



**VAAAL UNIVERSITY
OF TECHNOLOGY**

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MEMORANDUM

**Office of the ED: Advancement and Internationalisation
Advancement Department**

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To: VUT Staff and Students
CC: Covid-19 Campus Biosafety Task Team
From: Executive Director: Advancement and Internationalisation (Acting)
Date: 3/22/2022
Subject: **UPDATED COVID-19 ARRANGEMENTS ON CAMPUS**

The Covid-19 Campus Biosafety Task Team wishes to remind the VUT community of the following arrangements that are in place to assist the University to minimise the spread of the virus namely:

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 of checking, verifying and approving applications by one or two members of his/her team who wish to attend an event outside VUT.
- 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, 31st March 2022.**
- 2 New applications should be submitted to covid-19admin@vut.ac.za before close of business on **Friday, 25th March 2022.** **Find the attached new Event Management template for your convenience.**
- 3 Applications submitted after the 25th 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 covid-19admin@vut.ac.za 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