



RHODES UNIVERSITY ADJUSTED INSTITUTIONAL PLAN FOR THE STRUCTURED RETURN OF THE REMAINDER OF STAFF TO CAMPUS AND THEIR WORK STATIONS – MARCH 2021

Introduction

With the second wave of COVID-19 infections behind us it is essential for the sustainability of Rhodes University that previous concessions granted to staff in terms of remote working be reconsidered such that staff who have not already returned to the work place and their work stations should do so. The health, safety and wellbeing of our staff and students remains paramount and as such the return of the remainder of staff to campus will be done in a structured way which will be guided by the operational needs of the University, trajectory of the pandemic and with due consideration for the speed with which people are able to be vaccinated.

This protocol replaces the RU INSTITUTIONAL PLAN FOR THE GRADUAL AND STRUCTURED RETURN OF STAFF TO CAMPUS (June 2020) and will be the point of reference provided that the rate of infection remains at the current rate or lower. Should there be a cluster outbreak at Rhodes University and/or in Makhanda and/or a third wave we will revisit the presence of staff on campus.

Purpose of the plan

A lot has been learnt from the pandemic and we need to move forward and re-engage work activities without being reckless. The protocol aims to provide direction to HoDs, Directors, Line Managers and Staff to, as far as is reasonably possible, normalise the work situation. Face-to-face meetings are discouraged. Any face-to-face meetings involving the use of meeting rooms will need to follow the 'Use of Venues Protocol'.

This document should be read in conjunction with the following protocols and documents which can be found on the HR website (<https://www.ru.ac.za/humanresources/>):

- 1) RU COVID-19 Institutional Framework
- 2) RU COVID-19 HR Leave Protocol
- 3) Support Staff Leave Policy
- 4) Academic Leave Conditions and Leave of Absence Protocol
- 5) RU COVID-19 Health and Safety Protocol
- 6) COVID-19 Initial Risk Assessment Protocol
- 7) COVID-19 Daily Self-Assessment Screening Questionnaire
- 8) RU Response to Confirmed COVID-19 Cases

- 9) Guideline for Offering Risk-Controlled Face-to-Face Academic Activities
- 10) RU COVID-19 Access Protocol
- 11) Declaration of Comorbidities and Reasonable Accommodation
- 12) The Protocol for the Use of Venues
- 13) Staff Disciplinary Code
- 14) Conditions of Service (unless not conducive to business continuity and the Alert Level restrictions)

Applicability

This protocol applies to all staff members at Rhodes University that are employed in a permanent or temporary basis regardless of whether they are full-time or part-time and is inclusive of staff who are externally funded.

Guiding Principles for the gradual return of the remainder of staff to campus and their work stations

In order to ensure that we can prepare for the 2021 academic year it is critical that staff (particularly staff whose work is directly linked to students) **who have not already** returned to campus, return to their work stations and campus in a structured manner with immediate effect. HoDs, Directors and Line Managers should consult the protocols listed above which can also be found on the HR website (<https://www.ru.ac.za/humanresources/>) to guide the return of the remainder of their staff to campus.

Specifically: -

- 1) Staff whose work is linked directly to the return of students and thus the academic mission of the University such as but not limited to staff in academic departments, the Registrar's Division, the Student Affairs Division, the International Office and the Library in order to ensure that they are accessible and responsive in order to facilitate the smooth and staggered return of students to campus and should therefore return to campus and their work stations on a full-time basis.
- 2) Staff who are not working at all or who are working at less than 100% capacity on a remote basis must return to campus and their work stations on a full-time basis.
- 3) Staff who have insufficient work to do because the students are not back will be redeployed to areas that are in need of capacity.
- 4) Staff who have been working at 100% capacity on a remote basis should return to campus as required operationally and as directed by their HoD, Director and/or Line Manager.
- 5) The differentiated model is to enable some rotation and flexibility to not immediately densify the campus beyond the staff that directly involved in the academic project.
- 6) The only exceptions are staff who have registered comorbidities with HR (Schalk van der Merwe) and staff who are 60 years and older.
- 7) Staff who have not registered their comorbidities because they have been working remotely should do so as per the Protocol for the Declaration of Comorbidities and Reasonable Accommodation.
- 8) It is envisaged that as staff are vaccinated that all staff will be able to return to campus and their work stations on a permanent basis.
- 9) Face-to-face interactions should continue to be kept to a minimum and in line with the protocols in this regard.

