

# FACULTY OF ECONOMIC AND MANAGEMENT SCIENCES (EMS)

## 2022 FIRST SEMESTER RETURN OF STAFF AND STUDENTS

### OPERATIONAL GUIDELINES FOR STAFF

This document gives general guidelines to departments regarding the return of staff and students for the period specified above. The guidelines are aligned with SU's protocol but it is also a work in progress, thus updates will be regularly made. This document mainly pertains to Stellenbosch campus areas, and is for STAFF purposes only. For student-related guidelines, refer to a similar document for students.

#### **1. General Institutional Information**

All the information in this communication is available on a dedicated [COVID-19 page](#) on the SU website, which includes frequently asked questions (FAQs), as well as a record of all communiques and updates since the start of the pandemic. Staff are encouraged to make extensive use of this valuable resource. Also note the SU TOOLKIT at this [LINK](#) (click on the TOOLKIT option) for specific protocol regulations.

#### **2. Self-training**

Before returning to campus, all new staff are responsible for self-training to ensure that they are totally informed about the general COVID awareness training at this [LINK](#).

#### **3. Departmental protocol documents**

Every department has approved protocol in place for staff office areas, postgraduate lecture halls, as well as those general areas for which a department is responsible. Staff must adhere to this protocol and can obtain a copy from the head of department.

#### **4. Staff presence on campus and office**

Due to the fact that South Africa are now in a new phase to fight the Covid pandemic, and the SU's intend to have a hard vaccination rule for staff and students from April 2022, all staff members and students will be allowed to return to campus. A practical guideline of how this return to office and the implications it has on the day-to-day behaviour and decisions of staff can be found [here](#). The final practical implementation of these guidelines are managed by line manager of staff.

Also take note of the general SU vaccination rule and that staff (and students) are urged to get vaccinated as soon as possible and not wait until the rule becomes effective. More information and explanation of this decision can be found [here](#).

All additional Covid protocols stays in place. These include social distancing of at least 1.5m, wearing of masks, regular sanitizing of workspaces and regular hand washing or sanitizing.

## 5. PPE distribution

In the case of staff, each department/environment is responsible for PPE, as per the existing protocol. Students are responsible themselves to obtain a personal mask which must be worn at all times in public spaces. It is also advised that staff and students carry small personal sanitizer bottles with them, to sanitize work areas as they feel necessary.

## 6. Screening at buildings

Staff will only be allowed access to SU buildings when the Higher Health Application on their phones is displayed and is GREEN. There will be spot checks at building and/or lecture hall entrances. Without proof of self-screening on the app, staff will not be allowed to enter buildings or lecture halls. In accordance with institutional protocol, this may be done randomly on a continuous basis.

Higher Health's daily risk assessment tool, HealthCheck, is only available via the following URL: <https://healthcheck.higherhealth.ac.za>. (It is no longer available via SMS or WhatsApp). This URL stores a person's information and is thus much quicker to fill out. Staff should **not** attend face-to-face sessions if they have any possible COVID symptoms. Stay at home if you begin to feel unwell.

## 7. Student return plan

SU has obtained permission from DHET to allow all students to return to campus but are still bound to the 1.5m social distancing in lecture halls. For this reason the faculty will continue with ARTLA for the at least the first semester of 2022.

Please refer to the faculty [webpage](#) for a more detailed document on the COVID protocols for students.

## 8. Capacity and seating plan of lecture halls

The capacity compliance certificate at the entrance of a venue indicates the maximum number of students allowed in a lecture hall/space. The capacities differ, but in general the lecture hall capacities allow one third of the normal capacity of a lecture hall due to the 1.5m social distancing rule.

Classroom seats are clearly indicated where students may sit. Please ensure that students adhere to these seating arrangements.

In case of postgraduate face-to-face lectures (and where possible) it is recommended to the same class group in the same learning space, with the same seating arrangements (for each student) every day.

## 9. Timetables: Student groups and face-to-face lectures – ARTLA mode

In the case of a face-to-face lecture for a specific class group, it is recommended that the lecturer invites ALL students who belong to that group via TEAMS software to join the class online. Should the class attendance percentage be high for a specific lecture hall capacity, lecturers must divide student groups in sub-groups and invite smaller groups to specific time slots for face-to-face classes.

