

FACULTY OF ECONOMIC AND MANAGEMENT SCIENCES (EMS)

2021 FIRST SEMESTER RETURN OF STAFF AND STUDENTS

OPERATIONAL GUIDELINES FOR STAFF

Working doc: 4 March 2021, only for internal use by EMS staff.

This document gives general guidelines to departments regarding the return of staff and students for the first semester of 2021. 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 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 an 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 capacity in office spaces

To ensure the safety of staff, SU recommends that staff use their offices only when essential. However, contact between students and staff is not prohibited, therefore the existing departmental protocol – to allow 1/3rd of staff in office spaces – is still recommended. Whenever this is not possible, please always adhere to a social distance of 1,5 m. SU's general guideline is as follows: "Minimises the number of employees at the workplace at any given time through rotation, staggered working hours, shift systems, remote working arrangements or similar measures in order to achieve social distancing and to limit congestion in public transport and at the workplace".

It is expected that some support staff will have to return to their offices on a more full-time basis in accordance with the specific responsibilities of individuals' job specifications. If you are of the view that the workplace is not sufficiently safe to allow you to return to campus to perform the duties currently assigned to you, you should notify your line manager immediately by means of a formal request. This procedure was communicated via e-mail to every staff member by the Dean on 1 March 2021.

The primary criterion remains, namely 1,5 m social distancing.

To try and achieve this, the following practical guidelines are given. Academic staff must, where possible, try to:

- a. do academic preparation and/or research at home,
- b. try to come to campus for the sole purpose of academic student contact,
- c. attend departmental meetings online,
- d. keep in mind when personal student contact is requested that various options exist other than physical visits to the office (which is not prohibited if visitors' protocol is meticulously followed), like: online, outside buildings or other open spaces,
- e. not bring visitors to office spaces which is not work related (spouses, children, friends).

5. PPE distribution

PPE – which entails a mask, sanitizer bottle and the ability to re-fill sanitizer bottles – will be institutionally managed and distributed to students. In the case of staff, each department/environment is responsible for PPE, as per the existing protocol.

All departments have received the basic PPE for staff from the Dean's office in 2020. Additional PPE must be purchased by the department directly from the Procurement Division (against budget cost points and marked project "CO19").

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. Should it be necessary, the Faculty will employ more staff to do the checking. Lecturers do not have to do this in lecture halls.

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 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 is still awaiting (as at 1 March 2021) its decision about SU using 50% capacity of lecture halls from 15 March 2021. In the meantime the Faculty is acting in good faith and is using it for planning purposes.

Please note: This situation may change on short notice, in which case staff will be informed. The safety of staff and students remains our primary concern and, if required, the ARTLA offering will be amended.

All departments have the opportunity to indicate how ARTLA will be offered on a per module basis. The relevant document will be published on the web to allow students to determine how they will participate in the academic offering of Semester 1.

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/space¹. The seating and capacity are determined by the Faculty's Covid officer and the capacity will be communicated to departments should the capacity change according to the situation.

For the current situation/capacity the seats that are allocated to students will be indicated with a white sticker. Students should sit at those stickers during every class.

Should the seating capacity increase (e.g. to 50%) in future, classroom seats will be marked with red dots and blue dots. In the case of those sessions starting at even hours, students will have to sit on BLUE dot seats, and in the case of uneven hours, on RED dot seats. For double periods, students stay in their seats. (This procedure is not ideal for double period classes but is a recommended precaution.)

In case of postgraduate face-to-face lectures, the following is recommended: Keep 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

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. However, the lecturer may make a once-off announcement to the group about the proportion of students in that group who may attend a face-to-face class during a specific time slot, taking into account his/her schedule plan which needs to adhere to the capacity protocol of the specific lecture hall. (The latter may change due to class attendance behaviour during the semester, as well as changed Covid regulations.) Please use the Announcement function on SUNLearn (which links to students' e-mails) to communicate with students.

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 these 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 have been placed 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.

¹The current protocol entails 1,5 m social distancing, a maximum of 100 in a classroom and – after the first two criteria have been met – a maximum of 50% of the "full" capacity. This is the current requirement as at 4 March 2021 and will change as Covid level regulations change and/or DHET directives change.

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

A class register will be taken via the card readers at the access points to venues. Each student must tap his/her student card at the entrance. The lecturer may ask a student/class representative to help with monitoring at the door to ensure that every student taps his/her card, wears a mask and has sanitizer. When tapped, a light should flicker on the card reader (it does not matter whether it is red or green), which means that a student is registered when entering the venue.

A clear message to students would be: "All students should tap the access reader for their own safety, since it is the procedure that allows SU to trace students should somebody in the class test positive".

