

CAMPUS RETURN
*made
easy*



A
**FAST
GUIDE
FOR
STUDENTS**



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EDITION #1

Inspiring excellence. Transforming lives.

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



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THE COVID-19 EFFECT



Your health, safety, and well-being remain our priority. All the decisions taken by the University of the Free State (UFS) relating to the return to campus are based on limiting the possible spread of COVID-19. Therefore, the return will be gradual, phased, structured, and risk controlled over a reasonable period of time. In addition, physical distancing and good hygiene are important risk prevention measures.

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 study and living 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:

Coming Back
Campus Access
Campus Behaviour
Compliance

COMING BACK



Only students who have been pre-identified by faculties according to the national directives received from the Department of Higher Education and Training, as well as the university's re-integration plan that has been approved by the department, may return to campus under Level 3 of the national lockdown.

Please take care of your safety, health and well-being and comply with national COVID-19-related regulations.

RETURNING TO CAMPUS DURING LEVEL 3 OF THE NATIONAL LOCKDOWN

WHO MAY RETURN?

Categories of students returning:

1. **Students staying in off-campus accommodation, returning from other provinces, who do not need to be on campus:**
The university will only provide a travel permit to students in this category.
2. **Students staying in off-campus accommodation, returning from other provinces, who need access to campus:**
The university will provide a travel permit and campus access permit to students in this category. Students in this category are advised to self-quarantine for 14 days before accessing the campus.
3. **Students, returning from other provinces, who stay in residences on campus:**
The university will provide a travel permit and campus access permit to students in this category. Students in this category are advised to self-quarantine for 14 days before accessing the campus.

YOU WILL BE NOTIFIED BY YOUR FACULTY IF YOU ARE EXPECTED TO RETURN.

COMING BACK



PERMITS

The UFS is allowed to issue two types of permits to students: a **campus access** permit and a **travel** permit.

CAMPUS ACCESS PERMITS:

- A campus access permit may only be issued to students who form part of the cohort of students who may return to campus under Level 3 of the national lockdown.
- A campus access permit may only be issued by the Senior Director: UFS Human Resources on request from the faculty Dean's Office. You will receive the permit via email after completing a short online questionnaire.
- You must always have your campus access permit and valid student card with you while you are on campus.
- You must comply with the daily screening protocols and procedures, and remember: **no mask, no entry.**

Residence students should contact **Housing and Residence Affairs** via resapplications@ufs.ac.za prior to their return to campus, preferably **48 hours prior to their departure.**



COMING BACK



TRAVEL PERMITS:

- A travel permit that allows you to move across provincial borders may only be issued if you form part of the cohort of students who may return to campus under Level 3 of the national lockdown.
- A travel permit may only be issued to South African students (and parent(s)/accompanying person(s)).
- International students who have been residing outside of the country during Levels 5 and 4 of the national lockdown may only return once Level 1 is announced.
- Students who make use of private accommodation and who reside outside of the Free State have received an email from the university to indicate if they would like to return to their private accommodation, and to update their personal details in order for a travel permit to be issued to them.

Please remember that you must adhere to the national guidelines for travelling, social/physical distancing, wearing of masks, and sanitising.

COMING BACK

- A travel permit may only be issued by the Senior Director: UFS Human Resources on request from the faculty Dean's Office.

Due to the national guidelines and directives, the university cannot allow **students who do not form part of the current cohort** to return to the campuses to collect their belongings.

ONLINE LEARNING

Students who do not fall into the Level 3 returning category will continue to study online as guided by the revised academic calendar. The #UFSLearnOn material and the Digital Life Portal (under the Student Toolbox) on the KopsieLife website is also available to students on a continuous basis to provide guidance and support.

