

# **PROTOCOL FOR MANAGING THE USE OF VENUES – LECTURE HALLS, COMPUTER LABS, MEETING ROOMS, OFFICE SPACE, LIBRARY AND OTHER FACILITIES ON CAMPUS UNDER LEVEL 1 OF THE NATIONAL LOCKDOWN AND BEYOND**

## **1. INTRODUCTION**

On 16 March 2020 the President of South Africa, Mr Cyril Ramaphosa, declared a State of Disaster and a National Lockdown due to the outbreak of COVID-19. Universities including Rhodes closed their doors on 18 March 2020 and many activities were suspended, including face-to-face/in-contact classes and meetings, as well as large gatherings which were deemed to have a potential to spread the coronavirus. Many of our face-to-face activities which have since been placed on hold are gradually being phased back under strict risk-controlled conditions as per the Department of Higher Education and Training (DHET) regulations and directives. This has been especially the case where there is a compelling need, such as instances where students, particularly final-year students, have to undertake laboratory work, use studios or conduct laboratory-based research in order to complete the academic year.

For the last seven months, University activities have been undertaken largely online albeit under challenging conditions. The relaxation of the national lockdown level on 21 September 2020 from level 2 to level 1 permits the University to bring more students back to campus, and to carefully consider limited face-to-face activities.

Rhodes University's top priority is the health and safety of all our staff, students, and visitors as we endeavour to ensure business continuity within the national COVID-19 gazetted parameters and Rhodes University Policies and Protocols.

It is within this context that this protocol has been developed. Please note that the guideline for use of the Library is attached to this protocol as Annexure A.

## **2. PURPOSE OF PROTOCOL**

The protocol is intended to guide Deans, HoDs, Directors, Staff and other stakeholders to develop risk-controlled plans for use of venues and other facilities for face-to-face activities such as small classes, meetings, examinations, conferences and sports activities.

This document must be read in conjunction with legislated government documents such as the Disaster Management Act: Regulations for Alert Level 1 during COVID-19 Lockdown, guidelines by World Health Organization (WHO), National Institute for Communicable

Diseases (NICD), Higher Health, Department of Health (DoH) and Department of Higher Education and Training (DHET) and the following University guidelines and protocols:

- Guidelines for offering risk-controlled face-to-face academic activities.
- RU COVID-19 Institutional Framework.
- RU COVID-19 Institutional Plan.
- RU COVID-19 Health and Safety Protocol.
- RU COVID-19 Initial Risk Assessment.
- RU COVID-19 Daily Self-Assessment.
- RU COVID-19 Access Control.
- RU Framework for Management of Returning of Students (Health and Safety).
- RU Response to confirmed COVID-19 Cases.
- Higher Health Guidelines for the Managing Cluster of Outbreaks within the PSET sector.
- Higher Health Protocol on Invigilation During COVID-19 within the PSET Institutions.

### **3. TERMINOLOGY**

#### **Comorbidity**

Comorbidity refers to an overlap of different conditions and, medically, when conditions are comorbid they impact one another even though their causes may be unrelated. In the context of COVID-19 it refers to existing chronic diseases that could put people at a higher risk of developing complications if they are infected with the Coronavirus

#### **COVID-19 Induction Training**

Training that all staff, students and visitors will receive as part of the Initial Screening Process. The training covers the hygiene, health and safety protocols required in the workplace and places of study.

#### **COVID-19 Preventative Strategies**

Measures implemented to control the spread of COVID-19 including physical/social distancing, hand hygiene, cough etiquette, non-medical (cloth) face masks, regular environmental cleaning and daily symptom screening to prevent the spread of the SARS-CoV-2 from a COVID-19 positive case to other students or staff on campus.

#### **Daily Screening**

A daily screening process whereby staff and students present themselves at one of the access control points or venues where they will have to complete and sign the daily screening questionnaire or complete a daily COVID-19 Higher Health App assessment. Upon completion of the screening questionnaire to the satisfaction of the official in charge of the Access Control Point a daily access pass will be issued to enter the campus or a venue. The completed and signed daily screening form will be filed as an attendance register by the Human Resources Department (HR) or the person in charge of a gathering or group.