In those lecture halls where no electronic access is available, lecturers/departments should keep a paper record – or use an electronic solution such as clickers – of the students who have been present in a specific venue at a specific time.

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 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

The completion date of the rolling out of new streaming technology in all SU lecture halls is May 2021. In the transition phase lecturers will use current lecture hall technology for streaming – but with slightly fewer options than the new technology. The capabilities of technology in lecture halls may differ from venue to venue, especially in cases of lecture halls outside EMS buildings that are used for specific modules. In the meantime, it is important that lecturers familiarize themselves with the technology and its possibilities in order to plan their teaching approach. (Refer to the training plan in the next paragraph.)

13. Lecture hall technology training

The following training will be offered to ensure that staff are familiar with using the new streaming technology in lecture halls.

Two phases of training are planned:

Phase 1: To train staff for streaming with existing equipment in lecture halls (while the new technology is rolled out); and

Phase 2: To train staff in the use of the new streaming technology equipment, which will be available in lecture halls during May 2021.

For both these phases the following training model will be followed:

- a. **Faculty/institutional level (for phase 2 training):** Ms Magda Barnard is involved on an institutional level with the development of a general training manual for staff. Online training demonstrations for staff will also be available. Information regarding these training opportunities will be communicated institutionally as well as via the regular communication from the Vice-Dean (Learning and Teaching). Ms Barnard's responsibilities will focus on advice to staff from a pedagogical perspective.
- b. **Departmental level (for phase 1 and 2):** Departments need to identify an appropriate representative (or more than one for bigger departments) who will receive hands-on training in lecture halls by Mr Johan van Rooyen and his FHARGA team. Ideally there should be 1 representative for every 10 lecturers.
- c. **Lecture staff level (for phase 1 and 2):** With the help of the above-mentioned departmental representatives, staff will have an opportunity for hands-on training in a real-life lecture hall situation. It is strongly recommended that all lecturers experience the technology before their first live streaming class.
- d. **Re-active support (for phase 1 and 2):** The entire FHARGA team will be on stand-by to assist staff should they experience technology problems in a classroom. Please contact the following FHARGA staff (listed in order of priority) via your own cell phone, should you need quick reactive response: Remé du Plessis (062 817 6305), Johan van Rooyen (084 4333 233), Thurlo Muller (072 7520 814), and Chris Bosman (082 3729 830). 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), Industrial Psychology building (PG lecture hall only), and the Africa Centre building (temporary lecture hall). (SU will have hands-on support in all lecture halls in all buildings.) You may phone one of the above-mentioned colleagues from any building. However, 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.

14. Hygiene at lecture desks

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

Staff must not exceed the 50 minute per period. It is recommended to finish class within 45 minutes if possible, as this will assist in management of class change over.

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

Should a lecturer teach from a lecture hall and there are NO students present, he/she may do it without a mask, but must take special care to clean 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. Do not spray sanitizer directly onto the equipment, spray in onto the wipe. Dispose of the sanitizer wipes in the bin dedicated for this purpose. Having done that, lecturers should sanitize their own hands again.

We know it is easier for staff to use streaming technology in lecture halls, as it has already been set up. However, using lecturers' own personal laptops in the lecture halls is (from a health and safety

perspective) recommended. Lecturers who opt for the latter option must NOT change any cable connections other than the connection with their laptop.

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

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

15. 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. This will be monitored by SU.

Entrance to venues: Students should tap their cards at the venue card reader, and make sure that a light (whether red or green) flickers when the cards are tapped.

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.

16. 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.

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 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. This 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.

17. 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.

18. Students and staff who test positive for Covid

IMPORTANT: Should a student or staff member test positive for Covid, he/she must report this (in accordance with Covid procedure) to the [SU Campus Health Services](#) (Stellenbosch campus, 021 808 3496/3494 or after-hours emergency number 076 431 0305). Staff members must also report their illness immediately to their line-manager.

Campus Health Services will then determine the transmittable period with the staff member/student and contact the faculty/department to do the appropriate tracing of the classes the person attended.

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

19. Symptoms during class

Should a student experience Covid symptoms during class, the student must report this to the lecturer and immediately leave the class and report to the SU Campus Health Services Offices in person without making physical contact with any other person. On the Stellenbosch campus, the office of Health Services is at 7 Claassen St, and the Google map address is -33.93529, 18.86940. The contact tel is 021 808 3496/3494.

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.

In addition, please also report any positive cases to kukard@sun.ac.za and mjbrooks@sun.ac.za, since this information must also be communicated to other institutional forums.

20. Assessments

For face-to-face assessments, the same protocol that determines the use of 50% of 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.

21. Important telephone numbers

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

After hours and emergencies: 0764310305

SU ER24 number: 010 205 3032

Stellenbosch Campus Security: 021 808 2333