**TOOLKIT FOR THE RETURN TO CAMPUS FOR STAFF AND STUDENTS**

The Institutional Committee for Business Continuity (ICBC) has asked that Environments plan for the safe reintegration and return to our campuses of staff and students. We understand that there is no “zero risk” way of doing this but by planning and executing the plans we will endeavour to minimise the risk.

In the Occupational Health and Safety (OHS) field we work on a hierarchy of controls to protect workers from any hazard. There are five types of controls, moving from the most effective at the bottom to the least effective at the top. These controls are considered when developing the return to campus plans.



*COVID 19 HIERARCHY OF CONTROLS HARVARD BUSINESS REVIEW*

*Joseph Allen and John Macomber April 29, 2020*

The documents and information in this Toolkit are based on the Regulations, Directives and Guidelines issued by the Department of Cooperative Governance, Department of Health and the Department of Employment and Labour as well as the Department of Higher Education and Training. The Toolkit is meant to assist various role players to prepare for staff/students returning to their workplaces/environments and specifically for the completion of the required Workplace Plans and “Walk Through Risk Assessment”. In addition the Workplace Plan and Covid Compliance Officer Appointment forms are to be completed and approved and signed by your Responsibility Centre Head and must be submitted to[**dap@sun.ac.za**](mailto:jer@sun.ac.za) of the Campus Operations Work Stream (COWS) for monitoring and record purposes. This document will be made available to all the relevant authorities.

**The following information/guidelines can assist SU environments relative to completing the required documentation and understanding respective responsibilities:**

**ACADEMIC-, PASS ENVIRONMENTS and SU STUDENT ACCOMMODATION**

**People**

* As far as possible staff should still work from home – HR provisions have been made for this. These HR provisions are updated from time to time and are issued by HR.
* Employees 60 years and older and/or with [**relevant co-morbidities**](http://www.sun.ac.za/english/CampusHealth/_layouts/15/WopiFrame.aspx?sourcedoc=%7bCC034DBD-FAE4-4140-9A1E-60BB8BEAC461%7d&file=20_2020%20V4.%20Guidance%20on%20vulnerable%20employees%20and%20workplace%20accommodation%20in%20relation%20to%20COVID-19%20final%2025%20May%202020.pdf&action=default) (click to see list as stated by National Department of Health) must complete their Health Check to determine their status. It is advised that these employees should contact Campus Health Services (CHS) (021 808 3496/3494) for a further refined individual health risk evaluation. These employees are strongly advised to work from home ([**Procedure for at-risk workers)**.](http://www.sun.ac.za/english/CampusHealth/_layouts/15/WopiFrame.aspx?sourcedoc=%7bA47F6293-805D-45B5-8EAD-81ABBA4FAE31%7d&file=COVID-19%20Management%20of%20at%20risk%20employee_guide%20for%20managers.%20JUNE%202020.docx&action=default)
* For those staff that must come to the workplace and students returning to campus and SU accommodation, arrangements must be made to maintain social distancing of at least 1.5m.
* Minimize the number of staff on duty within the workplace at any given time, by either implementing staff rotation, staggered working hours, shift systems (morning shift/afternoon shift), working from home arrangements etc. to ensure social distancing can be achieved and implemented effectively.
* Consider the health risk of the employee and students, type of work, size of workspaces, accommodation conditions/scenarios, layouts etc. when considering work and SU student accommodation.
* Consider within your specific environments, measures to minimize contact between staff, students, public or service providers.
* It is important that all staff and students use personal protective equipment as per the Workplace plan.
* In residences specifically, consider within your respective environments, measures to minimize contact between students in dining areas and other communal areas, the limit of the number of students per dining area as Risk Alert Level applicable at the time, scheduled meal times, social distancing and limit contact between kitchen staff and students.

**Returning to Campuses**

* SU environments should prepare, or, update their return to campus/work documentation (Walk Through Risk Assessment, Workplace Plans or Student Accommodation Readiness plans) as soon as possible and before all staff and students have returned to campuses, taking the following into consideration:
* The change in the Covid-19 Risk Alert Levels and applicable Directions
* The risk of increased volumes of staff and students circulating within workspaces, buildings, facilities, SU student accommodation, communal and dining/kitchen facilities.
* Staff are required to work through the COVID-19 Induction and Awareness PowerPoint presentation.
* On completion of the presentation the employee required to complete and submit the [**SU Staff COVID -19 Awareness Assessment**](http://www.sun.ac.za/english/CampusHealth/_layouts/15/WopiFrame.aspx?sourcedoc=%7b6EC3652D-311E-4306-A410-69D34E5F0E2F%7d&file=Document%204_COVID-19%20Awareness%20Assessment.pdf&action=default)(Worker Risk Assessment)to their line manager.
* The line manager must ensure that the assessment is completed, and all answers are marked green, before the staff member may return to work.
* ***Each day the employee and student must complete a Screening Questionnaire by completing the following:***

- Online at[**healthcheck.higherhealth.ac.za**](http://healthcheck.higherhealth.ac.za) . This tool is created by Higher Health (Department of Higher Education) and is zero rated.