More information: www.ufs.ac.za/learnon

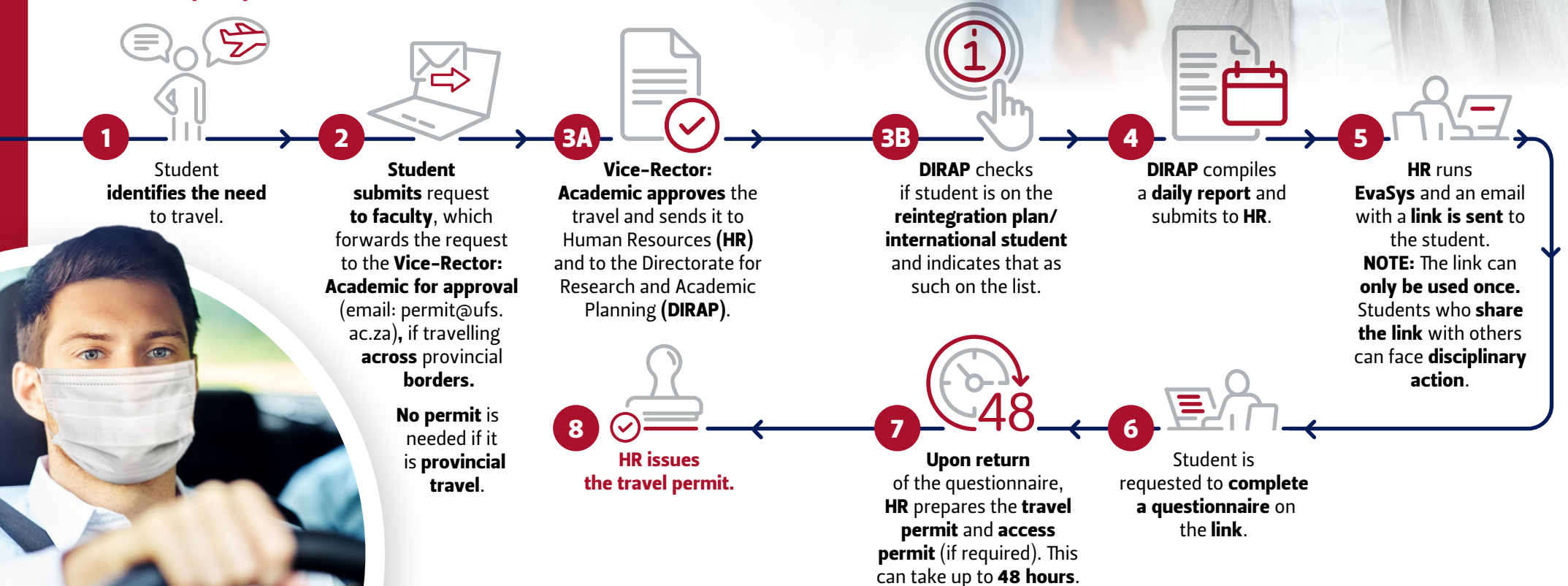


ISSUING OF PERMITS

TRAVEL PERMITS:



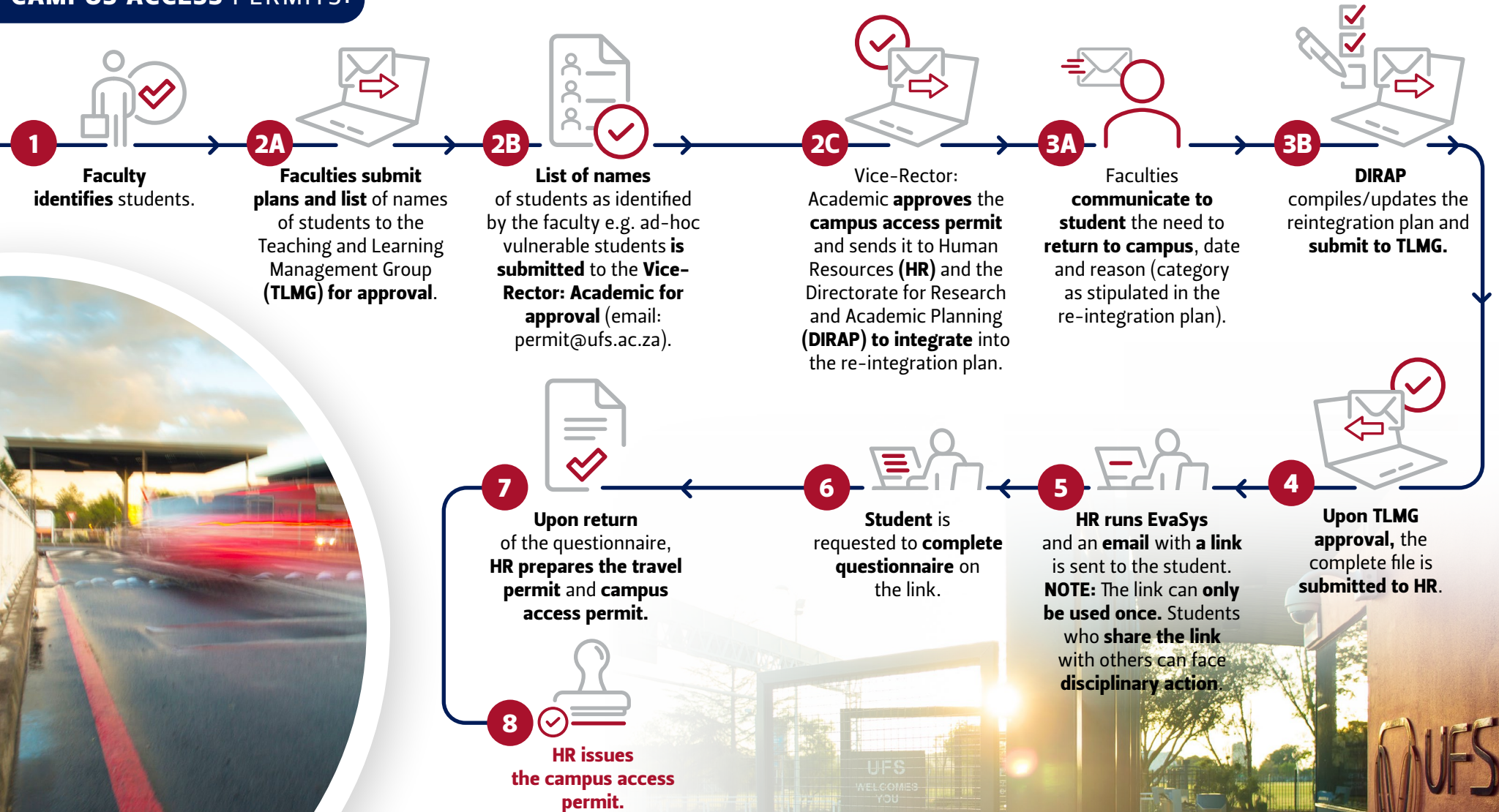
- **Access permits** will only be issued to students **who need to return according to the DHET**-approved re-integration plan
- **INTERNATIONAL STUDENTS** who have been **outside of the country during levels 4 and 5** of the national lockdown **may only return once level 1** is announced





