

## University of the Witwatersrand

### COVID 19 EMERGENCY RESPONSE PLAN



UNIVERSITY OF THE  
WITWATERSRAND,  
JOHANNESBURG

*“It is true that we are facing a grave emergency. But if we act together, if we act now, and if we act decisively, we will overcome it”* – Cyril Ramaphosa (**President of South Africa**)

*“This is not a drill. This is not the time for giving up. This is not a time for excuses. This is a time for pulling out all the stops to slow the epidemic”* - **Tedros Adhanom Ghebreyesus (Director-General World Health Organization)**

Name of reviewer	Revision	Comment
Jonathan De Villiers	Revision 5: 03/11/2020 02:20	<b>NB:</b> This a ‘living document’ with a time bound best current view.

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## **1.1 OBJECTIVE**

To implement a multi-faceted plan to prevent / mitigate / manage COVID-19 pandemic-related occurrences at the University of the Witwatersrand.

Note: This is a ‘higher level’ emergency management plan. No set of emergency response plans can fully anticipate all the possible emergency scenarios / variables that can occur. The various University entities may therefore be expected to adopt a flexible and sensible approach to every situation. Also, certain University entities such as the remote sites may have to establish their own site specific emergency procedures based on their unique localized risks / circumstances but, where possible, these should be compatible and aligned to this plan.

## **1.2 SCOPE**

- Geographically, this document applies primarily to the premises / campuses of the University of the Witwatersrand (including its satellite sites / centres).
- It also applies to University staff, joint staff and students that operate / function on the University’s premises / campuses.
- It could also apply in certain instances to other persons sanctioned by the University to fulfill functions / operations (i.e. as an attachment).
- It also contains information that is applicable to University staff / students who may not be operating / functioning on the University’s premises (i.e. such as staff / students that may be carrying out work / learning functions from remote / other locations or premises, including but not limited to, staff / students functioning / operating in hospitals).
- This document is specifically applicable in terms of the COVID-19 pandemic.

## **1.3 REVIEW**

To ensure that this document is up to date it will be reviewed as often as is deemed necessary to ensure that it makes provision for global best practice and that it adequately serves its intended purpose. This is a living document with a time bound best current view so that the University can learn and adapt to the changing situation.

## **1.4 DECLARATION OF NATIONAL DISASTER**

In consideration of the magnitude and severity of the COVID-19 pandemic, Cabinet in its special meeting held on 15 March 2020, resolved to declare a National State of Disaster, which was duly declared under Government Gazette No. 43096. This was followed by the National address by the President of the Republic of South Africa, during which the President announced extra-ordinary measures to curb and contain the spread of the virus. The National State of Disaster under the Disaster Management Act calls for the State to put in place measures, to prevent the situation from spiraling out of control and to bring matters back to normalcy.

## **1.5 RETURN TO CAMPUS STRATEGY DURING LOCKDOWN LEVEL 1**

- In an attempt to slow down the spread of the virus the President ordered a nationwide lockdown strategy consisting of levels 1 to 5 (with level 5 being the most stringent and level 1 being the least). As from 1<sup>st</sup> October 2020 South Africa moved from lockdown level 3 to

lockdown level 1. Lockdown level 1 permits the resumption of University activity based on adherence to prescribed safety and health protocols and during which staff and students will be brought back to Campus.

- The 'Return to Workplace Plan' has been revised, which includes guidelines for the preparation of the workplace before staff / students return to Campus as well as protocols to adhere to when on Campus.
- The SET has aligned itself with the directives of the President and supports his message of solidarity to 'act as a collective in addressing COVID-19'. The SET has also agreed to the following principles:
  - Staff members who are required to be at work should report for duty;
  - Staff members over the age of 60 or those living with co-morbidities should stay at home; Staff members who have co-morbidities (like cancer, diabetes, asthma or other respiratory illnesses) should voluntarily declare these illnesses to their line manager or provide a valid doctor's letter that indicates specifically why they cannot report for work.
  - All staff who are unable to work during this period, should, where possible, be redeployed to areas where they could make a contribution.
  - Line managers and in particular the appointed Section 16.2 Assignees should ensure that the following measures are in place:
    - A risk assessment is carried out by entities.
    - Risk mitigation plans are implemented prior to staff / student return.
    - Daily self-screening for all staff / students (It is the responsibility of every staff member and student to ensure that self-screening is completed every morning).
    - Make arrangements for the adequate physical distancing of staff and students;
    - The adequate provision of sanitisers and/or soap and water;
    - The regular cleaning of venues and work spaces;
    - The provision of cloth masks (two per student and staff member) and other personal protective equipment for specialised areas; and
    - Protocols to prevent the spread of infection.

## **1.6 RISK ASSESSMENT AND RISK MITIGATION**

1.6.1 In terms of the OHS Directive (Government Gazette 43400 / 4 June 2020), it is necessary for Covid-19 risk assessments to be performed at organisations with more than 500 employees. Risk assessment serves as a very important means for identifying COVID-19 risks in workplaces and how these must be mitigated. A higher-level University-wide risk assessment has been carried out. The University-wide risk assessment identified the broader University-wide Covid-19 related risks and provides suitable risk mitigation measures to be implemented. Risk assessments and risk mitigation enables University entities to achieve a state of readiness prior to the return of such staff and students. In view hereof, Section 16.2 Assignees must ensure that a risk assessment has been carried out for their particular University entities / schools / divisions. The results of the risk assessment are recording in a risk assessment template.

1.6.2 Many of the risks that have been mentioned in the University-wide risk assessment are applicable to the numerous University Schools / entities and thus, the University-wide risk assessment is to be used as a point of departure for carrying out entity risk assessments. Each entity carrying out a risk assessment would delete those risks in the University-wide risk assessment template that are not applicable to such entity, while those that are applicable would be retained (possibly with more emphasis being placed on the specific circumstances pertaining to the particular entity being assessed). And, any risks prevailing in certain entities which are not mentioned in the University-wide risk assessment would then be added by those particular entity's

to their entity's risk assessment template. A risk assessment guideline has been developed / implemented for this purpose.

1.6.3 Arising from the results / outcome of the risk assessment, appointed Section 16.2 Assignees must develop a risk mitigation plan to eliminate or minimise the identified risks prevailing in their respective entities to the greatest extent reasonably possible. This would involve developing a mitigation plan which identifies;

- i). What specifically needs to be done to suitably address each risk,
- ii). The name of the persons / entities that will ensure that the risk mitigation measures are carried out, and
- iii). Determining by when the mitigation measures should be implemented.

