

8 January 2021

REINTEGRATION PLAN: RETURN OF STAFF TO CAMPUS FROM 11 JANUARY 2021

In line with the announcement by President Ramaphosa on 28 December 2020 that South Africa will move to an adjusted Level 3 of the national lockdown as of 29 December 2020, and in line with the new regulations issued by the Minister of Cooperative Governance and Traditional Affairs, Nkosazana Dlamini Zuma, in Government Gazette 44044 of 29 December 2020, the University of the Free State (UFS) adjusted its measures to reintegrate staff and students on campus; this plan replaces the measures implemented during lockdown Level 1.

This reintegration plan is based on the need for staff to return to work in order to provide maximum support for the adjusted number of students who will return to the campuses. The principle of social/physical distancing and the need for health protocols will remain in place.

The safety, health, and well-being of staff and students and the saving of lives remain the university's priority in order to limit the possibility of spreading COVID-19 on the campus and to prevent a third and fourth surge of positive cases.

1 STAFF ARRANGEMENTS FROM 11 JANUARY 2021

Category	Frequency	Remarks
*Essential services, University Estates, Clinic, Kopsie Health, HRA, internal catering delivery services, ICT Services, Procurement and Stores, Protection Services, Electronics and Instrumentation.	100% capacity during normal working hours as currently applied.	
Management and heads (including rectorate, deans, senior directors, directors, campus principals, deputy directors, assistant directors, heads of department/section, and all other managers having a section reporting to them).	Up to 100% capacity from 11 January 2021.	Staggered starting and finishing times may be permitted only at the discretion of the line manager. Flexible arrangements for working from home during <i>certain</i> times of the day or on

Category	Frequency	Remarks
<p>AND</p> <p>academic support and operational support staff (including all those within faculties).</p>		<p><i>certain</i> days may be allowed, subject to a staff member being available during normal working hours.</p> <p>The line manager must ensure that appropriate work schedules are in place and that deliverables are met.</p> <p>It is expected that a manager's presence on campus will be required at least 60% of the time.</p> <p>A staff member who is allowed to work at home on <i>certain</i> days may be recalled and is expected to return within 24 hours if the need arises.</p>
<p>Academic staff</p>	<p>Lecturers / senior lecturers / professors / tutors / academic facilitators who are required to provide face-to-face lectures / tuition will return during times they are expected to deliver lectures.</p> <p>Other lecturers/professors who are delivering via the multimodal online platform can continue to do so from home.</p>	<p>The dean and academic head to ensure that students receive appropriate service, that appropriate work schedules are in place, and that deliverables are met.</p> <p>Staff must be based at home and be available at all times during working hours and may be recalled and expected to return within 24 hours where the need arises.</p>

NOTE:

- **Staff with minor children:**

Line managers must take cognisance of the fact that staff members with minor children might still experience bona fide challenges with the reopening of crèches and the phased opening of schools. The changes in the school calendar must also be taken into consideration and staff should be accommodated as far as possible, without hampering effective service delivery to our students and divisions within the university.

- **Staff who are sick:**

Normal sick-leave protocols will apply to staff members who are unwell and unable to return to work.

- **Staff with comorbidities and staff 60 years of age and older:**

These staff members must return to campus if the operational requirements so dictate. The necessary precautionary measures must be in place in the workstation environment and staff members must adhere strictly to the health protocols in place.

- **Permit to enter campus:**

In accordance with the directives issued by Dr Blade Nzimande, Minister of Higher Education, Science and Innovation in terms of Government Gazette 43414 of 8 June 2020, staff members and students will only be allowed to return to campus if they have the necessary permit issued by the head of the institution or his/her delegate. This letter must either be produced electronically or in hard-copy format, prior to entry to the campuses.

Protection Services will only allow staff and students on campuses upon presentation of (1) the campus access permits issued during the original Level 3, Level 2, and Level 1 of the national lockdown (no new permits will be issued for staff who have already received permits), (2) valid staff or student card, (3) if temperature screening is performed, and (4) if medical screening is done and the QR code is presented for scanning.

No staff member or student will be allowed to enter campuses without this evidence.

Staff members must note that campus access permits will only be issued if approved by the deans of the relevant faculties or senior line managers. The request for issuing a campus access permit for staff members must be done in the prescribed format and must be submitted to the office of the Senior Director: Human Resources; for students, the detail must be forwarded to the faculty manager **at least 48 hours before entry** is required.

The Department of Protection Services is mandated to develop and implement security protocols that are in line with the national lockdown regulations.

A detailed security plan for the return of students and staff was developed and the following salient points of the plan are important to note:

- Access to the campus shall only be granted to staff, students, contractors, and tenants who are in possession of a valid Level 3, Level 2, or Level 1 campus access permit.
- The campus access permit and access card must be produced to the security officers each time an authorised person arrives at any of the UFS access gates; this will be followed by a temperature screening and the scanning of the QR code on the medical screening form.
- The wearing of a mask when entering any of the UFS premises is compulsory, as well as the wearing thereof while on UFS premises.
- The following principles have been adopted:
 - **No campus access permit, no access.**
 - **Refusal to have temperature reading taken, no access.**
 - **No QR code, no access.**
 - **No mask, no access.**

It must be noted that ***permits issued under Level 5 and Level 4 will not be valid***, as new permits were issued in terms of Level 3 and thereafter.

- **Staff availability and proximity to campus:**

A line manager may request an employee to return to campus during normal working hours if deemed necessary. In this case, it is ideal from a travel perspective that employees should remain at their normal residences within the area to be closer to their campuses.