ISSUING OF PERMITS

CAMPUS ACCESS PERMITS:



CAMPUS ACCESS



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

- Only students authorised to return to the campus and issued with a campus access permit will be granted access to the campus. You must **ALWAYS** have your campus access permit with you.
- You **MUST** always have a valid student card with you while you are on campus.
- You **MUST** wear a mask. **NO MASK, NO ENTRY.**
- Only the maximum number of people (currently three) will be allowed to enter the campus in a private vehicle. Extra people will need to leave the vehicle and use the pedestrian access gate. The driver and **ALL** passengers must each have a valid campus access permit.
- Maintain physical distancing at all access points.
 - Residence students must adhere to curfew hours and other protocols as required.

Residence students should contact **Housing and Residence Affairs** via **resapplications@ufs.ac.za** prior to their return to campus, preferably **48 hours prior to their departure.**



CAMPUS ACCESS

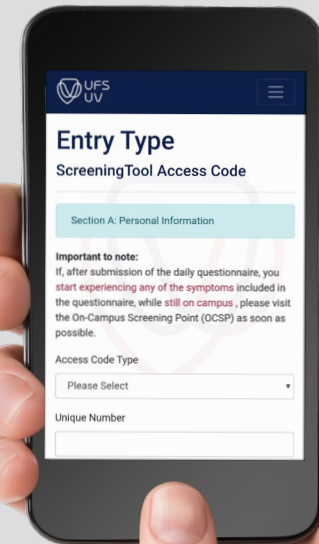
SCREENING

All students who enter the campus must complete the online [COVID-19 screening questionnaire](#). On completion, you will receive a screening access QR code via email, or can download it or take a screenshot on your phone. You must present the QR code at the access gate before getting your temperature checked. After the screening process, you will get a token that is valid for 24 hours.

- A **green** token will allow you on campus.
- A **red** token will refer you to the On-Campus Screening Point (OCSP).

These tokens are only valid for 24 hours.

**NO QR CODE,
NO CAMPUS ACCESS**



CAMPUS ACCESS

PROCESS FOR RETURNING STUDENTS



STEP 1: All students who can return during Level 3 have been pre-identified by faculties and departments in line with the university's re-integration plan.

STEP 2: Relevant Vice-Rectors will approve reintegration plans and students who may return as per the national directive.

STEP 3: You will receive an email asking you to complete a short questionnaire with information required for a travel and/or access permit.

STEP 4: A UFS travel and/or access permit will be emailed to you.

ON ENTRY: Present campus access permit, valid student card, QR code, and have temperature checked.

CAMPUS ACCESS

RETURNING TO UFS RESIDENCES

Only students who have a **campus access permit** to enter the campus and a **written confirmation to return to the residence** will be granted access to the residences.

STAGE 1: Pre-arrival

- If you are allowed to return to campus, your residence head will communicate with you via your internal residence communication channels/process.
- Your name will be listed for campus access.

Residence students should contact **Housing and Residence Affairs** via resapplications@ufs.ac.za prior to their return to campus, preferably **48 hours prior to their departure**.



CAMPUS ACCESS

STAGE 2: Arrival

■ You can enter through the following gates:

Bloemfontein Main Gate (Gate 1), Roosmaryn Gate (Gate 2), Medical Gate (Gate 3), and Visitors Centre (Gate 5); Qwaqwa Campus access gate; or South Campus access gate.

- Present campus access permit, return confirmation, and pass screening.
- Present residence head with QR code.
- Cleared students may enter residences. Students who are not cleared will be referred to the On Campus Screening Point for further screening.
- Please arrive before the gates close or make after-hours arrival arrangements.
- Strict COVID-19 curfew times apply in all residences.
- Wearing a mask in shared spaces is compulsory.

