



University of Venda

**BACK -TO WORK AND LEARNING DURING COVID-19 ALERT LEVEL 4 LOCKDOWN
AT THE UNIVERSITY OF VENDA**

GUIDELINES TO CONTAIN COVID-19 PANDEMIC AS APPROVED AT MEETING
BETWEEN EMC AND TRANSVERSAL COMMITTEE HELD ON FRIDAY, 08 MAY 2020

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ABBREVIATIONS

UNIVEN	: University of Venda
COVID-19	: Corona Virus Disease 2019
DPSA	: Department of Public Service and Administration
COGTA	: Department of Cooperative Governance and Traditional Affairs
PSET	: Post-School Education and Training
SMC	: Senior Management Committee
HOD	: Head of Department
CDC	: Centre for Disease Control
NICD	: National Institute of Communicable disease

1. INTRODUCTION AND PURPOSE

The end of February 2020 marks the day when the World Health Organisation (WHO) declared COVID-19 a disease of Public Health Emergency of international concern. Current evidence suggests that COVID-19 is a respiratory infection, which spread from person-to-person, through respiratory droplets produced when an infected person coughs or sneezes, between people who are in close contact (up to 2m) with one another and for more than 15 minutes (open conversation). These droplets land in the mouths or noses of people who are nearby with a possibility of being inhaled into the lungs (called direct transmission) or land on surfaces and objects, which become contaminated and act as a vehicle for infection as people touch them and then touch their faces (called indirect transmission).

COVID-19 infection may cause illness ranging from asymptomatic, to the common cold (mild disease) to more severe (pneumonia) disease and death. Evidence to date suggests that two (2) groups of people are at a higher risk of getting severe COVID19 disease, namely older people (people over 60 years old) as well as people with underlying medical conditions such as HIV, cardiovascular disease, diabetes, chronic respiratory disease, and cancer. Around 1 in every five people who catch COVID-19 needs hospital treatment. Common Symptoms include fever, cough, fatigue, sputum production, shortness of breath, myalgia or arthralgia, sore throat, headache, and chills.

These guidelines aim to synthesize the regulatory frameworks as applicable to UNIVEN during alert level 4 lockdown, clarifying roles and responsibilities of various sections and stakeholders in the containment of COVID-19.

2. SCOPE OF THE GUIDELINES AND AREA OF APPLICABILITY

These guidelines are specifically applicable to alert level 4 lockdown at UNIVEN, and will continually be adjusted per the lockdown levels going forward.

3. BACKGROUND

On March 05/2020, the 1st case of COVID-19 was diagnosed in South Africa (SA). On March 15/2020, the SA President declared State of National Disaster when the country had 62 cases. On March 23, the SA President declared a lockdown alert level 5 when the country had 402 cases, which ended on April 30, 2020. The President announced the relaxation of lockdown

from alert 5 (total shutdown of business operations etc.) to alert level 4 (some business operations permitted) on April 23/2020, which started on May 01 2020 when South Africa had 5951 positive cases and 116 deaths with 304 new cases.

In response to the President's lockdown relaxation pronouncement, the Minister of Higher Education, Technology and Innovation, Dr. Blade Nzimande announced on April 30/2020, that institutions of higher learning, namely Universities and Technical Vocational Education and Training (TEVET) colleges, both public and private would remain closed during alert level 4 of the lockdown; and that only a controlled return of final-year clinical training students, mainly medical students to assist with the health management campaigns of the Department of Health is permitted. Only some essential services such as grounds and cleaning, health and wellness COVID-19 response team, campus health, IT, communications, facilities management, project contractors, maintenance contractors, printing, protection services, experimental research laboratory, agriculture, transportation, human resources, finance, etc. are permitted to resume operations. The minister emphasized that this decision was meant to contain the spread of COVID-19 infections and to protect staff and students from contracting the disease.

In response to the minister's pronouncements, UNIVEN endeavors to make guidelines, action plans and protocols in relation to measures to be taken to contain the spread of COVID-19 infections and to protect staff and students from contracting the disease in accordance with relevant regulatory frameworks outlined in the next section.

4. REGULATORY FRAMEWORK

- a) DPSA circular 7 of 2020
- b) Risk-adjusted strategy regulation compressed by COGTA
- c) Back to work/learning COVID-19 guideline by Limpopo Department of Health
- d) Media briefing document – Minister of Higher Education Technology and innovation
- e) Higher Health PSET COVID -19 guidelines
- f) Government gazette essential goods directive updated
- g) COVID-19 Environmental Health Guideline by the National Institute of Communicable Diseases.
- h) World Health Organisation COVID-19 Policy Frameworks

- i) Higher Health Protocol on Routine Cleaning for COVID-19 Prevention within Post School Education & Training (PSET) Institutions

5. GUIDELINES REGARDING MEASURES TO BE TAKEN TO GET UNIVEN WORKPLACE COVID -19 READY FOR ALERT LEVEL 4 LOCKDOWN

5.1 Essential services permitted at UNIVEN during lockdown alert level 4

The following services were identified as essential at UNIVEN during lockdown alert level 4 in line with the pronouncement of the Minister of Higher Education, Technology and Innovation:

Communication services, Information and Technology services, Risk management services, Facilities management services (Project contractors, Maintenance contractors, Grounds, and cleaning), Health and wellness COVID-19 Response team, Teaching and learning, Campus health services, Student affairs services, Student administration services such as printing, Finance services (Procurement and supply chain, Transport), Protection services, Human resources, Laboratory research experiments, Research and innovation, Examination and Student admission sections and Agricultural services.

