

ISIKHOKELO SECANDELO LOKULAWULA IMICIMBI YABASEBENZI KWIDYUNIVESITHI UKUSUKELA KUMHLA WESI - 4 MEYI 2020

1. Intshayelelo

Ukusukela ukuvalwa kwesizwe kumhla wama-27 kuMatshi 2020 ukuya kuma -30 kuEpreli 2020 ziinkonzo ezibalulekileyo kuphela ebezimiselwe nguRhulumente zisebenze23. Nangona kunjalo urhulumente uye wanyenyisa eminye imimiselo yokuvalwa kwesizwe emva komhla wama-30 kuEpreli 2020 kwaye akukho semdleni weyunivesithi ukuba abasebenzi mababuyele eKhampasini kwamsinyane ukuze kulungiselelwe ukunciphisa umngcipheko kuluntu lweDyunivesithi lulonke.

Impilo, intlalontle kunye nokhuseleko lwabasebenzi nabafundi kubaluleke kakhulu. Zonke izigqibo ezinxulumene nokubuyela ekhampasini kumele zikhokelwe yile ngqwalasela. Kufuneka siqinisekise ukubuyela kwikhampasi kancinci-kancinci, ngokwezigaba, ngokulungelelanisiweyo nangokulawulwa komngcipheko kusetyenziswa iqondo eliphezulu ngexesha elifanelekileyo. Ukongeza apho, ukuqelelana kunye nococeko olukhulu yimilinganiselo ebalulekileyo eza kuthi ithintele usuleleko kunye nokusasazeka kwentsholongwane.

Bonke abasebenzi kunye nabafundi, kungakhethwe bani, kufuneka banxibe iimaski ezenziwe ngelaphu xa besekhampasini nakwiindawo zokusebenza.

Esi sikhokelo sisekwe phantsi kwale meko. Inani labasebenzi abavumeleke ukuba babe sekhampasini lihambelana namanqanaba ahlukeneyo omngcipheko athe achazwa ngurhulumente kazwelonke kunye ne-DHET.

2. Injongo yolu xwebhu

Injongo yolu xwebhu kukubonelela ngeSikhokelo seZiko kwiiDini, kwiiNtloko zamaSebe (HoDs) kunye nabaLawuli ukuze bathathe izigqibo zokuba ngoobani amababuyele ekhampasini, zisithini iinjongo zoko kwaye iimeko zisithini. Isikhokelo sibonelela ngenkqubo yokubonisana neCandelo leMicimbi yabaSebenzi ukuqinisekisa ukuba ukuvulwa kwakhona kwekhampasi yethu ngendlela eshiyanayo kuyaphumelela.

Kulindeleke njengokuba ukufundisa nokufunda ngamajelo asemoyeni okufunda ukude/nge-Intanethi kuqala ngoMeyi 2020, abafundi abafundela izidanga ezongezelelweyo besenza

uphando kwaye befuna ukuba babe kwizakhiwo zekhampasi ukuze babe nenkqubela phambili kwiithisisi zabo baya kuvunyelwa ukuba babuyele ekhampasini ngaphambili kunabanye. Kukho indlela yokubuyela kwabafundi ekhampasini ekufanele ilandelwe.

3. Isigama

Ukuba nezinye izigulo

Ukuba nezinye izigulo kubhekiselele kukuphindana kweemeko ezahlukeneyo kwaye kuthetha izigulo ezahlukeneyo nezibakho kunye, xa sukuba izigulo zenzeka xeshanye ziye zingenane, ngokwezonyango, xa kukho ezinye iimeko zokugula kuye kubekho impembelelo yesinye isigulo kwesinye nangona oonobangela bazo basenokungaxulumani. Imeko yempilo ingaba yileyo ihlangene nezigulo zemeko yokuziphatha okanye okwengqondo.

Ukunxibelelana ngokuthe ngqo/ngokufutshane

Ukunxibelelana ngokuthe ngqo/ngokufutshane kuthetha ukubonana ubuso ngobuso kumgama ongangemitha enye okanye ubukwindawo evaliweyo ngaphezulu kwemizuzu eli-15 nomntu one-COVID-19. Olu nxibelelwano lwenzeka ngexesha lo mntu one-COVID-19 "ebekwinqanaba lokosulela", o.k.t ukusuka kwiintsuku ezi-2 ngaphambili ukuya kwiintsuku ezili-14 emva kokuba iimpawu ziqale. Umzekelo, ungangumntu: -

1. Ohlala kwikhaya elinye kunye nomntu one-COVID-19
2. Osebenza ngokusondeleyo kwindawo efanayo nomntu one-COVID-19
3. Ohlala kwigumbi elinye lokufundela nomntu one-COVID-19
4. Oye kwindibano enye nomntu one-COVID-19
5. Onikezele ngenkathalelo ethe ngqo kumntu one-COVID-19 kwimeko yenkathalelo ngezempilo ngaphandle kokusebenzisa izixhobo ezifanelekileyo zokuzikhusela
6. Ohlale kwizihlalo ezinomlinganiselo wezitulo ezibini (1 imitha) kulo naliphi na icala lomntu one-COVID-19, kulo naluphi na uhlobo lwesithuthi kubandakanya iibhasi, iitekisi, njl njl.