REMEMBER

- You **MUST** have a **valid** lockdown **Level 3** campus **access permit**.
- You **MUST** present a **valid student card** at the gate.
- You **MUST** wear a **face mask** on entry, and during your time on campus.
- You **MUST** complete a [COVID-19 screening questionnaire](#)



CAMPUS ACCESS

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



BLOEMFONTEIN CAMPUS:

- **Main Gate (Gate 1): Operational 24/7.** Access will only be granted between **05:00** and **20:00** in line with the UFS curfew protocol. Only emergency vehicles such as critical maintenance, ambulances, and the fire services will be granted access after **20:00**.
- **Roosmaryn Gate (Gate 2) – 06:00 to 18:00** during weekdays.
- **Medical Gate (Gate 3): Operational 24/7** for students in the Faculty of Health Sciences.
- **Visitors Centre (Gate 5): Operational from 06:00 to 18:00** daily during weekdays (pedestrian gate only).
- **Security Operational Centre is operational 24/7** and can be reached at 051 401 2911/2634.



CAMPUS ACCESS

QWAQWA CAMPUS:

- **Main Gate: Operational 24/7.** Access will only be granted between **05:00** and **20:00** in line with the UFS curfew protocol. Only emergency vehicles such as critical maintenance, ambulances, and the fire services will be granted access after **20:00**.
- **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.** Access will only be granted between **05:00** and **20:00** in line with the UFS curfew protocol. Only emergency vehicles such as critical maintenance, fire services, the police, and ambulances will be granted access after **20:00**.
- **Security Operational Centre is operational 24/7** and can be reached at 051 505 1217.



CAMPUS ACCESS

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 campus access permit, as well as a valid 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.
- No buses will be allowed on campus. Passengers will disembark at bus stops outside of the campus and must use the pedestrian gates.

All persons entering the campus must follow the general screening procedures, including completing the [COVID-19 online screening questionnaire](#).



CAMPUS BEHAVIOUR

WEARING OF MASKS

The wearing of a mask is compulsory to access the campus, as well as while on campus.

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

CAMPUS READINESS

We have disinfected and deep cleaned our campuses and installed hand-cleaning stations, perspex screens, and social distancing markers where needed to minimise infection risk.

Please adhere to protective behaviour, including hand hygiene, physical distancing, masking, and cough/sneeze etiquette.

Strict adherence to **protective behaviour** guidelines is **essential** for all **staff and students** while on campus.

These include, inter alia, social/physical distancing, hand hygiene, masking, and cough/sneeze etiquette.



CAMPUS BEHAVIOUR

The following **general principles** will apply:

ON CAMPUS

- Except in the privacy of your own room in residences, or to eat, face masks must be worn on campus at all times. Protection Services will monitor this.
- The use of sanitisers or washing hands when entering buildings is compulsory.
- Open-air meetings or gatherings will NOT be allowed.
- Students or staff who need to meet will be restricted to not more than five (5) persons, subject to strict use of masks and physical distancing protocols.
- The current rules for smoking will be applied as per existing policy.
- The consumption of liquor or use of drugs on campus is illegal.

DINING ON CAMPUS

- Dining is available at the Student Centre and the Kowsie Dining Hall under strict risk-reduction protocol.



CAMPUS BEHAVIOUR

PHYSICAL DISTANCING

- Maintain a physical distance of 2 m at all times.
- 13 m² 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.

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 ablution facilities.
- Bathrooms are stocked with soap, paper towels, and/or hand dryers.
- Hand sanitiser is available at high-use entrances and exits.



CAMPUS BEHAVIOUR

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.
- 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.