#### **Face-to-face Activities**

All activities requiring people to be physically present in a venue or space. These include lectures/classes, practicals, interviews, meetings, conferences, etc.

#### **Initial Screening Process**

Every staff member and student returning to their workplace or place of study must be screened by the Health Care Centre. This is a once-off process. Staff and Students not screened by the Health Care Centre will not be permitted into the workplace and place of study and

revert to the Health Care Centre for the Screening Process. COVID-19 Induction Training is part of the Initial Screening Process.

### **Personal Protective Equipment (PPE)**

All staff and students will be required to wear the necessary personal protective equipment as stipulated by law. Every staff member, student, visitor entering the campus or leaving their residence will be required to wear an approved face mask at all times and maintain the necessary physical distancing at all times. Hand hygiene, cough etiquette and frequent disinfecting of hands and general surfaces are encouraged and should be clearly explained whenever we communicate with students.

### **Social/Physical Distancing**

The practice of maintaining a greater than usual physical distance from other people or of avoiding direct contact with people or objects in public places during the outbreak of a contagious disease to minimise exposure and reduce transmission of infection. In the case of the Coronavirus (COVID-19), a minimum distance of radius 1.5m is recommended.

### **Self-Assessment**

A form that is completed by staff, students and visitors and submitted at an Access Point, or a HealthCheck Self-Assessment Receipt. The form is available at the Health Care Centre and on the HR website. The Higher Health app is available on WhatsApp at 060 011 0000.

### **Small Groups**

The size of a group in a venue will be determined by the capacity of the venue in relation to physical distancing parameters of 1.5m to a maximum of 50% of the venue's / facility's capacity. Notwithstanding this, the size of a gathering may not exceed 250 people for indoor venues and 500 people for outdoor gathering as per the Legislation for Alert Level 1.

### **Supervisor/Convenor/Organiser**

The person in charge who is requesting permission to offer face-to-face activities other than lectures/classes.

### **Third-Party Vendors**

Service providers with a facility on campus. This includes the Day Kaif, Drama Café, Bidvest, etc.

### **Vulnerable people and people living with comorbidities**

People who have pre-existing health conditions related to their immune systems, i.e. they are already immunocompromised (as defined by the World Health Organization Report of 2019).

## **4. VENUES**

The following venues are identified and managed thus:

- 4.1 General lecture venues managed by the I&TS Division;
- 4.2 Departmental Flat Floor tutorial and seminar spaces managed by the various academic departments;
- 4.3 Public Computer Labs managed by the I&TS Division;
- 4.4 Departmental Computer labs managed by the various academic departments;
- 4.5 Examination venues managed by Registrars Division;
- 4.6 Laboratory Space managed by various academic departments;
- 4.7 Workshops managed by various academic departments and Infrastructure and Operations;
- 4.8 Conferencing facilities managed by the Conference Office;

- 4.9 Seminar Rooms and Meeting Rooms (e.g. Council Chambers) booked through Academic Admin, Registrar's Office;
- 4.10 Department venues and meeting rooms managed by departments; and
- 4.11 Sport Facilities managed by the Sports Admin Office.

## **5. GENERAL PRINCIPLES**

- 5.1 The use of all venues will be based on the assumption that all health and safety protocols have been put in place, since the University's priority is the health and safety of the students, staff and local communities.
- 5.2 All venues shall comply with physical distancing parameters of at least 1.5m to a maximum of 50% of the venue's / facility's capacity. Notwithstanding this, the size of a gathering may not exceed 250 people for indoor venues and 500 people for outdoor gathering as per the Legislation for Alert Level 1. Venues will be used for face-to-face gatherings where the use of online modes has been explored and found impossible or where these affect the quality of work.
- 5.3 Venues will be used mainly for activities that are meant to advance the academic project. Permission may be given for other gatherings should they be deemed necessary.
- 5.4 Venues will be used on request to the person(s) in charge of a venue (see section on venues above). Such a person shall be liable for monitoring adherence to health protocols in the venues.
- 5.5 Requests for use of venues by internal members of staff should be made at least 3–5 days before a scheduled meeting/gathering.
- 5.6 Requests for use of venues by external members should be made at least 14 working days before the date on which the venue is required.
- 5.7 All people requesting the use of venues should have permission to access campus through one of the official access points, where they will undergo a health screening process.
- 5.8 All staff, Oppidan students and people (visitors) must proceed, every day, through one of the three Access Control Points when entering the Campus for screening and issuing of a daily access pass.
- 5.9 On request, staff entering the campus must present a staff card at the Access Point.
- 5.10 All students must have the following documentation issued by the University:
  - An invitation letter issued by the University to return to the Campus;
  - Their "Initial Screening" using the HH App; and
  - A note issued by wardens after the completion of their 10 days' quarantine; and identification (Student card).