Guideline: The University of Venda will ensure that not more than 1/3rd of staff/students/contractors are around the campus at the same time during alert level 4 lockdown. **Total staff component at UNIVEN = 862.** $30/100 \times 862 = 258.6 = 257$. Thus, during lockdown 4, UNIVEN will only permit the return of 257 staff members to work and 134 health sciences, students. Table 1 below shows the breakdown of staff/students numbers per section.

Table 1: One-third of UNIVEN staff permitted to work/learning during lockdown alert level 4

ESSENTIAL SERVICES SECTIONS	PERMITTED NO.
1. Communication services	6
2. Information and Technology services	6
3. Risk management services	1

4. Facilities management services (Project contractors, Maintenance contractors)	6
5. Grounds and cleaning	71
6. Health and wellness COVID-19 Response team	30
7. Health sciences students	134 not counted here
8. Health sciences lectures	7
9. Campus health services	2
10. Student affairs services	5
11. Printing	2
12. Finance expenditure	3
13. Supply chain & Procurement	6
14. Transport	2
15. Protection services	65
16. Human resources	5
17. Laboratory research experiments	2
18. Research management services	5
19. Examination	7
20. Student admission	8
21. Agricultural services	17
Total	257

Action plans:

- a) Director Human resources will ensure that list of all staff returning to campus by virtue of being essential services is compiled and updated daily including those working from home due to comorbidity (people with underlying medical conditions such as cardiovascular disease, diabetes, chronic respiratory disease, and cancer) and age > 60 years.
- b) Director student affairs will ensure that list of all students returning to work by virtue of being essential services is compiled and updated daily.
- c) Director facilities will ensure that list of contractors is compiled and updated daily.
- d) Director protection services will ensure that a list of all visitors around the campus is compiled daily.

5.2 Risk assessment

Guideline: UNIVEN will continually conduct risk assessments to identify risks associated with COVID-19 pandemic in and around the campus.

Action plans:

The risk officer will ensure that:

- a) Areas, where provisions against COVID-19 are still inadequate, are identified, and that processes to urgently correct these are put in place.
- b) Risk champions/risk compliant officers have sufficient training to enable them to identify the risks and effective mitigations.
- c) Risk champions/risk compliant officers will continuously identify and mitigate the risks in accordance with COVID-19 preventive measures in their respective sections.
- d) Risk Management to identify risks related to Covid-19
- e) Risk Officer/ Champions to check compliance with National and Univen Regulations.
- f) Risk Champions to check compliance with OHS at the allocated department and school

5.3 Health promotion and awareness

Guideline: UNIVEN staff/students/contractors/visitors will be kept updated and empowered regarding the prevention and control of COVID-19 infection.

Action plans:

- a) Communication Directorate will ensure that:
 - i There is regular communication in and outside the campus regarding the response of UNIVEN to the COVID -19 pandemic.
 - ii Contact details of campus, district, provincial and national representatives tasked to deal with COVID-19 are communicated.
 - iii There is continuous circulation of updated COVID-19 information amongst students/staff.
- b) Employee Health and Wellness practitioner together with CHETL councillors will ensure that:
 - i Posters are promoting that people need to stay at and work from home if they have mild symptoms of COVID-19 if they are above 60 years of age having work that involves mixing with other people; and if they have comorbidity with cancer, cardiovascular, diabetes mellitus and chronic respiratory diseases, etc. are displayed in strategic places.

- ii There is continuous monitoring of the wellbeing of people working from home and keeping records thereof.
- iii Contact numbers of Psychologists (such as Care ways) to promote mental Health of those suffering from discrimination, anxiety/panic, and stigma are displayed in strategic places.
- iv Messages promoting proper cough and sneeze etiquette (respiratory hygiene) are displayed in strategic areas.
- v Cleaners are educated on how to avoid contamination during office/classrooms and toilets cleaning.
- vi Posters and messages promoting hand washing are displayed in strategic places.
- i Flyers and pamphlets on COVID-19 emphasizing adherence to precautionary measures are availed to staff/students/visitors/contractors etc.

5.4 Personal and environmental hygiene

Guideline: UNIVEN campus will be kept clean and hygienic at all times during alert level 4 lockdown.