* Only if a Worker Risk Assessment and daily screening questionnaire is completed and the result is green / low risk may the employee enter the workplace. The employee / student must sign the register when they enter the relevant building to enable contact tracing.
* If in terms of the Risk Alert Level Regulation a permit (form 7) is required to travel during the curfew to perform an essential service, permit related questions and queries (including the permit template) should be directed to Penny van der Bank: [**pennyvdb@sun.ac.za**](mailto:pennyvdb@sun.ac.za).
* Staff should be advised to vaccinate themselves against the Flu. The vaccine is usually available from end of March each year. Staff can schedule an appointment at Campus Health Services (021 8083 496/3494)
* Procedure for obtaining face masks, sanitiser and thermometers included below in the catalogue of items available from Purchasing Department.
* Brief line managers on their responsibilities.

**PPE (Personal Protective Equipment) – Process to purchase on page 15**

* All staff members and students must be issued with two cloth masks
* All staff members and students must be issued with a small personal bottle (100ml) of sanitizer.
* Staff and students must sign for receipt of the masks and sanitizer.
* In the [**COVID-19 Induction and Awareness PowerPoint presentation**](http://www.sun.ac.za/english/CampusHealth/_layouts/15/WopiFrame.aspx?sourcedoc=%7bC66618A9-B75C-4C63-8C7A-FA523DEBD219%7d&file=Document%203_COVID%2019%20Induction%20and%20Awareness.pptx&action=default) the correct way to put on and remove a mask explained
* It is mandatory for masks (that cover your nose and mouth) to be worn in the workplace, SU student accommodation, outside of students rooms and any other public space. This is mandatory in terms of the National Risk Alert Level Regulations.
* Guidelines are provided in the initial pack of two masks (with 5 filters) that staff and students will receive on how to clean the mask.
* Employees and students must wash and iron their own masks.
* The issuing of PPE to student is covered below under SU Purchasing

**Access control**

* Limit access to buildings. Limit to numbers in learning spaces and buildings are listed in the Regulations / Directions applicable at the time according to the Risk Alert level. Should you have any queries on the limits in terms of legislations please contact Penny van der Bank on [**pennyvdb@sun.ac.za**](mailto:pennyvdb@sun.ac.za).
* Keep OHS regulations in mind, relative to evacuations, exits etc. when planning to close entrances.
* Visitors to any building should be discouraged.
* Control and limit movement between floors via staircases and lifts.
* Limit number of people who can access a lift at any given time (depending on the size of the lift).
* ***Visitors*** to the building are required to complete any one of the below, and only enter the building if the result is green/low risk (zero rated):
* Online at [**healthcheck.higherhealth.ac.za**](http://healthcheck.higherhealth.ac.za)
* Fill in the Word Document (**[Covid 19 Visitor Screening questionnaire](http://www.sun.ac.za/english/CampusHealth/_layouts/15/WopiFrame.aspx?sourcedoc=%7bA101A118-CACD-4A1C-886B-03A4700062F9%7d&file=Document%208_COVID%2019%20Visitor%20Screening.DOCX&action=default)**)

**Sanitising**

* Ensure sufficient sanitising stations are in place within your respective environments/buildings/facilities and in line with your return to Workplace Plans / Student Accommodation Readiness plan etc.
* Issue 100ml sanitiser spray for each staff member and students for personal sanitizing, sanitizing of personal workspaces, pc keyboards, mouse etc. (25 litre dispensing/replenishing containers are available for order from SU Purchasing for the refilling of the 100ml bottles).
* Consider positions at entrances to buildings, lifts, staircases, shared areas, and equipment for sanitiser stations, as well as for 25 litre dispensing/replenishment containers (see stock item from SU Purchasing stock list attached) for refilling 100ml sanitiser spray bottles.
* Appoint someone to manage the stock, issuing and replenishment of sanitiser for smaller containers (100ml bottles issued).
* Where SU environments wish to have permanent sanitiser stations installed, environments should liaise and coordinate these between Facilities Management and SU Purchasing Department.
* Where wipes are used ensure there are waste bins to discard the used wipes. Cleaning staff have been briefed to double bag and remove for waste collection.
* Guideline available for storage of bulk sanitizer and hand wipes (msds sheets).
* The COVID-19 Compliance officer will monitor the compulsory implementation of the Workplace plan, use of sanitizer at entrances and exits of buildings, workspaces etc.

**Occupancy Certificates**

* It is mandatory to have a COVID19 certificate of occupancy at all venues. A certificate of occupancy which sets out the maximum number of persons the facility/classroom/laboratory/communal space/dining facility etc. may hold must be displayed at all indoor or outdoor venues where people gather ([**occupancy certificate**](http://www.sun.ac.za/english/CampusHealth/_layouts/15/WopiFrame.aspx?sourcedoc=%7bC761ED6E-3EDE-4C83-899B-B57F7763682F%7d&file=Document%2012_Covid-19_CapacityComplianceCertificate-1.pdf&action=default)).