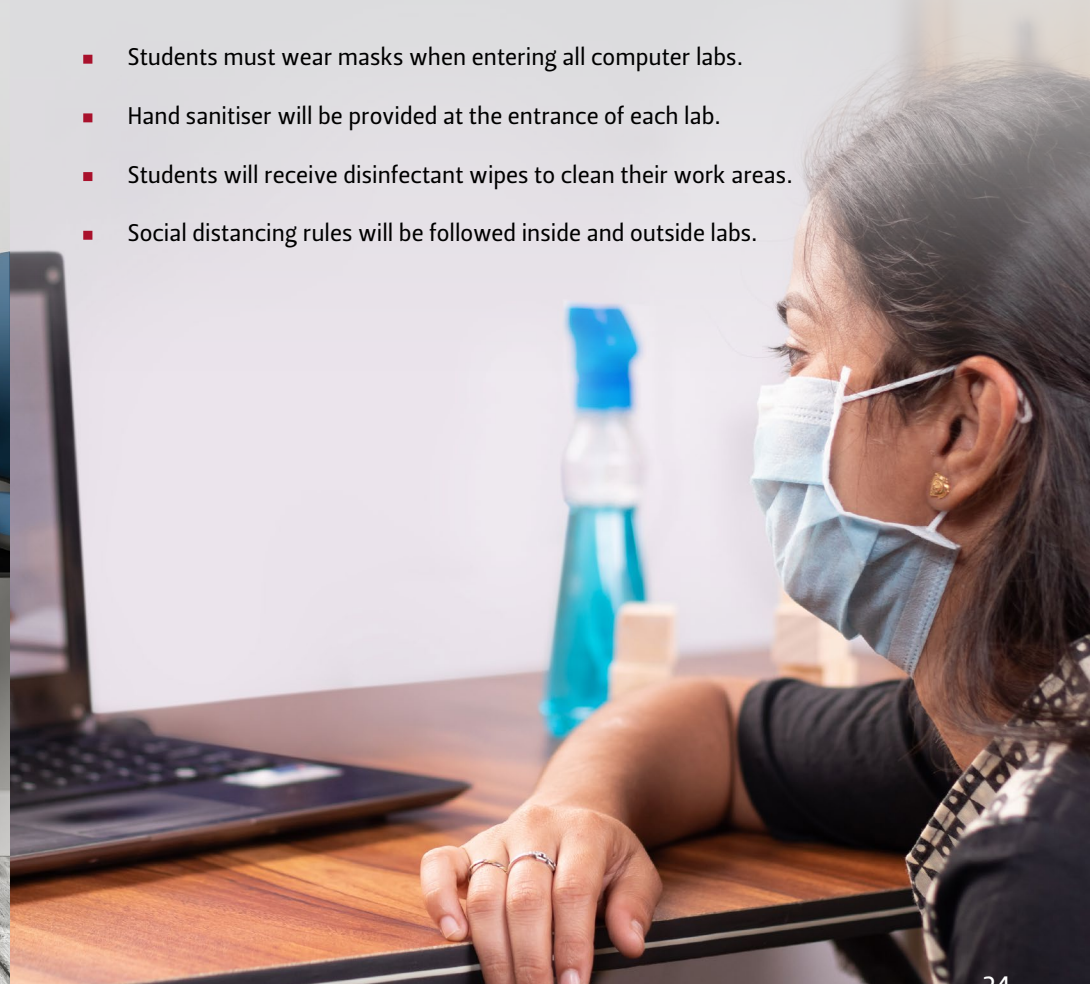
CAMPUS BEHAVIOUR

COMPUTER LAB ACCESS AND PROTOCOL

The UFS computer labs will be available to a **limited number of students** under **strict risk-reduction protocol**.

The following measures have been put in place on **all three campuses**:

- Students must wear masks when entering all computer labs.
- Hand sanitiser will be provided at the entrance of each lab.
- Students will receive disinfectant wipes to clean their work areas.
- Social distancing rules will be followed inside and outside labs.



CAMPUS BEHAVIOUR



IN RESIDENCES

- Students must acquire their own face masks, which must be worn at all times.
- Social and physical distancing must be maintained at all times within the residences. Residence heads and security services will monitor this.
- Students must make use of the sanitisers at the entrances (or their own, if preferred) of the respective residences and/or wash their hands regularly.
- No visitors.
- Loitering will not be allowed on campus.
- Daily cleaning of the residences will continue as usual, with due consideration to the particular lockdown level allowances.
- No parties, braais, get-togethers, or group sports will be permitted.
- Alcohol consumption/possession is prohibited, as well as smoking in residences.
- No face-to-face meetings will be permitted. Students are encouraged to have virtual meetings.

Please adhere to the **curfew times from 22:00 to 05:00**. During this time, you are **not allowed to move around** on campus, but should **stay in your residence room**.



CAMPUS BEHAVIOUR



SPORT

- A maximum of four people in high-performance training venue – physical distance of 6 m for individual training.
- Coaches and support staff must be masked at all times.
- Equipment must be cleaned/sanitised between sessions.
- National team members are prioritised.
- No group meetings, spectators, team travelling, contact sport, loitering, or showering at campus sport facilities.
- No sport codes that share equipment, e.g. tennis, squash, etc.





TESTING POSITIVE FOR COVID-19



COMPLIANCE

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*



COMPLIANCE

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

TESTING

Testing can be done at **private laboratories** at the following hospitals:

BLOEMFONTEIN

- Mediclinic
- Life Rosepark Hospital

Or at mobile clinics operated by the National Health Laboratory Service.

Currently, the nearest mobile clinic is at **Universitas Hospital**.

The mobile clinic is open on weekdays from **08:00 to 09:30**.

A mobile clinic is also available at **Pelonomi Hospital** (the Netcare side).

QWAQWA

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

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 **Kovsie Health** and are available on all three campuses.