- 5.11 All visitors or community members accessing campus to use a particular university venue should have the following:
- 5.11.1 An invitation from the person in charge of the gathering or
- 5.11.2 A letter of request to use one of the venues, clearly outlining the following:
- 5.11.3 A permit from the University and
- 5.11.4 A plan outlining the following:
- Reason(s) to use the venue;
  - The name of the person in charge, who will also monitor adherence to non-pharmaceutical interventions, as well as RU COVID-19 Health and Safety protocols;
  - The date and time when the venue is needed;
  - Number of people to be hosted in line with the national regulation for space occupancy (see 5.2 above); and
  - How the following health protocols will be ensured, i.e.
    - Social distancing
    - Wearing of masks
    - Cleaning and regular sanitising of equipment used in the venue
    - ID document.
- 5.12 Residence students must daily complete the HigherHealth check before attending other activities on campus. Students must be able to present their valid HigherHealth Receipt on request by a staff member.
- 5.13 Students, staff and visitors who cannot produce a daily pass or present the necessary documentation will not be allowed access onto campus or a venue.
- 5.14 Venues can only be booked for academic purposes and other official Rhodes business.
- 5.15 Sports activities, Society or social student gatherings are permitted when approved by the Director: Student Affairs or a designated staff member.
- 5.16 The University will not allow the use of any facilities or venues by external parties without the express approval of the executive.
- 5.17 Venues will be available at the following times during weekdays and weekends:
- 5.17.1 Public Computer Labs:  
Weekdays: 7h00 – 23h00  
Weekends: Closed
- 5.19 General lecture venues:
- 5.19.1 Weekdays: 8h00 – 16h30  
Weekends: Closed
- 5.18 Special requests for use of venues over the weekends may be considered depending on the availability of staff to clean the venues and supervise the groups requesting to use the venues.
- 5.19 Costs for use venues will apply to external requesters in line with University policies.

## **6 FACE-TO-FACE ACADEMIC ACTIVITIES**

- 6.1 Face-to-face academic activities will be considered for practicals and studio work.
- 6.2 Any requests for face-to-face classes and activities other than those mentioned above will be evaluated on a case-by-case basis and will be allowed if there are no alternative ways of satisfying the course requirements.
- 6.3 A compelling motivation should be submitted to show how the lecturer explored alternative modes of achieving course outcomes.
- 6.4 All plans for face-to-face classes and activities related to teaching and learning must be developed in collaboration with the Dean of faculty.
- 6.5 The Dean will submit plan(s) to the Chair of the Coronavirus Response Task Team for review and approval.
- 6.6 A risk-controlled plan highlighting possible risks, controls and risk owners should be developed by the department/person requesting permission to offer face-to-face activities.
- 6.7 Plans will be evaluated by a sub-committee of the COVID-19 Response Task Team.
- 6.8 Staff, students and people who have not done the Initial Risk Screening should not be permitted to enter the venue.
- 6.9 All venues must comply with health and safety protocols.
- 6.10 All staff, students and visitors must before entering the venue make use of the sanitising station available at the entrance.
- 6.11 All staff and students entering a venue must at all times practise physical distancing of at least 1.5m to 2m.
- 6.12 Students and staff should always carry with them a small bottle of a sanitiser and a cloth to clean the desks or any other surfaces they use or make use of the sanitiser and paper towel available in the lecture venues to disinfect their workspaces.
- 6.13 All staff and students must wear a mask at all times.
- 6.14 Eating and drinking will not be permitted in the venues.
- 6.15 A person in charge of the venue must ensure the following:
  - Before the occupation of the venue, the person in charge of the session must ensure that the venue conditions minimise the risk of virus transmission and that the venue has been cleaned and demarcated according to the set standards for physical distancing;
  - 6.15.1 The venue should be well ventilated;
  - 6.15.2 Daily records of all students, staff and other participants (Name, Surname, ID, Staff or Student number and Cell phone number) must be kept to ensure that, should there be any COVID-19 infection, contact tracing can be done; and
  - 6.15.3 Physical distancing of 1.5m to 2m is maintained inside and outside the venue.