**Physical Distancing**

* Demarcations in work- or SU student accommodation spaces to ensure 1,5m distances between staff/students at reception areas, communal areas.
* If possible, consider workstation layout when deciding on staff rotations and shifts.
* Move furniture if necessary (last resort).
* Where it is not possible to move furniture and equipment, arrangements should be made to introduce physical barriers between people to ensure they are protected (contact facilities management should this be required).
* Controls in place to ensure physical distancing where more than one department/division/environment may be working on the same floor, shared toilets, shared equipment etc.
* Where possible, make use of electronic or online meeting platforms. Visit the [**SU COVID-19 Website**](https://www.sun.ac.za/english/covid-19-coronavirus-disease-2019) for SU’s latest guidelines on Booking of venues, hosting of events and face-to-face-meetings.
* Meeting rooms where face to face meeting (only as a last resort) are required to comply to physical distancing of 1,5m radius between attendees (ensure the desktops, table tops and any equipment used are cleaned / wiped down after every meeting).
* Discourage staff from making use of, or sharing other employee’s telephones, chairs, desks etc.
* When preparing or amending the [**Walk Through Risk Assessment**](http://www.sun.ac.za/english/CampusHealth/_layouts/15/WopiFrame.aspx?sourcedoc=%7b4DD0C119-C046-4BF5-8D61-84598E557A63%7d&file=Document%205_HS%20Walk%20Through%20Assessment%20%20(1).docx&action=default)**,** [**Return to Workplace Plan**](http://www.sun.ac.za/english/CampusHealth/_layouts/15/WopiFrame.aspx?sourcedoc=%7b90F5843E-1983-48B4-BFD0-E2E83E2D9D60%7d&file=Document%2011_Workplace%20Plan%20-%20Template%20%20Rev16%20Feb%202021.docx&action=default), or preparing the learning spaces or student accommodation, ensure that there is a physical/seating distance of 1,5m radius between people.
* Ensure to adhere to the latest regulation capacities allowed in venues/facilities. If you are unsure about the latest limitations please contact [**pennyvdb@sun.ac.za**](mailto:pennyvdb@sun.ac.za)
* Consider implementing a system of staggered/alternate/rotating seating placement per lecture/sessions by means of demarcating seating with different coloured dots/tape to indicate (i.e. even hours and odd hours) and to maintain 1,5m radius, depending on actual existing seating layout in venues and existing distances between seats to all sides.
* In terms of the Risk Alert Level applicable at the time, numbers allowed in a building may also be limited. If you are unsure contact [**pennyvdb@sun.ac.za**](mailto:pennyvdb@sun.ac.za).

**Readiness of Learning Spaces, Workplaces and SU student accommodation**

* It is not required for physical dividers or screens to be installed between students in learning venues, but it is essential to maintain a distance of 1,5m radius between students.
* In classrooms/lecture venues/offices/SU student accommodation etc. where there is no air conditioning and it is possible to open windows, open the windows for cross ventilation and close windows on leaving the classrooms/rooms, or after the daily lecture sessions are complete.
* Use can be made of air conditioning in offices and learning venues. Facilities Management have a Standard Operating Procedure, to maintain ventilation systems, in place that adheres to the safety protocols for Covid-19.
* All workplace/learning venues/SU student accommodation should be prepared for the return of staff and student in accordance with your [**Walk Through Risk Assessment**](http://www.sun.ac.za/english/CampusHealth/_layouts/15/WopiFrame.aspx?sourcedoc=%7b4DD0C119-C046-4BF5-8D61-84598E557A63%7d&file=Document%205_HS%20Walk%20Through%20Assessment%20%20(1).docx&action=default) and [**Return to Workplace Plans**](http://www.sun.ac.za/english/CampusHealth/_layouts/15/WopiFrame.aspx?sourcedoc=%7b90F5843E-1983-48B4-BFD0-E2E83E2D9D60%7d&file=Document%2011_Workplace%20Plan%20-%20Template%20%20Rev16%20Feb%202021.docx&action=default)or SU Student Accommodation Readiness plans. Should you require assistance for any physical work to be carried out, please log a call via the FM Service Desk Planon System.
* Your respective Facilities Manager or Residence Service Coordinator (SU student accommodation) will be available for any liaison, coordination or queries that you may have.
* The cleaning of all buildings will continue as normal, with priority (4 x per day) sanitising being carried out in high touch areas within all buildings (toilet cubicle door handles, taps, stair balustrades, lift buttons etc.).
* If a faculty or department have internal staff who carry out a cleaning function and they are not able to return to work due to age or comorbidities, please liaise with your respective Facilities Manager who will arrange a temporary replacement via the current SU cleaning service provider (this will not be applicable to specialised areas such as laboratories/research areas etc.)
* Should faculties or departments wish to have their internal cleaning staff trained for Covid-19 cleaning, please liaise via your respective Facilities Manager to make the required arrangements

**Meetings**

* In-person meetings are discouraged. Please consult [**the SU dedicated COVID-19 webpage**](https://www.sun.ac.za/english/covid-19-coronavirus-disease-2019) for the latest protocols on meetings / booking of venues.
* If an in-person meeting must be held physical distancing arrangements must be made e.g. every second chair used and health protocols (e.g. masks must be worn) must be in place.
* For every in-person meeting, the attendance register must be kept for one month after the meeting so that contacts can be traced if necessary.

