27 800 051 051 or 084 124 (ER 24)

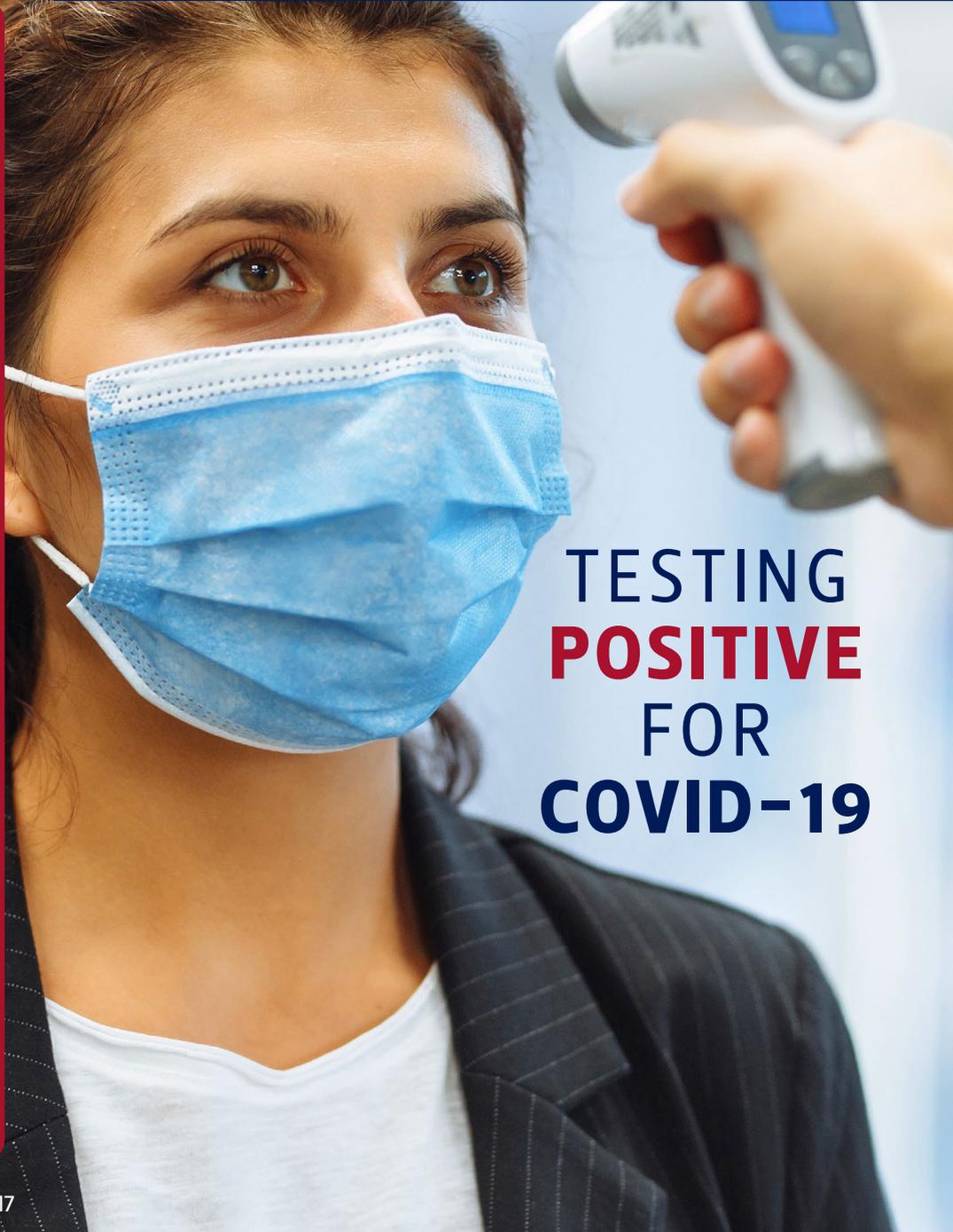
#### Occupational Health and Safety:

T: +27 51 401 2579

### QWAQWA CAMPUS

#### Medical emergency services:

T: +27 58 718 5210 (office hours)  
ER 24: 084 124



## TESTING POSITIVE FOR COVID-19

### \*PERSON UNDER INVESTIGATION

People with these symptoms or combinations of symptoms may have COVID-19.

