



UCT health and safety protocols and procedures for the phased return to campus

All staff and students who return to campus need to exercise responsible conduct by applying basic health and safety protocols to help prevent the spread of COVID-19.

- Wear a mask that covers your nose and mouth at all times when outside of your residence room or workspace, and cough or sneeze into your elbow. UCT provides each returning staff member and student with two cloth masks, which allows for rotation when a used mask is being washed and dried.
- Use additional personal protective equipment (PPE) that is appropriate for your work, such as gloves, face shields, counter screens and surgical scrubs. Deans and heads of departments can order PPE and hand sanitisers on the [PPE request form](#).
- Keep a distance of 1.5m from other people in public spaces, whether seated or standing. Staff members must maintain this distance at their work areas and, if necessary, install counter screens. Students in residence will stay in single-occupancy rooms, and visiting in those rooms is not allowed.
- Regularly wash or sanitise your hands. Sanitisers are available across campus.
- Take responsibility for cleaning and sanitising your own room and workspace, including doorknobs and other surfaces that you may touch. Students in residence and staff members working on campus will need to empty their own refuse bins. Cleaning staff on campus are working under very strict conditions. Their duties are limited to specific public areas. Please respect their boundaries, which have been set to protect all of us.
- Cooperate with the necessary protocols for accessing campus. These protocols will be monitored by Campus Protection Services (CPS) staff. Every individual must be able to produce the result of their daily COVID-19 symptom screening via the Higher Health HealthCheck app and will only be allowed onto campus if the app result is green. For individuals who do not have an appropriate personal electronic device, CPS staff will assist them with completing the HealthCheck app at the entry point to campus. In addition, every individual must be able to produce all of the following: their letter of invitation, their letter of authorisation and their UCT access card.
- Anyone entering a building must use the hand sanitiser where provided. Stricter protocols may also be required for access to certain labs and offices. Please refer to the Departmental Return-to-Work Plan as approved by the COVID-19 Coordinating Committee (CCC) regarding the management of building access.
- These protocols are important, and there is a legal responsibility to follow them. UCT will take the required action against any breach of these protocols.

Decisions to return to campus must be supported by the appropriate department and the provision of health and personal risk information.

To prioritise the public health and safety of the UCT community, we have developed a framework for identifying which students and staff may return in a phased approach.

- Download the [COVID-19 Return to UCT Policy Framework](#).

Return to campus is **by invitation only**, after the necessary health assessments have been concluded and after formal authorisations have been granted. No other student or staff member, apart from those identified, will be able to return.

Once a student or staff member has completed their health risk assessment and has been cleared to return, they will need to complete the online induction programme provided by health and safety consultancy Makrosafe. Each person's details will be forwarded to Makrosafe, which will then send a personal link to register and complete the induction programme.

Students' return to residences (UCT residences and leased residences) is following a phased approach.

- Students who can continue using emergency remote teaching from home are encouraged to do so.
- Students can only return to residence if they have received an invitation to do so, and they may only arrive on the date specified in that invitation.
- Students in residence will stay in single-occupancy rooms to comply with physical distancing requirements.
- Students must exercise individual accountability in complying with the obligatory public health safety measures to protect their own health and that of the residence community.
- Students invited to residence are required to undergo 10 days of self-quarantine, which is the current advice of the national and provincial health authorities.
- Visitors will not be allowed in any of the residences for the duration of the national lockdown.
- Catering operations will resume from 1 October 2020 for students who have meal plan options. Students undergoing compulsory quarantine can collect daily meal packs at a designated point within their residence during quarantine.
- Students will only be allowed in the dining halls once they are operating, and after students have completed their compulsory quarantine period. Students must comply with dining hall protocols.
- For residence students, cleaning materials and refuse bags will be provided to freshen up and clean their rooms and to dispose of refuse. Students will remain responsible for their own room hygiene.

Staff members' return to campus

- Staff at UCT have been asked to continue working from home where possible. This approach remains our default position to ensure that we minimise the significant risk that COVID-19 presents.
- All departments have identified those staff members whose work requires them to be on campus. These staff members have been granted access to campus on condition that they first complete a personal health risk assessment, which is used to assess your overall health status to determine if you are at higher risk.
- All staff must adhere to the strict protocols, and every staff member must be able to produce the result of their daily COVID-19 symptom screening via the Higher Health HealthCheck app. They will only be allowed to return to and remain on campus if the app result is green.
- A return to work on campus must be authorised by the dean, head of department or executive director, upon the recommendation of the respective line manager. This decision must also consider the outcome of the necessary personal health assessment for each staff member.

Helpful information for return to campus

Service or supplies	Contact
COVID-19 Coordinating Committee	CCC
COVID-19 Occupational Health and Safety Committee	C19 OHS
PPE: Ordering from UCT	PPE request form
PPE: General	Brent Proctor or Michael Langley
PPE: UCT face shields	UCT Vizar
Posters about PPE and safety	Brent Proctor
Cleaning services team leaders	Desleen Saffier
Building or room assessment	Brent Proctor
COVID-19 Daily Symptom Checker	Higher Health HealthCheck app
Higher Health HealthCheck app information	Brent Proctor or Occupational Health and Safety
Personal risk assessment	Occupational Health and Safety or SWS
Return-to-Work Health Risk Assessment	Redcap Form
Health advice if someone is showing symptoms	Occupational Health and Safety or SWS
Jammie Shuttle	Jammie Shuttle
Counselling services: Students	Student Wellness Service
Counselling services: Staff	ICAS , 080 111 3945 (toll free), *134*905# for a callback
FAQs on the UCT website are updated regularly as new information becomes available.	Frequently Asked Questions

Please note that this information will be amended when necessary.

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