- **Workers of service providers:**

These arrangements also apply to the designated workers of outsourced service providers for cleaning, residences, gardening, sports, and Protection Services on the designated list. It will, however, be the responsibility of the service providers to provide letters to their employees, based on a letter that was provided to the service providers stating that they are required to perform services at the UFS.

- **Meetings**

Meetings will continue to take place virtually as of 4 January 2021.

2 CAMPUS ACCESS

Access to the campuses can be obtained through the following gates:

Bloemfontein Campus:

- Main Gate (Gate 1): Operational 24/7, but access will not be granted between 21:00 and 06:00, in line with the national curfew. Only medical and security emergency vehicles such as critical maintenance, ambulances, law enforcement, and the fire services will be granted access after 21:00.
- Roosmaryn Gate (Gate 2): Operational between 06:00 and 18:00 during weekdays, public holidays excluded.
- Medical Gate (Gate 3): Operational 24/7, but access will not be granted between 21:00 and 06:00, in line with the national curfew. Only medical and security emergency vehicles such as critical maintenance, ambulances, law enforcement, the fire services, and staff and students of the Faculty of Health Sciences will be allowed due to clinical training.
- Furstenburg Gate (Gate 4): Operational between 06:00 and 18:00 during weekdays, public holidays excluded.
- Visitors Centre Gate (Gate 5): Operational 06:00-18:00 daily during weekdays, public holidays excluded.
- The Security Operational Centre is operational 24/7 and can be reached at:
 - 051 401 2911/2634.

Qwaqwa Campus:

- Main Gate: Operational 24/7, but access will not be granted between 21:00 and 06:00, in line with the national curfew. Only medical and security emergency vehicles such as critical maintenance, ambulances, law enforcement, and the fire services will be granted access after 21:00.
- The Security Operational Centre is operational 24/7 and can be reached at:
 - 058 718 5334/5162/5150/5259.

South Campus:

- Main Gate: Operational 24/7, but access will not be granted between 21:00 and 06:00, in line with the national curfew. Only medical and security emergency vehicles such as critical maintenance, ambulances, law enforcement, and the fire services will be granted access after 21:00.
- The Security Operational Centre is operational 24/7 and can be reached at:
 - o 051 505 1217.

3 SCREENING

All staff members, students, and visitors must complete the COVID-19 online screening questionnaire at www.ufs.ac.za/covid19screening. A QR code will be emailed to the staff member/student/visitor, which will be scanned at entrance gates to the campus.

If a red signal is generated, staff and students will immediately be referred to the campus screening point. Those staff members residing on or entering the campus should do daily screening, including temperature screening.

Visitors and contractors who screen red will not be allowed to enter the campus and must be referred to private or public medical facilities.

Students staying in residences must complete the online screening questionnaire on a daily basis, and the residence heads must ensure that this is done. The same compulsory procedure must be followed for staff members residing on campus.

Staff members should not report for work if they are sick or have symptoms associated with COVID-19; they should take sick leave in terms of *Section 22 of the Basic Conditions of Employment Act*.

4 WEARING OF PERSONAL PROTECTIVE EQUIPMENT (PPE)

The use of cloth/fabric face masks as an additional preventative measure is compulsory as from 29 December 2020 and non-compliance is punishable by a fine. In support of this, the UFS has already made two washable cloth masks available to all staff members free of charge.

This means that all staff members who enter the university campuses **must** wear a mask that covers the nose and mouth, including when moving around on the campus grounds and in the buildings. The UFS has masks in stock; these can be ordered through the e-procurement system from the university stores.

5 SOCIAL/PHYSICAL DISTANCING

Strict adherence to protective behaviour guidelines, including social-distancing protocols, hand hygiene, the wearing of a mask, cough/sneeze etiquette, etc., is essential.

6 MEETINGS/INTERACTIONS

The principle of social and physical distancing will be strictly adhered to. Face-to-face meetings should be avoided as far as possible; Skype, Microsoft Teams, or Blackboard Collaborate meetings from offices are encouraged.

If face-to-face meetings are to be held, the prescribed distance of TWO metres between attendees must be adhered to, and only 50% of the maximum capacity of a venue can be used.

7 ENVIRONMENTAL HYGIENE

Hand-washing facilities with soap is available for pedestrians at all entrances of the campuses.

Persons travelling to the campus by vehicle should, if required, make use of hand-washing facilities with soap in ablution facilities.

Hand-sanitiser stations are available at high-use entry and exit points in buildings on campuses, especially the library, computer centres (including residences), large lecture halls, and in passageways.

Bathrooms are stocked with hand soap (dispensers), paper towels or working dryers.

The cleaning section will check that all existing posters with instructions on hand washing/hand rubbing are still in place and put up additional ones where there are none.

The cleaning section will provide additional bins.

The cleaning cycle of ablution facilities will be increased, and the cleaning team will redirect resources accordingly.

Only dedicated bins clearly marked and placed at strategic points on the campuses should be used for the disposal of PPE such as masks and/or gloves.

8 VISITORS AND SERVICE PROVIDERS

Service providers and visitors to the campus will be required to complete the online screening questionnaire (www.ufs.ac.za/covid19screening) before visiting the campuses.

All visitors entering the campuses must wear a face mask that covers the nose and mouth during their time on the campus.

It is advisable that meetings with external stakeholders take place electronically or remotely.

These arrangements are also applicable to the designated workers of outsourced service providers for cleaning, residences, gardening, sports, and Protection Services on the designated list.

It will, however, be the responsibility of the service providers to provide letters to their employees, based on the letters that were already provided to the service providers stating that they are required to perform services at the UFS.

9 PUBLIC TRANSPORT

Staff using public transport must use hand sanitiser on entering and leaving the public transport and must wear a cloth face mask all the time while in public transport or walking to and from the public transport.