- 6.16 A lecturer/supervisor/convenor/organiser of face-to-face activities (meetings/classes, etc.) should be present at all times to ensure that all protocols are adhered to.
- 6.17 Central Cleaning Services must ensure that:
- 6.17.1 All venues, including laboratories, workshops, lecture venues and office spaces are daily cleaned per the set COVID-19 cleaning protocols;
- 6.17.2 All hand sanitiser units installed on Campus are inspected and maintained daily; and
- 6.17.3 For any assistance please email the Manager: Housekeeping Services, Ms Ndumi at [n.magodla@ru.ac.za](mailto:n.magodla@ru.ac.za)
- 6.18 When booking a venue on the central booking system the following information must be submitted:
- 6.18.1 Name of the Faculty / Division
- 6.18.2 Name of the Department / Section / Club / Society
- 6.18.3 Motivation by the HoD / Sports Manager / SRC President
- 6.18.4 Type of venue needed
- 6.18.5 Academic programme (Subject)
- 6.18.6 Reason for face-to-face contact
- 6.18.7 Size of the group (Maximum internal venues = 250, Open air facilities = 500)
- 6.18.8 Time and date that the specific venue is required
- 6.18.9 The staff member in charge of the activities.

## **7 SIT DOWN EXAMINATIONS**

- 7.1 Traditional sit-down examinations are arranged by the Registrar's Division.
- 7.2 CCS oversees the preparation of the following venues for Examination purposes: All Laboratories, Great Hall, Great Hall Verandah, Alec Mullins, Hangar and Hangar Seminar, Barratt 1 and Barratt 2, Eden Grove Red, Eden Grove Blue, Eden Grove Seminar, G10 and any other Departmental venue used for examination purposes.
- 7.3 For any assistance with these venues please email the Assistant Manager in Residential Operations, Mr Craig Langson. Email: [c.langson@ru.ac.za](mailto:c.langson@ru.ac.za)
- 7.4 The Registrar's Division must ensure that:
- 7.4.1 Every examination venue used for a session has an appointed Examination Commissioner and a sufficient number of invigilators (Ration 1 invigilator: 50 students) to facilitate and oversee the examination of the session.
- 7.4.2 The appointed commissioner for the examination session carries the appropriate examination information and seating plan for the session.
- 7.4.3 Students are allocated in venues for examinations to 50% capacity only and that the total number of students including the invigilator(s) and the examination commissioner do not exceed the maximum permitted 250 people in a session.
- 7.4.4 That the Porters are given the stationery requirements ahead of the scheduled examination.
- 7.4.5 That the janitorial staff are given the row and seat numbering ahead of the start of the examination session for the venue set-up.
- 7.4.6 That the Porters are given the Examination Rules and Regulations that are displayed in the examination venues ahead of the start of the examination session to facilitate the venue set-up.
- 7.4.7 Additional members of the academic staff and/or other approved assistance (where applicable) is allocated to every examination session to be positioned outside the examination venue to pre-screen students and staff entering the venue. Only students who are eligible to

