



RHODES UNIVERSITY INSTITUTIONAL PLAN FOR THE GRADUAL AND STRUCTURED RETURN OF STAFF TO CAMPUS

Introduction

Every employer is required to have an institutional plan for the phased re-integration and return of staff to campus. The health, safety and wellbeing of our staff and students remains paramount.

Purpose of the plan

To indicate which categories of staff will be permitted at the workplace and when. For most staff the standard working hours are 08h00 to 16h30 (inclusive of a lunch-hour). Some staff in Residential Operations work different hours but no more than 90 hours over a 2-week period. Campus Security staff work shifts because they provide a 24/7 service. Staff working hours may differ during different Alert Levels given the context and this is articulated in the table below.

This document should be read in conjunction with the following protocols and documents: -

- 1) RU COVID-19 Institutional Framework
- 2) RU COVID-19 HR Leave Protocol
- 3) RU COVID-19 Health and Safety Protocol
- 4) RU COVID-19 Access Protocol
- 5) Support Staff Leave Policy
- 6) Academic Leave Conditions and Leave of Absence Protocol
- 7) Staff Disciplinary Code
- 8) 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 on a permanent or temporary basis regardless of whether they are full-time or part-time. It is also applicable to externally funded staff.

Guiding Principles for the gradual return of staff to the workplace

- 1) There should be as few people on campus and in the workplace as possible, no more than a third of our total staff (i.e. not by department because we have to cross subsidize as there are some departments who provide essential services and all of their staff are required to be at the workplace, e.g. CPU) for Alert Levels 3 and 4 and 66% of our staff at Alert Level 2. Only at Alert Level 1 will all staff be permitted to return to the workplace. Staggered working hours, rotation, coming into the workplace briefly to fetch and drop off things so that the staff member is able to continue working remotely, all assist to ensure that a minimum number of staff are on campus and assist with physical distancing.
- 2) Staff who are able to work productively at home should do so.
- 3) Staff who are not able to work remotely and who are required to be at the workplace are expected to come to work when asked to by their HoD or Director/Line Manager (see COVID-19 HR Leave Protocol).
- 4) Special measures to be put in place for staff who are vulnerable staff, have well-known or disclosed health issues or carry comorbidities or have any condition or circumstances which may place them at higher risk of complications should they contract Covid-19 and staff who are 60 years or older. Such measures may be: -
 - a) Work remotely
 - b) Changing the staff member's role or responsibilities to enable them to work remotely and/or differently
 - c) Adapting their work space by putting in additional hygiene enablement tools in place and providing specific PPE appropriate to the risk identified
 - d) Ensure that face-to-face interaction is kept to an absolute minimum.

Access and Permission to be in the workplace

The table below is a high level guideline for the categories of staff permitted to be at the workplace. Staff who are required to be in the workplace will be notified by their HoDs or Director/Line Manager. The categories of staff permitted at the workplace remain the same for Alert Levels 2, 3 and 4, it is only the percentage of staff permitted that is changes, and only at Alert Level 2, from 33% (Alert Levels 3 and 4) to 66% of the total staff compliment.

HoDs and Directors have submitted individual work plans and HR will work with the HoDs and Directors to: -

- 1) Ensure that only staff who are essential and permitted services who cannot render these services remotely are permitted to be at the workplace using the principles outlined above.
- 2) HoDs and Directors/Line Managers to engage directly with their staff about their circumstances and what is feasible given their context and their work responsibilities.
- 3) HoDs and Directors/Line Managers set realistic deadlines, workloads and times that staff are required to be at work given that most staff do not have their normal support structures in place. Specific consideration to be given to staff with school going children, toddlers, babies, those who have to care for members of their household who are vulnerable, carry comorbidities and the elderly.

Category of staff and Essential Services	Frequency / Time Parameters	Considerations
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 	24/7 Shift system	Staff work shifts, they are open 24/7
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 	08h00 to 16h30, Mondays to Friday	
Counselling Services <ul style="list-style-type: none"> • 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. 	08h30 to 16h30 – operating hours (virtual counselling) Crisis line – ER24 for psychological emergencies for after hours	
Manufacture, Production and Distribution of Hand Sanitizer <ul style="list-style-type: none"> • Pharmacists, Chemists and volunteers in the manufacture, production and distribution of sanitizer. 	As long as there is ethanol available hand-sanitizer being made	
Cleaning, Refuse and Laundry Services <ul style="list-style-type: none"> • Cleaning and sanitizing workspaces being utilized. • Delivery of hand-sanitizer to Access Points 	Staggered shifts to allow for rotation of staff. Individual offices to be kept clean by the staff member to ensure physical distancing – only	Cleaning material and equipment to be obtained from Housekeeping. Staff to email Craig Langson