Ukuvalelwa wedwa ngenxa yesifo esosulelayo

Aba ngabantu abaphilileyo abathi bazivalele bodwa okanye bacelwe ngumqeshi ukuba bazivalele kuba **kukho omnye okanye nangaphezulu** okwinqanaba lomngcipheko (jonga inqaku lesi 5). Emva kweeveki ezi-2 abasebenzi banokubuyela emsebenzini ukuba khange kufunyanwe mpawu ezihambelana ne-COVID-19 (jonga inqaku lesi 5.3).

Ukwahlukaniswa

Oku kwenzelwa abantu abaye **benesifo** se-COVID-19. Ukwahlukaniswa kuthetha ukuba abantu **abanakulishiya ikhaya/indawo ababekwe kuyo bodwa nanini na** (okanye basesibhedlele okanye kwiziko lokugcina umntu yedwa) de kubhengezwe ukuba bakulungele ukuba bahambe.

Umgama wokusondelelana ngokwasentlalweni/nangomzimba

Umgama wokusondelelana ngokwasentlalweni/nangomzimba sisenzo sokugcina umgama ongaphezulu kunesiqhelo phakathi kwabantu ngokwasemzimbeni okanye ukunqanda

ukunxibelelwano ngqo nabantu okanye izinto kwiindawo zasesidlangalaleni ngexesha lokugquba kwesifo esosulelayo ukwenzela ukunciphisa ukuba sesichengeni kunye nokunciphisa usuleleko. Kwimeko yeNtsholongwane iKhorona (COVID-19), kuphakanyiswa umgama ophakathi kwe-1,5 yemitha ukuya kwisi-2 seemitha.

Abasebenzi abasesichengeni

Abasebenzi abasesichengeni ngabasebenzi abasele benezigulo kwimpilo yabo kwangaphambili iimeko ezinxulumene namajoni omzimba abo, o.k.t, sele benamajoni omzimba abuthathaka (njengoko kuchaziwe yiNgxelo yeHlabathi yeMpilo yeHlabathi ye-2019). Oku kubandakanya abasebenzi abangaphezulu kweminyaka engama-60 kunye nabasebenzi abasele benezinye izigulo kwangaphambili. Abasebenzi abasesichengeni kufuneka baqhube nokusebenza kodwa bekude nendawo yokusebenzela kwaye ukuba ikhona indlela bahlale besekhefina.

4. Ukusebenziseka

Esi sikhokelo sibhekiselele kubo bonke abasebenzi beDyunivesithi yaseRhodes abaqeshwe ngokusisigxina okanye ngokungesosigxina nokuba basebenza ngokupheleleyo okanye ngamathuba athile.

Esi sikhokelo kufuneka sifundwe kunye **ne-HR Leave Protocol (uMthetho wokuziPhatha malunga nokuthatha iKhefu kubasebenzi ngokunxulumene ne-COVID-19.**

5. Indlela yoMngcipheko kaZwelonke (evela kwiSebe loLawulo lweNtsebenziswano kuRhulumente neMicimbi yezeMveli yomhla wama-25 ku-Epreli 2020)

Eli candelo linomxholo wendlela ehlengahlengisiweyo yoMngcipheko kaRhulumente kaZwelonke njengoko kuchaziwe liSebe lezoLawulo lweNtsebenziswano kuRhulumente neMicimbi yezeMveli, ngomhla wama-25 ku-Epreli 2020. Le ndlela yaqulunqwa ngokudibeneyo ngobambiswano phakathi kwamasebe eqela lezoqoqosho kunye neSebe lezeMpilo. Ukongeza apho, izimvo ezenziwe yimibutho yezoshishino, imibutho yezopolitiko, imibutho yabasebenzi kunye nabanika izimvo, zithe zathelwa ingqalelo. Okokugqibela le nkqubo ithathela ingqalelo yengcebiso yeKomiti yeeNgcebiso zaBaphathiswa yokuba kulindeleke usasazeko olukhulu lwale ntsholongwane nolunokubakho ngoSeptemba. Sigcine loo nto engqondweni, esi siphakamiso sijonge ekuqukeni iinyanga ezi-6 ukuya kwezi-8 ezizayo.

5.1 Inkqubo **esisilumkiso** yokuqonda inqanaba lezithintelo ukuba zime ngendlela kuzwelonke, kumaphondo nakwizithili. IDyunivesithi yaseRhodes ikwiphondo leMpuma Koloni kwiSithili saseSara Baartman.

Inkqubo **yesisilumkiso** yelizwe, yamaphondo nezithili ithi: -

Inqanaba lesi -5:	Ukusasazeka okukhulu kwentsholongwane kunye/okanye umlinganiselo osezantsi wenkqubo yezempilo yokumelana nesi sifo.	Ukuvalwa ngokupheleleyo
Inqanaba 4	Umlinganiselo ophakathi ukuya kophezulu wosasazeko lwentsholongwane kuye kumlinganiselo ophakathi wokumelana nesi sifo.	Izithintelo eziphezulu
Inqanaba 3	Umlinganiselo ophakathi wosasazeko lwentsholongwane kuye kumlinganiselo ophakathi wokumelana nesi sifo.	Izithintelo eziphakathi
Inqanaba 2	Umlinganiselo ophakathi wosasazeko lwentsholongwane nomlinganiselo ophezulu wokumelana nesi sifo.	Ukuncitshiswa kwezithintelo
Inqanaba 1	Usasazeko lwentsholongwane oluphantsi nokulungela ukulwa nesifo okuphezulu.	Izithintelo ezimbalwa

Isiseko sokumiselwa kwenqanaba lesilumkiso siya kujonga ngokuphambili **usuleleko loluntu** kunye **namandla enkathalelo kwezempilo**.