**Staff and student awareness and notifications**

* Display information material ([**posters/pamphlets**](https://stellenbosch-my.sharepoint.com/personal/vsouthon_sun_ac_za/Documents/Microsoft%20Teams%20Chat%20Files/Corporate%20toolkit.zip), etc.) at access points to buildings on the use of masks, sanitiser, washing of hands etc.
* Display information material ([**posters/pamphlets**](https://stellenbosch-my.sharepoint.com/personal/vsouthon_sun_ac_za/Documents/Microsoft%20Teams%20Chat%20Files/Corporate%20toolkit.zip), etc.) at access points to work areas, internal staircases, lifts, shared equipment (photocopiers) etc. On the use of masks, sanitiser, washing of hands etc.
* Display information material ([**posters/pamphlets**](https://stellenbosch-my.sharepoint.com/personal/vsouthon_sun_ac_za/Documents/Microsoft%20Teams%20Chat%20Files/Corporate%20toolkit.zip), etc.) in lift lobbies at lifts regarding maintaining physical distancing when using the lift (do not congregate at lift entrance, only one or two people at a time depending on size of the lift)
* Employee and student awareness too regularly self-sanitise using issued spray sanitiser, washing hands, sanitising at central sanitiser points, self-sanitising of hands with issued sanitizer before and after use of shared equipment etc.
* Clear instructions for use of sanitisers should be displayed at the point of use and warnings not to use excessive amounts.
* Patients can be de-isolated 10 days after the onset of their symptoms (in mild cases), 10 days after achieving clinical stability (in severe cases), or 10 days after the positive test (in asymptomatic cases). **A repeat negative PCR test is NOT required before return to work.** Medical clearance may be requested for moderate to severe cases who required hospitalisation. We recommend that you consult the Protocol on this topic drafted by Prof Wolfgang Preiser as approved by the ICBC to familiar yourself with on high risk (close) contact, isolation and quarantine.

**COVID-19 Compliance officer / employee**

* In terms of the Regulations a compliance employee / COVID-19 compliance officer must be designated in each environment to cover the implementation of the workplace plans and adherence to the standards of hygiene and health protocols relating to the COVID-19 workplace

Click this link for the responsibilities and [**letter of appointment**](http://www.sun.ac.za/english/CampusHealth/_layouts/15/WopiFrame.aspx?sourcedoc=%7b19C44FE6-3201-4869-87E7-9E753EA8A093%7d&file=Document%202A_COVID%2019%20Compliance%20Officer%20Appointment%20-Rev%2016%20February%202021.docx&action=default).

**SCENARIO 1: STAFF MEMBER REPORTING SICK (IN OFFICE)**

**Manager and Affected Staff Member**

1. Staff member phones line manager and report feelings sick and goes into immediate self-isolation in office or designated space. (Person under investigation).
2. Staff Member completes Health Check and informs line manager of outcome.
3. The employee must be provided with a “patient” mask.
4. Line manager report to Campus Health Services (CHS) (Stellenbosch or Tygerberg) and provide contact details of the symptomatic person.
5. Line Manager and affected employee to identify close contacts.
6. Line Manager allow time for CHS to triage case directly with the affected employee.
7. Manager give feedback and further instructions to staff member and colleagues.

**Campus Health Services (CHS)**

1. Telephonic medical screening and triage of affected employee and close contacts.
2. Arrange for appropriate further management (which could include: isolation at home with symptom monitoring/hospitalization/testing).
3. As per current testing guidelines, contacts of known cases will quarantine (self-isolate) for 10 days, and only be tested if they become symptomatic and adhere to the Western Cape Department of Health guidelines
4. Liaise with line manager about further management at workplace of the affected employee and close contacts.
5. Maintain record of cases and report as scheduled

**Facilities Management**

1. Guide the line manager to temporally quarantine affected areas;
2. Provide temporary alternative workspaces if necessary;
3. Conduct a needs assessment (security cordon, relocation of peers);
4. Manage the deep cleaning of affected spaced by professional cleaning contractors;
5. Obtain permission from Campus Health Services to re-use facilities;
6. Report back to Line Manager, Campus Health Services once cleaning completed.

**Human Resources**

1. Provide guidance to line manager about leave, sick leave, leave of absence;
2. Provide support and guidance to peers as necessary;
3. Conduct continuous wellness assessments of all affected staff members;
4. Provide wellbeing support in response to assessment outcomes;
5. Keep separate institutional records of cases and statuses thereof.