The University-wide risk assessment template (which the various University entities must use for their entity risk assessments) makes provision in the first two columns of the risk assessment template, for the identification of the various risks as well as the potential consequences of such risks and, in the last three columns of this template, it makes provision for identifying risk mitigation measures, determining the status for the implementation of such mitigation measure as well as the name of the entity and/or person that is responsible for ensuring that such mitigation measure has been implemented.

1.6.4 The intention is to ensure that the Covid-19 risks are mitigated to the greatest extent reasonably possible prior to the return of staff and students to Campus.

1.6.5 Heads of Schools, entity managers / line managers (appointed Section 16.2 Assignees) must then closely monitor the implementation of the necessary risk mitigation actions to check whether they are effectively serving their intended purpose.

1.6.6 OHS&E Officers will assist the Schools / entities to conduct inspections to determine whether any deficiencies exist and will bring these to the attention of the relevant Head of School / entity Manager (i.e. appointed Section 16.2 Assignees).

1.6.6 The risk assessments and risk mitigation plans must be placed on file within the respective schools / University entities for audit and/or inspection purposes and a copy should be sent to the relevant OHS&E Officer at the OHS&E Directorate.

## **1.7 VULNERABLE EMPLOYEES**

1.7.1 The Guidelines on Workplace Preparedness: COVID-19 from the Department of Employment and Labour classifies occupational risks as:

- a) **Very high exposure risk** occupations, including health care workers who perform aerosol-generating procedures on known or suspected COVID-19 patients. For example, health care laboratory personnel who collect or handle specimen from known or suspected COVID-19 patients; and mortuary workers performing autopsies on bodies known or suspected to have had COVID-19 at the time of death;
- b) **High exposure risk** occupations, including health care delivery staff; medical transport workers; mortuary workers preparing bodies for burial or cremation;
- c) **Medium exposure risk** occupations, including close contacts with unsuspected or unknown COVID-19 patients – travellers or members of the general public; and
- d) **Low exposure risk** occupations, including those that do not require contact with people known to be, or suspected of being infected with SARS-CoV-2 (the virus that causes COVID-19) and frequent close contact of within 2 meters of the general public.

1.7.2 Given the above categorisation of employees, it the University's high risk occupations are prevalent in the clinical environment of the Faculty of Health Sciences. With the exception of the staff from the Campus Health and Wellness Centre, the rest of the University occupations seem are in medium (library, laboratory, exhibition centres, student enrolment,

graduation office, finance, HR, Protection Services and disciplines that require face-to-face teaching and learning) to low risk exposure areas. Provision must be made in the risk assessment and mitigation process for the identification of vulnerable persons and the appropriate risk mitigation measures to protect them against contracting COVID-19.

## **1.8 SUMMARY OF SPECIFIC ROLES / RESPONSIBILITIES**

The responsibilities explicated hereunder briefly describe roles performed and/or to be performed by various University entities to deal with the COVID-19 pandemic.

### **1.8.1 COVID-19 Compliance Officer**

- The appointment of a COVID-19 Compliance Officer is one of the employer's duties emphasised in the administrative measures listed in Government Gazette 43400 to manage COVID-19 in the workplace. The Director of Occupational Health, Safety and Environmental Management was appointed by the Senior Executive Team to fulfil this role.
- In terms of Section 20.6.2 of Government Gazette 43400, the COVID-19 Compliance Officer will, oversee the adherence to the health and safety measures established in the workplace to give effect to requirements of Government Gazette 43400 including appointing employees to perform this function especially since the University has more than one workplace. The COVID-19 Compliance Officer will furthermore check that the University is adhering to standards of hygiene and health protocols related to Covid-19 and will advise hereon.
- In terms of Section 20.2 of Government Gazette 43400, the COVID-19 Compliance Officer has developed a COVID-19 Policy.

### **1.8.2 COVID-19 Emergency Response Planning Committee**

i). The COVID-19 Emergency Response Planning Committee, is currently fully functional and meets online weekly. This committee's membership comprises;

- DVC: Academic (Chair)
- Chief Operating Officer
- Dean of the Faculty of Health Sciences
- Senior Director: Human Resources
- Dean of Students
- Head: Communications
- Director: OHS&E Management
- Director: Services
- Other members are co-opted as required.

ii). The COVID-19 Emergency Response Planning Committee performs the following primary functions:

- Develops and updates this COVID19 Emergency Response Plan,
- Keep abreast with global developments, advances and breakthroughs pertaining to COVID-19 as well as with Government directives in this regard and, determine how such aspects may impact on the University and its people. Amongst others, this includes interactions with the National Institute for Communicable Diseases / relevant Government Departments such as the National Department of Health, observing measures being implemented globally as well as taking note of guidance provided by the World Health Organisation.
- Assists in identifying plans / protocols considered necessary to prevent / contain / mitigate and manage COVID-19 exposures / infections and impacts.

- Assists in coordinating the development and implementation of protocols and interventions in an effort to manage COVID-19 outbreaks and/or the consequences thereof and ensure the ongoing sustainability of the University during the pandemic.
- Provides the SET with feedback / advice / proposals pertaining to pertinent developments specifically regarding prevention / containment, mitigation and the management of any COVID-19 infections involving Wits staff / students (and where considered to be beneficial make recommendations on how various situations should be managed).
- Provides guidance on significant aspects pertaining to COVID-19 (and the management thereof) which should be communicated to staff / students. A variety of media types / techniques are being used to provide updates on efforts to address the threat of COVID-19, to increase awareness and keep persons updated on developments (See also below section regarding communication).

### **1.8.3 Senior Executive Team (SET)**

- To mitigate a potential catastrophic impact of a COVID-19 outbreak at the University, and following announcement to reduce the lockdown level to level 1, the SET meet on a weekly basis and continue to monitor the situation as it unfolds and will advise staff / students in this regard by making communication updates available to the University community.
- The SET will work in close collaboration with relevant external health and governmental authorities as the local outbreak of COVID-19 evolves.