Kusuleleko loluntu oku kulandelayo kuthathelwa ingqalelo: -

- Ireyithi yokonyuka kwenqanaba labantu abavavanyiweyo (ummandla ovavanyiweyo) liyenyuka (eliphezulu lelona lilungileyo).
- Ireyithi apho umyinge wovavanyo lwabantu abanale ntsholongwane isanda (okusezantsi kokona kulungileyo).

Kumthwalo wenkathalelo yezempilo kunikwa ingqalelo koku kulandelayo: -

- Ireyithi yokukhula komlinganiselo weebhedi ezisisigxina kunye nezinokubekwa kwindawo nganye kumacandelo oluntu nawabucala kubantu abali-1000 (ukuba phezulu kungcono)
- Ireyithi apho inani leebhedi zesibhedlele ezisetyenziselwa i-COVID-19 likhula (ukuba sezantsi kungcono).

Yonke le milinganiselo ingentla isenokutshintsha ngokuhamba kwexesha, o.k.t utshintsho aluqinanga kwaye lungajika luhambe namaxesha (o.k.t ngeveki enye) kwaye iza kuba nempembelelo kwinqanaba kwilizwe, kwiphondo okanye kwisithili esichazwe kulo.

5.2 **Ukuhlelwa kwezemveliso** kulungela ukubuyela kwinqanaba ngalinye ngokweenqobo, kunye nezithintelo ekufanele ukuba zihlale emva kokuvalwa kwesizwe nokuba inqanaba lesilumkiso lithini.

Ukuze **kuchongwe nokulandela** iindawo ezinokubakho, ezibalulekileyo kwezoqoqosho, eziya kufuna kubekho unyenyiso emva kwexesha lokuvalwa, inkqubo yesilumkiso sele iphuhlisiwe kwaye ithathela ingqalelo ezi ndlela zilandelayo: -

- Umngcipheko wokusulela;
- Impembelelo elindelekileyo kwicandelo ukuba ukuvalwa kuyaqhuba;
- Ixabiso (nonxibelelwano kwezoqoqosho) leli candelo kuqoqosho olubanzi (kubandakanya igalelo kwi-GDP, kwinqgqesho, iimpembelelo eziphindaphindiweyo, umvuzo wayo

wokuthumela iimpahla ngaphandle, unxibelelwano kwezoshishino kunye neenjongo zomgaqo nkqubo kwezemveliso); kunye

- Nokukhuthaza intlalo-ntle yoluntu kunye nokuziphilisa kwabona basesichengeni.

Ekuqaleni, ukubuyela emsebenzini kuya kusekelwa kwinqanaba likazwelonke, kodwa kuya kuqhuba kwandiswe kongezwe inqanaba lephondo kunye nelesithili, kuncediswa iindawo zokusebenzela ukuba zilungele inqanaba losuleleko kunye nokulungela inkathalelo yeempilo ekuhlaleni.

5.3 Ukuphuculwa kwamalungiselelo **kwezempilo yoluntu kunye nokunika umgama phakathi kwabantu** kwiindawo zokusebenzela neendawo zikawonke-wonke (kubandakanywa izikolo namaZiko eMfundo ePhakamileyo anokuthi avule kwakhona ngexesha lesifo esongameleyo).

Inkqubo ebanzi yezempilo yoluntu kunye namalungiselelo okunika umgama phakathi kwabantu ngokwasentlalweni / nangomzimba iya kusetyenziswa ngolu hlobo lulandelayo: -

- Imizi mveliso iyakhuthazwa ukuba yamkele isicwangciso esicebisa ukusebenzela ekhaya apho kunokwenzeka, kwaye bonke abasebenzi abanokusebenza kakuhle bekude mabavunyelwe ukuba benze njalo;
- Abasebenzi abaneminyaka engaphezulu kwama-60 ubudala, kunye nabasebenzi abasele benezinye izigulo, kumele bakhethe phakathi kokusebenzela ekhaya okanye bahlale besekhefina emva kokubonisana nabaqeshi kunye ne-UIF; kwaye
- Iindlela zokuziphatha kwindawo yokusebenzela kumele zime ngendlela oko kuquka ukuqaphela isifo kunye nokusithintela ukuba sinwenwe sosulele, ukunqanda iinkqubo zoqhagamshelwano zeebhayometri okanye zenziwe ukuba zinqande i-COVID.

Ukongeza kwiindlela eziqhelekileyo zokuziphatha kwezempilo nokhuseleko, icandelo **ngalinye** malivumelane ngesicwangciso sokuthintela nokunciphisa i-COVID-19, esaphunyezwa nguMphathiswa wezeMpilo kunye nabanye abaPhathiswa abafanelekileyo kweli candelo.