- write and whose names appear on the seating plan may be granted access to the examination venue.
- 7.4.8 The information and documentation required by the people assisting (as mentioned in 7.4.7 above) is included in the Commissioner's package to hand to them on arrival at the venue.
- 7.4.9 The Registrar's Division will ensure that Covid-19 Training, as prescribed by Higher Health, WHO, NCID is facilitated for all Examination Commissioners and Invigilators.
- 7.4.10 The Registrar's Division will ensure that the invigilator and commissioner duties are updated to include the Covid-19 examination protocol from Higher Health and that it is distributed accordingly to the relevant Head of Department for onward distribution to the invigilators.
- 7.4.11 For any queries or assistance please email the Manager of Academic Administration, Ms Suzette Flanagan. Email: [S.Flanagan@ru.ac.za](mailto:S.Flanagan@ru.ac.za)
- 7.5 For any other 'in-house' examination that is managed by and/or arranged by a Department, the organiser of the examination should ensure that there is compliance with all the relevant health and safety Covid-19 venue protocols of Rhodes University.
- 7.6 All staff entering the examination venue must have a valid daily pass as proof that they have passed through one of the Access Control Screening Points.
- 7.7 On entering the examination venue, the staff member should present the daily pass to the Examination commissioner on duty.
- 7.8 All students entering the venue for an examination must have the following documentation issued by the University:
- 7.9 Form of Identification (Student card, ID or Drivers Licence)
- 7.10 Residence students must complete the Higher Health check successfully and present the receipt to their Warden or appointed Sub-warden who will issue them a daily pass that must be presented at the examination venue. We encourage students to leave valuable items such as cell phones at home as it is not permitted in Examination venues.
- 7.11 Oppidan students must present their daily pass as proof that they have passed through one of the Access Control Screening Points when entering campus.
- 7.12 All staff and students entering the exam venue must at all times practise physical distancing of at least of 1.5m to 2m.
- 7.13 All staff and students must upon entering the exam venue make use of the sanitising station available at the venue.
- 7.14 Students who cannot produce a daily pass at the examination venue will be denied access and may forfeit the opportunity to write the examination.
- 7.15 Central Cleaning Services (CCS) must ensure that:
- 7.15.1 All examination venues and their bathroom facilities, including laboratories, and Departmental venues used for examinations are cleaned per the set COVID-19 cleaning protocols between examination sessions. This includes desks, chairs and all other surfaces in the venue.
- 7.15.2 Central Cleaning Services should keep a register of every cleaning session per venue.



- 7.15.3 There are hand sanitiser units installed at all the venues that are used for examination purposes.
- 7.15.4 The sanitiser units are inspected, maintained and refilled between examination sessions.
- 7.15.5 Toilet paper and hand towel paper is available and sufficiently stocked between examination sessions.
- 7.15.6 The appropriate markers are placed on the ground, outside the venues, to ensure physical distancing of a minimum of 1.5m.
- 7.15.7 For any assistance please email the Manager: Housekeeping Services, Ms Ndumi Magodla. Email: [n.magodla@ru.ac.za](mailto:n.magodla@ru.ac.za)
- 7.16 The Central Cleaning Staff and Janitorial staff must ensure that:
  - 7.16.1 Assistance is provided in venues to open windows and doors (where applicable and requested) for ventilation and to minimise the risk of virus transmission.
  - 7.16.2 The student desks are positioned in accordance with the COVID-19 national standard physical distancing rules.
  - 7.16.3 The desks are row and seat numbered and the Examination Rules and Regulations are displayed in each venue.
- 7.17 That the applicable stationery is set out on each desk as per the requirement for the examination and that additional stationery is available in the venue if needed for every session.
- 7.18 Before handling of stationery, the Janitor staff must wear the necessary PPE and sanitise their hands. Janitor staff must sanitise their hands after they have placed the applicable stationery on every 10 desks.
- 7.19 The seating plans are pinned up on the venue display board for the students to be seated in the allocated seats for every session.
- 7.20 The Janitors to assist academic members of staff with hand sanitising duties (when students are screened) before students enter the venue.

## **8 MANAGEMENT OF OFFICE SPACE ON CAMPUS**

- 8.1 All staff must have the following documentation issued by the University:
  - 8.1.1 Their “Initial Screening and Training Certificate” issued by the Health Care Centre after completion of their screening and training.
  - 8.1.2 Identification (Staff card).
  - 8.1.3 All staff entering the workplace/office must present a valid RU Day permit issued by a security officer at one of the Campus Access Points.
- 8.2 Staff who cannot produce a daily access pass or present the necessary Rhodes documentation shall not be allowed into the workplace and will be requested to leave the campus.
- 8.3 Staff who violate the COVID-19 Protocols will be subject to disciplinary action.
- 8.4 All staff entering an office must at all times practise physical distancing of at least 1.5m to 2m.
- 8.5 All staff must wear a mask at all times.