**SCENARIO 2: AT HOME – STAFF MEMBER REPORTING SICK**

**Manager and Affected Staff Member**

1. Staff member phone line manager and report feelings sick.
2. Line manager the following obtain information telephonically from staff member:
   1. Symptoms and when they manifested;
   2. Recent exposure history (family, shops e.g.);
   3. Frequently used workspaces (bathroom, kitchen, toilet);
   4. Colleagues in contact with (meetings e.g.).
3. Line manager instruct staff member to self-isolate and wait for further instructions;
4. Line manager report to CHS (Stellenbosch or Tygerberg) and provide CHS with contact details of the symptomatic person.
5. Manager allow time for CHS to triage case.
6. Manager give feedback and further instructions to staff member and colleagues if applicable.

**Campus Health Services (CHS)**

1. Assess risk of staff member being infected;
2. Arrange for testing of staff member at hospital / testing facility;
3. As per current testing guidelines, contacts of known cases will quarantine (self-isolate) for 10 days, and only be tested if they become symptomatic and adhere to the Western Cape Department of Health guidelines
4. Liaise with line manager about hospitalization / isolation of staff member and colleagues.
5. Maintain record of cases and report as scheduled
6. Liaise with Facilities Management about deep cleaning of affected working areas when applicable.
7. Report to Human Resources.

**Facilities Management**

1. Guide the line manager to temporally quarantine affected areas if applicable;
2. Provide temporary alternative workspaces if necessary;
3. Conduct a needs assessment (security cordon, relocation of peers);
4. Manage the deep cleaning of affected spaced by professional cleaning contractors;
5. Obtain permission from Campus Health Services to re-use facilities;
6. Report back to Line Manager, Campus Health Service once cleaning completed

**Human Resources**

1. Provide guidance to line manager about leave, sick leave, leave of absence;
2. Provide support and guidance to peers as necessary;
3. Conduct continuous wellness assessments of all affected staff members;
4. Provide wellness support in response to assessment outcomes;
5. Keep separate institutional records of cases and statuses thereof.

**RESIDENCES**

**COVID19 positive case and isolation**

1. Food

* Student (in isolation) inform the Resident Head and HK structure
* KOS-HK will liaise with Kitchen Manager to prepare food in take away container

1. Cleaning of room

Cleaning in Quarantine common areas and rooms *( PUI )*

* During quarantine normal cleaning and disinfecting of high touch points can still be practise in all common areas incl. bathrooms, section area, kitchenette and passages of the quarantine areas.
* Room cleaning only if a person have no symptoms / cleared.
* Do normal day to day cleaning and disinfecting of High Touch points.
* Normal PPE required.

Cleaning in Isolation common areas (Covid 19 positive):

* Areas must be well ventilated, at least 24 hrs
* Appropriate/additional PPE required to clean in common areas of positive case
* Normal PPE wear with additional personal protective PPE will be required as:
* Goggles
* Disposable / reusable gowns
* Do normal day to day cleaning and disinfecting of High Touch points in all common areas
* Monday till Friday with all required PPE and training

Cleaning in Isolation rooms (Covid 19 positive)

* Areas must be well ventilated, at least 24 hrs
* Once affected student has vacated the room, the room will be wipe down (bio- cleaning).
* Appropriate/additional PPE required to clean room of positive cases, when the 10 day cycle are completed
* Normal PPE wear with additional personal protective PPE will be required as:
* Goggles
* Disposable / reusable gowns
* If required from SU, fogging will be done by a specialized team

Cleaning in Dining Halls where a positive case where reported (Covid 19 positive)

* Fogging to be done in entire dining hall by a specialized team when required
* After fogging, normal day to day cleaning with normal PPE

**Normal day to day cleaning and disinfecting of High Touch points areas:**

* Disinfecting / Sanitise of high touch points, to be done 4 x per day.
* Including:

- elevator panels

- turn styles

- stair rails

- door handles and knobs

- light switches

- handrails

* All high touch point areas in rooms, communal areas, outdoor areas, kitchenettes, dining hall, bathrooms, foyers etc.
* Keep doors e.g. section doors, entrance door of bathrooms and windows as far as possible open for ventilation.

**WASTE DISPOSAL:**

**Whilst in Isolation**

* Residence Coordinator arrange with Meg Pittaway for delivery and collecting of Covid red bins.
* Covid red bin will be placed in allocated bathroom, student room, or common area **depending** on the area provided for isolation.
* Staff members remove waste bags, collected in front of student’s door, common area and bathroom.
* All waste to be placed in Covid bin.
* Disposable PPE, masks and latex gloves and disposable gowns are classified as biohazardous waste and will be disposed of in the Covid bin, lined with a plastic bag for hygienic disposal.
* When bin is full, follow procedure to bag and sanitize Covid bin for removal.
* Wash / Sanitise hands immediately after gloves and disposable PPE wear been removed.

**Normal waste disposal**

* As per norm without putting waste bag in a separate sealed bag.