Amashishini awodwa okanye iindawo zokusebenzela mazibe neemvavanyo zomngcipheko kunye nezicwangciso ze-COVID-19 ezikhoyo kwaye kumele ziqhube ngemfundiso kubasebenzi malunga ne-COVID-19 kunye nemilinganiselo yokhuselo: -

- Ukuchongwa nokukhusela abasebenzi abasesichengeni;
- Izithuthi ezikhuselekileyo kubasebenzi;
- Ukuvavanywa kwabasebenzi xa bangene emsebenzini;
- Ukuthintela ukusasazeka kwentsholongwane kwindawo yokusebenzela;
- Izibulali ntsholongwane zezandla kunye neemaski zobuso;
- Ukucoca umphezulu kunye nezixhobo ekwabelwana ngazo;
- Ukungena komoya olungileyo;
- Ulungiselelo lwamaxesha okungena emsebenzini (shifti) kunye nolawulo lwendawo yokuthengisa ukutya;
- Ukulawula abasebenzi abagulayo.

linkqubo zokubeka iliso kufuneka zibekho ukuqinisekisa ukuthotyelwa kweendlela zokuziphatha zokhuseleko emsebenzini kunye nokuchonga usuleleko phakathi kwabasebenzi. Iindlela zokuziphatha emsebenzini kule meko ziya kuhanjiswa ekuhambeni kwexesha.

Uvavanyo lukawonke wonke kufuneka lwenziwe kwiindawo zokusebenzela ezinabasebenzi abangaphezulu kwama-500.

6. IsiKhokelo seZiko kunye neeNqobo

Apho kunokwenzeka, ukuba abasebenzi bayakwazi ukusebenza bekude nendawo yokusebenzela kumele baqhubeke besenza njalo. Inqanaba lethu lesilumkiso liya kuxhomekeka mayane ekugcineni uhambo kunye nokuhambela kwabantu eMakhanda lube sezantsi. Njengenxalenye yesigqibo sayo sokwenza inkqubo, iDyunivesithi iya kuthethathethana ngamaxesha athile kunye neSebe lezeMpilo eMakhanda malunga nemeko yalo ukulungela ngokunikezela ngeenkondo zezempilo ezifanelekileyo.

Iinqobo zokuqala ezisebenzayo ekubuyiselweni kwabasebenzi, ngokubalulekileyo ekhampasini ziqala ngomhla we-4 kuMeyi 2020, ukongeza kwabo bebesele beseekhampasini ngenxa yokubaluleka kweenkonzo zabo: -

- 6.1 Abasebenzi kunye nomsebenzi oxhasayo nonika amandla okuhanjiswa kwenkqubo yokufunda kude/kwi-intanethi kunye nalowo ongenakwenziwa ukude;
- 6.2 Abasebenzi kunye nomsebenzi obonelela ngeenkondo zococeko, ezempilo nezokhuseleko kwabo baxeekhampasini.

Kuzo zonke iimeko kufuneka kwenziwe zonke iinzame zokuqinisekisa ukuba abasebenzi banokusebenza ngendlela ekhuthaza umgama phakathi komnye ngokwentlalo nangomzimba kwaye nexesha elichithwa emsebenzini ekhampasini ligcinwa lilincinci. Abasebenzi kunye nomsebenzi onokwenziwa ubani ekude mawuqhuba usenziwa kude nendawo yokusebenzela.

Uhambo **phakathi kwamaphondo** aluvumelekanga de kube kwinqanaba lesi- 2 ngaphandle kweemeko ezikhethekileyo, abasebenzi abafuna ukubuyela emsebenzini kunye/okanye abahlala eMakhanda. Nabani na onqwenela ukuhamba phakathi kwamaphondo kufuneka athumele isicelo kunye nezizathu zokuhamba kuManejala: HR Operations (h.saayman@ru.ac.za). Zonke izicelo ziya kujongwana iimeko zazo nganye nganye.

7. Uvavanyo loMngcipheko

Ukuze kuncitshiswe ukusasazeka lwe-COVID-19 kwaye kuvavanywe umngcipheko kulandelwa **iinqobo ezisezantsi (kodwa zingaphelelanga kwezi, njengoko ezi zinokutshintsha njengoko umxholo utshintsha)** kufuneka zithathelwe ingqalelo xa kuvavanywa ukuba ingaba ukhona na umngcipheko apho umsebenzi athe wasesichengeni okanye usenokuba sesichengeni se-COVID-19: -

- 7.1 Umsebenzi uye wahamba waya **kwilizwe okanye indawo** apho kukho **izehlo eziphezulu** ze-COVID-19 kwaye ubuyela eMakhanda mhlawumbi kuba ehlala eMakhanda okanye esebenza eMakhanda. Uluhlu oluhlaziyiweyo lwamazwe kunye neendawo ngaphakathi eMzantsi Afrika **ezinezehlo eziphezulu** ze-COVID-19 zinokufumaneka apha <https://www.who.int/emergency/diseases/novel-coronavirus-2019>
- 7.2 Umsebenzi ebekwimeko **yonxibelelwano ngqo/kufutshane** (jonga inkcazelo phantsi kwengqaku 3) nomntu oye wavavanywa wafunyanwa ene-COVID-19 kunye/okanye ebesondele/ wanxibelelana nomntu ovela kwilizwe apho kukho **izehlo eziphezulu** ze-COVID-19 kwaye akakayivavanyelwa i-COVID-19 kananjalo akakafunyaniswa engenayo.
- 7.3 Umsebenzi ubonakalisa iimpawu ezifana nezomkhuhlane, ezifana nomqala obuhlungu, ukhohlo-khohlo olomileyo, umkhuhlane kunye nobunzima bokuphefumla.