Action plans:

- a) Facilities Directorate will ensure that:
 - i Microbial fogging of offices, boardrooms/chambers, toilets, kitchen, classrooms, students' residences, etc. is done after a standard thorough/deep cleaning.
 - ii There are no animals, such as cats and monkeys around the campus.
 - iii Staff/students/contractors/visitors are sanitized upon entering UNIVEN.
 - iv Dispensers of 65-70% alcohol-based hand sanitizers are always displayed at entrances of all buildings, directors and Senior Management Committee members secretaries offices, HODs offices, cashiers, etc.
 - v Staff/students/contractors/visitors have access to places where they can wash their hands with soap and water.
 - vi Paper tissues are available for staff in case they develop a runny nose or cough at work.
 - vii Closed bins are available for those who wish to dispose of contaminated tissues hygienically.
 - viii Proper Personal Protective Equipments (PPE) for cleaners are readily available.
 - ix Disinfectant 0.5% sodium hypochlorite solution is readily available.
- b) Head of cleaning services will ensure that:

- i Gloves (utility or single-use) and protective clothing (e.g., plastic apron) are provided and used when cleaning surfaces.
 - ii Office floors and surfaces (e.g., desks & tables) and objects (e.g., telephones, keyboards, etc.), as well as toilets surfaces, are mopped/wiped with disinfectant (such as 0.5% sodium hypochlorite solution) daily.
 - iii Cleaning of high point surfaces such as workstations, staircases, countertops, and doorknobs is done on an hourly basis and be recorded on a 2hourly basis.
 - iv Cleaning of waiting areas for members of the public is done on a 2hourly basis.
 - v Cleaning equipment such as gloves, plastic aprons, mops, cleaning buckets, dusting cloths, etc. are thoroughly washed, disinfected, and airdried after every use.
- c) Occupational Health and Safety representatives will distribute masks to and always encourage staff/students/contractors/visitors in their sections to:
- i Frequently wash their hands properly for 20 seconds/ rub hands with sanitizer regularly as repeatedly as possible.
 - ii Cover mouth and nose every time one cough or sneezes using a disposable tissue or upper sleeve.
 - iii Always put on their masks around the campus.
 - iv To adhere to all COVID-19 precautionary measures.

Procedures for Preparing/Using Diluted Bleach

- Keep windows open when diluting or using bleach to ensure proper ventilation.
- Put on protective gear when diluting or using bleach as it irritates mucous membranes, the skin, and the airways.
- Coldwater should be used for dilution as hot water decomposes the active ingredient of bleach and renders it ineffective.
- Bleach containing 5.25% sodium hypochlorite should be diluted as follows (demonstration short):
- 1:99 diluted household bleach (mixing 10ml of bleach with 1litre of water) can be used for general household cleaning.
- 1:49 diluted household bleach (mixing 10ml of bleach with 0.5litre of water) is used to disinfect surfaces or articles contaminated with vomitus, excreta, secretions, or blood.
- Adjust the amount of bleach added if its concentration of sodium hypochlorite is above or below 5.25%
- Calculation: Multiplier of the amount of bleach added = 5.25 concentration of sodium hypochlorite in bleach

- For example, when diluting a bleach-containing only 5% sodium hypochlorite, the multiplier is 5.25 $5 \div 1.05$. That means $10 \times 1.05 = 10.5$ ml of bleach should be used when preparing a bleach solution.
- For accurate measurement of the amount of bleach added, a tablespoon or measuring cup can be used.
- Rinse disinfected articles with water and wipe dry.
- Cleaning tools should be soaked in diluted bleach for 30 minutes and then rinsed thoroughly before reuse.
- Finally, wash hands with liquid soap, then dry hands with a clean towel or disposable towel.

The procedure of using PPE during cleaning

- The cleaner should wash hands or rub with 65-70% alcohol-based sanitizer before putting on gloves and apron.
- After use, utility gloves should be cleaned with soap and water; and decontaminated with a 0.5% sodium hypochlorite solution.
- Single-use gloves (such as nitrile or latex) should be discarded after each use.
- The cleaner should wash hands or rub with 65-70% alcohol-based sanitizer after removing gloves and apron.

Procedure for cleaning a toilet

- The offices are to be cleaned first, then toilets
- Do not use same cleaning equipment's (such as mops and dusting cloths) for toilets and offices/classrooms/residences etc.
- Put on gloves and apron after washing hands/rubbing them with sanitizer.
- Clean the toilet first with regular household soap/detergent.
- Rinse the soap/detergent thoroughly from the surfaces.
- Then wipe the toilet surfaces with a household disinfectant containing 0.5% sodium hypochlorite solution.
- Thoroughly wash plastic apron, mops, dusting cloth, etc., disinfect them and then air-dry them in the sun after every use.
- Remove gloves and apron as directed.
- Wash hands/rub them with sanitizer.