**Residence Contract Staff**

**Social Distancing**

The following social distancing measures apply for contract staff:

1. No handshaking.
2. Non-essential physical work that requires close contact between employees should not be carried out without suitable PPE, such as face shields or face masks.
3. Work requiring skin to skin contact should not be undertaken without suitable PPE such as overalls or long sleeve shirts.
4. Staff should plan work to minimise contact between employees.
5. Ventilation should be increased in enclosed spaces.
6. Only absolutely necessary meetings should be held. Where possible these should be held in open areas and limited to no more than groups of 50 people, with a distance of at least 1,5 metres between each person.
7. Where meetings have to be held inside, these should take place in well ventilated rooms and attendees should ensure that they are sitting at least 1,5 metres apart from each other.
8. Approval for meetings must be obtained beforehand from the SU Compliance Officer

**Access**

1. When an operational area is entered, all people will be required to stand at least 1,5 metres away from each other.
2. All people accessing kitchen etc. will be required to undergo thermal screening, to ascertain body temperature. **Any person with a body temperature over the normal reading of 37.4ºC will not be permitted to access the premises**.
3. All suppliers, deliveres or any other visitor will provide their information in the visitor’s book. They will then undergo thermal screening whilst still in their vehicle and once approved to enter the site, will exit their vehicle, wash and sanitise hands and move to their place of work.
4. All people will be required to wash and sanitise hands before exiting the premises.

**Screening**

1. Daily screening at managers office on site and all registers are kept
2. Staff identified via the thermal thermometer with a body temperature of more than 37.4ºC will be required to go to a separate screening area.
3. The person will be asked additional questions relating to the symptoms being experienced and recent contact with other employees.
4. The person will then be requested to see a medical practitioner and isolate at home, and appropriate steps will be taken regarding those employees that was in close contact with the affected person

**Covid 19 Register**

* The COVID19 register shall provide the following format:
* Name and Surname
* Reason for Visit (if Visitor)
* Date and Time of Visit
* Contact Detail
* Responses to the following questions:
* Has the person been in close contact with a person who has tested positive for the COVID-19 virus?
* Has the person recently visited a healthcare facility known to be treating COVID-19 patients?
* Is the person exhibiting or has the person in the last 14 days exhibited symptoms of the COVID-19 Virus?

**Physical Barriers**

* 1. Physical barriers, consisting of a transparent counter shield, will be installed at all workstations / areas where high foot traffic combined with necessary face-to-face contact is experienced, i.e., cashiers, serving stations, etc.
  2. Employees and customers will be encouraged to keep to the 1.5m social distance requirements and cloth masks must be worn at all times.

**Testing**

1. Staff identified via the thermal thermometer with a body temperature of more than 37.4ºC will be required to go to a separate screening area.
2. The person will be asked additional questions relating to the symptoms being experienced and recent contact with other employees.
3. **The person will then be requested to see a medical practitioner and isolate themself at home, and appropriate steps will be taken regarding those employees that were in close contact with the affected person.**

**Travel**

Employees making use of public transport must adhere to all protocols applicable to such public transport, inclusive of wearing a mask at all times and making adequate use of the sanitisers provided, especially before boarding public transport and after leaving it.

**Utilising Ablutions**

1. Hand sanitisers and the appropriate signage shall be mounted outside the door / access to all ablution facilities.
2. Ablutions shall be thoroughly cleaned at least 3 times a day, and access to employees shall be denied while cleaning is taking place.
3. The number of occupants in the ablution shall not exceed one at any time.
4. It is suggested that a token system be used (similar to that of fitting room stalls at clothing stores) if necessary.

**Hand Sanitisers**

Hand sanitizers will be made available at all entrances to buildings. The sanitizers shall be accompanied by a sign encouraging the use of the sanitizer before entering the relevant space.

**Facial Masks**

1. All employees, visitors and / or suppliers will be required to wear cloth masks at all times.
2. Each employee will be provided with two cloth facial masks.
3. Employees will be required to wash the facial mask they wore that day at the end of each day.

**Gloves**

1. Gloves made of nitrile or polyvinyl chloride (PVC) that are powder free are recommended – however, latex gloves are also acceptable.
2. The cuff length should preferably reach mid-forearm (e.g., a minimum of 280mm total length).
3. Disposable gloves should be worn when cleaning and disinfecting surfaces and discarded after use. Disposable gloves should only be used when cleaning surfaces in order to prevent the spread of COVID-19.

**PPE Training**

1. All staff should have the appropriate training regarding the correct use of PPE.
2. Such training may include a demonstration of appropriate procedures for putting on and removing PPE.
3. Additional awareness may be created by sharing information via the Intranet or by the display of posters.

**Facilities Management**

**Maintenance**

* Reactive and planned maintenance at all facilities/buildings and sporting facilities will continue as normal. Requests from SU environments for reactive maintenance can be logged as normal via the FM Service Desk Planon System
* Any minor work required to prepare any space in terms of Covid-19 requirements will be attended to by Property Services, via the requests logged by the SU environments on the FM Planon System
* Property Services have a Standard Operating Procedure in place for the servicing of air conditioning equipment that adheres to the safety protocols for Covid-19.

