



To All Students

The institution has made efforts to provide access to various facilities with a view to assist students that are preparing for tests and exams. The capacity of these venues have been reduced as per Covid regulations, however sufficient spaces are available to students. Venues can be accessed as of 1 to 15 December 2020 from 08:h00 to 16:h00 (weekdays) and from 08:h00 to 13:h00 (weekends). The following are the venues that may be accessed by students:

1. G104 to G106 (192 spaces)
2. GW103 to GW 106 (316 spaces)
3. GW201 to GW206 (434 spaces)
4. GW301 to GW306 (516 spaces)
5. R208 (23 spaces)
6. R210 (15 spaces)
7. J104 to J106 (192 spaces)
8. F205 (10 spaces)
9. F310 (15 spaces)
10. F303 (15 spaces)

Students are requested to note and adhere to the following guidelines and rules pertaining to access to the above venues:

1. Students must produce their student cards and permits in order to be allowed to enter the campus.
2. Security staff will be posted at the venues.
3. Students will be requested to complete their details as per the list at each venue.
4. Spaces are split amongst the security staff to accommodate students and make the process as efficient as possible.
5. Queuing at the venues must be done in an orderly manner with proper social distancing must be observed. Masks must be worn at all times.
6. All Covid protocols must be observed at the main access and at the venues. Failure to observe these protocols or take instructions from security staff will result in action being taken against the student.
7. Students who have placed their names on a list may only use the venue for 2hrs and may place their names on the next list where a space has become available.
8. Extensions of time limits beyond 2 hrs are not permitted. If a student arrives late at a venue, they may still access the venue provided a space is available. The student will not be given an extension of time. The student may however place their name on the next list after it has become available.
9. Spaces may only become available when the last student has been sent into the venue.
10. In the interest of creating an environment that is conducive to teaching and learning, no disturbances are permitted inside or outside the venue.

11. Spot checks will be conducted by security staff to ensure that Covid protocols are being followed and to prevent any disturbances from arising.
12. Venues must be kept clean at all times and no alcohol will be permitted.

Kind regards

SAT Mchunu – Executive Director: SSS