### **1.8.4 Communications Division**

i). The University's Communications Division, in close collaboration with the SET, is following a communications strategy aimed at providing regular factual updates regarding a broad range of matters associated with COVID-19 and, includes decisions made by the SET in this regard. The Communications Division is also utilising a variety of media types to communicate topical information on COVID-19. The information that is being communicated is factual and written in a manner which does not create fear, panic or anxiety. A dedicated and regularly updated Wits webpage has been established sharing resources at useful links at: [www.wits.ac.za/covid19](http://www.wits.ac.za/covid19) Useful resources are made available via: <https://www.wits.ac.za/covid19/wits-resources/> which contains topical / useful information on COVID-19, including hard copies of posters, awareness material and links to other social media.. This webpage is the 'go-to' home for all the latest information and guidance from the University regarding COVID-19. Staff and students who have questions / concerns about the prevailing situation are encouraged to contact the NICD's Coronavirus Emergency 24-hour hotline number which is 0800 029 999 and/or to visit the NICD's website at [www.nicd.ac.za](http://www.nicd.ac.za). Students are also reminded that the Wits Student Crisis Line is fully operational and available in all official South African languages on 0800 111 331. Staff counselling services are also available via 0861 635 766 (or a 'please call me' message can be sent to 072 620 5699 or an e-mail sent to: [asknelson@kaelo.co.za](mailto:asknelson@kaelo.co.za)). Furthermore, the Department of Health's WhatsApp number 0600123456 has been communicated and provides additional information about COVID19.

ii). The University's Communications Division, in collaboration with the SET continues to review the available information and communicate guidance and support for staff and students. This includes, amongst others:

- Disseminating notices with updates.
- Updating the webpage dedicated to COVID-19.
- Advertising hotline number(s) and website addresses that provides useful information to staff / students on COVID-19.

- Providing Frequently Asked Questions (with responses) to provide further clarity on COVID-19.
- Providing posters to intensify COVID-19 related awareness.
- Encouraging University entities to have COVID-19 as an agenda item at all computer-generated meetings and generally encouraging all available online platforms to address COVID-19 issues.

### **1.8.5 Human Resources**

The Human Resources Division:

- Develops relevant protocols based on the prevailing situation. This includes policies / procedures / guidelines on matters such as; leave, quarantine, travel and working from home. The HR Division has also developed a University Return to Workplace Plan for the return of staff and students to Campus.
- Encourages flexibility in applying current HR procedures in relation to the needs brought about by the current circumstances relating to COVID-19 (the intention is for these procedures to assist University staff / students to cope with the numerous challenges created by the pandemic).

### **1.8.6 Campus Health and Wellness Centre (CHWC)**

- CHWC receives data regarding persons that have done symptom screening and checks results as well as persons that are showing symptoms and who require quarantining and also the information regarding persons that have been positively diagnosed with COVID-19.
- CHWC clinical staff provides ongoing medical support to persons that have been quarantined as well as positively diagnosed persons.
- CHWC provides health education to staff and students.
- CHWC has a contingency plan in place indicating how their quarantined / self-quarantined staff will be replaced should the need arise.

### **1.8.7 Services Division**

- Cleaning of the working / learning environment is an important component in preventing the transmission of Covid-19 infection.
- Service Division have conducted a risk assessment for their services and identified risk mitigation measures which are being implemented.
- Cleaning service staff will apply preventative cleaning of predetermined high risk areas / surfaces and high contact areas / surfaces. The guidelines from Higher Health will be adhered to regarding cleaning. Areas / surfaces such as; toilets (including toilets seats and flushing handles), kitchens, campus / residence gymnasiums, common areas, door handles, commonly accessible light switches, stair balustrades / bannisters, lifts (because of its confined space and frequent carrying of multiple persons) and lift buttons, showers, basins, shared electronic as well as other shared / common tools and equipment will be regularly cleaned and disinfected.
- Cleaning staff rendering services in high risk or quarantined areas are provided with relevant / prescribed PPE.
- Hand sanitizers have been installed in pre-determined locations University-wide. These are replenished by cleaning staff.

- Cleaning staff will be required to deep-clean areas where positively tested persons may have contaminated such areas with the COVID-19 virus (i.e. such as in the areas that are still occupied by the remaining students) as per Higher Health guidelines.
- Sanitizers, disinfectants and other measures – the University will procure and maintain hand sanitisers with at least 70% alcohol content for use by employees in the immediate or remote workplaces.
- The University’s Cleaning Services will ensure that all work surfaces and equipment are disinfected before work begins, regularly during the working period and after work ends.
- Care should be taken by cleaning staff in how cleaning materials are used so as not to cross-contaminate areas.
- If a person becomes ill in a shared space (and, if a person is showing symptoms), this space will be decontaminated / sanitised thoroughly. All waste that has been in contact with the individual, including used tissues, and masks if used, will be put in a plastic rubbish bag and tied when full as well as purposely discarded as contaminated / hazardous waste.

#### **1.8.8 Legal Office**

The Legal Office will:

- Check whether the non-fulfilment of contractual obligations due to the impact of COVID-19 could contain any legal implications for the University.
- Check whether current contracts / service level agreements may need to be temporarily revised to include peculiarities created by the impact of COVID-19.
- Provide legal advice and support where such advice is required.

#### **1.8.9 Campus Housing and Residence Life (CHRL)**

- To minimise the potential for the transmission of COVID-19, CHRL have conducted risk assessments for the Campus Residences, developed mitigation plans as well as implemented the risk mitigation measures.
- CHRL will continue to monitor the adherence to the risk mitigation measures and have services in place to provide the necessary level of services to the students as take occupation of the residences.
- Students have been instructed to practice social distancing as required by the various directives that have been published in this regard.
- Students will continue to be educated on the precautions they should take to protect themselves against COVID-19 infection.
- Quarantining areas have been designated at which persons showing symptoms of COVID-19 will be quarantined as well as for those that have been positively diagnosed with COVID-19.
- The necessary support structures have been established through which quarantined persons will be supported during the quarantining process.

#### **1.8.10 ICT**

- The IT department in conjunction with other relevant University stakeholders will update / align the University business continuity / disaster recovery plans in accordance with SET approved strategy. These plans will describe how the University can continue functioning effectively (such as when a COVID-19 type pandemic strikes) as well as business recovery.
- IT department’s intervention / assistance is also be crucial for ‘remote working’ required by staff working from home / alternate venues. In view hereof, resources will be provided to staff / students to enable them to function effectively during this lockdown stage including making such provision for persons that will need to work remotely.

#### **1.8.11 Purchasing Division**

- Purchasing will source COVID-19 related personal protective equipment, barricading / screening, sanitisers, sanitising solutions / disinfectants, cleaning materials, etc. as well as provide the necessary support to University entities to reasonably assist them in procuring necessary items and processing requisitions.

#### **1.8.12 Emergency Response Coordinator**

The Emergency Response Coordinator will;

- Review and update this plan as regularly as is deemed necessary as new information regarding COVID-19 becomes available.
- Assist in liaising with various external and internal entities to ensure an effective coordination of emergency services relating to the execution of this plan (these entities could include, but are not limited to; hospitals, emergency medical services, government departments, and the National Institute for Communicable Diseases).

