



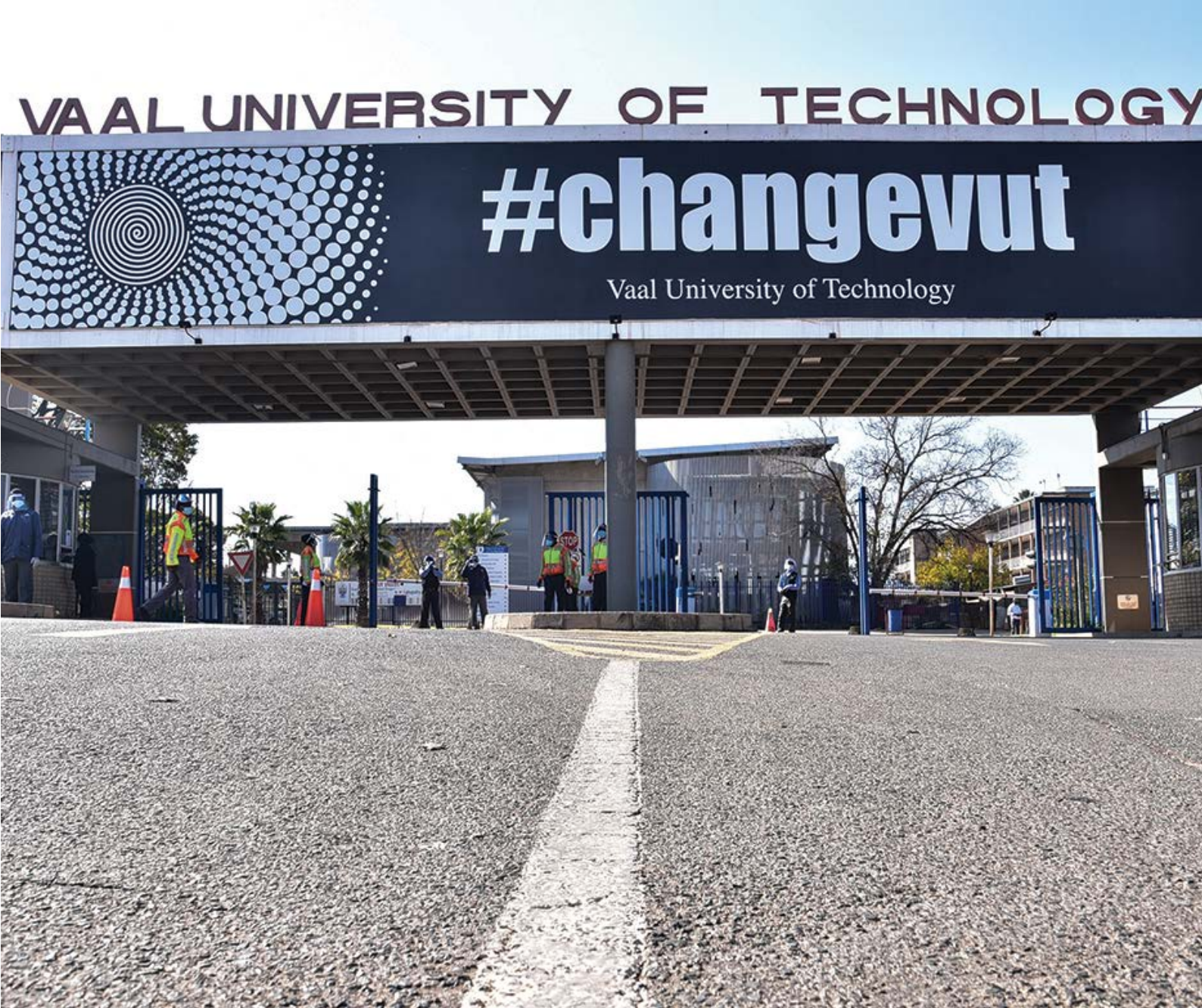
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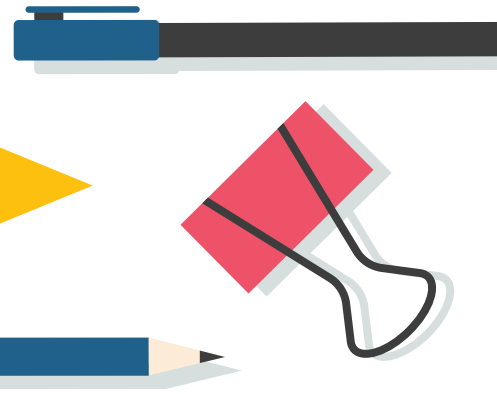


SAFELY BACK TO WORK GUIDELINES

LEVEL 1



GUIDING PRINCIPLES TO RETURN TO THE OFFICE



These guidelines are effective
from
21 September 2020



RETURN TO VUT – Level 1

In light of the statement issued by the Presidency on progress in the national effort to contain the Covid-19 Pandemic on 16th September 2020, and the review of the lockdown level and the subsequent adjustment of the conditions from Alert Level 2 to Alert Level 1 effective midnight on 20th September 2020 signals a time to move to what will become the new normal for as long as the pandemic is with us.

This communication seeks to update employees on the next steps following the announcement by the president of the Republic regarding the easing of the lockdown regulations. The country has now entered Lockdown Level 1. This allows employees to return to work, within a continued safety framework and protocols.

