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Domestic travel for business purposes: Proposed measures by SU under Level 2 of the Lockdown Regulations

1. The restrictions on the movement of persons under the Lockdown Regulations have been relaxed since the move to Level 2, allowing for most activities to be resumed, albeit under certain conditions. This includes the regulations related to travelling for business purposes which is the focus of this document.
2. The amended Regulations have placed the University in a position to decide whether or not it should maintain its current position on domestic travel for business purposes. In making this decision, the Workstream for Staff recommends that the principles, which informed the University's position up to now, be maintained. These are:
 - 2.1 Reliance on the guidance of medical experts, including the SU Medical Advisory Committee, on matters such as the desirability of travelling in certain parts of the country; the use of certain forms of overnight accommodation; the type of transport used and whether any form of self-isolation is required after returning from any travel or arriving from certain destinations;
 - 2.2 Only approving travel for business purposes if the objectives or reasons for travel cannot be fulfilled by any other means and failure to travel will adversely impact on the work of the University; and
 - 2.3 Discouraging travel for events such as conferences and occupation-related training.

3. The Workstream for Staff recommends that:
 - 3.1 All domestic travel for business purposes meeting criterion 2.2 above is allowed, with the following conditions:
 - 3.1.1 the employee intending to undertake any travel (“the applicant”) must obtain approval to do so from the environmental head (Deans in the case of academic or faculty personnel, and divisional heads in the case of PASS staff);
 - 3.1.2 the applicant must provide all relevant information, including but not limited to: the destination, mode of transport, costs of transport and accommodation;
 - 3.1.3 the applicant must provide the environmental head with sufficient written proof that Campus Health Services (CHS) had been approached in respect of the intended travel and had indicated that it may be undertaken;
 - 3.1.4 the environmental head must be satisfied that the intended travel is necessary for essential business purposes that cannot be conducted remotely;
 - 3.1.5 The environmental head must decline any request to travel if CHS identifies any significant risks associated with the intended travel; and
 - 3.1.6 The environmental head must require the applicant to comply with all recommendations of CHS in relation to the intended travel, including: the mode of transport, the type of overnight accommodation and whether self-isolation is required for a particular time in respect of the intended travel.
 - 3.2 There is no longer any requirement that a permit be issued (although permits are still required if one needs to travel for business purposes during the curfew times e.g after 22:00 until 04:00)

- 3.3 The University will review its protocols from time to time. It will be guided by, but not necessarily limited to the relaxation of restrictions as formulated in the Regulations. The Workstream for Staff will evaluate the travel situation on an ongoing basis, and will make appropriate new recommendations should circumstances change; and
- 3.4 The Workstream for Staff is not in favour of formulating a general rule for exceptions to above-mentioned domestic travel measures.