#### **1.8.13 Protection Services**

- Protection Services have developed SOP's for access control as well as permits and will thus assist in ensuring that access controls are maintained.
- Protection Services will assist with access control, cordoning off / demarcating certain confined / isolated areas as well as preventing access to contaminated University areas (where required).
- Protection Services will continue to deactivate the biometrics access control scanning system.
- Protection Services will furthermore ensure that security related actions related to the national lockdown regulations are implemented accordingly on the University's campuses.

#### **1.8.14 Employees and students (Self-management)**

- Employees and students must strictly adhere to the rules in the various COVID-19 related Government Gazette's as well as University protocols. This includes practicing good personal hygiene practices (i.e. for coughing / sneezing, washing of hands and physical distancing rules).
- Office spaces must be arranged to ensure that the required physical distancing rules are applied and, where this is not possible the necessary screening / barricading must be applied. Each University entity will identify these requirements based on the outcome of their respective entity risk assessments.

#### **1.8.15 Cafeterias and canteens**

- Food service strategies and food service offerings may need to be modified. Options such as "grab-and-go" bagged lunches or meal delivery have been considered and implemented as appropriate. Where deemed safe and healthy to do so (and where approved), sit down meals will be provided subject to compliance with physical distancing as well as other protocols.
- Persons providing food services receive training to protect themselves and those they serve from the spread of COVID19.
- Safe strategies to provide food to students have been established and the relevant Services staff will monitor ongoing compliance to all precautionary measures in an attempt to prevent COVID-19 transmission.
- Strategies have been established to implement the necessary physical distancing rules.
- Other options being implemented is the installation of physical barriers / screens between persons (as is considered practical and appropriate).

#### **1.8.16 Contractors, Service Providers, Suppliers and Visitors**

- Service providers / contractors have been requested to provide the University with a COVID-19 management plan indicating how they are addressing the management and prevention of COVID-19. A Return to Workplace protocol for Contractors and Service Providers has been developed and implemented describing the rules to which they must adhere to while on the University's premises.
- Heads of School / Directors / Managers must be informed of any visitors (i.e. casual visitors as well as persons from other countries, whether it is to attend educational programmes, conferences or to participate in any other University activities). The Head of School must be informed **BEFORE** the visitor arrives. This also applies to centres and satellite sites (such as the Wits Rural). This is to ensure that the necessary precautionary measures have been implemented to prevent the transmission of COVID-19 (i.e. including daily symptom screening prior to being permitted access to the University's premises).

#### **1.9 COVID-19 TRAINING / AWARENESS**

- The OHS&E Directorate have developed a Covid-19 PowerPoint awareness presentation. This is focused on providing, amongst others, an understanding of the virus and its manifestations, obligatory requirements from OHS directives relating to Covid-19, hygiene factors and how to prevent its transmission, the significance of risk assessment and mitigation as well as practical aspects on how scenarios must be managed when symptoms / infections arise.
- To prevent the risk of infection transmission, the training / awareness interventions will be structured according to one of the following scenarios; i). The presentation module / material is sent to staff or contractors / service providers for self-reading and thereafter training recipients provide the OHS&E Training Officer with e-mail confirmation that they have familiarised themselves with its content, ii). The presentation is provided to staff or contractors / service providers by the OHS&E Training Officer remotely per online MS Teams, or iii). The OHS&E Training Officer provides the presentation subject to the availability of a suitable lecture facility on Campus where the necessary Covid-19 preventative measures have been implemented including, but not limited to, physical distancing arrangements, adequate ventilation availability, availability of sanitisers, etc.

#### **1.10 TRANSPORTATION**

- Services Division has reduced the number of passengers on buses and buses will convey no more than 50% of its maximum carrying capacity. Bus drivers will be provided with approved cloth masks and buses will be sanitised after each trip. Barriers/dividers or shields between driver and passengers have been installed in Wits buses to ensure physical distancing. Bus drivers will also be required to carry out daily Covid-19 Symptom Screening.
- Staff / students are encouraged to be aware of transmission risks associated with the use of public transportation and to be vigilant on using such services that strictly adhere to the rules to prevent the transmission of COVID-19.

#### **1.11 REPORTING OF INFECTIONS**

- All incidents of COVID-19 involving employees (even if they occur while staff are at home) must be reported to [Dept-OHS-Admin@wits.ac.za](mailto:Dept-OHS-Admin@wits.ac.za). A register will be kept by the OHSE Directorate of all staff infections and the various external governmental entities will be informed of staff work related infections.
- All incidents of COVID-19 involving students must be reported to CHWC as well as to the Dean of Student Affairs. CHWC will keep a register of student infections.

- A protocol has been developed, to manage any case of COVID-19 or related outbreaks.

### **1.12 COUNSELLING / EMOTIONAL SUPPORT**

Staff / students have access to emotional support services. Kaelo (for staff) and ICAS (for students) will provide counselling for persons to enable them to cope with the prevailing pandemic situation. The following information is provided via the Communications Division regarding access to emotional support:

- The NICD's Coronavirus Emergency 24-hour hotline number: 0800 029 999
- NICD website: [www.nicd.ac.za](http://www.nicd.ac.za).
- Wits Student Crisis Line: 0800 111 331.
- Staff counselling services: 0861 635 766 or a 'please call me' message to 072 620 5699 or an e-mail sent to: [asknelson@kaelo.co.za](mailto:asknelson@kaelo.co.za).
- Department of Health's WhatsApp number: 0600123456.

### **1.13 SYMPTOM SCREENING**

- COVID-19 is a notifiable disease and, daily symptom screening is mandatory for all persons (including, employees, students, contractors, service providers, suppliers and visitors) prior to accessing the University's premises.
- Self-administered symptom screening has been made available for this purpose for employees and students (i.e. Screening app, SMS or paper screening questionnaire).
- If any Covid-19 symptoms are being experienced during the screening process and / or if any person has been in contact with someone positively diagnosed with Covid-19 then such employee / student must not attempt to enter the University. It is expected that such person must self-isolate and contact his / her Healthcare Worker for further advice. He / she will also be expected to notify his / her Supervisor that they will not be coming to the University (See below section that addresses managing incidents where persons experience COVID-19 symptoms).
- Refusal to undergo daily symptom screening, is a disciplinable offence. Not undergoing symptom screening defeats the University's goal of maintaining a healthy and safe work environment as explicated in the University's OHS&E Policy as well as Section 8 of the OHS Act.
- All contractors, service providers and suppliers must have a daily symptom screening system in place which must at least be of the same screening standard as the system implemented by the University (i.e. daily screening, similar screening criteria monitored, no persons with COVID-19 symptoms are permitted onto Campus, etc.).