Hand washing Protocol

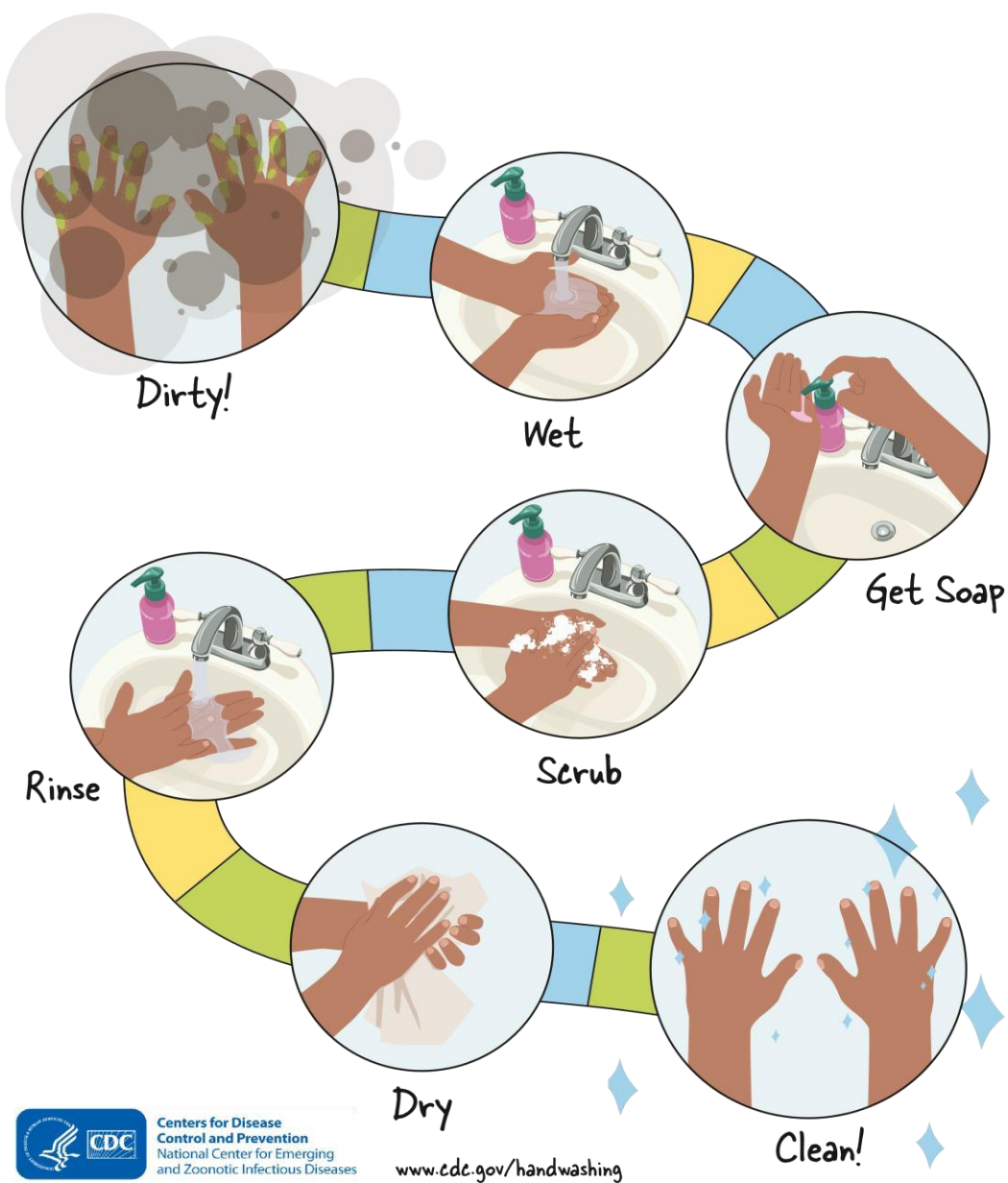


Figure 1: Hand washing steps and protocol





Respiratory and cough hygiene	
	<input type="checkbox"/> Cough or sneeze into a clean tissue, not into your hands.
	<input type="checkbox"/> Dispose of the tissue immediately into the nearest waste bin.
	<input type="checkbox"/> If you do not have a tissue, cough, or sneeze into your upper sleeve.
	<input type="checkbox"/> Always clean your hands after coughing or sneezing, either using soap and warm running water, alcohol hand rub or hand wipes.

Figure 2: Respiratory and cough hygiene (Community Infection Prevention and Control, Harrogate and District NHS Foundation Trust www.infectionpreventioncontrol.co.uk June 2019. © Harrogate and District NHS Foundation Trust).

5.5 Face masks

Guideline: At UNIVEN, a cloth face mask is mandatory to all staff/contractors/students/visitors entering the campus during lockdown alert level 4. Surgical masks and N-95 masks are reserved for healthcare workers and other medical.

Actions Plans:

- a) Security personnel will ensure that all staff/contractors/students/visitors are wearing cloth face masks around the campus.
- b) UNIVEN will provide staff/students with at least two such masks.
- c) Persons without appropriate cloth face masks will be denied entry into the University.

Protocol on the correct use of a mask

- Wash hands before putting mask on.
- Place the mask carefully, ensuring it covers the mouth and nose, and tie it securely to minimize any gaps between the face and the mask.
- Avoid touching the inside of the mask while wearing it.
- Remove the mask using the appropriate technique, i.e., do not touch the front of the mask but untie it from behind or remove loops from the ears.
- After removal or whenever a mask is accidentally touched, clean hands using an alcohol-based hand sanitizer/soap and water if hands are visibly dirty.
- Replace masks as soon as they become damp with a new clean, dry mask.
- Wash your face cloth mask daily and iron to kills germs/air in direct sunlight
- Discard single-use masks after each use and dispose of them immediately upon removal.
- Wash your hands after removing the mask.

Protocol on how to wear a mask

- Clean your hands with soap and water or hand sanitizer before touching the mask.
- Follow the instructions below for the type of mask you are using.
- Bring the mask to your nose level and pull the top strap over your head so that it rests over the crown of your head. Pull the bottom strap over your head so that it rests at the nape of your neck.
- Mold or pinch the stiff edge to the shape of your nose.
- If using a face mask with ties: take the bottom ties, one in each hand, and secure with a bow at the nape of your neck.
- Pull the bottom of the mask over your mouth and chin.