Kuya kufuneka **enye okanye ngaphezulu** kwezi mpawu zilapha ngasentla zibe khona **kunye/okanye** kukho **ubungqina obunengqiqo** ukuba olunye okanye ngaphezulu kwezi mpawu zikhona, umsebenzi akafanelanga ukuba aye emsebenzini de kufike ixesha lokuba angene **kuvalelo** lweeveki ezimbini kwaye akabonisi zimpawu ezinxulumene ne-COVID-19.

Kwiimeko apho kuye kwakho abasebenzi **abanxulumene ngqo /kufutshane nomntu oye wavavanywa kwafunyanwa ukuba unayo i-COVID-19** kufanele kwangoko ukuba **bazivalele ngokwabo** ze banxibelelana nogqirha wabo okanye i-HCC ukufumana iingcebiso malunga novavanyo. **Kuzo zonke iimeko kufuneka abasebenzi bazise uBambela Mlawuli weMicimbi yabaSebenzi (susan.robertson@ru.ac.za okanye 0825760172) kunye nowabafundi uMlawuli: IMicimbi yabafundi (n.mrwetyana@ru.ac.za okanye 0824850271).** Imigangatho ephezulu yokugcinwa kwemfihlo ekuphatheni olo lwazi iya kuqatshelwa.

8. Inkqubo kunye nezikhokelo zokulungiselela izicwangciso ze-HoD kunye nabaLawuli ngokubuyela ngamaxesha ohlukileyo nakancinci-kancinci kwabasebenzi ekhampasini.

Xa usenza isicwangciso sokuba abasebenzi bakho babuyele emsebenzini, kuya kufuneka ubonise oku kulandelayo: **ngubani** oza kubuya, **nini** kwaye **ngoba**. Isibonelo senziwe kwaye siqhotyoshelwe ukukunceda ukuba unqwenela ukusisebenzisa.

- 8.1 Ii-HoD kunye nabaLawuli kufuneka baphumeze isicwangciso **sokubuyela** kwabasebenzi kancinci-kancinci ngezigaba ukuze basebenze ngokubonelela ngeenkonzo. Ixesha elifanelekileyo elithathelwa ingqalelo liqala ngomhla we- 4 kaMeyi 2020 ukuya ekuqaleni kuka-Agasti, ngokubhekiselele kwindlela yokubuyela kancinci-kancinci nokubuya kwabafundi abangekabinazo izidanga ngomhla we-4 kaMeyi 2020. Iinqobo zokubuyiselwa kancinci kancinci, zokulawula nokubuyela ngokushiya ziza kuphunyezwa kwaye zichazwe apha ekuhambeni kwexesha. Ii-HoD kunye nabaLawuli kufuneka bacwangcise ukwenza isibonelelo (ngaphakathi kwesizathu esivakalayo kunye nokuqwalaselwa ngokuthe ngqo kwemicimbi yezempilo) ukuxhasa abafundi abasele benezidanga, kunye neeprojekthi

zophando, ezifuna ukusetyenziswa kwezakhiwo zeDyunivesithi kwaye zingenako ukwenza inkqubela phambili zikude ukusuka kumhla wokuba kuvulwe uvalo ngci. Le mihla kunye namalungiselelo aya kutshintsha ngenxa yeemeko ezithile.

- 8.2 Kubasebenzi ababuyela emsebenzini, ugxininiso kukugcina inani labantu ekhampasini lisezantsi. Amanqanaba esiLumkiso lesi- 3 ne-4 avumela kungabikho ngaphezu kwesithathu kwisinye sabasebenzi bebonke emsebenzini ngalo naliphi na ixesha elinikiweyo. Inqanaba lesi- 2 lesiLumkiso livumela isibini kwisithathu kubasebenzi bebonke emsebenzini nangaliphi na ixesha.
- 8.3 Bonke abasebenzi abakwaziyo ukusebenza ngokuneziphumo ezihle bekude mabaqhuba bekwenza oko nokuba oko kuthetha ukuba beza ekhampasini ngamaxesha athile kunokuba beze imihla ngemihla/rhoqo.
- 8.4 Kangangoko kunokwenzeka apho abasebenzi bacelwa ukuba babuyela ekhampasini oko kwakwenziwa ngokubhekisele kwiimfuno neemeko zabasebenzi abasesichengeni.
- 8.5 Abasebenzi ababuyela emsebenzini kufuneka benze njalo kuphela ukuba uVavanyo loMngcipheko oluchazwe kwindlela yokuziphatha yekhefu ye-COVID-19 lubonisa ukuba bakulungele ukwenza njalo.
- 8.6 Umngcipheko wokuhamba kwabasebenzi kufuneka uthathelwe ingqalelo ngengqiqo kwaye abo basebenzi bahlala ngaphandle kweMakhanda baya kubuyela kuphela emsebenzini xa kuyimfuneko kwaye/okanye beqinisekise ukuba umthwalo wahlulwe ngokufanelekileyo. Ihambo zabantu zemihla ngemihla bephuma ngaphandle kweMakhanda azikhuthazwa.
- 8.7 Yonke imiqobo yokuhamba kunye nemimiselo esekwe nguRhulumente kufuneka ithotyelwe.
- 8.8 Yonke imigangatho emiselweyo yokuqelelana ngokwentlalo nomzimba nococeko mayithotyelwe.
- 8.9 **Bonke abasebenzi kunye nabafundi kufuneka banxibe iimaski zobuso maxa onke.** Imaski elula eyenziwe ekhaya ngamalaphu amathathu ilungile.
- 8.10 Indlela yokuziphatha yekhefu kunye noVavanyo loMngcipheko oluchazwe kwindlela yokuziphatha yeKhefu ye-COVID-19 kufuneka ithotyelwe.
- 8.11 Kuya kufuneka ukuba kulandelwe iingcebiso zeengcali zeZiko leSizwe leZifo ezoSulelayo (i-NICD) kunye noMbuthe wezeMpilo weHlabathi (i-WHO).