### **1.14 PERSONS WITH COVID-19 SYMPTOMS ON CAMPUS**

If COVID-19 symptoms are detected while the employee is on Campus, then the following protocol must be followed (as per the flow diagram annexure attached hereunder):

- The person experiencing COVID-19 symptoms must be re-assured and comforted.
- A person wearing a face mask must immediately isolate the person without touching the person.
- The person suffering symptoms must be given a new medical face-mask (the old one must be carefully discarded).
- The person should be taken to a well ventilated isolation area (that is away from other persons). Attempts should be made to ensure that the isolation area is amply ventilated, e.g. such as opening a window.
- If possible, this isolation area must be near to toilet facilities. If persons experiencing COVID-19 symptoms need to go to the bathroom whilst waiting for medical assistance

or to be transferred to their isolation / quarantine venue, then they should use a bathroom that is not being used by anyone else at the time (if such a facility is available).

- Friends or family must not be permitted to sit with the person. A distance of at least 2 metres must be kept between the person experiencing COVID-19 symptoms and any other people in the vicinity.
- The person must be asked to avoid touching people, surfaces and objects and that he / she must cover their mouth and nose with a disposable tissue when they cough or sneeze. They must be asked to put the tissue in the bin. If no bin is available, to put the tissue in a bag or pocket for disposing in a bin later. If no tissues are available, they should cough and sneeze into the crook of their elbow.
- Ensure that there is no stigmatization and that the process ensures little or no emotional trauma.
- After assisting the person all those that have assisted must wash their hands according to the handwashing guidelines.
- Campus Health and Wellness Centre must be informed of the situation and persons notifying CHWC must implement any advice or instructions that they are provided with. While notifying CHWC the name and condition of the person must be provided.
- If the staff member / student is safely capable of doing so by him / herself, and without placing other people at risk of exposure then he / she must safely leave Campus and proceed to a place where he / she will be able to self-isolate or to an off-Campus Healthcare Facility for further medical examination by Healthcare Workers to determine whether testing is necessary.
- If the staff member / student is not safely capable of doing so by him / herself, then arrangements must be made for the person to be transported in a manner that does not place other persons at risk to a place off-Campus to be self-isolated or to an off-Campus Healthcare Facility (i.e. such as by means of an ambulance service).
- The HoS / Manager / Director for the University area in which the incident occurred must:
  - Assess the area for risk of transmission and arrange to have the area disinfected / sanitised.
  - Refer persons who may have been in contact / exposed to the person (and who may be at risk) to consult with their Healthcare Worker and to take any other appropriate measure(s) to prevent possible transmission.
- In the event that the person is a student at a student's residence (i.e. resides on Campus) then the person must remain in their room, seek advice telephonically from relevant Campus Housing and Residence Life (CHRL) staff and follow the CHRL protocols on notification / quarantining / testing.

### **1.15 PERSONS POSITIVELY DIAGNOSED WITH COVID-19**

- Testing is a diagnostic tool administered by a registered practitioner on a mandatory basis.
- Such testing is done at Charlotte Maxeke Hospital if the employee presents with COVID-19 symptoms while in the workplace. Testing can also be done at a designated testing facility if the employee / student prefers this option.
- If a staff member / student tests positive for Covid-19 then the following persons must be informed:
  - Jo-anne-Zastrau at [Dept-OHS-Admin@wits.ac.za](mailto:Dept-OHS-Admin@wits.ac.za) to enter such persons details in the University's COVID-19 register and to report the infection to the Department of Employment and Labour).

- Head: Campus Health and Wellness Centre (to follow up with the infected person)
- Director: Services (if the infected person was on Campus during the past 10 days prior to being tested positive to ensure that the necessary cleaning services are activated)
- Director: Campus Control (for access control purposes)
- Senior Director: Human Resources
- Line manager / Section 16.2 Assignee for the area.
- If the person was on the University's premises within the past 10 days prior to testing positive for COVID-19 then the employee's HoS / Manager / Director (Section 16.2 Assignee) must:
  - Make arrangements for persons that were in contact / exposed to such infected person within the past 10 days, to be referred to an identified testing site.
  - An investigation into the possible cause of the infection and exposure risks must be initiated as soon as possible by the infected person's Manager / HoS (Section 16.2 Assignee) to determine the cause including any control failure.
  - The infected person's Manager / HoS (Section 16.2 Assignee) must carry out a review of that School's / University entity's risk assessment to ensure that the necessary controls and PPE requirements are in place.
  - Ensure that full administrative support is given to any contact-tracing measures implemented by the Department of Health.
  - Ensure that infected persons are not discriminated against on grounds of having tested positive for COVID-19 in terms of section 6 of the Employment Equity Act, 1998 (Act No. 55 of 1998). All allegations of stigmatisation, victimisation, bullying and discrimination must be investigated and managed in accordance with applicable social justice policies of the University.
- If the infected person is a staff member then:
  - The employee must be placed on paid sick leave in terms of section 22 of the BCEA or if the employee's sick leave entitlement under the section is exhausted, make application for an illness benefit in terms of clause 4 of the Directive issued on 25 March 2020 on the COVID-19 Temporary Employer Relief Scheme under regulation 10(8) of the Regulations promulgated in terms of section 27(2) of the Disaster Management Act;
  - If there is evidence that the employee contracted COVID-19 as a result of occupational exposure, then a claim for compensation in terms of the Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993) will be lodged via the OHSE Directorate at [Dept-OHS-Admin@wits.ac.za](mailto:Dept-OHS-Admin@wits.ac.za) in accordance with Notice 193 published on 3 March 2020.

### **1.16 PERSONS EXPOSED TO SOMEONE POSITIVELY DIAGNOSED WITH COVID-19**

- In order to contain the spread of the virus, as soon as it is known that a student or staff member has been exposed to an individual who has a laboratory-confirmed positive test for COVID-19 then that person should remain in self-quarantine at home or other appropriate place off-Campus, while monitoring themselves for Covid-19 symptoms (i.e. in terms of Higher Health, 'exposed' means having been within 2 metres of the infected person for at least 15 minutes). These persons must not come onto the University's premises at any time for a period of at least 10 days after such exposure.
- Students and staff who did not have direct contact and/or were not within 2 metres for at least 15 minutes of a person who has tested positive for COVID-19 may continue to attend Campus but should continue to monitor themselves closely.

**NB:** If the infected person had been severely coughing / sneezing during the time of the abovementioned contact then irrespective of the time that was spent in that person's company, it is proposed that the exposed persons should consult with their healthcare worker to seek guidance on the way forward (as they may need to self-quarantine irrespective of the time period that they may have been in close contact with the infected person).