CONTACT LIST (ALPHABETICAL)

Support Required	Responsible Person(s)	Contact Details
Campus Protection 24-hour Helpdesk	Deputy Director: Facilities Servicing, Mr. Dawie van Dyk and Manager: CPU, Mr. Joel Mabotja	j.mabotja@ru.ac.za - 046 603 8146 /7 or 067 055 2268
CHERTL	HoD, Prof Jo-Anne Vorster	j.vorster@ru.ac.za - 046 603 7352
Cleaning Services (including refills for hand sanitizer)	Deputy Director: Residential Operations, Ms. Jay Pillay	jay.pillay@ru.ac.za - 082 801 2389
Conferences, Events and Functions	Manager: Conference, Events and Functions, Ms Charmaine Avery	c.avery@ru.ac.za
Counselling Services (staff)	Manager: Learning and Development, Mr. Schalk van der Merwe	<p>s.vandermerwe@ru.ac.za – 083 260 2522</p> <p>Higher Health PSET Helpline Toll-free call – 0800 36 36 36 or SMS 43336</p> <p>FAMSA – famsa@imagnet.co.za - 046 622 2580</p> <p>National Counselling Line – 0861 322 322</p> <p>Gender Violence – 0800 150 150</p> <p>HIV and AIDS Helpline – 0800 012 322</p> <p>RUMED – www.rumed.co.za</p> <p>BONITAS – www.bonitas.co.za</p>
Communications and Advancement	<p>Director: Communications and Advancement, Mr. Luzuko Jacobs</p> <p>Manager: Communication, Ms Veliswa Mhlope</p>	<p>l.jacobs@ru.ac.za - 073 795 2273</p> <p>v.mhlope@ru.ac.za – 082 484 0161</p>

Support Required	Responsible Person(s)	Contact Details
Facilities Servicing	Deputy Director, Mr. Dawie van Dyk	d.vandyk@ru.ac.za – 082 788 9589
Faculties	Deans Prof Dave Sewry (Commerce) Prof Di Wilmot (Education) Prof Enocent Msindo (Humanities) Prof Laurence Juma Kruger (Law) Prof Sandile Khamanga (Pharmacy) Prof Tony Booth (Science)	Commerce – n.searle@ru.ac.za - 046 603 7500 Education – s.asmal-motara@ru.ac.za – 046 603 8315 Humanities – k.kouari@ru.ac.za – 046 603 8362 Law – a.comley@ru.ac.za – 046 603 8428 Pharmacy – l.emslie@ru.ac.za – 046 603 8381 Science – l.klaas@ru.ac.za – 406 603 7232
Finance Division	Chief Financial Officer, Mr Kamlesh Riga Director: Finance, Ms Desiree Philipson	cfo@ru.ac.za - 081 457 8045 and d.philipson@ru.ac.za – 079 878 0324
Health and Safety	Health and Safety Officer, Ms Belinda Nomji	b.nomji@ru.ac.za – 046 603 8278 or 081 839 7676

Support Required	Responsible Person(s)	Contact Details
Health Care Centre	Sisters Heather Ferreira and Thamie Fanisi	h.ferreira@ru.ac.za or t.fanisi@ru.ac.za 046 603 8523 (office hours)
Human Resources	Acting HR Director, Ms Susan Robertson Assistant to the Director: HR, Ms Zimkhitha Dyibishe	susan.robertson@ru.ac.za – 082 576 0172 or z.dyibishe@ru.ac.za – 073 423 0232
Infrastructure Repair and Maintenance	Deputy Director: Facilities Servicing, Mr Dawie van Dyk	d.vandyk@ru.ac.za – 082 788 9589
Injury on Duty (IOD) – Submission to the Department of Labour	Manager: Total Rewards, Ms Tandile Nyati	t.nyati@ru.ac.za – 046 603 8734 or 078 157 1880
IT Support	Director: Information and Technology Services, Ms Natalie Ripley Technical Support	n.ripley@ru.ac.za – 046 603 7456 support@ru.ac.za
Legal Services	Director: Vice-Chancellors Office	s.smailes@ru.ac.za – 046 603 8529
Payroll Services	Senior Manager: Financial Operations, Mr. Raymond Harris Payroll Manager, Ms Melanie Jattiem	raymond.harris@ru.ac.za – 046 603 8834 and melanie.hendricks@ru.ac.za – 046 603 8160
Print Unit	Print Unit Manager, Ms Lee-Ann Knowles	l.knowles@ru.ac.za – 046 603 8926/8927/8242
Procurement and Stores	Deputy Director: Finance, Admin and Procurement, Ms Waldette Lombard	w.lombard@ru.ac.za – 046 603 8142
Registrar's Division	Registrar, Prof Adele Moodly Assistant to the Registrar, Ms M Appollis Manager: Student Bureau, Ms Desiree Wicks	m.appollis@ru.ac.za – 046 603 8101 Generic email addresses registrar@ru.ac.za academicadmin@ru.ac.za secretariat@ru.ac.za