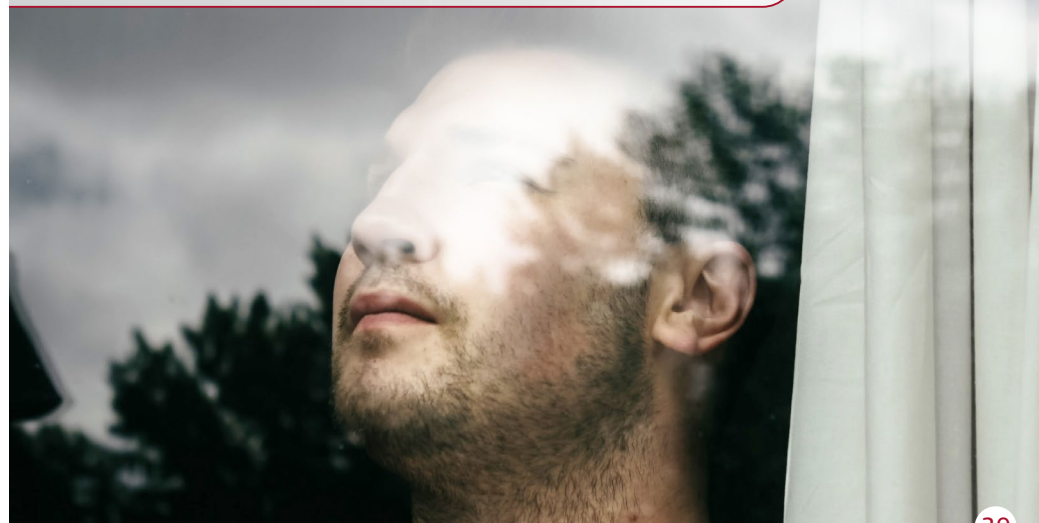
COMPLIANCE

Protocol for a confirmed **COVID-19** case in a residence

If a new positive COVID-19 case is identified in a residence on campus, **the following protocol steps will be followed** by Housekeeping and Physical Residence Services within Housing and Residence Affairs:

- If a student has symptoms, he/she needs to visit the on-campus screening point (Bloemfontein Campus - EXR 1, South Campus - VIP Lounge, and Qwaqwa Campus - **Kovsie Health** Clinic) as soon as possible (between 08:00 and 13:30 weekdays), or the Universitas screening point (between 07:00 and 16:00 weekdays).
- If the department confirms that the student has symptoms that indicate testing is required, they will send him / her for testing.

This student will then be **removed from the residence** and placed in **self-quarantine** at an accredited site **until the test results are available**.

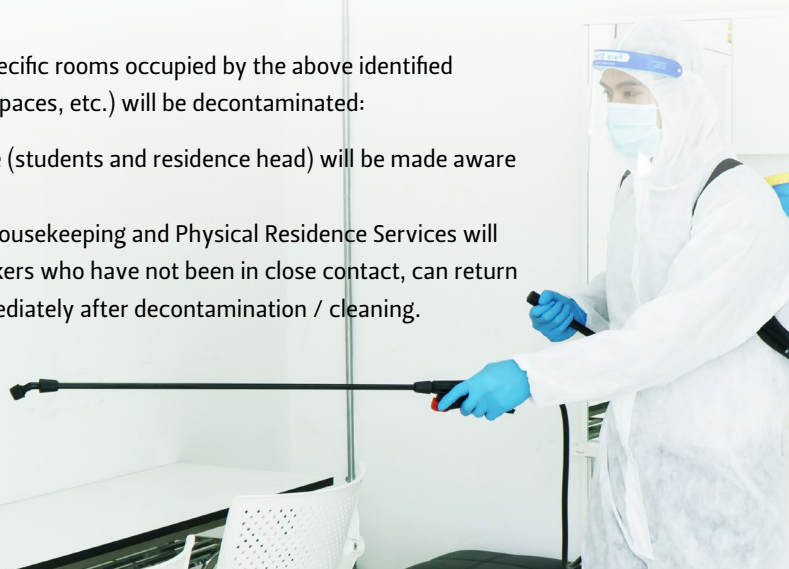


COMPLIANCE



The student should inform Health and Wellness (**Kovsie Health**) about the results of the test in order for them to liaise with the Department of Health.

- Services by Housekeeping and Physical Residence Services will be suspended temporarily; special cleaning services will be activated and emergency maintenance (e.g. burst pipes, blocked drains, locks, etc.) will continue.
- The residence (students and residence head) will be made aware of the possible COVID-19 case, without divulging the identity of the student.
- If the test confirms that the student is indeed positive, the Free State Department of Health will do tracking and identify the direct contacts. The positive student will be taken to an accredited isolation site.
- Close off areas used by the positive student (if possible).
- The contacts will be removed from residence and placed in an accredited quarantine site for 10 days.
- The residence (specific rooms occupied by the above identified students, public spaces, etc.) will be decontaminated:
 - The residence (students and residence head) will be made aware of this.
 - Services by Housekeeping and Physical Residence Services will resume; workers who have not been in close contact, can return to work immediately after decontamination / cleaning.