### **1.17 RETURN TO CAMPUS AFTER RECOVERING FROM COVID-19**

Persons previously infected with Covid-19 will only be permitted to return to the University on the following conditions:

- The person must have undergone a medical assessment from a Healthcare Worker confirming that he / she can return to Campus
- A copy of this notice must be sent to the person's supervisor / line manager who, on receipt thereof will authorise their return to Campus (A hard copy of this notice must be filed / kept on record by the person's supervisor / line manager).
- Prior to the person's return to Campus, the supervisor / line manager must then inform CHWC as well as Protection Services to unblock the person's security / access card.
- Upon return to Campus, the supervisor / line manager must thereafter:
  - ensure that the employee strictly adheres to health and safety measures, including but not limited to personal hygiene, wearing of masks, physical distancing, and cough etiquette; and
  - closely monitor the employee for any recurrence of COVID-19 symptoms upon return to work.

### **1.18 ENTITY SHORT-TERM ISOLATION AREAS**

Schools and other University entities must determine whether "safe" area(s) exist in their buildings (or in buildings in close proximity thereto) that can be used when someone in their University entity experiences COVID-19 symptoms while on Campus. This could typically include a well-ventilated office where someone that is experiencing COVID-19 symptoms can safely be taken to in order to isolate them from the other staff / students. This is typically done while arrangements are being made for the safe transportation of such person either to be self-isolated or to be referred for a medical examination / testing at a healthcare facility (i.e. to be done in a manner that does not place other workers or members of the public at risk).

### **1.19 DESIGNATED LONGER-TERM QUARANTINE LOCATIONS**

If determined by means of the outcome of a risk assessment, that it may be necessary to place positively diagnosed persons into suitably facilitated and designated quarantine venue for their longer-term quarantining on Campus (i.e. such as at the residences), then the following will apply;

#### **1.19.1 'Owner' of a Quarantine Area**

The overall 'owner' of the quarantine site is the Section 16.2 Assignee that is responsible for ensuring OHS&E compliance for the building / structure in which the quarantine area is located. The Section 16.2 Assignee can further assign / designate other responsible person(s) within his / her area of responsibility to assume practical hands-on oversight / supervision of such quarantine area.

### 1.19.2 Designation of a Quarantine Area and its Supervision

If arising from a risk assessment, a justifiable decision is made by the Head of School / Director or Manager of a particular University entity that a quarantine site must be assigned for a particular area then, as part of the risk mitigation process, the following is applicable:

- In conjunction with other relevant University stakeholders (i.e. such as PIMD, Protection Services, Services, CHWC), it should be determined where such quarantine site should be ideally located as well as ensure that the designated site conforms with the below-mentioned requirements for a quarantine site (NB: the determination hereof should usually take place at the time of conducting a risk assessment / developing the risk mitigation plan and should be based on the prevailing risk and the necessity for providing such a site).
- A decision must be made as to who specifically should be appointed / designated for supervising such quarantine / isolation site. The decision on who must oversee / supervise such a quarantine site must be done at the time of conducting the risk assessment for that particular entity (i.e. this aspect should ideally be clarified upfront at the time of conducting the risk assessment and specifically while compiling the risk mitigation plan). Thus, if one of the risk mitigation measures is to designate a quarantine site then a further aspect that needs to be addressed as part of the risk mitigation measures is who should be assigned to supervise / manage the site. However, the overall 'owner' of the quarantine site remains the Section 16.2 Assignee that is responsible for ensuring OHS&E compliance for the building in which the quarantine / isolation area is located.

### 1.19.3 Quarantine Area Supervisor Attributes

Higher Health proposes that suitably knowledgeable staff members should be identified and designated to be responsible for managing student and staff infections occurring within their areas (including at quarantine / isolation areas); hereafter referred to as a Quarantine Area Supervisor. The Quarantine Area Supervisor should be provided with a cell-phone and SIM card to ensure they are contactable and are able to make calls as necessary. The Quarantine Area Supervisor's name and contact details must be communicated / publicised widely among the building's occupants (through posters, notices, social media, etc.) so that everyone knows who to contact should a student or staff require isolation or quarantining. The Quarantine Area Supervisor is to ensure that the area that is to be used for quarantine / isolation is immediately available at all times and adequately equipped for the purpose. He / she will need to bring any requirements in this regard to the attention of his / her line manager for follow up / actioning. The Quarantine Area Supervisor is to ensure that the necessary telephonic contact details for the local emergency response team (i.e. such as the external ambulance service) is clearly visible on a poster in the room / area. The Quarantine Area Supervisor is to ensure that the cleaning staff are familiar with the protocol for cleaning the quarantine / isolation room as well as for disposing of waste and assist in coordinating these services when they are required. The Quarantine Area Supervisor must furthermore ensure that the relevant arrangements are made to ensure that quarantined persons are provided with necessary meals and beverages.

### 1.19.4 Basic responsibilities of a Quarantine Area Supervisor

If someone experiences COVID-19 symptoms while on Campus then the Quarantine Area Supervisor:

- Maintains regular communicative contact with the quarantined person to follow up on such person's condition and needs.

- Ensures that the quarantined person is provided with meals / beverages (if this is necessary depending on the duration of the period of quarantine in such venue).
- Ensures that no-one else enters the quarantine area to avoid risk of COVID-19 exposure.
- Ensures that there is no stigmatization and that the process of managing the situation comprises little or no emotional trauma.
- Coordinates with cleaning services to ensure that contaminated clothing, bedding and waste is appropriately discarded and that clean bedding is provided.

### **1.19.5 Typical Quarantine Venue Components**

As a guideline, it is suggested that a quarantine venue should incorporate the following:

- It must be signposted to indicate that it is a designated COVID-19 quarantine area.
- It must be adequately ventilated and have sufficient lighting in terms of the OHS Act's regulations pertaining to illumination / lighting.
- It must have a bathroom with toilet, wash-basin and bath or shower. If communal bathrooms and toilet facilities are provided then the quarantined person(s) should preferably have access to a separate toilet, wash basin and bath or shower (that are not accessible to other non-quarantined persons). Toilet paper and disposable paper hand towels should be provided.
- It must be appropriately furnished / provisioned (i.e. with a table, a chair, a bed, it should have a supply of tissues / wet wipes; it should be provided with a supply of medical / surgical masks and disposable rubber gloves (to be worn by the Quarantine Area Supervisor), it should have a closable door and it should have a waste bin. Other facilities / equipment could also be provided in an effort to make the quarantined person comfortable for the occupant (i.e. such as, a washing machine, tumble drier, microwave, television / DVD or other relevant / apt recreational facilities).
- Clean bedding will need to be provided on a daily basis. Large plastic bags will need to be provided in which contaminated bedding and clothing can be placed and removed daily).
- It should have hand soap as well as hand sanitiser spray bottles filled with sanitiser liquid.
- It should have a MSDS for the hand sanitiser solution.

