STANDARD OPERATING PROCEDURE

UNIVERSITY OF THE WITSWATERSRAND PROTECTION SERVICES

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| DOCUMENT CONTROL INFORMATION | | |
| STATUS AND REASON FOR DEVELOPMENT | **STANDARD OPERATING PROCEDURE (SOP) Admission to Campus in compliance with Covid 19 alert level 4 regulations – COMPLIANCE WITH COVID-19 LEVEL 4 REGULATONS** | |
| DATE OF APPROVAL | **1 July 2021** | |
| REVISION DATE | **Subject to SET directive – 11 July 2021** | |
| SOP MANAGEMENT RESPONSBILITIES | **SOP is issued by the Director: Campus Protection Services** | |
| OTHER RESPONSIBILITY HOLDERS | **All persons who have access to the University premises** | |
| LEGAL FRAMEWORK ANALYSIS (mark with a cross) | YES: X | **Guided by the Human Resources: Plan to manage Covid-19 in the workplace** |
| CONSULTATION | **Developed on instruction of the COO and the Covid- 19 Emergency Response Committee**  **Consulted Directors of the COO, OSH&E** | |
| AUTHORSED BY | **Director: Protection Services** | |
| DATE AUTHORISED | **30 June 2021** | |
| EFFECTIVE FROM | **1 July 2021** | |
| REVIEW DATE | **Subject to policy change and SET directive** | |
| SOP DISSEMINATION AND COMMUNICATION PLAN | **To be guided by the Covid-19 Emergency Response Committee** | |

**1. BACKGROUND**

* 1. This Standard Operating Procedure (SOP) follows the Human Resources Plan to manage staffing and working arrangements for workplace safety and operational continuity during national disasters or prolonged periods of disruptions, in this case, Covid-19 pandemic Alert Level 4 Regulation.
  2. It is developed to manage and control access into campus. The controls include the following:
     1. Symptoms screening (Screening Tool): The App and USSD Code: (Staff and visitors: \*120\*8501#) (Students: \*134\*8627#)
     2. Access using an active staff/student card (Kindly take note that all biometric access control systems have been deactivated until further notice).

**1.3** In order to ensure strict compliance with health and safety measures, all persons requiring admission to the University will adhere to and comply with the above mentioned control processes.

**2. SCOPE**

* 1. This procedure applies to all persons requiring admission to the University, be they:
* Staff;
* Students;
* Contractors and Official Deliveries;
  + 1. All Departments need to ensure that service providers comply with the approved access control processes of completing the Screening Tool : (Staff and visitors: \*120\*8501#) (Students: \*134\*8627#);
  1. The procedure does not include personal deliveries. All staff / students receiving personal deliveries will have to do so at the closest access point.

**3. REGULATORY FRAMEWORK**

This Standard Operating Procedure is governed by the Human Resources Plan of the University to Manage the Covid-19 virus in the workplace.

**4. PROCEDURE TO GAIN ADMISSION TO THE UNIVERSITY IN TERMS OF COVID-19 LEVEL 4 REGULATION**

* 1. All staff members, students and official contractors must:
     1. Adhere to the instruction as set out in the Covid-19 Screening and Testing Process (App or USSD Code);
     2. Complete the Screening Tool before leaving home or at the University entrance if this was not done;
     3. Wear masks at all times as wearing masks is compulsory;
     4. Honestly comply with the instruction on the Screening Tool in order to determine your health status before deciding to enter the University premises;
  2. Students and staff residing on Campus shall comply with the screening process by completing the App or USSD Code when reporting for duty. (Managers and Supervisors must ensure that the process is followed);
  3. **No visitors allowed on Campus.**

**5. CAMPUS ACCESS TIME**

* 1. Access to campus shall strictly be between 04:00 a.m. (in the morning) and 21:00 p.m., respectively (except for essential services);
  2. No access to the University Campuses shall be allowed outside the times stipulated on 5.1 (except for essential services).

**6. OPERATIONAL GATES AND TIMES**

The following gates shall operate based on the times indicated next to them:

* + 1. **Braamfontein**
* Yale North (Gate 7) will operate 24 hours
* Yale South (Gate 10) 07:00 – 16:30 one lane only
* Enoch Sontoga (Gate 9) closed
* Station Street (Gate 2) will remain closed due to construction still underway
* Sturrock Park (Gate 8) will operate 24 hours
* Raikes Gate will be open for contractors
* Sutton Close operate within Curfew times (21:00pm - 04:00am)
* Solomon Mahlangu Basement Parking will operate from 07:00 – 1630
  + 1. **Parktown Education Campus**
* Victoria Gate at Education Campus will operate within Curfew times (21:00pm - 04:00 a.m.)
  + 1. **Management School**
* St. Davids, Main Gate will operate within Curfew times (21:00pm - 04:00am)
  + 1. **Health Sciences**
* Jubilee entrance: will operate within Curfew times (21:00pm - 04:00am)
  + 1. **Ubers and Drop offs**
* The status quo will be maintained, i.e. Ubers will drop and collect at identified drop off points from outside the precinct.

**SEE ADDENDUM ATTACHED RELATING TO THE RESPONSIBILITIES OF CAMPUS PROTECTION SERVICES**

**ADDENDUM**

**RESPONSIBILITIES OF CAMPUS PROTECTION SERVICES (CPS)**

1. **COMPLIANCE ENFORCMENT**

CPS is responsible for enforcing and carrying out the following activities during Covid-19 Alert Level 4 Regulations:

* 1. **Compliance with instructions related to admission to the University**

* + 1. All Campus Protection Services Officials shall comply with the instructions set out in this SOP;
    2. Officials residing on Campus shall comply with the screening process by completing the App or USSD Code when reporting for duty. (Managers and Supervisors must ensure that the process is followed);
    3. Campus Protection Services will be responsible for ensuring compliance with the admission requirements during Covid-19 alert Level 4 Regulations. These responsibilities include access being granted to staff members, students and official contractors based on compliance with the following:
       1. Adhere to the instruction as set out in the Covid-19 Screening and Testing Process (Staff and visitors: \*120\*8501#) (Students: \*134\*8627#):
       2. Wear masks at all times as this is compulsory;
       3. Honestly comply with the instruction on the Screening Tool in order to determine your health status before deciding to enter the University premises;
       4. Persons who have negative screening results or card access being denied should be referred to their line manager or responsible person for clarity.
       5. **No visitors allowed**
       6. Any person refusing or failing to comply with rules shall not be allowed access to the University.

1. **PROTECTIVE PERSONAL EQUIPMENT DURING SCREENING**

All Campus Protection Services Officials must ensure compliance with regards to the following health and safety measures:

* 1. Wearing of masks at all times
  2. Maintaining social distancing when interacting with persons intending to enter the University. Try to avoid gatherings in closed places
  3. Ensure hand hygiene: Wash/sanitize hands as often as possible.

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**4. IMPLEMENTATION DATE**

This Document is approved for implementation as from 01 July 2021