A person presenting with an acute respiratory tract infection or other clinical illness compatible with **COVID-19**. Key respiratory syndrome consists of **ANY** of the following:

- Cough
- Sore throat
- Shortness of breath
- Altered taste or smell

### With or without other symptoms

- fever, weakness, myalgia, or diarrhea

**Above symptoms or signs indicate COVID-19 testing**

\*a person to be tested for COVID-19



### TESTING

Testing can be done at the following private laboratories:

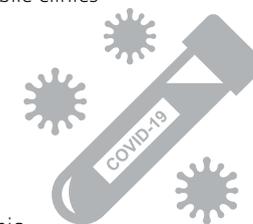
**Pathcare, Ampath, Lancet, Van Rensburg and Associates**, or at mobile clinics operated by the National Health Laboratory Service.

In Bloemfontein, mobile clinics are available at Hoffman Square, Rocklands Shoprite Centre and Pelonomi Hospital (the Netcare side).

### QWAQWA

Testing is done by professional nurses in the Health and Wellness Clinic on the Qwaqwa Campus.

Remember to **put on a surgical mask** when you go for testing.



**NOTE:** No tests are done on the Bloemfontein and South campuses. Only screening is done at On-Campus Screening Points (OCSP). OCSPs are located near Kopsie Health and are available on all three campuses.



# COMPLIANCE

## REPORTING A POSITIVE COVID-19 CASE

If test is positive for COVID-19, the laboratory will inform the Department of Health (DoH) and National Institute for Communicable Diseases (NICD). The DoH will then take over isolation arrangements, tracking and tracing and monitoring. **Kovsie Health** will also contact you to make sure that you are well and looked after.

- Isolation must be done at home (self-isolation) as far as possible OR
- DoH will provide a facility for isolation if your personal circumstances is not conducive for sufficient self-isolation.
- The facility where you are isolated needs to look after your basic needs.

**Staff member needs to inform University Estates in order to clean the workspace.**

## ISOLATION

While in isolation, you must monitor your symptoms and signs; this can be done on a form ([COVID-19 daily symptom monitoring tool](#)) that is available at **Kovsie Health**, and on the DOH and NICD websites. DoH and **Kovsie Health** will also check in on a daily basis. While in isolation, please adhere to the isolation guidelines provided by the NICD.

**Logistics and the severity of the disease will determine where isolation will take place:**

- If you have a mild form of COVID-19 disease: isolation can be done at home or at the facility provided by DoH
- If you have a severe form of COVID-19 disease: go to an emergency room for evaluation and possible hospitalisation.



## When to de-isolate:

- **ASYMPTOMATIC CASE** - 10 days after initial positive test.
- **MILD CASE** - de-isolate/return to work 10 days after symptoms onset.
- **SEVERE CASES** - de-isolate/return to work 14 days after clinical stability achieved.

A staff member must present a medical certificate to confirm that they are fit to work.

