



## **Memorandum**

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**To: VUT STAFF AND STUDENTS**  
**CC: n/a**  
**From: COVID-19 TASK TEAM**  
**Date: 01 December 2020**  
**Subject: COVID-19 PROTOCOLS DURING THE DECEMBER RECESS**

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The year 2020 is coming to an end. We would like to take this opportunity to thank all the VUT staff and students for working together with the Institutional COVID-19 Task Team to ensure that infections on campus are kept to a minimum. We also take this opportunity to pay tribute to our colleagues who lost their lives due to the COVID-19 virus, may their souls rest in eternal peace.

As we may all know, the University will be on recess from Wednesday, 16<sup>th</sup> December 2020. The Task Team is aware that some of the staff members will be required to access the campus until the 24<sup>th</sup> of December 2020 to perform essential services in their specific areas and there are those that will be on standby to access the campus once a week to check on specific machinery as and when required to do so.

The Task Team has agreed to put measures in place during this period to keep track on who accesses the campus and reasons, so that we can keep record and report on all infection cases to the National Department of Health and Department of Higher Education, Science, Technology and Innovation as and when it becomes necessary.

The VUT community is requested to observe the following protocols during the recess:

- 1 Line Managers should submit a name list of essential staff member to the Operations Managers at Protection Services (Messrs Tshabalala and Sithole), 3 days before the scheduled time;

- 2 Anyone who is not on the name list will be denied access to the campus; and
- 3 Emergency cases will be treated as an exceptions and proof of work done should be signed off by the responsible person and a copy therefore be submitted to Operations Managers at Protection Services for record keeping.
- 4 Staff members who have been granted access must adhere to all the protocols. They will be expected to present their staff cards and access permits to the security officers for verification. Should a service provider be required on campus on an emergency basis, the same rules will apply. The service provider will be required to provide an identity card or drivers licence, together with the permit for verification.

You are all urged to continue to observe level 1 COVID-19 lockdown regulations during the recess in order to save lives. Remember to wear your masks, wash your hands regularly, sanitize your hands and keep social distancing of 2m in mind.

We wish you a peaceful and safe holiday.

Kind regards

**COVID-19 TASK TEAM**