Protocol on how to remove masks

- Clean your hands with soap and water or hand sanitizer before touching the mask. Avoid touching the front of the mask as it may be contaminated. Only touch the ear loops/ties/band. Follow the instructions below for the type of mask you are using.
- For face mask with ear loops: Hold both ear loops and gently lift and remove the mask.
- For face mask with ties: Untie the bottom bow first, then untie the top bow and pull the mask away from you as the ties are loosened.
- For face mask with bands: Lift the bottom strap over your head first, then pull the top strap over your head.
- Throw the mask in the trash. Clean your hands with soap and water or hand sanitizer.

5.6 Social/Physical distancing

General rule: At UNIVEN during alert level 4 lockdown, social/physical distancing of 1.5 - 2 meters will be observed at all times by staff/students/contractors/visitors around the campus. Where this is not practicable, physical barriers will be erected.

Action plans:

- a) Director Facilities will ensure that:
 - i Floor markings of 1.5 – 2m distance is done throughout the campus at all places where people are expected to queue (such as main gates, screening station, sanitization station, cafeteria/tuck shop, kitchen, bookshop, administration buildings, ICT laboratories, clinic, library, lecture venues, entrance to the elevator) to ensure adequate spacing.
 - ii Where possible online training/meetings will be encouraged to minimize physical contact.
- b) Occupational health and safety officer will encourage everyone on campus to police the other and report anyone who is not adhering to social distancing to protection services on this number **015 962 8603**.
- c) Security guards will ensure that:
 - i All staff/students/visitors adhere to the strict use of entry and exit gates protocol.
 - ii Seating arrangements during all meetings on campus will observe 1.5 – 2m physical distance.
- d) Line managers will ensure that social/physical distancing is possible in their sections among staff/students through shifts/rotation.
- e) Director HR will ensure that those whose work may be done from homes are encouraged to work from home.

- f) Directors CHETL & ICT will ensure that theoretical teaching continues online through various teaching systems.
- g) Occupational health and safety officers will encourage those performing essential services physically on campus to minimize social visits to friends.
- h) Director student affairs will ensure that there is no sharing of rooms at student residences where possible, or most sharing will be restricted to two students per room.
- i) Occupational Health and safety officer will encourage staff /students/contractors around the campus to limit the number of persons in small confined spaces such as kitchen, elevator, etc. to only one at a time.

5.7 Screening and Testing

Guideline: All UNIVEN staff and students returning to, and visitors entering the campus during lockdown alert level 4, will be screened to identify persons who may be potentially infected with COVID-19. Staff and visitors will be screened as they enter through the main staff gate, while students will be screened as they enter campus through the student gate.

Action plans:

- a. Screening will only be done outside the main staff/visitor/student gates. Muledane gate will be reserved for contractors' trucks only.
- b. Director protection services will ensure that during alert level 4 lockdown, no person is allowed to pass through the gates during weekends, and before 8:00 and after 16:00 during weekdays, except during emergency, as screeners will not be available during those times.
- c. Director facilities will ensure that five (one for visitors and on-foot staff, 2 for students, and 2 for on-car staff) testing stations outside the gates are provided.
- d. Director facilities will ensure that each testing station is furnished with enough supply of surgical masks, 65-70% alcohol-based sanitizers, screening tools and temperature scanners.
- e. Campus Health will ensure that two professional nurses and one emergency ambulance driver for screening are available per day.
- f. School of Health Sciences will ensure that it makes available 6 staff members are available for screening per day.
- g. Two professional nurses plus two staff members will screen every student, while staff members will screen staff once a week and visitors daily using a temperature scanner and the National Department of Health (NDOH) screening tool (Annexure A).

- h. Every Staff member will be encouraged to report the development of symptoms telephonically to the Wellness practitioner (015 962 8236) for record-keeping, advice, further management, and reporting, while every student must report such to campus health for the same reasons.
- i. Director Protection services will ensure that details of all visitors entering the campus are recorded, namely, mobile numbers, e-mail addresses, and physical addresses of exactly where they stay for follow-up purposes if need be.

Screening protocol

1. After the security guard is satisfied that a person has appropriate mask on, will sanitize their hands at the hand sanitization station, then staff/students/visitors will wait on 1.5 to 2 meters' distance queue after, which two staff/visitors/two students at a time will proceed to the testing stations, while the gate remains closed by security guards until the screening session is completed.
2. At the screening station, one screener will measure temperature using a temperature scanner, while the other screener is asking (yes/no) questions from the screening tool.
3. The screener completing the tool will also record temperature readings on the tool and analyze the data recorded.
4. **If No** to all answers and the temperature is less or equal to **38** degrees Celsius, the screener will educate staff/student/visitor on limiting COVID-19 spread on campus. The security guard will open the gate, allowing those screened to proceed to their campus destination.
5. **If Yes** to any of questions 7,8 & 9 -11 or the temperature is above **38** degrees Celsius,
 - (a) The screener will provide education to the staff/student/visitor on self-quarantine and limiting the spread of COVID-19 at the quarantine place; and
 - (b) Categorize cases to manage each case accordingly, as indicated below:

5.1 Asymptomatic persons who meet case definition – COVID-19 will now be considered a **“Person Under Investigation” (PUI)**.

