



**VAAI UNIVERSITY
OF TECHNOLOGY**

Inspiring thought. Shaping talent.

MEMORANDUM

Human Resources Department

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To: All Staff
CC: n/a
From: Specialist – Executive Director: Human Resources (Acting)
Date: 1/21/2022
Subject: COVID-19 Adjusted Level 1 Lockdown – Work Arrangements

In line with the continued efforts to keep the University employees updated regarding management's recommended response to the Covid-19 Alert levels guidelines, the following measures have been developed and put in place to curb the spread of the disease and to ensure continuous service delivery and business continuity in the institution. This is also to ensure compliance with nationally declared protocols and guidelines from the President of the Republic and the Department of Higher Education and Training, during adjusted level 1 lockdown. The following measures will be in place in the institution with immediate effect:

- Staff required to return to work – 100% with effect from 20 January 2022.
- Managers to inform staff of the return to work and manage the return to work in order to ensure efficient delivery of work and output.
- Managers to ensure adherence to Covid -19 protocols at all times.

Remember, at all times:

- Wear a mask.
- Wash your hands regularly with soap and water.
- Regularly sanitise your hands and surfaces.
- Avoid touching your face.
- Keep a social distance of 2 meters.
- Ensure good ventilation of working area – keep windows and doors open.

What to expect:

- Temperature screening at all access points will be strictly applied.
- Only those staff members with a body temperature of below 37.7 degrees Celsius based on the thermos scanner will be allowed to enter VUT premises.

- It is the responsibility of the employee to declare if they have come into contact with someone who has Covid-19, if you have visited another province or have flu like symptoms. If you have none of these then inform the security at the access point in order to avoid any delay.
- When entering any building, staff members are requested to use disinfecting hand sanitisers to sanitise 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 on the VUT premises, particularly after touching high risk surfaces, including door handles, stair handrails, elevator buttons, water fountains, coffee machines, microwaves, vending machines, ATM's and printers.
- To enable thorough cleaning of facilities please access VUT premises within normal working hours. If a cleaner comes to your work area while you are in the office, please vacate the space to enable them to work.
- Adequate ventilation needs to be in place – windows / doors to be open and no use of air conditioners during the period of time.
- Staff are not allowed to socialise and walk around whilst at work.

Keep safe. Always Comply with Covid-19 Safety Protocols.

... VUT Cares...

B Letlhaku

Specialist – Executive Director: Human Resources (Acting)