COMPLIANCE

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 the Department of Health)

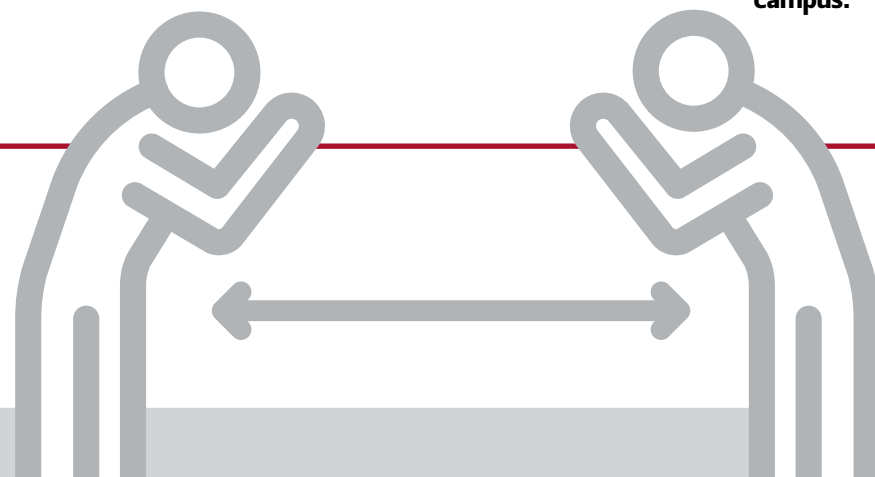
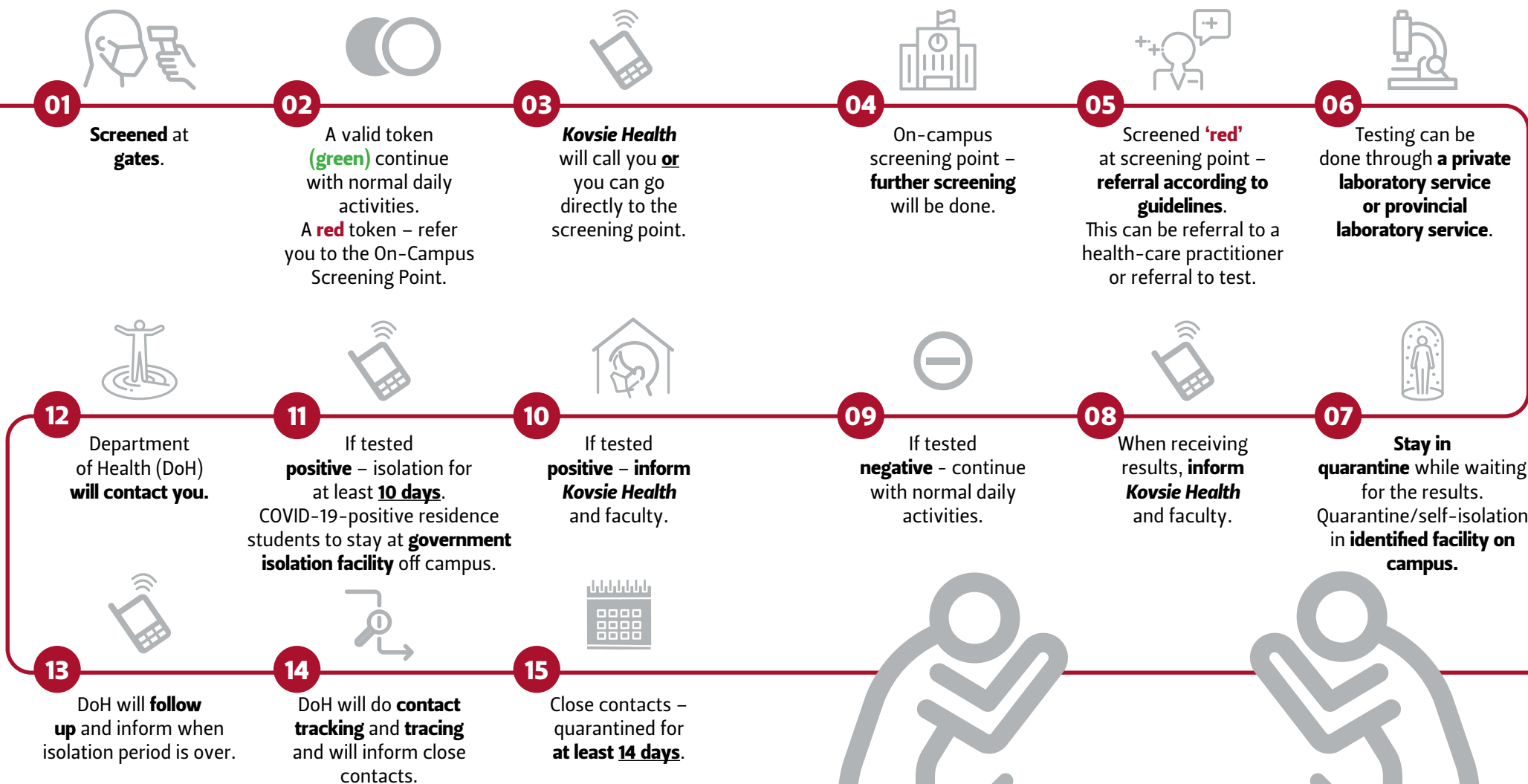
- International students/staff returning to the UFS's campuses.
- Persons under investigation (a person to be tested for **COVID-19**).
- Persons who were in **close contact** with a **confirmed COVID-19 case**.