## RETURNING TO WORK AFTER ISOLATION

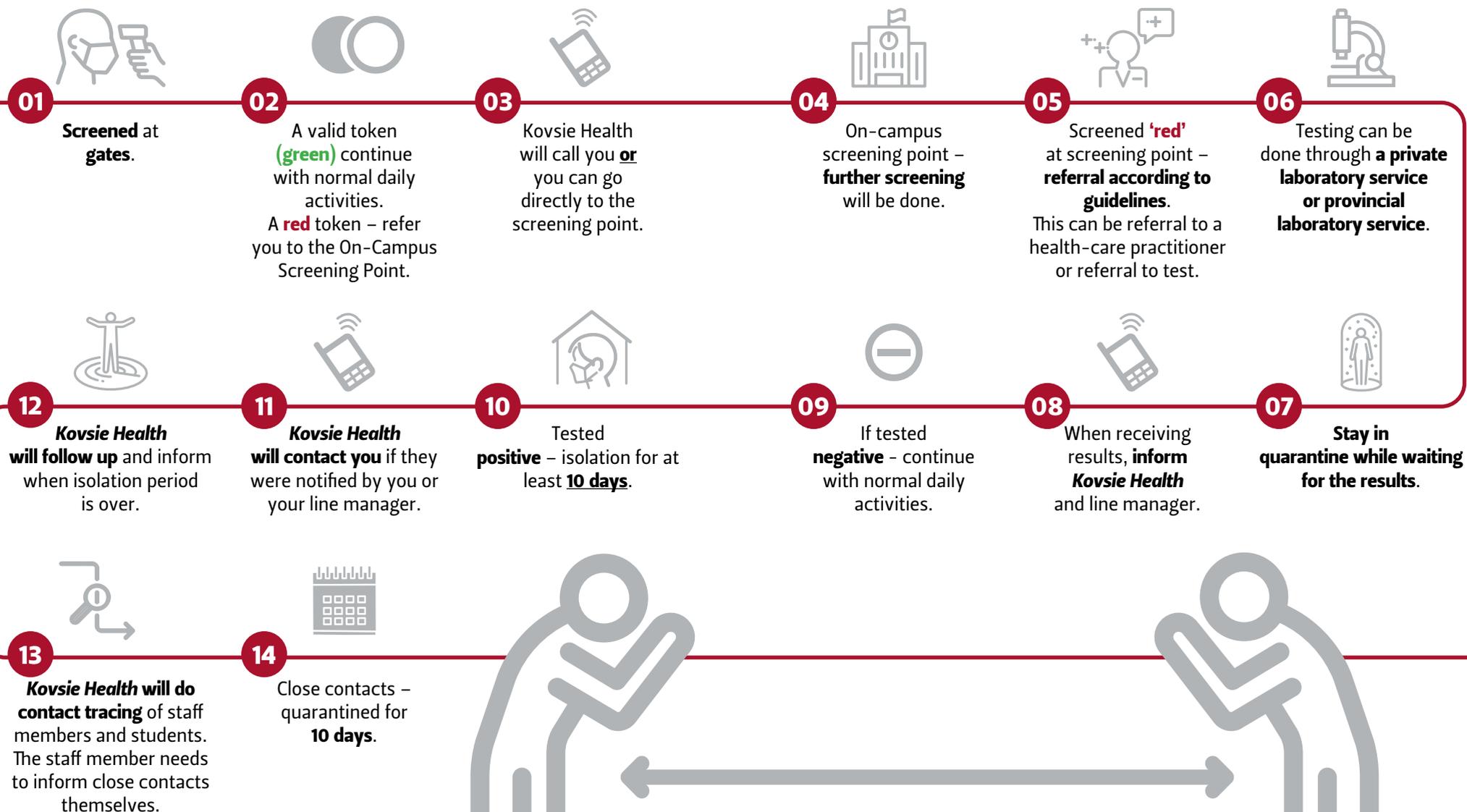
Prior to returning to campus, a staff member must present a medical certificate to confirm that they are fit to work.

**Staff members should also adhere to the following guidelines:**

- Wearing of surgical masks at all times while at work for a period of 21 days from the initial test.
- Implementing social distancing measures as appropriate (in the case of health workers avoiding contact with severely immunocompromised patients).
- Adherence to hand hygiene, respiratory hygiene, and cough etiquette.
- Continue self-monitoring for symptoms and seeking medical re-evaluation if respiratory symptoms recur or worsen.



## A step-by-step guide for staff members and screening protocol



## SELF-QUARANTINE AND SELF-ISOLATION

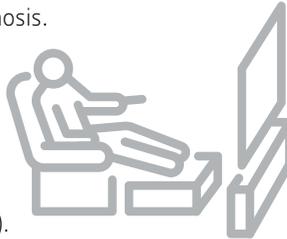
### QUARANTINE

Quarantine is a restriction on the movement of people intended to prevent the spread of disease. Preventing the movement of those who may have been exposed to a communicable disease, but do not have a confirmed medical diagnosis.

