



**Tshwane University  
of Technology**

*We empower people*

## **University Guidelines on the handling of COVID-19 related matters**

**Version 1.0**

**Date: 16 March 2020**

Readers are advised that this document is a dynamic document that will be updated on a regular basis. It is therefore advised that the latest version be obtained on the University's Intranet.

# 1 Introduction

With the continuous spread of the highly contagious Coronavirus (COVID-19) globally and in South Africa, the Tshwane University of Technology (TUT) has put measures in place to keep our staff and students informed and to provide guidance and support.

This document provides guidelines on how the University and its Community is, and should be, responding to the various aspects related to COVID-19.

## 2 University Capacity to deal with COVID-19

### 2.1 Emergency response teams

#### 2.1.1 *Institutional Emergency Response Team*

The Executive Management Committee (EMC) will be the Emergency Response Team for the University on COVID-19. Meetings of this team will be convened on an Emergency basis to respond to any developments around COVID-19 that affect (or have a potential to) the entire University.

#### 2.1.2 *Campus Emergency Response Teams*

The Campus Management Committee (EMC) of each Campus will be the Emergency Response Team for that Campus on COVID-19. Meetings of this team will be convened on an Emergency basis to respond to any developments around COVID-19 that affect (or have a potential to) that particular Campus.

### 2.2 Coordinating Teams

Coordinating Teams will be constituted at Divisional Level (for all Divisions) for the following purpose:

- I. To conduct risk assessments for their Divisions
- II. Develop disaster management plans for their Divisions
- III. Develop business continuity plans for their Divisions
- IV. Develop and coordinate the roll-out of action plans for their Divisions, on activities identified in their disaster management and business continuity, as well as any actions identified by the Emergency response Team from time to time.

## 2.3 Task Teams

Cross-functional Task Team will be established by the Emergency Response Team to tackle specified activities around COVID-19. The Teams of reference for each Task Team will be determined when the Team is constituted.

## 3 Levels of response

The level of response adopted by the University will at all times be informed by the following:

- I. Government Directives around COVID-19
- II. Risk Assessment for the Higher Education Sector in South Africa
- III. Risk Assessment for the University
- IV. Level of confirmed cases among staff and students of the University

Informed by the international, national, regional and local developments around COVID-19, the following levels of response have been identified for TUT:

### 3.1 Awareness Level

- Appendix 1 - **Division/Department responsible:** Communication and Marketing (CAM).
- Objective:** to raise awareness among University staff and students.

### 3.2 Containment Level

- Appendix 2 - **Division/Department responsible:** Safety, Health and Environment (SHE Department)
- Objective:** to coordinate specific activities within the University aimed at preventing the spread COVID-19 across the University. These will include guidelines on:
- Precautions and rules related to travel
  - Hygiene
  - Handling of suspected cases

### 3.3 National Emergency / Disaster Management Level

Appendix 3 (pending)-

**Division/Department responsible:** Each Division within the University.

**Objective:** to provide directives on each Division's response to the state of National Emergency /Disaster as declared by Government and all appropriate Government Agencies. The directives will also provide action plans for business continuity during periods of National Emergency/Disaster. For the academic environment, the plans under this response level will also include the recover.

### 3.4 Response to national shut-down

It has been observed that the severity of COVID-19 in other countries across the world, South Africa has not yet reached that level. Divisions within TUT will, however, soon develop plans that will be rolled-out in the event the country reached that level with COVID-19.

## 4 Information resources and contacts

### 4.1 General Information

For general information on precautionary and other measures related to COVID-19 visit the NICD's website at [www.nicd.ac.za](http://www.nicd.ac.za). Staff and students are also advised to make use of the national hotline on 0800 029 999 or the official WhatsApp service on 0600 123 456.

Those requiring counselling may contact the SA Depression and Anxiety Group on 0800 567 567.

### 4.2 Dedicated webpage

The TUT website and Intranet will, as of 17 March 2020, contain a link to a dedicated webpage for TUT information related to COVID-19. This webpage will be available from 19 March 2020.

### 4.3 Divisional and Departmental contacts

All SHE representatives will serve as contact persons for all enquiries related to COVID-19 in their Departments. The contact list for all SHE representatives will be shared through Webmail.