NB: All UNIVEN staff/ students /visitors coming back from other provinces will be categorized as PUIs.

- (a) For them, the screener must activate the Vhembe District COVID-19 testing team nearest to the home address of the staff/students using information indicated below:



DEPARTMENT OF HEALTH VHEMBE DISTRICT

Table 2: VHEMBE DISTRICT COVID-19 TESTING TEAM LEADERS

SUB DISTRICT	LOCAL AREA	TESTING TEAM LEADER	CONTACTS
MAKHADO	MAKHADO	MUSEKWA MS	082 717 6577
	PHADZIMA	MAINGANYE NJ	082 295 9050
	TSHILWAVHUSIKU	LETHOLE M	071 451 5309
	WATERVAL	MULONDO NE	071 676 9427
	MASHAMBA	PHOSA LM	082 731 7133
	TSHINO MUTSHA	MHANGAANI V	082 297 4477
MUSINA	MUSINA	MAPIMELA ME	082 315 4081
	TSHIPISE	NETSHIRENZHENI KE	082 704 4942
	VENETIA MINE (Staff, miners & their families)	Dr MAKATU NJ	082 337 5862
COLLINS CHABANE	TIYANI	MABASA J	082 484 3988
	BUNGENI	BALOYI M	084 927 8227
	MPHAMBO	MARHANELE I	083 745 1479
	MHINGA	KHOSA SSD	073 654 6280
	SHINGWEDZI	NEMAFHOHONI D	082 264 8918

THULAMELA	MADALA	MASUTHA ML	076 740 5447
	W/EADIE	MUKWEVHO MG	082 748 8576
	MUTALE	RAVHUTSI F	072 334 1091
	TSHAULU	MADIDA M	072 195 0901
	SIBASA	MUNDALAMO PR	076 935 4545
	SHAYANDIMA	NESENGANI G	076 488 1449
	The UNIVERSITY OF VENDA (UNIVEN Staff & students)	MASHAU F	072 630 0025

(b) The screener must include the following information when reporting the case to the Vhembe district testing teams:

- “SUSPECTED CASE”
- Name of screener
- The contact number of screener
- Name of the institution of learning where screening conducted
- Name of person screened
- The contact number of person screened

(c) Operating hours of teams: (08h00-16h00, Mon-Fri)

(d) The relevant team will contact the PUI directly and advise on where and when testing will take place by the district health testing team.

(e) The staff must self-quarantine at their own homes, while students will quarantine at the residences identified by Director Student affairs outside the campus, pending outcome/results of the test.

(f) Protection services directorate will ensure that students on quarantine are safe and compliant to COVID-19 precautionary measures.

(g) The testing team must provide the person with the daily monitoring tool.

(h) The screener must notify Campus Health HOD who will in-turn notify the PUI’s supervisor in writing of the PUI status as follows:

- The full particulars of the person: name, surname, ID number, staff number
- The person has been screened and is for home quarantine
- The date screened and date of de-isolation from quarantine.

- PUI's contact details and address while in quarantine
- (i) Campus Health shall monitor the person remotely until the outcome of the results, while under home quarantine.
- (j) The staff concerned must apply for leave in accordance with the university policy if their work cannot be performed from home (e.g., cleaners, gardeners, etc.). Otherwise, staff must be allowed to work from home during quarantine if their work can be performed from home.

In the case of Negative results:

- The Provincial CDC shall notify the person concerned and their supervisor of the negative result.
- The person is expected to return to campus at the end of quarantine days.

In the case of Positive results:

- The laboratory and/or Provincial CDC shall notify the person concerned and the NICD.
- Please note: The results will also be communicated in the daily NICD line list sent to all provinces.
- The person must continue home quarantine up to 14 days from date test was taken
- The Provincial CDC shall monitor the person until the completion of 14 days using the daily monitoring tool.
- If symptoms develop during the quarantine period, the Provincial CDC shall refer the person to the relevant medical facility as preferred by the person concerned.

5.2 Symptomatic person that meet case definition – COVID-19

- (a) The screener must advise such people to seek medical attention immediately.
- (b) The screener must notify Campus Health HOD who will in-turn notify the PUI's supervisor in writing of the PUI status as follows:
 - The full particulars of the person: name, surname, ID number, organizational number
 - The person has been screened, found to have symptoms, and referred to the medical practitioner.
 - Details of the medical practitioner number and contact details
 - PUI's contact details and address

5.4. All persons who were admitted to a hospital shall be discharged from the hospital when clinically stable regardless of the COVID-19 results.