Support Required	Responsible Person(s)	Contact Details
Reporting a COVID positive case	Staff – Acting HR Director, Ms Susan Robertson Students – Director: Student Affairs – Ms N Mrwetyana	susan.robertson@ru.ac.za - 082 576 0172 n.mrewetyana@ru.ac.za – 082 485 0271

ESSENTIAL SERVICES

ONLINE/REMOTE TEACHING AND LEARNING
<ul style="list-style-type: none"> • To collect or digitize teaching materials to prepare online teaching and learning material, and/or collect materials to facilitate the continuation of working remotely. • Staff who provide administrative support for online/remote teaching and learning and cannot do so on a remote basis. • Academic and Support staff who are organizing learning materials for printing, packaging and courier.
EDUCATION TECHNOLOGY SPECIALISTS
<ul style="list-style-type: none"> • Specialist ICT staff for online-remote teaching and who are responsible for the institutional learning management system (LMS) - 'RUconnected'. • Staff responsible for developing the capacity of academic staff to use learning technologies.
SECURITY SERVICES
Campus Protection Unit <ul style="list-style-type: none"> • Protection of property and people. • Access Control and Access Points • Contact point after hours
HYGIENE, HEALTH, SAFETY, SOCIAL AND PERSONAL SERVICES
Health Care Centre <ul style="list-style-type: none"> • Initial Risk Assessment • Distribution of masks • Further assessment of staff who report any of the Covid-19 symptoms whilst at the workplace

Counselling Services

- Counselling
- All services supporting gender based violence, care and relief activities
- Provision of internship and post-graduate training and the provision of reasonable clinical exposure.

Manufacture, Production and Distribution of Hand Sanitizer

- Pharmacists, Chemists and volunteers in the manufacture, production and distribution of sanitizer.

Cleaning, Refuse and Laundry Services

- Cleaning and sanitizing workspaces being utilized.
- Delivery of hand-sanitizer to Access Points
- Refilling hand sanitizers throughout the workplace
- Collection of office refuse at designated vicinities
- All waste removal services
- Daily collection and delivery of masks
- Washing, drying and ironing masks

CONTINUED RESEARCH AND EXPERIMENTATION

- Continuing and experimentation involving animal and plants.
- Defined research projects (including animal, insect and plant experiments) that have to continue.
- All forms of biological laboratory stock that have to be kept alive, including cell cultures and the monitoring of fridge and freezer stocks.

REPAIR, MAINTENANCE AND EMERGENCY SERVICES

- Maintenance and Technical staff in departments who oversee specialized scientific and teaching equipment and systems to avoid serious damage to economic assets, where the interruption of that service will destroy critical working areas, such as laboratories, machinery, infrastructure such as water and electricity.
- Maintenance and technical staff responsible for the infrastructure of the University.
- Emergency repair work, i.e. electrical services, building maintenance and engineering services.

INFORMATION AND COMMUNICATION TECHNOLOGY SERVICES

- All telecommunication services and infrastructure
- Information and communication support and services.

SPECIFIC COMMUNICATION SERVICES

- Online communication services
- Productions for local broadcast and live streaming of creative sector services in support of Covid-19.
- Newspapers and broadcasting.

FINANCIAL, ADMINISTRATIVE AND PROFESSIONAL SERVICES ESSENTIAL FOR THE INSTITUTION TO CONTINUE OPERATING

- Payments to staff (i.e. payroll, HR and departmental administrative staff) and creditors (Finance and departmental administrative staff).
- Data control (Finance)

- Administrative support to ensure remote learning materials and/or devices are delivered to students (IT, department administrative staff, procurement, stores and printing services)
- Administration related to medical aid, retirement funding and insurance such as group life, funeral cover etc.
- Procurement and stores (for supplies and equipment) for the cleaning and sanitizing of the workplace.
- Research Finance, NRF and SARCHI Chair support and process support for remote online research.
- Financial and management accounting
- Legal Services related to essential court functioning and operations
- Trade Union staff
- Administrative staff who cannot work remotely and support and enable remote work and those who work remotely.