

# COVID-19 CAMPUS ACCESS CONTROL PROTOCOL FOR RHODES UNIVERSITY

## **INTRODUCTION**

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

## **PURPOSE OF PROTOCOL**

To outline the access control protocols in place for staff and visitors to follow when entering the campus.

## **TERMINOLOGY**

### **Access Control Points**

There will be five (5) access control points on campus where the necessary daily screening will take place. They are Prince Alfred Street (PA), The Arch, Lucas Avenue, South Street and CPU (after hours only).

### **Access Control Point Hours**

The Access Control Points will be operational as follow:

1. Prince Alfred Street (PA) 07h00 until 16h00;
2. Lucas Avenue 07h00 until 16h00;
3. The Arch 07h00 until 17h00;
4. South Street 07h00 to 17h00; and
5. CPU (for shift staff, emergency staff and staff who are permitted onto campus and need to come to the workplace after hours and over the weekend)

### **Access Control Officer**

A trained and equipped person who will be in charge of at the Access Control Point and is responsible for: -

1. Setting up and Access Point and ensuring that there is sufficient hand sanitizer.
2. Receiving and ensuring the Daily Self-Assessment Screening Questionnaires have been completed and signed.
3. Making the decision on whether to issue a dated daily access permit to the workplace.
4. Ensuring that everyone permitted to enter the workplace is wearing a mask.
5. Completing the Visitors register.
6. Ensuring that appropriate social/physical distance is maintained at all times.
7. Delivering all the documentation received to CPU on a daily basis.

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

Training that all staff will receive as part of the Initial risk assessment process. The training covers the hygiene, health and safety protocols required in the workplace.

### **Daily Self-Assessment Screening Questions**

A set of questions that staff are required to answer daily and submit at the access point when they enter the campus. The questionnaire will be on the HR website as well as at the Access Points to allow staff to complete them at home rather than at the access point.

### **Daily Screening**

The daily process whereby staff are required to access the workplace via one of the access points provided that they have completed their daily self-assessment screening questionnaire and are satisfied that they are fit to be at work. The onus is on staff members to not to come to work if they have any of the listed COVID-19 symptoms and/or fall into the category of vulnerable staff. Once a dated access permit has been issued staff may proceed to the workplace.

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

Protective clothing and equipment designed to protect the wearer from injury or infection. Staff and visitors will be requested to produce and wear the necessary personal protective equipment as stipulated by law when entering the campus.

### **Risk Assessment Process**

All staff members must be screened by the Health Care Centre and receive the COVID-19 Induction Training which is part of the Initial risk assessment process. Staff may also complete the Risk Assessment Form and submit their form to the Health Care Centre and confirmation that they have watched the COVID-19 Induction Training Video. The Health Care will add the staff member to the training register when they have completed the training. The Risk Assessment Form is available on the HR website and at the Health Care Centre.

### **Risk Self-Assessment Form**

A form that is completed by staff and submitted to the Health Care Centre as part of the Initial risk assessment process. The form will be available at the Health Care Centre and on the HR website.

### **Social/Physical Distancing**

Social/physical distancing is 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.

### **PPE**

At the Access Control Points, staff and visitors will be requested to produce the necessary personal protection equipment as stipulated by law. This includes an approved face mask and a hand sanitizer.

## **THE PROTOCOL TO BE FOLLOWED AT THE ACCESS CONTROL POINTS**

1. It is compulsory for all staff and visitors to proceed, every day, through one of the Access Control Points when entering the Campus for screening and issuing of a daily access pass.
2. Staff who have not done the Initial Risk Screening and requisite training will not be permitted to enter the workplace. They will be re-directed to the Health Care Centre.

3. Visitors from out of town and Third Party Service Providers who are not delivering goods (e.g. contractors, service providers providing maintenance, etc.) will be diverted by the Access Control Officer to the Health Care Centre for screening and issuing of a daily pass.
4. Staff associated with local delivery companies in Makanda will undergo the same daily screening process as staff.

Last updated – 14 June 2020