- 8.6 Staff, students and visitors must use the sanitising station available at the entrance of the Building.
- 8.7 HoDs and Managers in charge of offices in their Faculties, Departments, and Sections must ensure the following:
- 8.7.1 Before the occupation of an office, the person in charge must ensure that the office conditions minimise the risk of virus transmission and that it is been cleaned and demarcated according to the set standards for physical distancing; and ensure that occupants at all times exercise physical distancing of 1.5m to 2m.
- 8.7.2 Necessary screens are installed to protect the occupants of open-plan offices and/or offices of staff that see people on a regular basis.
- 8.7.3 Necessary PPE and sanitiser is issued to staff.
- 8.7.4 Only one visitor be allowed at a time.
- 8.8 Central Cleaning Services must ensure that:
- 8.8.1 All office spaces are cleaned per the set COVID-19 cleaning protocols;
- 8.8.2 All hand sanitiser units installed on Campus are inspected and maintained daily; and
- 8.8.3 For any assistance please email the Manager: Housekeeping Services, Ms Ndumi Magodla at [n.magodla@ru.ac.za](mailto:n.magodla@ru.ac.za)

## **9 MANAGEMENT OF THIRD-PARTY ACTIVITIES ON CAMPUS**

- 9.1 The Vendor must have the following Health and Safety files in place:
- COVID-19 Policy,
  - COVID-19 Health and Safety Plan,
  - COVID-19 Preventative Measure for Close Proximity work,
  - COVID-19 Risk Assessment,
  - COVID-19 Method Statement,
  - COVID-19 Initial Screening forms of all his staff working on Campus, and
  - Proof of COVID-19 awareness training of all his staff working on Campus.
- 9.2 The Vendor and all their staff must proceed, every day, through one of the official Access Control Points when entering the Campus for screening and issuing of a daily access pass.
- 9.3 The Vendor must submit daily an attendance register, as well as the daily screening form of all their staff at the Access Point.
- 9.4 CPU will collect the forms from the Access Point and submit them to HR for record-keeping.
- 9.5 The vendor must ensure that his shop complies with the following:
- 9.5.1 All National COVID-19 regulations and RU Health and Safety protocols
- 9.5.2 Must practise physical distancing of at least of 1.5m to 2m at all times in and outside of this shop
- 9.5.3 Must supply the correct PPE to their staff and ensure that they are wearing masks at all times
- 9.5.4 Must supply the necessary hand sanitiser at the entrance of the venue and ensure that all clients sanitise their hands before entering the shop
- 9.5.5 Must ensure that the shop is kept clean and sanitised at all times per the COVID-19 cleaning protocols

9.5.6 Must display a certificate of occupancy which sets out the maximum number of people the venue may hold.

## 10. IMPORTANT CONTACTS

ROLE	RESPONSIBILITY	CONTACT PERSON	CONTACT DETAILS
Cleaning and disinfecting a building, residence, classroom, office or any other facility if someone is found positive for COVID-19	Residential Operations	Deputy Director: Residential Operations	Jay Pillay <a href="mailto:Jay.pillay@ru.ac.za">Jay.pillay@ru.ac.za</a> 082 801 2389
Communications	Communications and Advancements	Manager: Communications	Veliswa Mlope <a href="mailto:v.mhlope@ru.ac.za">v.mhlope@ru.ac.za</a> 082 484 0161
Counselling (Staff)	Human Resources Division	Manager: Learning and Development	Schalk van der Merwe <a href="mailto:s.vandermerwe@ru.ac.za">s.vandermerwe@ru.ac.za</a> 083 260 2522  Higher Health PSET Helpline Toll-free call – 0800 36 36 36 or SMS 43336  FAMSA – 046 622 2580 or <a href="mailto:famsa@imagnet.co.za">famsa@imagnet.co.za</a>  National Counselling Line – 0861-322-322  Gender Violence – 0800-150-150  HIV and AIDS Helpline – 0800-012-322  Staff can also contact their medical aid:  RUMED <a href="http://www.rumed.co.za">www.rumed.co.za</a>  BONITAS <a href="http://www.bonitas.co.za">www.bonitas.co.za</a>