For group planning and in cases where there is more than one group per module, remember that first-year groups are determined by the scheduled timetable of the Registrar's Office, which is available to lecturers. Lecturers have access to these groups on the SU timetable platform under "first-year groups" at this [link](#). Keep in mind that repeaters are not part of this automated class groups, and lecturers will have to keep in mind those students in their group planning.

First-years will only receive a timetable indicating the group they are divided into and the specific timeslot. They will NOT receive information about the venue of a specific session. Lecturers must therefore inform first-years about the lecture hall in which a specific group will meet for face-to-face sessions. This can be done per module and per date via the SunLearn platform.

Modules for students other than first-years do not have an automated timetable group schedule. In their case, groups will have to be determined by departments, and communicated via SunLearn.

#### **10. Lecture Hall: attendance records**

No physical class register will be taken, but monitoring of students will be traced via timetables, lecture hall bookings, TEAMS group invites and students who report that they tested Covid positive.

#### **11. Lecture hall: bookings**

The use of ALL lecture halls MUST be officially booked on the Webroom booking system. **No walk-in use of lecture halls is allowed; it is indeed a serious contravention of the protocol as the webroom booking system is part of the tracking procedure that helps ensure that the cleaning protocol is met.**

#### **12. Lecture hall technology training**

The new lecture hall technology is fully implemented in all lecture halls. Should staff need more training or guidance on the use of the technology they can contact the following staff via e-mail in advance: Johan van Rooyen, Remé du Plessis (062 817 6305) and Denvor Anthony (0724835947). This team will only be able to render personal assistance in the following buildings: Schumann, Schumann Annex, Van der Sterr, CUA/FHARGA areas, JS Marais 1024, Perold (PG lecture hall only) and Industrial Psychology building (PG lecture hall only). In real time, you may phone one of the above-mentioned colleagues from any building on the cell phone. Keep in mind that Denvor is dedicated to the Schumann and Schumann Annex lecture halls, while Reme is assisting in all other lecture halls mentioned above. Should you require their physical presence, they will only be able to assist if you are in one of the above-mentioned EMS lecture halls.

#### **13. Hygiene at lecture desks**

No lecturer should have face-to-face sessions if he/she has COVID symptoms.

Lecturers must at all times (before, during and after class), wear a cloth face mask.

Should a lecturer teach from a lecture hall, with NO students present, he/she may do it without a mask, but must take special care of cleaning all equipment before and after the class with sanitizers and wipes.

Lecturers must take their sanitizer to class and may use it to spray the lecture desk area. Sanitizing wipes will be available at the lecture desk. All electronic/computer/microphone equipment must be sanitized with the wipes before and after use. Dispose of the sanitizer wipes in the bin dedicated for this purpose. Having done that, lecturers should sanitize their own hands again.

For lecturers who are comfortable to make use of their own personal laptop in the lecture halls, this is from a health and safety perspective, recommended. Lecturers who opt for this latter option must NOT change any cable connections else than the connection of their laptop.

Keep a safe (1,5 m) distance from students.

No eating or drinking is allowed in lecture halls or classrooms.

#### **14. General student instructions for attending class.**

Entrance to buildings: Students will only be allowed access to buildings if the Higher Health App is shown and is GREEN. No student should attend face-to-face sessions should he/she have Covid symptoms. It will be monitored by SU at main building entrances.

At all entrances, stripes on floors will encourage students to spread out while entering buildings and lecture halls. Wherever possible, lecture halls and buildings will have clearly marked doors for ENTRANCE and EXIT only.

Students should have their own masks and sanitizing spray with them in order to access lecture halls/classrooms. **The wearing of masks for the duration of a lecture is compulsory in lecture venues.** Students must use their sanitizer to disinfect the areas/surfaces where they sit. Also refer to the student protocol document for more info/guidelines as communicated to students.

Follow the protocols as described below should you test positive, or experience Covid symptoms while in class.

No eating or drinking is allowed in classrooms.