5.5. The sick leave application is made as per university policy.

NB:

- Every morning at 07:45h00 and every afternoon at 16h00, screeners on duty will meet at the OLD Clinic building to plan and report daily operations.
- Cleaners will report for duty at 08:00 during alert level 4 lockdown, whereas staff will report at 09h00.
- The roster below indicates staff who will be available for screening per day:

Table 3: Weekly Screening Roster at UNIVEN during Alert level 4 lockdown

Days of the week 08H00-16H00	Staff screeners	Student screeners	Team leaders
Monday	Mr Dongola E	Mr Neluheni	
	Ms Matshovhana	Mr Joseph Muka	
	Mrs Meregi A	Mr Mulibana	
	Dr Asihel	Dr Moselakgomo	Ms Matshovhana K
	Ms Golele	Mutshaeni FB	
	Ms Mudau N	Mr Nematili	
Tuesday	Mr Dongola E	Mr Neluheni	
	Phaphama MG	Mphidi	Mr Manganyi BS
	Mrs Mudau AG	Ms Netshiheni k	
	Mr Gondo	Dr Mambanga P	
	Tlakula P	Makhavhu	
	Liphosa P	Mr Manganyi BS	
Wednesday (very busy)	Mr Dongola E	Mr Neluheni	
	Mrs Mphephu K	Dr Baloyi V	Mrs Mphephu K
	Mr Manganyi L	Mrs B Koko	
	Mrs Magadani H	Nelwalani NJ	
	Dr Mushwana	Khavhela A	
	Nekwakwani TP	Dali ZT	
Thursday	Mr Dongola E	Mr Neluheni	
	Mr Mahopo TC	Mr Sibiya T	Mr Mahopo TC
	Mr Chauke RC	Ndwammbi TC	
	Mr Motadi SA	Ragimana FR	
	Ms Baloyi B	Pandelani MN	
	Mr Makananise	Mr Nematili	
	Mr Dongola E	Mr Neluheni	

Friday (not busy)	Dr Malwela	Dr Raliphaswa	Dr Malwela T
	Mr Nemalili	Mrs Mbedzi	
	Dr Mulondo S	Tshikota K	
	Tshilande I	Mr Nenzhelele	

Note: Occupational Health and Safety Officer (**Mr. Makananise**); Health and wellness officer (**Mrs. Mudau N**) and COVID-19 response technical team leader (**Dr. Tshitangano**) will always be there doing logistical activities.

5.8 Information management

Guideline: A record of all UNIVEN COVID-19 related cases must be kept and reported daily to the university management as well as the district health authorities.

Action plans:

- a) The Campus Health HOD will keep record and report daily:
 - i The total number of staff/students/contractors/visitors who were screened.
 - ii The total number of staff/students/contractors/visitors who were referred for further screening /testing and quarantine.
 - iii The total number of staff/students/contractors/visitors who were tested.
 - iv Total number of staff/students/contractors/visitors who tested positive /isolated.
 - v The total number of staff/students/contractors/visitors who were found not adhering to precautionary measures and their penalties.

5.9 Enforcement of guideline compliance and Penalties

Guideline: No person refusing screening, referral for testing, or not wearing a mask will be allowed to enter the campus gate. All staff/student/visitor/contractor will be expected to adhere to COVID-19 precautions of handwashing/sanitization, wearing of cloth face mask, and social distancing.

Action plans:

- a) Director facilities will ensure that:
 - i Handwashing facilities/hand sanitizers are readily available at convenient places.
 - ii Every staff member/student is provided with two cloth face masks.

- b) Director protection services will ensure that enforcement of compliance to precautionary measures stipulated in these guidelines is done.
- c) Occupational health and safety officer will ensure that
 - i All UNIVEN staff/students/visitors/contractors are expressly informed about the importance of compliance with the provisions of this guideline and that failing/refusing to adhere to that may lead to disciplinary action and possibly dismissal after the employer has followed a fair procedure.
 - ii The employees must familiarise themselves with the content of these guidelines as well as all other policies and rules of the University, including the employer's disciplinary code. Employees are advised that failure to do so, will not exonerate them from being disciplined on account of a claim of ignorance;
 - iii Should any part of these guidelines or any other policy be unclear, or should an employee have any queries relating to the guidelines or any other policy related to
 - iv OHS in the workplace, such question or clarity must be obtained from the employee's immediate line manager, or even the employer directly.
 - v The above excludes the legal and medical expenses of the employee concerned.

5.10 Teaching and Learning

Guideline: At the University of Venda, final year students with Clinical Training such as Advanced Nursing, Biokinetic, Nutrition, and Psychology will be exceptionally allowed a controlled return to assist in the health management campaign during lockdown alert level 4. Table 2 below depicts the breakdown of students per field of study.

Table 4: Breakdown of students per field of study.

DEPARTMENT	NUMBER OF STUDENTS
Advanced Nursing	72
Biokinetics	20
Nutrition	30
Psychology	12
Total	134

Action plans

Activity	Procedure
Clinical placement	<ul style="list-style-type: none">• The clinicians will draw a tentative master plan for all students and allocate students to facilities per COVID-19 protocol to minimize overcrowding.• Clinicians will accompany students to clinical sites on a ratio of 1:5 students.
Online Teaching and learning	<ul style="list-style-type: none">• All other lecturers of modules affected by lockdown will facilitate the learning of theoretical content through online Teaching using different learning management systems, for example, e-mails, WhatsApp, Blackboard, etc.
Creation of a conducive learning environment	<p>The first week will be designated for screening and testing of all students and staff returning to work.</p> <p>Also, students and staff orientation regarding COVID-19 precautionary measures and management of stigma & mental Health at the workplace will be done.</p> <p>No student will be relocated until stage 4 is lifted.</p> <p>Each student will be supplied with two cloth face masks.</p>
Handling of absenteeism	<p>All students who are absent from the clinical placement will be rescreened for COVID-19 upon return.</p>

Assessment of learning	Clinical assessment of students will be done during the lockdown Alert 4.
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6. EFFECTIVE DATE

These guidelines will be effective immediately after approval by the UNIVEN Executive Senior Management.