ROLE	RESPONSIBILITY	CONTACT PERSON	CONTACT DETAILS
Counselling (Students)	Student Affairs Division	Head: Counselling Centre	Christine Lewis <a href="mailto:counsellingcentre@ru.ac.za">counsellingcentre@ru.ac.za</a> 046 603 7070  Monday to Friday (08h00 – 16h30)  Crisis Line - ER 24 0102053068 (for psychological emergencies)
Health and Safety	Registrar's Division	SHE Officer	Belinda Nomji <a href="mailto:b.nomji@ru.ac.za">b.nomji@ru.ac.za</a> 046 603 8278
Injury on Duty (IOD) Submissions to the Department of Labour	Human Resources Division	Manager: Total Rewards	Tandile, Nyati <a href="mailto:t.nyati@ru.ac.za">t.nyati@ru.ac.za</a> 078 157 1880
Notification to the Department of Health	Student Affairs Division	Health Care Centre	Student Affairs Division – Health Care Centre  Health Care Centre 046 603 8523 (office hours)
Notification to the Department of Health	Human Resources Division	Acting Director: HR	Susan Robertson <a href="mailto:susan.robertson@ru.ac.za">susan.robertson@ru.ac.za</a> 082 576 0172
Staff queries	Human Resources Division	Acting Director: HR	Susan Robertson <a href="mailto:susan.robertson@ru.ac.za">susan.robertson@ru.ac.za</a> 082 576 0172
Student queries	Student Affairs Division	Director: Student Affairs	Noma Mrwetyana <a href="mailto:n.mrwetyana@ru.ac.za">n.mrwetyana@ru.ac.za</a> 082 485 0271
Tracing assistance with the Department of Health (students and staff)	Student Affairs Division	Head: Counselling Centre	Christine Lewis <a href="mailto:counsellingcentre@ru.ac.za">counsellingcentre@ru.ac.za</a> 046 603 7070

ROLE	RESPONSIBILITY	CONTACT PERSON	CONTACT DETAILS
Conferences, events and functions	Residential Operations – Conferencing and Events	Manager: Conference and Events	Charmaine Avery <a href="mailto:c.avery@ru.ac.za">c.avery@ru.ac.za</a> 082 801 2391
Facilities	Facilities Services	Deputy Director: Facilities Services	Dawie van Dyk <a href="mailto:d.vandyk@ru.ac.za">d.vandyk@ru.ac.za</a> 082 788 95889
Maintenance Issues	Facilities Services	Deputy Director: Facilities Services	Dawie van Dyk <a href="mailto:d.vandyk@ru.ac.za">d.vandyk@ru.ac.za</a> 082 788 95889
Booking of lecture rooms and venues outside of the academic calendar	Residential Operations – Conferencing and Events	Manager: Conference and Events	Charmaine Avery <a href="mailto:c.avery@ru.ac.za">c.avery@ru.ac.za</a> 082 801 2391
Cleaning Services	Housekeeping Services	Manager: Housekeeping Services	Ms Ndumi Magodla <a href="mailto:n.magodla@ru.ac.za">n.magodla@ru.ac.za</a> 082 311 0717
Exams and invigilation	Academic Administration	Manager of Academic Administration	Ms Suzette Flanagan <a href="mailto:S.Flanagan@ru.ac.za">S.Flanagan@ru.ac.za</a> 082 904 8104
Exam Venues		Assistant Manager in Residential Operations	Mr Craig Langson <a href="mailto:c.langson@ru.ac.za">c.langson@ru.ac.za</a> 072 556 8312

## 11. ACKNOWLEDGEMENTS

Sincere gratitude to all the divisions and people who worked with Mr Dawie van Dyk and contributed towards the compilation of this protocol.