li-HoDs kunye naBaphathi bamacandelo mabaqwalasele ukwakhiwa kwezibonelelo zeenkono kusetyenzwe ngolu hlobo lulandelayo: -

- 8.12 Umsebenzi onokwenziwa ngubani ekude nendawo yokusebenzela mawuqhuba usenziwa kude nendawo yokusebenzela njalo.
- 8.13 Umsebenzi onokuthi wenziwe kude nendawo yokusebenzela kodwa ngamanye amaxesha ufuna ukwenziwa kwindawo yokusebenzela.
- 8.14 Qinisekisa ukuba umthwalo womsebenzi usasazwa ngokufanelekileyo nokuba oku kufuna ukuba abasebenzi abahlala eMakhanda babuyela kwiindawo zabo zokuhlala ezingunqodo.
- 8.15 Umsebenzi obalulekileyo owenziwa kwindawo yokusebenzela awukwazi kwenziwa kude nendawo yokusebenzela kodwa oko kungenziwa kancinci-kancinci, ngokushiyanayo okanye ngendlela yotshintshwano.

li-HoDs kunye naBaphathi bamaCandelo bayacelwa ukuba baphonononge iinkalo zoxanduva lwabo kwaye bayile izicwangciso ukuqinisekisa ukuba bonke abasebenzi banoxanduva ngokuqhubeka komsebenzi.

Zonke izicwangciso ziya kuthunyelwa kuMlawuli Obambeleyo weMicimbi yaBasebenzi oya kuthi aqulunqe ezo zicwangciso ze asebenze kunye nabaLawuli, iiDini kunye neeHoD zamaCandelo ezeMfundo kunye namaZiko aManyeneyo noLawulo oluPhezulu (i-VC, ii-DVC, uMbhalisi kunye ne-CFO) ukuze zamkelwe izicwangciso kulungiselelwa amaCandelo eNkxaso.

Ukusebenza ukude nendawo yokusebenzela kuquka nondlela-mbini apho abasebenzi baya kufuneka ngeziqumsebenzini ukuba baze kufumana amaxwebhu kwi-intanethi kunye/okanye balande into kunye/okanye batyikitye uxwebhu kodwa baqhube ngokusebenza bekude nendawo yokusebenzela

- 8.16 Abasebenzi abasebenza bekude nendawo yokusebenzela (kunye/okanye ngondlela-mbini) kulindeleke ukuba basebenze kangangoko ubuncinane ummiselo weeyure ezisemthethweni ngosuku, o.k.t 7,5 iiyure (ngaphandle kweyure yesidlo sasemini).
- 8.17 linkcukacha zomsebenzi owenziwayo ziya kumiselwa ngumphathi wabo wecandelo.
- 8.18 Abasebenzi kufuneka bafumaneke kwaye bafumaneke ngamaxsha okusebenza asemthethweni eDyunivesithi yaseRhodes (o.k.t 08h00 ukuya ku- 16h30, kuquka neyure yesidlo sasemini) ngaphandle kokuba kuvunyelwene ngenye indlela kunye nomphathi wecandelo kunye/okanye uneeyure ezisemthethweni ezohlukileyo.
- 8.19 Ukufumaneka akubhekiseli kunxibelelwano nge-imeyile kuphela, ukufowuna neentlanganiso ze-intanethi kunye nokutsalelwa umnxeba, kodwa naxa kufuneka beze iziqu emsebenzini xa kuyimfuneko.
- 8.20 Abasebenzi kungafuneka bafuduke kwiindawo zabo zovalelo-ngci/umvalelandlini babuyele kwindawo yokuhlala engundoqo eMakhanda ukuba abakwazi kuza emsebenzini kwaye balindeleke ukuba basebenze.
- 8.21 Abaphathi bamaCandelo baya kumisela iindlela zokwenza iingxelo ngokwemiqathango yeeyure zomsebenzi ezisetyenziweyo kwaneziphumo.
- 8.22 Abaphathi bamaCandelo baya kuthwala uxanduva lokujonga umsebenzi ongenisiweyo kwaye banike abasebenzi uxanduva ngomsebenzi owenziweyo ngohlobo lokuba ngathi kukwiimeko eziqhelekileyo zomsebenzi.
- 8.23 Bayacelwa abasebenzi ukuba banike abaphathi babo inombolo yoqhagamshelwano kunye nedilesi yabo yokuhlala.
- 8.24 Abasebenzi baya kulindeleka ukuba baziphendule ii-imeyile kwaye baphendule neefowuni. Amaxesha afanelekileyo malunga noku kuya kuvunyelwana nawo kunye noMphathi weCandelo. Uxanduva lokuphinda kufowunwe luya kushiyeke nomsebenzi ukuba atsalele uMphathi wecandelo ukuba uthe umsebenzi akafumaneka nokuba oko kuthetha ukuba athumele umyalezo othi 'ndicela unditsalele' kwakhona.
- 8.25 Ukuba umqeshwa ufuna ukuthatha ikhefu uya kusebenzisa la ndlela eqhelekileyo yokufaka isicelo sekhefu.