7.TIMELINES

Table 5. Timelines for COVID-19 response activities for UNIVEN

DATES	ACTIVITIES	RESPONSIBLE SECTION
8/05/2020	Adjust COVID-19 guidelines per transversal committee & EMC inputs	COVID-19 technical response team
11/05/2020 & 12/05/2020	Provide: 12 sanitizers per day for screening Six screening tables Six screening gazebos 18 screening chairs Disposable surgical mask List of all cleaners and groundsmen coming back to deep clean the campus	Facilities Directorate
	Provide: Four security guards to manage queue & sanitize people's hands Permits for all screeners	Security services directorate
	Provide: Four Temperature scanners Printed screening tools Screening cards	Campus health
12/05/2020	Screening drill Training of Psychology team of screeners	COVID-19 technical response team

13/05/2020	Training cleaners and groundsmen	COVID-19 technical response team & Psychology team of screeners
15/05/2020	Training of all screeners, drill, and evaluation	COVID-19 technical response team
18/05/2020 till 27/05/2020	Cleaners and groundsmen start deep cleaning (Screening continues daily)	Facilities directorate
18 &19/05/20	Contractors to trained on COVID guidelines (Screening continues)	Occupational Health and safety officer
28/05/2020 & 29/05/2020	Disinfection of the campus through fogging (Screening continues daily)	Facilities directorate
25/05/2020	Screening and Training of the following employees Contractors and Visitors	COVID-19 technical response team
26/05/2020	Screening and Training of the following employees <ol style="list-style-type: none"> 1. Communication Services x 6 2. IT Services x 6 3. Risk Management x 1 4. Facilities Management x 6 5. Health Science Lectures (Clinical training) x 7 6. Student affairs x 5 7. Printing x 2 8. Finance Expenditure x 3 	COVID-19 technical response team

	9. Supply Chain Mnagement x 6 10. Transport x 11	
27/06/2020	Screening and Training of the following employees 1. Grounds and Cleaning x 71	COVID-19 technical response team
28/06/2020	Screening and Training of the following employees 1. HR x 5 2. Lab Research Experiments x 2 3. Risk Management Services x 5 4. Examination x 7 5. Student Admission x 8 6. Agricultural Services x 17	COVID-19 technical response team
01/06/2020	Screening and Training of the following employees School of health sciences students upon return to clinical training (Screening continues)	Student affairs directorate & Dean school of health sciences
19/06/2020	COVID-19 situation assessment to guide the phased-in return of another set of students (Screening continues)	Dean: School of Health Sciences

8. ACCEPTANCE/APPROVAL

Table 6. Acceptance/Approval/signature

Name of committee	Date	Outcome
Transversal committee	7/05/2020	Recommended for Executive Senior Management Committee presentation provided corrections are done.
Executive Management Committee	08/05/2020	Approved with comments to be effected.
Vice Chancellor & Principal		Signed

9. REFERENCES

1. World Health Organization. (2020). Coronavirus disease 2019 (COVID-19): situation report, 92.
2. DPSA circular 7 of 2020
3. Risk-adjusted strategy regulation compressed by COGTA
4. Back to work/learning COVID-19 guideline by Limpopo Department of Health
5. Media briefing document – Minister of Higher Education Technology and innovation
6. Government gazette essential goods directive updated
7. COVID-19 Environmental Health Guideline by the National Institute of Communicable Diseases.
8. Higher Health Protocol on Routine Cleaning for COVID-19 Prevention within Post School Education & Training (PSET) Institutions

ANNEXURE A

DEPARTMENT OF HEALTH

SCREENING TOOL FOR COVID-19

Name of Screener _____ Work/staff/student Number _____

1. WORKPLACE DETAILS

Name of workplace	
Address of workplace	

2. Date of Screen _____ DD/MM/YY

CLIENT INFORMATION

3. First Name _____ 4. Surname _____

5. Cell phone number _____

6. Student/staff Number/visitor ID _____

7. Age _____

8. Do you have any other chronic disease? Yes/No

9. Sex (Tick appropriate)

Male		Female		Other(Specify)	
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10. Address:

a. Street Address 1 (Incl. house no, if applicable) _____

b. Street Address 2 (Alternative, if applicable) _____

c. Town/village _____ d. Postal code _____

SCREENING INFORMATION

11. Current signs and symptoms (Tick either Yes/No)

a. Fever/temperature	Yes	No
b. Cough	Yes	No
c. Shortness of breath	Yes	No
d. Sore throat	Yes	No
e. Muscle pain	Yes	No
f. Loss of taste or smell	Yes	No

12. Have travelled outside the province or had contact with an international traveller in the past 4 weeks? Yes or No, if yes, specify:

where _____ when _____

13. Have you been in contact with a confirmed COVID case? Yes or No If yes, explain _____

14. Have you attended a mass-gathering in the past 4 weeks? Where _____
When _____ Nature of event: _____

15. Have you been in contact with someone from outside the province in the past 4 weeks
Yes or No _____