### ANNEXURE A: MANAGEMENT OF LIBRARY SPACE – PHASED RE-OPENING

Due to COVID 19 pandemic that led to limited services, Rhodes Libraries have been rendering services through online platforms and limited opening hours. In response to the return of more students and the forthcoming examinations, it is proposed that the Library open to users from **Monday to Friday, between 9h00 and 17h00.**

The 24-hour study space is currently open from 8h30 to 17h00 and will remain open during weekends and the hours will be extended if the lockdown curfew is lifted. Printing and copying facilities will be available during the opening hours. The library services will remain closed on

weekends and will be reviewed as we proceed. All library users who physically visit the libraries are free to do so, but that will be done under strict COVID-19 protocols.

### **Holding Capacity of the Main Library**

A total of **200** users may be permitted into the Library during the permitted times that the Library will be open. Users will be provided with a token (which will be sanitised before and after use) upon entering the Library which should be returned when they exit again. This will allow the control of the number of students permitted into the Library at any given time.

#### **Level 2:**

##### **Science & Pharmacy Hub:**

- Student seating – **(56 seats of the total 116 to be used)**
- PCs only – **(5 PCs of the 10 PCs to be used)**

##### **Research Commons:**

- PCs only – **(8 PCs of the 16 PCs to be used)**
- Seminar Room will be closed.
- Couch seating – **(3 seats of the 6 to be used)**
- Other seating – **(3 seats of the 6 to be used)**

##### **Information Commons:**

- All Group Study Rooms will be closed
- Xstrata Lab PCs only – **(13 PCs of the 26 to be used)**
- Work Desks – **(10 seats of the 20 to be used)**
- PCs only – **(29 PCs of the 54 to be used, including printing)**

#### **Level 3:**

##### **Humanities & Education Hub:**

- Odysseus Philactou Reading Room will be closed
- Student seating – **(52 seats of the 108 can be used, which includes 6 PCs)**
- Carousel – PCs only **(3 PCs of the 6 can be used)**
- Commerce Study Rooms will be closed
- Carousels – PCs only **(6 PCs of the 12 can be used)**
- Student seating – **(88 seats of the 176 can be used)**

#### **Level 4:**

- Humanities: Margaret Kenyon Reading Room will be closed
- Student seating – **(66 seats of the 132 can be used, including 8 PCs)**
- Carousel – **(3 PCs of the 6 can be used)**

##### **Postgraduate Commons (Level 0)**

- Number of users – **25**
- Opening hours – Monday to Friday **(8h30–17h00)**

##### **24 Hour Study Space**

- Number of users – **44**
- Opening Hours – Monday to Sunday **(8h30–23h00)**

### **Opening Hours:**

#### **Main Library:**

Monday to Friday: **9h00–17h00**

Saturday & Sunday – **Closed** (24-hour Study space will be open)

Number of Library users allowed – **200**

#### **Law Library:**

Monday to Friday: **9h00–17h00**

Saturday & Sunday – **Closed**

### **PROTOCOLS:**

- Security protocols at the entrance to the Library (Student card; temperature check)
- Use hand sanitiser as provided when entering.
- No entrance will be allowed without a face mask.
- Maintain a 1.5-metre distance between people.
- Wash hands regularly.
- Protective screens have been installed at all service counters.
- Discussion rooms will not be available.
- Please wipe your desk with sanitiser when you leave.
- Please wipe your computer keyboard with sanitiser when you leave.

#### **Return or issue of books**

- No browsing is permitted. If a book is needed, ask a staff member at the issue counter/faculty hub to retrieve it.
- Use the self-checkout machine where possible to issue books.
- The surface of the Circulations desk will be sanitised after each transaction.
- When returning books, please make use of the drop boxes outside the libraries.
- All returned books will be placed in the UV Box for disinfection.

#### **Please note:**

- This work plan is a draft and will be revised as the user needs increase. Extending hours beyond 17h00 and weekends is contingent upon overtime remuneration to staff and the re-introducing of student assistants to work evenings and on weekends.
- Library users are encouraged to continue using the online platforms and virtual services and only visit the Library if they are eligible to be on campus, and are compelled to do so.
- This plan is scheduled to be in operation, possibly with effect **01 October 2020**, in consultation with staff.

**28 October 2020**