

STANDARD OPERATING PROCEDURE

UNIVERSITY OF THE WITWATERSRAND PROTECTION SERVICES

DOCUMENT CONTROL INFORMATION			
STATUS AND REASON FOR DEVELOPMENT	MANAGEMENT OF PERMITS: PERSONS ACCESSING THE UNIVERSITY		
DATE OF APPROVAL	15/05/2020		
REVISION DATE	Depending on the policy change and SET directives		
POLICY MANAGEMENT RESPONSIBILITIES	Procedure is issued by the Director: Campus Protection Services.		
OTHER RESPONSIBILITY HOLDERS	All Heads of Departments of the Academic Faculties, Administration and Registrar		
LEGAL FRAMEWORK ANALYSIS (mark with a cross)	<table border="1"> <tr> <td>YES:</td> <td>NO: Guided by the Human Resources: Plan to manage Covid-19 in the workplace</td> </tr> </table>	YES:	NO: Guided by the Human Resources: Plan to manage Covid-19 in the workplace
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CONSULTATION	Developed on the instruction of the COO and the Covid- 19 Emergency Response Committee. Consulted Directors and CIO or COO portfolio, OHS&E and Human Resources.		
AUTHORISED BY	Director Protection Services		
DATE AUTHORISED	15/05/2020		
EFFECTIVE FROM	18/05/2020		
REVIEW DATE	Depending on the policy change and SET directives		
POLICY DISSEMINATION AND COMMUNICATION PLAN	To be guided by the Covid-19 Emergency Response Committee.		

1. BACKGROUND

This document follows the Human Resources Plan to manage staffing and working arrangements work place safety and operational continuity during national disasters or prolonged period of disruption, in this case, the Covid-19 pandemic.

2. SCOPE

This procedure applies to the following category of persons responsible for approving and granting of permits:

Senior Executive Management
Heads of Schools
Heads of Departments
CHRL Director

3. CATEGORIES OF PERMITS

The following are the various categories of permits that may be issued:

- i. Academic and Support/Administrative Personnel of the University,
- ii. Persons responsible for Residence related services,
- iii. Service Providers contracted to perform services at the University,
- iv. Personnel / Visitors who are required to access the University for limited period of time (a few hours on a particular day)

4. RESPONSIBILITIES OF HEADS OF DEPARTMENTS/CHRL

4.1 Issue of permits for the following category of persons:

- i. Personnel who have to report for work, including personnel who are required to come to office for a short duration of time
- ii. Contractors who have to come on site,
- iii. Service Providers including Retail Operators who have to supply goods/services at Departments / CHRL

4.2 Indicate the period of validity on the permit.

4.3 Inform the permit holder of the following requirements for admission:

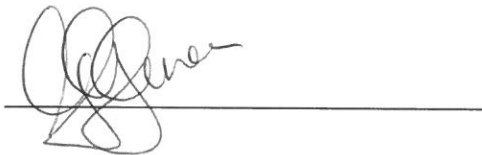
- i. Proof of certification of compliance with the Covid-19 screening process (Minimum standard with the University process)
- ii. Wearing of a mask when on the University grounds,
- iii. Maintaining of physical distancing, and
- iv. Regular washing/sanitizing of the hands.

- 4.4 Submit, on a monthly basis a list of contractors / service providers to whom permits are being issued, with the reasons thereof to the Director: Campus Protection Services and the Compliance Manager. The list is to be submitted one week prior to the beginning of the new month.
- 4.5 Inform all persons to whom permits are being issued that non-compliance with this Standard Operating Procedure (SOP) will result in access to the premises being denied by Campus Protection Services

5. IMPLEMENTATION DATE

This SOP is approved for implementation as of 18 May 2020 and will be in force until further regulations pertaining to Covid – 19 from the University dictate otherwise.

PROCEDURE FORMALLY APPROVED BY:

A handwritten signature in black ink, appearing to be 'C. Gene', is written above a horizontal line.

DATE: 15.05.2020