



**VAAAL UNIVERSITY
OF TECHNOLOGY**

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MEMORANDUM

**Office of the Director: Marketing and Public Relations
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To: VUT Staff and Students
CC: Covid-19 Campus Biosafety Task Team
From: Director: Marketing and Public Relations
Date: 3/4/2022
Subject: **UPDATED CAMPUS COVID-19 REGULATIONS**

The VUT Covid-19 Campus Biosafety Task Team, a committee of ManCom, was established to ensure that VUT and its stakeholders adheres to the prescribed Covid-19 lockdown regulations as determined by the National Corona Command Council, National Department of Health, Department of Higher Education and Training and Higher Health to keep the campus virus free. This responsibility cannot be achieved without the cooperation of staff, students and stakeholders associated with VUT.

The Covid-19 Campus Biosafety Task Team is aware of various concerns raised by our stakeholders regarding access to the campus during rush hours. We therefore ask everyone to be patient and cooperate with the existing access processes and systems, until such time that the biometric system has been installed. VUT currently has no option but to make use of a permit system as the only tool to control access and maintain security control at all access points. All stakeholders will be informed, closer to the date of implementing the biometric system on campus.

EVENTS MANAGEMENT APPLICATIONS

The Covid-19 Campus Biosafety Task Team, at its meeting held on Thursday, 3 March 2022, approved the following, related to attendance of events outside the campus:

- 1 Line Managers should take responsibility for checking, verifying, and approving applications by a single member of his/her team who wishes to attend an event outside VUT. This application need not be submitted to the Covid-19 Campus Biosafety Task Team for final approval. The individual is to further acknowledge in writing to the line manager that all Covid precautionary measures will be taken to ensure that they remain Covid safe and that they are aware of and understand what steps to take when they contract or come into contact with someone that has the virus.
- 2 After attending events, a report must be compiled and co-signed by the line manager and presented to the Task Team for noting and filing.
- 3 All applications should be submitted according to the date determined by the Task Team.

Below is the procedure for the submission of Events Management applications:

- 1 The next COVID-19 Campus Biosafety Task Team meeting will take place on **Thursday, 17 March 2022.**
- 2 New applications should be submitted to Ms Erika Heiberg before close of business on **Thursday, 10th March 2022** (erikah@vut.ac.za). **Find attached new Event Management template.**
- 3 Applications submitted after the 10th of March will stand over and will be included in the agenda of the next scheduled meeting.
- 4 All applications submitted as urgent after the date of the meeting will be considered on merit for round robin approval. Those that are deemed not to be urgent will not be approved and will be included in the agenda of the next meeting.
- 5 Applications submitted a day or two before the scheduled event will not be considered for approval. We therefore request all staff and students to plan properly and submit their applications two weeks before their scheduled events.

SUBMISSION OF REPORTS

- 1 Reports for approved events should be submitted to Ms Erika Heiberg within two weeks following the event. Future applications will not be considered from applicants who do not cooperate.
- 2 Attendance registers, Covid-19 Acknowledgement form, pictures of the venue and attendees should be attached as part of the evidence.
- 3 The original attendance registers should be handed to Ms Mapule Mashitisho, Occupational Health and Safety Manager, for filing and audit purpose as and when requested by the National Department of Health.

CAMPUS VACCINATION DRIVE

The next campus vaccination drive is scheduled as follows:

Date : Tuesday, 5 April 2022
Venue : Desmond Tutu Great Hall
Time : 09h00 – 14h00
Requirements: ID, driver's license or a signed affidavit from SAPS, confirming your identity.

SAFETY TIPS

- Vaccination is the best line of defence.
- Wear a face mask – covering your mouth and nose.
- Adhere to all health protocols.
- Maintain social distancing of at 1,5 m at all times.

Your cooperation will be highly appreciated.

Kind regards

Ms Kediemetse Mokotsi