Also refer to the separate student protocol document for more info/guidelines as communicated to EMS students.

#### **15. Ventilation in lecture halls\***

All air conditioning systems are maintained by Facilities Management. A standard operating procedure (that adheres to safety protocols required for COVID-19) has been put in place.

Keep in mind that chilled air is not required to adhere to Covid protocol, only fresh air. Thus, for example in loadshedding, most lecture halls will still have fresh air, and thus lecturing may continue in these areas.

In classrooms/lecture rooms/offices where air conditioning systems are available, windows must not be opened as this hampers the functionality of the system.

In classrooms/lecture rooms/offices etc. where there is no air conditioning and it is possible to open windows for ventilation, please open windows for cross ventilation. Close windows on leaving or after the daily lectures.

Should an air conditioning system not function that is, no chilled air or fresh air provided by the system) at any given time AND no natural ventilation from windows is possible, the class may not continue.

Should a class be terminated (e.g. because of a lack of ventilation), the lecturer may excuse students attending the face-to-face session in order to continue the lecture via streaming. It will then be published on SunLearn afterwards.

During load shedding, the aircon system will ensure that most lecture halls have natural airflow, therefore classes may continue. If possible, also open the windows. Classrooms with no natural ventilation through windows or via the aircon system, will have to be suspended during load shedding.

A few lecture halls have “separate”, disc air conditioning. It recycles air in the room and does not make use of outside air (e.g. the PG lecture hall of Industrial Psychology). Lecturers in such lecture halls must not use the aircons, but open windows for ventilation.

## **16. General cleaning**

The general guideline is that all METRO and in-house cleaning services return to the status quo of 2019, taking into account the new Covid requirements.

Departments must ensure that the necessary agreement with METRO (or another external cleaning company) is in place for the cleaning of their departmental/internal learning spaces as well as adherence to this protocol (as a minimum requirement). Where additional cleaning resources are required, it will have to be discussed with METRO. It will be at an additional cost, which must be paid by departments and can be centrally re-funded (under code CO19).

For central lecture hall learning spaces and toilets:

- Lecture halls will be cleaned after hours according to Covid regulations.
- All toilet/ablution facilities as well as high-contact areas (lifts, door handles, card readers, etc.) will be cleaned 4 x per day.

## **17. Students and staff who test positive for Covid**

**IMPORTANT:** Should a student or staff member develop COVID symptoms or test positive for Covid, he/she must first and foremost isolate and avoid contact with other people. He/she must report this (in accordance with Covid procedure) to the SU Campus Health Services (Stellenbosch campus, 021 808 3496/3494 during office hours.). It must also be reported immediately to the staff member’s line-manager.

Campus Health Services will give the necessary advice and assist with tracing close contacts. The definition of a close contact is closer than 1,5m for more than 15 minutes with masks off.

Take note of the detailed instructions in the SU TOOLKIT at this [LINK](#) (click on the TOOLKIT option) for specific protocol regulations.

### **18. Symptoms during class**

Should a student experience Covid symptoms during class, the student must report this to the lecturer and immediately leave the class return to his / her room avoiding other people. Phone and report to the SU Campus Health Services. The contact tel is 021 808 3496/3494 . On the Stellenbosch campus, the office of Health Services is at 7 Claassen St, and the Google map address is -33.93529, 18.86940..

After the student has left the classroom, the class may continue. Those students who did not keep a distance of at least 1,5 m from the sick student during class, must afterwards report to the lecturer, who will record their details for tracking purposes, should it become necessary.

### **19. Assessments**

For face-to-face assessments, the same protocol regarding capacity is valid. The same procedures as described above must be followed. In brief:

- The Higher Health App must be checked at the entrance.
- The wearing of face masks is compulsory.
- Names of those attending the assessment should be recorded.
- All other protocols as described by the SU general protocol, should be adhered to.

### **20. Important telephone numbers**

SU ER24 number for an ambulance: 010 205 3032

Stellenbosch Campus Security: 021 808 2333

Stellenbosch Campus Health Services: 021 808 3494/3496/3169

After hours medical emergencies only: 0764310305