De-quarantine when

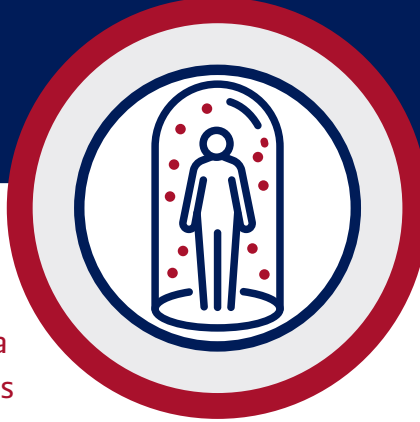
- asymptomatic for 10 days (no means for laboratory testing).
- Only test when experiencing symptoms in the 10-day quarantine period.
- **If negative after testing** – resume daily activities.
- **If positive after testing** – follow isolation guidelines.



A step-by-step guide for students and screening protocol



COMPLIANCE



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

- asymptomatic case – 10 days after initial positive test;
- mild case – de-isolate/return to campus 10 days after onset of symptoms; and
- severe case – de-isolate/return to campus 14 days after clinical stability achieved (life support not needed anymore, e.g. oxygen stopped).

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.

RESOURCES

STUDENT SUPPORT

We are committed to providing you with academic support and to assisting you to complete the academic year. Our priority is to leave no student behind. Students are encouraged to remain informed through #UFSLearnOn (www.ufs.ac.za/ufs-learn-on-campaign) and to stay connected with lecturers and support services.

For support, you can contact the following services:

TUTORIALS: astep@ufs.ac.za (Call Centre +27 51 401 2444)

ACADEMIC ADVISING: advising@ufs.ac.za | advisingqq@ufs.ac.za | advisingsc@ufs.ac.za

STUDENT COUNSELLING AND DEVELOPMENT: scd@ufs.ac.za | scdqq@ufs.ac.za

BLACKBOARD: ehelpdesk@ufs.ac.za

ICT SERVICES: studentdesk@ufs.ac.za

PASSWORDS: <https://selfservice.ufs.ac.za/sspr/private/login>

STUDENT AFFAIRS: studentaffairs@ufs.ac.za

STUDENT WELLNESS

Your safety, health, and well-being remain a priority. Look after yourself and your mental health – make use of the #WellbeingWarriors campaign of our Department of Student Counselling and Development, which is aimed at encouraging health and well-being among students.

STUDENT COUNSELLING AND DEVELOPMENT

EMAIL TO: SCD@ufs.ac.za | SCDQQ@ufs.ac.za | SCDSouth@ufs.ac.za

CONNECT

Please remember to check the official communication platforms regularly to stay up to date with developments at the university. Avoid fake news, verify information, and only consult the official communication platforms.

KOVISIE LIFE WEBSITE: <https://www.ufs.ac.za/kovsielife>

UFS NEWS EMAIL: News@ufs.ac.za

BLACKBOARD: <https://ufs.blackboard.com/>

STUDENT NEWSLETTER: <https://www.ufs.ac.za/templates/newsletters?NewsletterSettingID=39>

TWITTER: <https://twitter.com/UFSweb>

FACEBOOK: <https://www.facebook.com/UFSUV/>

INSTAGRAM: <https://www.instagram.com/ufsuv/>

KOVISIE APP: <https://www.ufs.ac.za/kovsielife/kovsieapp>

CONTACT NUMBERS

UNIVERSITY OF THE FREE STATE

COVID-19 online screening questionnaire:

www.ufs.ac.za/covid19screening

UFS website: 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

HR Wellness (StayWellStayStrong):

www.ufs.ac.za/staffinfo

Kovsie Health

BLOEMFONTEIN AND SOUTH CAMPUSES

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

T: +27 58 718 5210 (office hours)

ER 24: 084 124

UFS PROTECTION SERVICES

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

Higher Health Mental Health Helpline

Toll-free number (24 hours):

0800 36 36 36 · SMS 43336

CORONAVIRUS HOTLINE

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

Department of Health:

<https://sacoronavirus.co.za>

World Health Organisation (WHO):

www.who.int

National Institute for Communicable
Diseases (NICD): www.nicd.ac.za