Category of staff and Essential Services	Frequency / Time Parameters	Considerations
INFORMATION AND COMMUNICATION TECHNOLOGY SERVICES		
<ul style="list-style-type: none"> All telecommunication services and infrastructure Information and communication support and services. 	<p>Only work and services that cannot be done remotely</p> <p>Staggered work hours</p>	
SPECIFIC COMMUNICATION SERVICES		
<ul style="list-style-type: none"> Online communication services Productions for local broadcast and live streaming of creative sector services in support of Covid-19. Newspapers and broadcasting. 	<p>Mostly remotely</p> <p>Access the workplace twice a week for a few hours.</p>	
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. 	<p>Mostly remotely, may need to access the workplace from time to time</p>	
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. 	<p>Mostly remotely, may need to access the workplace from time to time</p>	

Category of staff and Essential Services	Frequency / Time Parameters	Considerations
FINANCIAL, ADMINISTRATIVE AND PROFESSIONAL SERVICES ESSENTIAL FOR THE INSTITUTION TO CONTINUE OPERATING		
<ul style="list-style-type: none"> • 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. 	<p>Payroll staff cannot work remotely, staggered working to ensure physical distancing</p> <p>Rotated, every alternate day Staggered/rotational as required.</p> <p>As required, hybrid model, most of work can be done remotely. Small staff component.</p> <p>As required, staggered starting and finishing times as required. Small staff component.</p> <p>As required, hybrid model, most of work can be done remotely. Staggered and alternate days.</p> <p>Mostly remotely. Hybrid models, staggered starting and finish time, rotation and alternate days.</p>	

This protocol is a temporary protocol and remains valid for as long as the lockdown at its various levels remains in place.

CONTACT LIST (ALPHABETICAL)

Support Required	Responsible Person(s)	Contact Details
Campus Protection 24-hour Helpdesk	Deputy Director: Facilities Servicing, Mr. Dawie van Dyk and Acting Manager: CPU, Mr Joel Mabotja	046 603 8146 /7
CHERTL	HoD, Prof Jo-Anne Vorster	j.vorster@ru.ac.za
Cleaning Services (including refills for hand sanitizer)	Deputy Director: Residential Operations, Ms. Jay Pillay	jay.pillay@ru.ac.za
Counselling Services	Head: Counselling Centre, Ms Christine Lewis	counsellingcentre@ru.ac.za or 046 603 7070 (08h00 to 16h30, Monday to Friday) Crisis Line - ER 24 0102053068 (for psychological emergencies)
Communications and Advancement	Director: Communications and Advancement, Mr. Luzuko Jacobs	l.jacobs@ru.ac.za
Faculties	Deans Prof Dave Sewry (Commerce) Prof Di Wilmot (Education) Prof Tom Martin (Humanities) Prof Rosaan Kruger (Law) Prof Sandile Khamanga (Pharmacy) Prof Tony Booth (Science)	Commerce – n.searle@ru.ac.za Education – s.asmal-motara@ru.ac.za Humanities – k.kouari@ru.ac.za Law – a.comley@ru.ac.za Pharmacy – l.emslie@ru.ac.za Science – l.klaas@ru.ac.za
Finance Division	Chief Financial Officer, Mr Kamlesh Riga Director: Finance, Ms Desiree Philipson	cfo@ru.ac.za and d.philipson@ru.ac.za
Health and Safety	Registrar, Dr Adele Moodly	registrar@ru.ac.za

Support Required	Responsible Person(s)	Contact Details
Health Care Centre	Director: Student Affairs, Ms N Mrwetyana	Health Care Centre 046 603 8523 (office hours)
Human Resources	Acting HR Director, Ms Susan Robertson	susan.robertson@ru.ac.za OR z.dyibishe@ru.ac.za
Infrastructure Repair and Maintenance	Deputy Director: Facilities Servicing, Mr Dawie van Dyk	d.vandyk@ru.ac.za
IT Support	Director: Information and Technology Services, Ms Natalie Ripley	support@ru.ac.za
Legal Services	Director: Vice-Chancellors Office	s.smailes@ru.ac.za
Payroll Services	Senior Manager: Financial Operations, Mr. Raymond Harris and Payroll Manager, Ms Melanie Jattiem	raymond.harris@ru.ac.za and melanie.hendricks@ru.ac.za
Print Unit The Printing Services is operating but is not open to foot traffic	Print Unit Manager, Ms Lee-Ann Knowles	l.knowles@ru.ac.za or call ext. 8926/8927 or 8242 to arrange access or assistance
Procurement and Stores	Deputy Director: Finance, Admin and Procurement, Ms Waldette Lombard	w.lombard@ru.ac.za
Registrar's Division	Registrar, Dr A Moodly	registrar@ru.ac.za academicadmin@ru.ac.za secretariat@ru.ac.za