Umsebenzi okwindawo yokusebenzela (o.k.t abasebenzi ekufuneka bekwindawo yokusebenzela ukuze babe nokwenza umsebenzi wabo)

- 8.26 Umsebenzi onokuthi wenziwe kuphela kwindawo yokusebenzela uya kwaziswa ngokweemfuno, kufuneka uchongwe kwaye kufuneka waziswe kancinci-kancinci ngokwamaxesha abekwiweyo kolu xwebhu kunye nezizathu zokuba kutheni umsebenzi ufuneka.
- 8.27 Ukuqinisekisa impilo, ukhuseleko nentlalo-ntle yabasebenzi, aBaphathi bamaCandelo kufuneka bazame uku: -
- a) Landela imigaqo esekiweyo yokuqelelana ngomgama phakathi komnye nomnye ngokwasentlalweni/nasemzimbeni ukuqinisekisa ukuba abasebenzi bayakwazi ukusebenza kude kakhulu omnye komnye kangangoko kodwa ubuncinci kungabikho ngaphantsi komgama wemitha e-1 phakathi kwabantu.
 - b) Ukushiyana komsebenzi neeyure zomsebenzi kubandakanya ingqwalasela yokutsiba tsiba iintsuku zokusebenza kunye/okanye ujikelezo.
 - c) Ukunciphisa ixesha lokubonana ubuso ngobuso.
- 8.28 Ukunika ingqwalasela kubasebenzi abasemngciphekweni umsebenzi wabo ongabavumeliyo ukuba basebenze bekude neendawo zabo zokusebenzela. Imeko nganye iya kujongwa ngokobuzaza bayo (jonga kwi-HR Leave Protocol ye-COVID-19).
- 8.29 Ukunika ingqwalaselo efanelekileyo kubasebenzi abafuna ukukhathalela abantwana babo kunye/okanye abo baxhomekeke kubo kumakhaya abo kuba abo baqhele ukubakhathalela bengakwazi kwenza njalo kuba bavalelekile ngenxa kunye/okanye yezi zinto (umz. Izikolo, iikhritshi njl.njl) malunga neeyure eziguqukayo zomsebenzi apho kunokwenzeka.

Ingqwalasela yekhefu

Oku kungafumaneka **kwiNdlela zokuziPhatha malunga nokuThatha iKhefu ngexesha le-COVID-19 (jonga iHR Leave Protocol malunga ne- COVID-19).**

Iindleko ezinokulindeleka ezinxulumene nokusebenza kude nendawo yokusebenza

Apho abasebenzi bathi bafumane iindleko ezongezelelweyo ngenxa yokusebenza kwindawo ekude nomsebenzi oko kuya kulawulwa ngaBaphathi bamaCandelo kunye neCandelo lezeziMali. Zonke iindleko kufuneka **zamkelwe kwangaphambili** liGosa eliyiNtloko lezeMali (k.riga@ru.ac.za) okanye uMlawuli: Kwezemali (d.philipson@ru.ac.za) kunye/okanye ngabasebenzi abatyunjwe ngomnye wabo. Ukuvunywa koko kuya kuqwalaselwa ngokwemeko nganye. Abasebenzi kufuneka bafake okubhaliweyo okuxhasa imeko leyo kuMphathi weCandelo, bethathela ingqalelo ethi ngeli lixa bebona iindleko ezikhulayo ngokusebenza bekude nendawo yokusebenzela kungenzeka ukuba bayonga kwelinye icala, umzekelo kwiindleko zokuhamba, kuba bengasayi emsebenzini. Ukuba uMlawuli weCandelo uyasixhasa isicelo kufuneka asidlulisele kwiCandelo lezimali ukuze samkelwe. Abasebenzi abenze iindleko ngaphambi kokufumana imvume abasayi kufumana mbuyekezo.