APPLICABILITY

All Executive Managers, Senior Managers and essential services staff are required to return to work, essential services staff and except for those who has declared comorbidities approved through our VUT cares Comorbidity task Team.

For all other employees, the following applies:

EMPLOYEES TO RETURN TO WORK

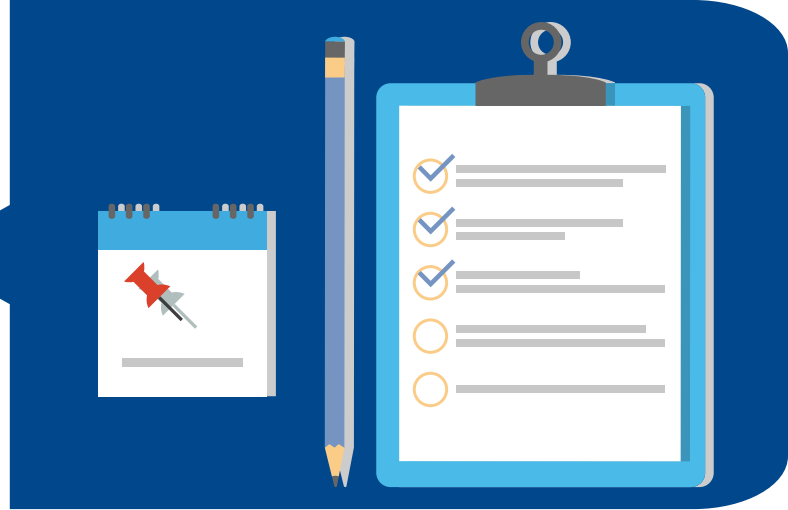
SCHEDULING

Line Managers are responsible for the management of capacity and numbers under their control. The principle is, we are now working on a return approach of 70% of our employees. This is not an active target to be pursued. The who and when will be the prerogative of each line manager on the condition that numbers are managed, and safety processes and practices are in place and complied to.

A suggestion on scheduling is that line managers can consider scheduling employees on a week in and week out rotational basis which will enable an easier and practical management and monitoring of numbers.

Please take note that all Covid-19 protocols are entrenched in the Disaster Management Act and as such are enforceable through the VUT Disciplinary Code of Conduct. Failure to adhere to any of the protocols will be seen as a contravention of the Act.





Line managers must in planning the 70% employee's return to work take the following into consideration:

- Safety – all safety protocols must be in place and compliance enforced.
- Social distancing of at least 1.5 meters to be complied to in shared offices.
- Masks to be working at ALL times
- Permits to be arranged for all employees scheduled to return to ensure we manage and control the numbers. Permit requests to be forwarded to Protection Services directly.
- Those returning to work will be provided a once off permit and need not apply again.
- Permit holders must carry their permits at all times in a hardcopy or softcopy form.
- These permits act as an access card for as long as the Covid-19 protocols are in force and should not be provided to another individual to access the campus.
- For ease of access, all staff, students and visitors will receive a permit number that should be provided to the security controllers at the access point.
- Employees with Comorbidities must apply to the HR Comorbidity Committee for their case to be considered and approved.

PERFORMANCE AND OUTPUT MANAGEMENT

- Line managers are responsible for the continued monitoring or work outputs and performance standards of employees.

ACCESS TO CAMPUS

The following access points will be operational:

- Main gate and pedestrian gate
- Robot gate and robot pedestrian gate
- Bedworth Park pedestrian gate
- Residence main gate and pedestrian gate
- All other gates at satellite campuses.

WHAT TO EXPECT

- Temperature screening at all access points will be strictly applied. All staff MUST USE the designated entrances as communicated.
- Induction for all employees returning to work for the first time
- Signing an acknowledgement and declaration by all employees
- Only those staff members with a body temperature below 37.7% degrees Celsius based on the thermo-scanner will be allowed to enter VUT premises.
- When entering any building, staff members are requested to use the disinfecting hand sanitizer to sanitize their hands.
- When staff, students or visitors are visiting a building, all access control procedures will be applicable.
- Staff members are also requested to wash their hands thoroughly and frequently while at VUT premises, particularly after touching high-touch surfaces, including door handles, stair handrails, elevator buttons, water fountains, coffee machines, microwaves, vending machines, ATMs, and printers.
- To enable thorough cleaning of the facilities please access VUT premises within normal working hours of 8:00 am to 5:00 pm. If a cleaner comes to your area while you are in the office, please vacate the space to enable them to work.
- Adequate ventilation needs to be in place of work – doors to be open and no use of air conditioners during this time.
- Staff are not allowed to socialize and walk around whilst at work.

REMEMBER:

**Social distancing of 1,5 meters.
Follow all rules and protocols
implemented in the University.**



REMEMBER

PREVENT THE SPREAD OF VIRUSES



- » Clean hands frequently with soap and water (minimum 20 seconds) or an alcohol-based hand sanitizer.



- » Cover your mouth and nose with a flexed elbow or tissue when coughing or sneezing.
Face away from people when coughing or sneezing.
Throw away the tissue after use.
Say it, don't spray it.
Avoid close contact with anyone who has a fever or cough.
- » Stay home when you are sick.
- » If you are experiencing fever, cough and difficulty breathing and have recently traveled to an area where COVID-19 is reported you should:
 - Seek immediate medical care from your doctor or local hospital.
 - Call before you go to a doctor's office or emergency room, informing them of your symptoms and recent travel.
 - If you are sick, wear a mask and stay away from others.