**Projects**

* The planning and execution of projects will continue as normal.
* Requests for projects can be logged as per normal via the FM Planon system.
* The project team will liaise directly with the SU environments where the execution of work may impact of the scheduling of leaning and working spaces.

**Cleaning (Excludes SunCom Buildings & SU student accommodation)**

* The cleaning of all buildings will continue “as normal”, with priority (4 x per day) sanitising being carried out in high touch areas within all buildings (toilet cubicle door handles, taps, stair balustrades, lift buttons etc.).
* The respective Facilities Managers will liaise and coordinate with faculties and departments for any Covid-19 training of internal SU assistants where required or requested.
* Cleaning service provider (Metro Clean) is managed by Facilities Management and can supply additional service if required.
* Contact and liaise with your Facilities Manager on any required or additional services.
* Service provider will be contacted to make staff available to do the required cleaning on an agreed rate, based on working minimum of 6 hours, daily rate, weekly rate, and monthly rate. Only applies for the duration of the national state of disaster and until “normal services” can resume.

Additional once-off deep cleaning or specialized cleaning outside of current service provider contract:

* Areas or space that environments require the above services in, may require special chemicals or equipment contact and liaise with Facilities Manager.
* This service will be provided in areas were positive case/s of COVID-19 is identified only, or where/when instructed by SU management.
* Liaison for the service will be between the environment head and the Facility Managers.
* Specialised cleaning service provider will be appointed to carry out the sanitizing and disinfection of the areas/spaces.
* Charges for these services have predetermined agreed rates, based on the number of square meters to be sanitized or disinfected.
* Only applies for the duration the national state of disaster and until normal services can resume

Normal cleaning services

* Timeous liaison with your Facility Manager on the date of proposed return of staff/students and areas of operation within the workspace will be required.
* Arrangement will be made by the Facility Managers to clean the proposed areas of operation as normal with priority (4 x per day) sanitising being carried out in high touch areas within all buildings (toilet cubicle door handles, taps, stair balustrades, lift buttons etc.).
* Wiping down of learning spaces tops and normal cleaning will be done to align with the availability of access, depending on the frequency of the venue bookings. Staff and students are encouraged to take responsibility for their own environment and use the sanitiser they are issued with to clean / sanitise word spaces / surfaces.
* Depending on the frequency of bookings for learning spaces, the alert level and the number of contracted cleaning staff available/allowed per work area, the frequency of cleaning will be agreed between the Facility Manager, service provider and SU environments.
* As part of the liaison and prior to cleaning starting, consideration must be given to regulations relative to social distancing, limiting movement within the workspace, use of PPE by SU staff and the cleaning staff.

Unoccupied buildings, workspaces & work areas

Various scenarios will exist depending on the phased return of staff and students, the Risk Alert Levels, allowable economic activities which may resume under the COVID-19 Regulations / relevant Directions. Buildings may be partially occupied, various floors within buildings may be occupied, or entire buildings remain unoccupied etc. Where these scenarios occur, the following will be scheduled and arranged at least once a month:

* cleaning of toilets, kitchens, rest areas where sinks, hand basins, urinals, and toilets exist;
* flushing of toilets and urinals, opening taps to sinks and hand basins to replace the water traps which evaporate over time;
* where access is possible, general cleaning will be done to all other unoccupied workspaces, entrance lobbies, passages, and the like.

**Waste management (non-medical and biological)**

* The Service Provider as well as waste collection is managed by Facilities Management.
* The cleaning company that empties waste bins inside buildings will continue to do so and are managed by Facilities Management.
* Waste, such as used tissues, do not need to be treated as medical or contaminated waste but need to be double bagged.
* Should a COVID-19 case be identified the waste in the “infected” area will be treated as medical waste.

**Important Telephone numbers**

***Campus Health Services***

Stellenbosch 021 808 3494/3496/3169

Tygerberg: 021 938 9590

After hours and emergencies: 0764310305

SU ER24 number: 010 205 3032

***Campus Security***

Stellenbosch 021 808 2333

Tygerberg 021 938 9507

**Purchasing and Provision Services**

PPE can be ordered from SU Purchasing for distribution to personal and students. PPE can be collected at Department Purchasing and Provision Services or delivered to Departments. Large containers of sanitizer will be available to do refilling of the small hand sanitizer bottles. Please see below the items available at the Department Purchasing and Provision Services as well as the process to order the items.

Students and staff can collect the hand sanitizer and masks issued at their Faculties or Residences.

**Items available at Department Purchasing and Provision Services**

Below is a list of items available from the Department Purchasing and Provision Services. Each Department must create a stock requisition on EAS501P at status 1. As items are limited, please only request what is necessary.

The stock requisition must be captured as follows:

**Cost Centre:** B073

**Account number:** 2183

**Project number:** CO19

**Store code:** 7312

The requisition number must be sent to Annetjie Venter at [**amv@sun.ac.za**](mailto:amv@sun.ac.za) for finalisation. All items can be collected at Department Purchasing and Provision Services or delivered to Departments. If it needs to be delivered, please inform Liezl Cilliers at [**liezlc@sun.ac.za**](mailto:liezlc@sun.ac.za). Delivery will take at least one day to arrange.