9. Inkqubo kunye neZikhokelo kusatyelwa kwimeko yomsebenzi othe wavavanywa ze wafunyanwa ene-COVID-19

Kwimeko yomntu okanye yabantu abaqinisekisiweyo ukuba bane-COVID-19 emsebenzini kuya kulandelwa ezi ndlela zokuziphatha zilandelayo: -

- UMLawuli weMicimbi yabaSebenzi kufuneka aziswe ngokukhawuleza.
- UMLawuli weMicimbi yabaSebenzi makazise iZiko lezeMpilo (i-HCC) kwaye i-HCC iya kuthi ngokukhawuleza inxibelelane neSebe lezeMpilo (i-DoH) ukumisela indlela efanelekileyo yokuya phambili, o.k.t ukuba abasebenzi basiwe kwisakhiwo (saseFrontier Hotel) apho i-DoH linika inkathalelo khona okanye kungenjalo bacelwa ukuba bazinxweme.
- I-HCC iya kunceda ekulandeleleni ekhondweni labantu abathe banxibelelana nomntu osulelekileyo.
- Nawuphi na umntu othe wanxibelelana ngokuthe ngqo/ngokusondeleyo nomntu/abantu abafunyenwe bene-COVID-19 kuya kufuneka bazinxweme bazihlalele bodwa kangangeentsuku ezili-14 emva kokuba besemngciphekweni.
- Uvavanyo lokuba ngubani umntu onxibeleleneyo ngokusondeleyo kufuneka kwenziwe ngomntu nomntu kwaye amagosa ezempilo kawonke-wonke aya kucebisa ngamanyathelo athile okanye izithintelo ezithile ekufanele ukuba zenziwe.
- Kuzo zonke ezi zinto zilapha ngasentla, ukugcinwa kwemfihlo xa kuphethwe imeko yomntu onentsholongwane kubaluleke kakhulu.

9.2 Ukubulawa kwentsholongwane ngokutshiza ngamayeza okuyibulala, kunye nokucocwa kweeklasi, iindawo zokuhlala kunye neendawo zokutyela

Indlela yokuziphatha xa kucocwa yiyo eyakusebenza ihambelane nezikhokelo zeMpilo ePhakamileyo zecandelo le-PSET: -

Ukucoca vs ukubulala iintsholongwane

Umsebenzi weeNdawo zokuHlala abasebenzi baqeqeshiwe ekusebenziseni iiNqobo ezisisiseko zokuCocwa kubulawa iintsholongwane ethi igxile kwi-COVID-19, ngo ngokuhambelana neMigaqo-nkqubo ye-Global Biorisk Advisory Council (GBAC) yendlela yokuziphatha kusatyelwa kwaye kulungiswa kunye nezikhokelo ezisebenzayo zeBhodi yamaGcisa eSebenza ngoCoceko lokusiNgqongileyo eMzantsi Afrika.

Ngenxa yokuba i-SARS-CoV-2 isinda/ihlale ixesha elingaphezulu kweeyure ezingama-72 kwiplastiki kunye nentsimbi, ngaphantsi kweeyure ezi-4 kubhedu (kopa), kwaye ngaphantsi kweeyure ezingama-24 kwikhadibhodi, kuyacaca ukuba iindawo ezahlukeneyo zifuna inqanaba elahlukileyo lokucoca kunye nokubulala iintsholongwane kwimeko leyo yokusingqongileyo, kwiindawo eziqinileyo, iindawo ezithambileyo, kwii-elektroniki kunye nempahla.

Indlela yokucoca kunye nokubulala iintsholongwane ibalulekile ekugcinweni kwimeko ekhuselekileyo yookusingqongileyo kubafundi kunye nabasebenzi, ngoko ke ukucoca kuza kuba yinxalenye yenxaxheba eqhelekileyo eqhubayo, ukubulala iintsholongwane kusenziwa imihla ngemihla, okanye xa kukho imfuneko yoko emva kokuba indawo leyo ibingcolisekile.

10. Intlalontle yabasebenzi, impilo kunye noKhuseleko

I-WHO ivakalise ukuba ukuvalwa kwesizwe ngeendlela zayo ezahlukeneyo kunegalelo elithile kwimpilo yengqondo yomntu kwanempilo ngokwasemzibeni. I-WHO iye yacebisa ukuba imibutho iqinisekise ukuba uncedo lwezengqondo luyafikeleleka kwabo banqwenela ukufikelela kulo.

Zombini i-RUMED kunye ne-BONITAS zibonelela amalungu azo ukuba afikelela kwiinkonzo zokufumana iingcebiso. Ukongeza apho, nangona ubani engakwazi kuya kufikelela kwa-FAMSA, kodwa abasebenzi banokunxibelelana ne-FAMSA kule nombolo 046 622 2580 ngexesha lomsebenzi. Abasebenzi banakho ukuthumela i-imeyile ku- famsa@imagnet.co.za

I-LIFELINE ingaqhagamshelwa kwezi nombolo zasimahla ezisebenza iiyure ezingama-24 ngosuku, iintsuku ezisi-7 ngeveki:

Umnxeba weSizwe woLuleko kwezeNgqondo-0861-322-322

UbuNdlobongela ngokweSini- 0800-150-150

Inombolo yoncedo nge-HIV ne-AIDS- 0800-012-322

11. Isiphelo

Esi sikhokelo sesethutyana kwaye siya kusebenza njengoko uvalo lwesizwe ngokwamanqanaba lusamiselwe.

Bayakhuthazwa abasebenzi ukuba bagcine eyona migangatho ephezulu yococeko ngalo lonke ixesha njengeniyathelo lothintelo kwiKhoronavayirasi (COVID-19).

Igqityelwe ukuvuselelwa: ngomhla we-14 kaJuni 2020