



## **Memorandum**

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**To: VUT STAFF AND STUDENTS**  
**CC: n/a**  
**From: COVID-19 TASK TEAM**  
**Date: 02 December 2020**  
**Subject: COVID-19 CASES REPORT: DECEMBER 2020**

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2020 has been a year like no other. We are now moving into the new norm of doing things and as we take some time off during the festive season, we still need to make sure we adhere to national protocols / regulations – keeping social distances, wearing a mask, washing our hands on a regular basis (2 minutes) and use sanitisers and practice other good health practices continuously. VUT has experienced 3 deaths due to COVID-19 and we will remember those who were taken away from the VUT family and their family members. In total, VUT had 48 cases of COVID-19. Today we still have 2 of our staff members recovering. We wish them a speedy recovery.

We are all aware that COVID-19 has forced us to adapt to the new normal, which requires us to be vigilant and observe all the level 1 lockdown regulations in order to save our lives and those of our loved ones.

You are kindly reminded that, while on official University holiday, you are still bound by the Human Resources policies that regulates the vacation leave, sick leave and other related benefits. Staff members are therefore obliged to report the following to the COVID-19 Manager for VUT, Mr Roshan Madhoo:

- 1 any staff who tests positive during the holiday should report such matter to the immediate Line Manager and Mr Madhoo;
- 2 proof should be submitted to Mr Madhoo for record keeping and contact tracing;

- 3 an infected person must self-isolate and monitor for 10 days and submit test results to Mr Madhoo; and
- 4 Sr Eleanor Moloko, Wellness Manager is responsible for the monitoring progress report of staff members who have applied and were approved for comorbidity status by the Human Resources Department. All staff members who fall under this category are expected to submit regular progress reports on their statuses.

You are requested to observe the above protocols and take note that abuse of the University procedures is subject to disciplinary action and procedures.

We wish you all a safe holiday. Remember to wear your mask, wash your hands regularly, sanitize and maintain 2m social distancing to save your life and those of your loved ones.

Kind regards

**COVID-19 TASK TEAM**