These requirements would likely have been identified during the risk assessment process and addressed during the risk mitigation planning and implementation process for determining the suitability of possible areas that could be used for this purpose.

### **1.19.6 Notification when persons are quarantined**

In the event that persons are going to be confined to a designated quarantine site then then it is necessary for the following entities to be notified as soon as possible:

- The Section 16.2 Assignee in whose area the quarantine venue is located (i.e. HoS / University entity Director / Manager / Head)
- Head: Campus Health and Wellness Centre
- Director: Services
- Director: Protection Services
- Senior Director: Human Resources
- Jo-anne-Zastrau at [Dept-OHS-Admin@wits.ac.za](mailto:Dept-OHS-Admin@wits.ac.za)

## 1.20 PHYSICAL DISTANCING

Social distancing is the term widely used to describe measures to reduce close contact between individuals. It is recognised that this term should be reframed as ‘physical distancing’ rather than ‘social distancing’ because using the term physical distancing highlights the need to keep physically apart, but recognises that people should still try to spend time together albeit through digital technology and telephonic communication to maintain good mental health. In terms of implementing measures to prevent the transmission of COVID-19, one such measure is to obligate persons to minimise direct physical contact and to keep within a safe distance from each other. In view hereof:

- The University will adhere to the directives issued by the Minister of Employment and Labour pertaining to the employer’s duty to prepare the workplace for COVID-19 transmission prevention in order to achieve physical distancing. Physical distancing rules must be strictly enforced in the various University areas.
- In this regard, the University will aim to reduce infections by re-organising environments to enable 1.5 meters distance between employees in areas where they are expected to continually serve the public or occupy open plan offices.
- If it is not possible to rearrange the workplace to achieve the physical distancing requirements then the University will install physical barricades / screens between persons in order to sufficiently isolate employees and members of the public and/or university community members from exposure to COVID-19 transmission.
- Where required, physical markers will be placed on floors in areas where queuing occurs in order to demarcate the safe distances which persons must remain apart from one another.
- Where considered necessary and applicable, face shields could be provided (over and above face masks) to achieve an acceptable level of personal protection. This requirement should be identified by the various University entities through the results of their risk assessments.
- Seat demarcation will be provided in lecture venues indicating the required safe distances between persons when allocating seating arrangements in lecture venues.
- Other physical distancing options in lecture venues includes the installation of physical barriers / screens between class attendees (as is considered to be practical and appropriate). This is determined by each University entity based on the outcome of their entity risk assessments.

## 1.21 PPE

- Any person wanting to access Campus must be wearing a face mask and this must be worn at all times while inside the University’s premises.
- It is the responsibility of the University to ensure the availability of appropriate PPE for employees and the responsibility of employees to ensure consistent and proper use thereof.
- The University commits to:
  - a) Select PPE based upon the hazard to the employee posed by COVID-19 (predominantly face masks and for certain occupations the use of rubber / nitrile gloves).
  - b) Encourage staff to inspect their PPE.
  - c) Replace the PPE if such replacement is justified.
  - d) Encourage staff to properly dispose of damaged / redundant / contaminated PPE to avoid contamination of self, others, or the environment.
  - e) Provide information to employees as to the correct use of the PPE.
  - f) It is expected of employees to discharge their obligations by properly fitting their PPE and consistently using them where such is required to be worn.

## 1.22 GENERAL

- The biometric system will remain disabled for the duration of the lockdown period.
- The University will ensure that, for effective and safe ventilation, AC filters are cleaned and replaced in accordance with the manufacturer’s instructions by a competent person.
- Where appropriate, the University will display notices advising persons other than employees entering the University of certain COVID-19 related precautions that they are required to observe while on Campus.
- Sanitisers will be strategically installed in areas University-wide. Sanitisers will be provided at all lecture venues and students must be encouraged to use these sanitisers.
- Cleaning of lecture venues must be strictly programmed and carried out accordingly to ensure that the cleaning of equipment, seats, desks and venues takes place as legally prescribed (including disinfecting all frequently touched surfaces).
- The lecturing staff must check that adequate ventilation is available at lecture venues.
- The necessary hygiene etiquette must be promoted by lecturing staff. This includes:
  - Regularly washing hands with soapy water for at least 20 seconds.
  - When water and soap is not available, sanitizers with at least 70% alcohol should be used.
  - Maintaining a physical distance of two metres from others.
  - Moving away to sneeze or cough into one’s elbow (known as cough etiquette).

## 1.23 DEFINITIONS AND ABBREVIATIONS

<b>COVID 19 Coronavirus SARS-CoV-2</b>	/ / Formally termed ‘Severe Acute Respiratory Syndrome Coronavirus 2’ by the International Committee on Taxonomy of Viruses. When abbreviated it is called SARS-CoV-2’. COVID-19 is the name of the disease. The WHO refers to the virus as COVID-19 virus.
<b>COVID-19 Emergency Plan</b>	This term relates to an emergency preparedness / response plan aimed at achieving a planned, coordinated response to minimise adverse effects caused by COVID-19.
<b>Crisis (synonymous with the term ‘Emergency’)</b>	A COVID-19 related occurrence and/or event that has caused, or has the potential to cause illness and / or virus exposure and/or spread and thereby infect other persons. Currently, there is no vaccine for this highly contagious viral disease and thus infections require an immediate response from health care workers in order to isolate / confine / quarantine and treat infected persons.
<b>Crisis Communications</b>	Crisis communications deals with the full range of communication stratagem deployed during an emergency / crisis situation. It is also about managing perceptions around a crisis situation in an effort to restore calm and to avoid panic.
<b>Emergency</b>	This has the same meaning/definition as provided for in the term “Crisis” above.
<b>Emergency Response Coordinator</b>	A full time / permanent employee employed at the Directorate: OHS&E Management. The Emergency Response Coordinator fulfils a wide range of emergency coordination responsibilities for, and on behalf of, the University as defined in the incumbent’s job description. Amongst others, the Emergency Response Coordinator is responsible for updating this emergency plan and advising on its effective implementation.

