



Uit die Dekaan se kantoor From the Dean's office

MEDICINE AND HEALTH SCIENCES
GENEESKUNDE EN GESONDHEIDSWETENSAPPE
EZONYANGO NEZEENZULULWAZI KWEZEMPILO



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Dear Colleagues

Since the beginning of the 2021 academic year there have been several enquiries regarding the arrangements for staff to work from home or return to campus. With the announcement that the country has moved to Alert Level 1 and the decision by the University that 100% of students may return to its campuses, it is now important to have staff members on the Tygerberg campus to support academic activities so that we as a faculty can fully deliver on our mandate.

The presence of support staff to assist with student assessments has been identified as critical.

I also wish to draw your attention to the message from Prof Nico Koopman, Deputy Vice-Chancellor: Social Impact, Transformation and Personnel, included in the Info@SU newsletter of 10 March 2021 in which he noted that the return of staff must be managed in terms of the relevant [Health and Safety directives](#).

In light of the above, the Dean's Management Team has taken the following decisions:

1. Relevant administrative staff members or a module/ departmental/ division/ programme representative should be on campus and in the assessment venue for all on-campus assessments as formally scheduled by the module team. The assessment memorandum circulated to all environments states: *"The module chair of the subject or a representative must visit the examination room and be available for at least 20 minutes to answer any questions and clear up any uncertainties for students."* Unfortunately, many environments currently do not comply with this requirement and fail to send staff to the assessment venue, leaving invigilators to run the assessment.
2. The person(s) responsible for assessment venues should be available on campus for the full duration of that assessment, particularly in venues requiring technical support.
3. GERGA staff should be present and ensure that the Computer User Areas are prepared and supported during an online assessment involving Computer User Areas. Furthermore, GERGA staff should be available on MS Teams to provide support when online assessments are done remotely (outside of a Computer User Area).
4. Environments should ensure that staff who are working from home are contactable via telephone. Office phones can be put through to an individual's cell phone or be linked to MS Teams or e-mail.

Staff that are required to return to campus must comply with the following conditions:

- Complete the workplace induction, worker risk assessment and application process for return to campus. This can be done online in the [Return to Work Toolkit](#).
- All staff (including joint staff on Partner Employer conditions of service) and students who wish to enter the Clinical, Education and BMRI Buildings have to show their daily health check, available in the form of the [FMHS Daily Monitoring App](#), before they may enter these buildings. These requirements are determined by the Regulations for Higher Education Institutions, and all staff and students therefore have to comply. No entry will be possible without completing the daily health check. More information on the Daily Health Check is available in the [Return to Work Toolkit](#).
- Masks must be worn correctly at all times
- Hand sanitising liquid that is readily available on campus must be used frequently.
- Social distancing of not less than 1.5 metres (preferably 2 metres) must be maintained between individuals.
- In deciding which staff members come to campus on which days, an environment should take into consideration the limitations imposed by the [Faculty of Medicine and Health Sciences Workplace Plan](#).

Please note that staff members may still work from home, where possible. An environment's operational needs will, however, determine the extent to which staff may do so. Line managers are encouraged to consult with their staff in this regard. When a staff member is unwilling to return to campus, for whatever reason, a motivation must be submitted to Human Resources for consideration. More information on this is available in the [SU Procedure for the return to the workplace](#).

Thank you in advance for continuing to promote a safe work environment at the Tygerberg campus.

Kind regards

Prof Jimmy Volmink
Dean

Beste Kollegas

Sedert die begin van 2021 en die nuwe akademiese jaar was daar verskeie navrae oor die reëlings vir personeel om van die huis af te werk of terug te keer na ons kampus. Met die aankondiging dat Suid-Afrika nou op vlak 1 van die nasionale inperkings is en die Universiteit se besluit dat 100% van studente kan terugkeer na kampusse, is dit nou belangrik dat personeel op die Tygerberg-kampus teenwoordig is om ons akademiese aktiwiteite te ondersteun sodat ons as fakulteit ons mandaat ten volle kan vervul.

Die teenwoordigheid van steunpersoneel om bystand te lewer met assesserings vir studente word as krities beskou.