Costs for these safety measures will for now be borne by the Contingency Fund.

|  |  |  |  |
| --- | --- | --- | --- |
| **PICTURE** | **PRODUCT DESCRIPTION** | **BOX/PACK/BOTTLE/ITEM** | **STORE CODE** |
|  | Latex Powder Gloves  (100 per box)  Medium and Large | 1 Box | 9605 |
|  | **75ml Hand Sanitiser Gel**, flip top (pocket size) | 1 Bottle | 9598 |
|  | **100 ml** **Hand Sanitiser, Spray** mist, 70% Ethanol | 1 Bottle | 9607 |
|  | **350 ml** Hand sanitiser gel, flip top, 70% Ethanol | 1 Bottle | 9608 |
|  | **1 litre** Hand sanitiser gel, 70% Ethanol + pump | 1 Bottle | 9597 |
|  | **5 litre** Hand sanitiser liquid, 70% Ethanol | 1 Bottle | 9603 |
|  | **5 litre** Hand sanitiser gel, 70% Ethanol | 1 Bottle | 9599 |
|  | **Pump mechanism** for 5L gel sanitiser  (mechanism only) | 1 Unit | 9624 |
|  | **750 ml** Spray bottle  (for decanting liquid sanitiser) – this item is empty, container only | 1 Bottle | 1565 |
|  | **1 litre** Kleenex gel sanitiser - 80% Ethanol | 1 Bottle | 8859 |
| Image result for scott 6392 refil content | **1 litre** Waterless hand sanitizer and cleanser foam refill.  Dermatologically tested.  Kills up to 99.99% of microorganisms  Contains Aloe Vera and skin humectant  Designed for frequent use and ease of application.  Minimises residual build up on the skin. | 1 Container | 8820 |
| Image result for scott 6377 refil content | **1 litre** Sanitiser Foam Hand (1L)  Control Sanitiser Foam Hand Cleanser  Process protection and compliance with hand hygiene protocols  pH balanced and free of all fragrances and dyes. Enriched with glycerine and aloe.  Scott® Control™ Sanitiser Hand Cleansers can be used wherever the highest standards of hand hygiene are required | 1 Container | 9553 |
| C:\Users\eh2\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\D2P8GJDX\wipe houer.jpg | **Wipe Container** (Container only for 300 and 100 surface wipes) | 1 Bucket | 9600 |
| C:\Users\eh2\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\D2P8GJDX\wipe refill.jpg 100 wipe Sachets X 3  C:\Users\eh2\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\D2P8GJDX\wipe houer.jpg | **300 x** Surface Wipes **(Without container**)  Alcohol based hand/surface wipe | 1 Sachet | 9601 |
| C:\Users\eh2\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\D2P8GJDX\wipe refill.jpg 100 wipe Sachets  C:\Users\eh2\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\D2P8GJDX\wipe houer.jpg | **100 x** Surface Wipes **(Without container)**  Alcohol based hand/surface wipe | 1 Sachet | 9602 |
|  | **Thermometers** – Hand-held non touch (Batteries not included) | 1 Unit | 9620 |
|  | **Masks**: Surgical 3ply  (50 Per box) | 1 Box | 9622 |
| C:\Users\eh2\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\D2P8GJDX\ffp1.jpg | **MASK – FFP1** (Without nozzle) (20 per box) | 1Box | 9604 |
| C:\Users\eh2\AppData\Local\Microsoft\Windows\INetCache\Content.Word\FFP2.jpg | **MASKS – FFP2** (with or without nozzle)  (20 per box) | 1Box | 9621 |
|  | **Masks**: 3 Layered cloth mask **(Pack of 2 masks)**  Fabric face masks including 5 reusable filters.  Colours available: Maroon | 1 Pack | 9623 |
| C:\Users\eh2\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\D2P8GJDX\filter.jpg | **Filter:** Face Mask  (10 pack replacements) | 1 Pack | 9642 |
| http://www.facevisor.co.za/wp-content/uploads/2020/03/carousel_europe-iso838-2.jpg | **Mask**: Face, Shield Visor | 1 Unit | 9641 |
|  | **Elbow Wall Mounted Sanitiser Applicator:** Stainless Steel | 1 Unit | 9645 |
|  | **Free Standing/Wall Mounted applicator manufactured from stainless steel –** with concrete base.    Base can be fixed to floor or loose standing.  The base on which the bottle stands is height adjustable and can accommodate various size bottles.  Applicator can accommodate spray as well as pump action nozzles.  Units can be wall mounted | 1 Unit | 9646 |
|  | **TAP FOR PLASTIC CAN (TAP ONLY)** | 1 unit | 9686 |
|  | **HAND SANITISER LIQUID 25L IN PLASTIC CAN** | 1 unit | 9685 |