



## Protocol for Students in Academic Learning Spaces

This document is a **summary** of the most important protocols to which EMS students must adhere when attending classes. It does **not** contain the complete protocols for students when on campus, but only focuses on the academic learning spaces. This document (1 March 2021 version) will be updated as circumstances change. For the most recent version, see the landing page of the faculty website at [www.sun.ac.za/ems](http://www.sun.ac.za/ems).

### 1. GENERAL INSTITUTIONAL INFORMATION

All the information in this communication is available at a dedicated **COVID-19 page** on the SU website, which includes frequently asked questions (FAQs), as well as a record of all communication and updates since the start of the pandemic. Students are encouraged to make extensive use of this valuable resource.

### 2. CODE OF CONDUCT

All students must adhere to the institutional student COVID code of conduct. The content thereof will be made available via institutional communication.

### 3. SELF-TRAINING

All students and staff must do some self-training and make sure they are fully informed about the general COVID awareness training at this **LINK** before they return to campus. Although this training document is mainly aimed at staff, it is also applicable to students.

### 4. GENERAL SELF-SCREENING VIA HIGHER HEALTH PLATFORM (HHP)

Students will only be allowed access to academic buildings when the Higher Health Application on their phones is displayed and is GREEN. This will be checked at entrances to buildings and/or lecture halls. Without proof of self-screening on the app, students will not be allowed to enter buildings or 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 your information and is thus much quicker to fill out.

Students should **not** attend face-to-face sessions if they have any COVID symptoms. Stay at home if you begin to feel unwell, even with mild symptoms such as a headache and slightly runny nose, until you are fully recovered.

Keep in mind that, when you return to campus for the first time, you will need to prove that you have self-screened for seven consecutive days before your arrival. It means that for seven consecutive days before your return to campus for the first time, you will have completed the HHP.

## 5. Personal Protective Equipment (PPE)

Every student will receive a mask and a bottle with sanitizing liquid. You can also use your own mask and sanitizing bottle. Keep in mind that the mask must be a cloth or medical disposal mask. Alternatives like face visors are not permitted.

From 15 March the University will provide all students on campus with PPE. PPE will be distributed from various general points on campus, at residences and cluster hubs.

## 6. CLASS GROUPS

As the COVID regulation level in the country changes, the capacity of lecture halls will be adapted accordingly. A student will therefore be invited by his/her lecturer (via SUNLearn) to attend face-to-face classes of that specific module. Even if you know (from the timetable platform) where your physical class is taking place, do **not** attend face-to-face classes if you have not been invited by your lecturer via SUNLearn to do so.

## 7. LECTURE HALLS AND CLASSROOM BEHAVIOUR

The wearing of masks is compulsory in lecture venues during the entire duration of every lecture, as well as in academic buildings and on campus in general.

As an additional safety measure, students have to bring their sanitizing spray to class and use it to disinfect the areas and surfaces where they sit. Students may use their own wipes but must ensure that they dispose of the used wipes in dedicated bins specifically for this purpose.

At the entrance to each venue, students MUST tap their student card at the card reader. In accordance with protocols, the attendance of staff and students will be registered on a database to make COVID tracking possible should it be necessary afterwards. Student class representatives will help to monitor this, and students who do not have their student card to tap the card reader, will NOT be allowed to attend the class. Make sure a light registers your card. It does not matter if the light is red or green; any colour light indicates that your card has been successfully scanned. This practice is compulsory.

At classes where there are no card readers, class attendance will be recorded via different means, as determined by the lecturer.

Please keep a 1,5 m distance between yourself and other people when you enter or leave a lecture hall. Some lecture halls will have dedicated entrance and exit doors. Please adhere to those arrangements to ensure minimal crowding at entrances.

NO eating or drinking will be allowed in academic buildings.

Classroom seats will indicate where students may sit. Keep to these indications; it ensures that social distancing is adhered to. In some lecture halls a system of red and blue dots will be used: in the case of sessions starting on even hours, students will sit at the BLUE dots and for odd hours, at the RED dots.

## **8. STUDENTS ATTENDING CLASSES ONLINE**

Students who are not invited to a specific face-to-face lecture, will be invited to the online version of the class via the Microsoft Teams (or a similar platform) in synchronous mode (meaning at the same time as the real class). Students will receive a Microsoft Teams MEETING INVITATION for a specific time slot. The lecturer will also indicate this arrangement on the SUNLearn platform.

Using their personal laptops or other computers, students have to attend these online classes in their places of residence, whether a SU residence, private accommodation or even off campus. Limited space is available on campus to allow those students without the appropriate equipment or connectivity to attend online classes. They may consider the following options: the FHARGA areas in Neelsie, the central library, the student study centre, as well as other specifically identified common spaces. Please keep in mind that the latter options will be limited according to the capacity regulation and the use of venues for formal classes.

With the exception of Computer User Areas (CUAs), students are not allowed to sit in unoccupied lecture halls. It is a serious contravention of the protocol as the venue booking system is part of the tracking procedure to ensure the necessary cleaning protocol is adhered to. Should such options become available, it will be communicated by the relevant lecturer.

Students who use the common areas of academic buildings, must always adhere to general protocol procedures.

## **9. DATA AND ELECTRONIC EQUIPMENT TO STUDENTS**

The loan laptop project of 2020 (not for first-year EMS students) is continuing and students can apply at student@sun.ac.za. Details regarding this process were communicated by the University.

Students who have to attend online classes and who are unable to meet their own data needs, should follow the following procedures:

- a. Undergraduate students: Unfortunately no additional data option exists for undergraduate students at present. As soon as this situation changes, students will be informed. Undergraduate students who do not have data access are encouraged to make use of facilities on campus where they can use SU's free Wi-Fi .
- b. Postgraduate students of lectured programmes: Contact your lecturer and/or head of department of the programme, who will apply for data on your behalf.

- c. Postgraduate students of research programmes: Contact your supervisor who will put you on a list in order to apply for data institutionally.

Please note that in all of the above-mentioned cases of data application, students may only apply if the need for data has arisen from the fact that SU or the Faculty changed the delivery mode of the relevant programme, thereby causing the need. A month is required to make the necessary arrangements with the respective providers.

## **10. STUDENTS AND STAFF WITH COVID-19/COVID SYMPTOMS**

Students with COVID-19 symptoms, or those who have tested positive for the virus or have had high-risk contact, must self-isolate for ten days.

**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). Campus Health Services together with the staff member/student will then determine the transmittable period and contact the faculty/department to do the appropriate tracing.

Also refer to the complete protocol ([click here](#)) for isolation, quarantine and self-isolation. This document is specifically aimed at students in residences, but it is also applicable to students making use of other accommodation.

## **11. SYMPTOMS DURING CLASS**

Should you experience COVID symptoms during class, please report this to the lecturer, 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 telephone number is 021 808 3496/3494.

After the student has left the classroom, the class will continue. Those students who have not kept a distance of at least 1,5 m from the student with COVID symptoms, need to report to the lecturer, who will record their details for tracking purposes, should it become necessary.

## **12. STUDENT TRAVEL / INTERNATIONAL STUDENTS**

Staff and students must complete a travel registry ([click here](#)) before travelling abroad. This will provide us with an accurate record so that we can help in case of emergencies.

## **12. IMPORTANT TELEPHONE NUMBERS**

Campus Health Services Stellenbosch 021 808 3494/3496/3169

After hours and emergencies: 0764310305

SU ER24 number: 010 205 3032

Campus Security Stellenbosch 021 808 2333