Ek wil ook graag u aandag vestig op die boodskap van Prof Nico Koopman, die Viserektor: Sosiale Impak, Transformasie en Personeel, wat ingesluit is in die Info@SU-nuusbrief van 10 Maart 2021 waarin hy aandui dat die terugkeer van personeel bestuur moet word in die konteks van die relevante riglyne oor [Beroepsgeondheid- en veiligheid](#).

In die lig van dié verwikkeling het die Dekaan se bestuurspan die volgende besluite geneem:

1. Relevante administratiewe personeellede of 'n verteenwoordiger van die betrokke module / departement / afdeling / program moet op kampus en in die assesseringslokaal teenwoordig wees vir alle assesserings wat op kampus plaasvind soos geskeduleer deur die modulespan. Die assesseringsmemorandum wat aan alle omgewings gestuur is stipuleer: *"Die modulevoorsitter van die onderwerp of 'n verteenwoordiger moet die eksamenlokaal besoek en vir ten minste 20 minute teenwoordig wees om enige vrae te beantwoord of onduidelikhede aan studente op te klaar."* Ongelukkig kom baie omgewings nie tans dié vereiste na nie en versuim om personeel na die assesseringslokale te stuur, wat beteken dat toesighouers die assessering alleen moet hanteer.
2. Die persoon of persone wat verantwoordelik is vir assesseringslokale moet op kampus wees vir die volle tydspan van die assessering, veral in lokale waar tegniese bystand nodig is.
3. GERGA-personeel moet teenwoordig wees en verseker dat rekenaargebruiksareas voorbereid is en die nodige ondersteuning het gedurende aanlyn-assesserings in rekenaargebruiksareas. Personeel van GERGA moet ook op MS Teams beskikbaar wees om ondersteuning te bied wanneer aanlyn-assesserings nie in rekenaargebruiksareas plaasvind nie.
4. Omgewings moet verseker dat personeel wat van die huis af werk telefonies bereik kan word. Kantoortelefone kan deurgeskakel na personeel se selfone, via MS Teams of e-pos.

Personeel wat na die kampus terugkeer moet aan die volgende vereistes voldoen:

- Voltooi die riglyne vir terugkeer na die werkplek, die risiko-assessering en die aansoekproses om terug te keer na die werkplek. Dit kan aanlyn voltooi word in die [Terugkeer na Werk-hulpbron](#).
- Alle personeel (insluitend personeel op die gedeelde diensstaat en personeel wat werknemers van ons vennootinstansies is) en studente wat toegang wil verkry tot die Kliniese, Onderwys- of BMNI-geboue moet die uitslag van hulle daaglikse gesondheidsassessering toon voor hulle dié geboue kan binnegaan. Die assessering kan aanlyn voltooi word op die [FGGW Daaglikse Monitorings-app](#). Dié stappe word vereis deur die Regulasies vir Hoëronderrysinstellings, en alle personeel en student moet dit nakom. Geen toegang tot geboue sal toegelaat word sonder dat die daaglikse gesondheidsassessering voltooi is nie. Meer inligting oor die gesondheidsassessering is beskikbaar in die [Terugkeer na Werk-hulpbron](#).
- Maskers moet ten alle tye korrek gedra word.
- Die handontsmettingsmiddel wat gereedlik op kampus beskikbaar is, moet gereeld gebruik word.
- Individue moet ten alle tye 'n afstand van ten minste 1.5 meter (verkieslik 2 meter) tussen mekaar handhaaf.
- Wanneer besluit moet word watter personeellede na die kampus moet terugkeer, moet omgewings die beperkings in ag neem wat in die [Fakulteit Geneeskunde en Gesondheidswetenskappe Werkplekplan](#) uiteengesit is.

Let asseblief daarop dat personeellede steeds van die huis af kan werk, waar moontlik. Elke omgewing se bedryfsbehoefes sal egter die mate bepaal waartoe dit moontlik is. Lynbestuurders word aangemoedig om in dié verband met hulle personeel te konsulteer. Indien 'n personeelid nie bereid is om, om welke rede ookal, terug te keer na die kampus nie moet 'n motivering ingedien word by die Menslike Hulpbronne-afdeling vir oorweging. Meer inligting hieroor is beskikbaar in die [US se Procedure vir die terugkeer na die werkplek](#).

Byvoorbeeld dankie vir u aandeel om te verseker dat ons 'n veilige werksomgewing op die Tygerberg-kampus verseker.

Vriendelike groete

Prof Jimmy Volmink
Dekaan



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