<b>Isolation</b>	A period during which someone who is suspected or confirmed to have COVID-19 is separated from people who are healthy. The period stops if they test negative or, if they test positive, they remain in isolation until they are well. Isolation can be involuntary if demanded by the State.
<b>NICD</b>	National Institute for Communicable Disease
<b>Quarantine</b>	The process of safely segregating person(s) who have may have been exposed to, or come into contact with, a positively diagnosed COVID-19 infected person but who themselves have not yet been positively diagnosed with COVID-19. Quarantining is done for a specified period during which it is determined whether the quarantined person may start to present any familiar symptoms. The person is separated from healthy people and observed for development of symptoms of COVID-19. This is usually for a period of 14 days in the case of COVID-19. Quarantine can be involuntary if demanded by the State.
<b>Self-isolation</b>	A term used widely in the context of COVID-19 to imply that an individual who either has COVID-19 or has been exposed to someone with COVID-19 voluntarily selects to separate themselves from other healthy people. It thus covers both the terms of ‘isolation’ and ‘quarantine’ and is also used to refer to healthy unexposed individuals staying at home.
<b>University of the Witwatersrand</b>	This is the organizational entity to which this emergency response plan applies. Here-after referred to as the University and/or Wits.
<b>WHO</b>	World Health Organisation. This is a division of the United Nations that specializes in international public health.
<b>Worksite(s)</b>	Refers to all the University’s workplaces.
<b>Very high exposure risk occupations</b>	Occupations with high potential for exposure to known or suspected sources of COVID-19 during specific medical, post mortem, or laboratory procedures. Workers in this category include: <b>a).</b> Healthcare workers (e.g. doctors, nurses, dentists, paramedics, emergency medical technicians) performing aerosol- generating procedures (e.g. intubation, cough induction procedures, bronchoscopies, some dental procedures and exams, or invasive specimen collection) on known or suspected COVID-19 patients. <b>b).</b> Healthcare / laboratory personnel collecting / handling specimens from known or suspected COVID-19 patients (e.g. manipulating cultures from known or suspected COVID-19 patients). <b>c).</b> Morgue workers performing autopsies, which generally involve aerosol -generating procedures, on the people of bodies who are to known have, or suspected of having, COVID-19 at the of time their death.
<b>High exposure risk occupations</b>	Occupations with high potential for exposure to known / suspected sources of COVID -19. Workers in this category include: <b>a).</b> Healthcare delivery and support staff (e.g. doctors, nurses, and other hospital staff who must enter patients rooms) exposed to known or suspected COVID -19 patients. (Note: when such workers perform aerosol -generating procedures, their exposure risk level becomes very high.) <b>b).</b> Medical transport workers (e.g. ambulance personnel and porters) moving known or suspected COVID-19 patients in enclosed vehicles.

	c). Mortuary workers involved in preparing (e.g. for burial or cremation) the of bodies people who are known to have, or suspected of having COVID-19 at time of their death.
<b>Medium exposure risk occupations</b>	Occupations that require frequent and /or close contact with (i.e. within 2 meters people of) who may be infected with SARS- CoV -2, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travellers who may return from international locations with widespread COVID-19 transmission. In areas where there is ongoing community transmission, workers in this category may have contact with the general public (e.g. in schools, high -population- density work environments, such as labour centres, consulting rooms, of point entry personnel and some high -volume retail settings).
<b>Low exposure risk occupations</b>	Occupations that do not require contact with people known to be, or suspected of being infected with COVID-19, nor frequent close contact with within (i.e. 2 meter of) the general public. Workers in this category have minimal occupational contact with the public and other co-workers.

# UNIVERSITY OF THE WITWATERSRAND – COVID-19 EMERGENCY RESPONSE PLAN

## FLOW DIAGRAM – SUMMARY

1. Screening is carried out using a **daily** symptom self-screening App or questionnaire. Self-screening is mandatory **before** coming onto Campus.
2. Screening result indicates whether or not COVID symptoms are present
  - 2a. If screening does **not** imply that person may be infected then the person can continue to access Campus
  - 2b. If the outcome of the screening App / questionnaire indicates that a person is experiencing Covid-19 symptoms then he/she remains off-Campus and contacts Healthcare Worker for advice on what to do
  - 3a. If Healthcare Worker advises person to self-isolate then person remains self-isolated for prescribed period
  - 3b. If Healthcare Worker advises person to be tested then this is done off-Campus by a suitable testing facility
  - 4a. If person is on Campus (Resident) then he / she contacts **CHWC** for further advice as well as Line Manager / Supervisor and /or Residence Warden (as applicable).
  - 4b. Person is isolated in designated suitable on-Campus location and responds according to advice from **CHWC**. **CHWC** notify CPS to block access card.
  - 4c. Person safely transported off-site to Healthcare Facility or to home.
  - 4d. If persons condition deteriorates and **CHWC** advises person to undergo testing then this is done off-Campus by a suitable testing facility.
- 5a. If person tests **negative** then he / she can return to Campus after consent from Healthcare Worker / **CHWC**.
- 5b. The return to Campus of persons that were self-quarantined due to; i). experiencing COVID-19 symptoms or ii). coming into contact with someone positively diagnosed with COVID-19 must have completed the mandatory self-quarantine period and be cleared by **CHWC** to return to Campus.
- 5c. If person tests **positive** then he / she must self-isolate for prescribed period and manage symptoms according to advice from Healthcare Worker
- 5d. If person's condition requires specialised medical care then a decision is made by Healthcare Worker whether to hospitalise person
6. If the mandatory pre-scribed self-isolation period is completed then person must undergo a medical evaluation by a Healthcare Worker confirming fitness to return to Campus.
7. Person sends to **CHWC** the medical evaluation note from the Healthcare Worker confirming fitness to return to Campus (this is to be done **prior** to person returning to Campus)
8. **CHWC** informs CPS to unblock card and **CHWC** reminds line manager of person's return to Campus

### Additional notes:

- Line managers for the area in which the infection occurred must:
- i). Request Services to disinfect the contaminated area.
  - ii). Refer persons who may have been exposed to the infected person to consult with their Healthcare Worker (and take any other measure to prevent possible transmission).
  - iii). If the infected person is a staff member then place the employee on paid sick leave in terms of section 22 of the BCEA or if the employee's sick leave entitlement under the section is exhausted, make application for an illness benefit
  - iv). If there is evidence that the employee contracted COVID-19 as a result of occupational exposure, lodge a claim in terms of the COID Act.
- v). Ensure that infected persons are not discriminated against if they tested positive.
- vi). Conduct an investigation & review the risk assessment to ensure necessary controls/PPE requirements are in place.

## COVID-19 SCREENING, TESTING, SELF-ISOLATION / SELF-QUARANTINING AND RETURN TO CAMPUS

