




University of Cape Town
Faculty of Health Sciences



STANDARD OPERATING PROCEDURE
Teaching Venues during Covid-19 Pandemic

SOP Category: OHS		Review Date: August 2023 or as required	
Compiled By: FHS Occupational Health and Safety Manager			
Approved By: Chair FHS OHS Committee		Signature: 	
Approved By: Dean, Faculty of Health Sciences		Signature: 	
Target Group: All Staff, Students, Cleaners, 3 rd Party Workers and Visitors		Date and Version: 17 August 2020 (Version 1)	
1. Scope and Purpose:	<ul style="list-style-type: none"> • This document provides guidance for the management, the use of all teaching venues and the cleaning thereof. • This document also advises ALL staff, students, contractors, 3rd Party workers and visitors who make use of these facilities on how to prevent infection and/or exposure to the new coronavirus while making use of the teaching venues and other common facilities/areas such as the bathrooms and canteen area while on Campus. • This SOP should be read together with the SOPs that provide guidance to prevent the transmission of coronavirus in the workplace. 		
2. Preventative measures for Covid-19 infection in the Venues	<ul style="list-style-type: none"> • In addition to recommending physical/social distancing, good hand hygiene, use of cloth face mask with visor or when appropriate other PPE, regularly disinfecting workspaces, hygiene must be effectively maintained within teaching venues by adhering to the requirements for each venue. • Daily cleaning and inspection sheets must be displayed in all common areas and completed after each cleaning or inspection (Annexure A). • Foot operated hand sanitizers will be placed at the entrance to each venue for use before entering the venue and upon leaving the venue. • All projectors and other equipment used must be sanitised by the user before and after use, making use of the provided sanitising wipes. Do not share equipment i.e laptops, tablets, cell phones etc. • Do not remove your mask or visor while in the Venue. Remove only the visor when it is safe to do so, once you have left the venue. 		

<p>3. Bathroom do's and don'ts</p>	<p>DO:</p> <ul style="list-style-type: none"> • Number of occupants per bathroom area will be indicated at the entrance. • Always wear a cloth mask when entering the bathroom area. • Sanitize your hands before entering the bathroom area. • Wash hands after using the facility and ensure you sanitize again when exiting the bathroom area and re-entering the teaching venue. • When more than one person can enter, keep a 2m distance from each other. • Leave the toilet area in a satisfactory condition as you would like to find it. • Report any leaks, malfunctioning equipment immediately. • Avoid touching surfaces unless hands have been thoroughly washed and sanitized. • Where door mechanisms and toilet flushing mechanisms do not allow for hands-free operation and/or elbow operation, ensure your hands are sanitized when touching these mechanisms. • Hands-free door handles will be placed on door handles where practicable. • Disconnect or remove hot air hand dryers. • Remove all cloth towels. • Provide paper towels in all bathrooms. <p>DON'T:</p> <ul style="list-style-type: none"> • Ever take any food or drink into the bathroom area. • Remove your mask in the toilet cubicle unless you really must. Remember the virus can be aerosolized when coughing/sneezing and will remain on surfaces that others may touch. • Linger in the bathroom to chat. • Use cloth towels or hot air dryers.
<p>4. Canteen do's and don'ts</p>	<p>DO:</p> <ul style="list-style-type: none"> • The seating areas have been partitioned off for social distancing purposes. Please adhere to all the posted instructions. • Take your personal crockery and cutlery home to be washed. • Wash and sanitize hands before touching anything, even your own belongings and sanitize again after use. <p>DON'T:</p> <ul style="list-style-type: none"> • Share food, drink, utensils, i.e. cutlery, plates/bowls, cups/mugs. • Remove your mask in the canteen unless you are seated correctly and are able to keep the safe distance of 2m. • Linger in the canteen to chat or move around, especially if your mask was removed to allow for eating and drinking.
<p>5. Cleaning of the venues</p>	<p>DO:</p> <ul style="list-style-type: none"> • Only have one dedicated cleaner to do the cleaning or alternatively each staff/student is to clean up after themselves, thus limiting the possible spread/contamination. • Always wear the prescribed masks and visors • Lecturer to wipe down all touched equipment <p>DON'T:</p> <ul style="list-style-type: none"> • Use gloves when cleaning equipment.

	<ul style="list-style-type: none"> • Don't touch door handles, light switches and other surfaces, unless absolutely necessary and do so after hands have been sanitized.
6. Use of the Venues	<ul style="list-style-type: none"> • Number of occupants per room will be indicated at the entrance. • Maximum number of occupants in any of the venues – 50 As per Government Gazette dated 8 June 2020, No. 43414 • Always wear cloth mask and visor upon entering the venue and do not remove either while in the Venue. • Ensure a distance of 2m is upheld. • No gathering is allowed in these venues. • Ensure chairs are suitably spaced to enable physical distancing. • Do not rearrange chairs. • All excess furniture will be removed from Venues. • Regular cleaning of all common areas and surfaces, i.e. common tables and electrical equipment, light switches and door handles, will be done by UCT cleaning staff when necessary <p>DON'T:</p> <ul style="list-style-type: none"> • Do not use gloves when cleaning equipment.
7. Elevators, stairwells and Foyer do's and don'ts	<p>DO:</p> <ul style="list-style-type: none"> • Number of occupants per elevator will be indicated at the entrance to each elevator and will be posted on the inside as well. • Ensure that only one person enters an elevator at a time. • Always wear a mask in the elevator and while accessing the stairs. • Ensure your hands have been washed and sanitized before touching the bannisters/hand railings of the stairs. • Ensure the 2m social distance is upheld when waiting in the foyer. <p>DON'T:</p> <ul style="list-style-type: none"> • Do not touch elevator buttons with your fingers, use your elbows. • Do not congregate on the stairs and ensure a safe distance of 2m is upheld at all times. • Congregate in the foyers.
11. Regular Inspections	<ul style="list-style-type: none"> • UCT will undertake regular physical inspections of the venues to ensure compliance. • Regular inspections of checklists will also be done.

References

1. Western Cape Government: Health - Circular H70 of 2020: Preventing and managing coronavirus infection in the workplace.
2. Western Cape Government: Health - Circular H77 of 2020: Guidelines for the coronavirus infection in healthcare facilities.
3. COVID-19 Terms of Reference
4. Government Gazette, Vol 660, 8 June 2020, No. 43414