#### Who need to self-quarantine?

(as per the National Institute for Communicable Diseases and Department of Health)

- International students/staff returning to the UFS's campuses.
- Persons under investigation (a person to be tested for **COVID-19**).
- Persons who were in **close contact** with a **confirmed COVID-19 case**.



#### De-quarantine when

- asymptomatic for 10 days (no means for laboratory testing); OR
- if asymptomatic for seven days.

### ISOLATE

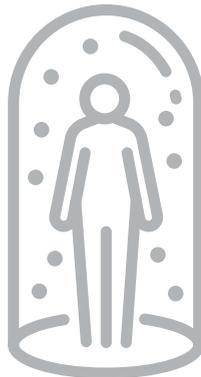
Separating a symptomatic individual with a contagious disease from healthy individuals who do not have the contagious disease.

#### Self-isolate if you

tested positive for COVID-19 (severe cases must be hospitalised).

#### De-isolate when

- mild case – de-isolate/return to work 10 days after onset of symptoms; and
- severe case – de-isolate/return to work 10 days after clinical stability achieved.



### Self-quarantine and self-isolation instructions:

- You should quarantine or isolate yourself at home.
- Limit travel and interaction with other people. Avoid visitors to your home.
- You should frequently clean your hands with soap and water/sanitiser.
- You should wear a surgical mask when in the same room (or vehicle) as other people.
- Try to use one room and one bathroom – sanitise shared spaces.
- Cough and sneeze into a tissue, discard tissue in a lined trash can, and wash hands immediately.
- Do laundry above 60°C, tumble dry, and iron.
- Do not share household items such as dishes, cups, utensils, and towels.



### REMEMBER

- Do not come to campus **if you show COVID-19-related symptoms** – consult your healthcare advisor.
- **Apply self-quarantine** if you may have been exposed to the virus. Remain in self-quarantine at least ten days until your symptoms subside, or **until you test negative**.

# RESOURCES AND CONTACT NUMBERS

## UNIVERSITY OF THE FREE STATE

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COVID-19 online screening questionnaire:

[www.ufs.ac.za/covid19screening](http://www.ufs.ac.za/covid19screening)

UFS website: [www.ufs.ac.za/coronavirus](http://www.ufs.ac.za/coronavirus)

UFS COVID-19 interactive form:

<https://covid19.ufs.ac.za/>

UFS COVID-19 general email address:

[covid19@ufs.ac.za](mailto:covid19@ufs.ac.za)

HR Wellness (StayWellStayStrong):

[www.ufs.ac.za/staffinfo](http://www.ufs.ac.za/staffinfo)

## EMERGENCY NUMBERS

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### BLOEMFONTEIN AND SOUTH CAMPUSES

#### Medical emergency services:

Bloemfontein Campus (office hours)

T: +27 51 401 2603

South Campus (office hours)

T: +27 51 505 1495

T: +27 800 051 051 or 084 124 (ER 24)

#### Occupational Health and Safety:

T: +27 51 401 2579

### QWAQWA CAMPUS

#### Medical emergency services:

T: +27 58 718 5210 (office hours)

ER 24: 084 124

## CAREWAYS

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Staff members are encouraged to contact **Careways** at the following contact details should they need assistance:

Call toll-free **0800 004 770**

SMS your name to **31581**

Email: [ewp@lifehealthcare.co.za](mailto:ewp@lifehealthcare.co.za)

## UFS PROTECTION SERVICES

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### BLOEMFONTEIN CAMPUS

051 401 2634 / 051 401 2911

080 020 4682 (toll-free)

### QWAQWA CAMPUS

058 718 5460 / 058 718 5175

### SOUTH CAMPUS

051 505 1217 / 051 505 1478

## EXTERNAL

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Higher Health Mental Health Helpline

Toll-free number (24 hours):

**0800 36 36 36** • SMS 43336

Toll-free number: **0800 029 999**

Department of Health:

<https://sacoronavirus.co.za>

World Health Organisation (WHO):

[www.who.int](http://www.who.int)

National Institute for Communicable Diseases (NICD): [www.nicd.ac.za](http://www.nicd.ac.za)