

**OKWENZIWA LIZIKO KWABAQINISEKISWE UKUBA BANE-COVID-19 KUNYE “NABANXIBELELENE” NABO BAQINISEKISIWEYO UKUBA BANE-COVID-19**

**Intshayelelo kunye neNjongo yeNdlela yokuziPhatha**

Ukongeza kwiindlela zokuziphatha ezikhoyo ze-RU kunye nokukhumbuza abasebenzi kunye nabafundi malunga noko kufuneka kwenziwe xa umsebenzi okanye umfundi eqinisekisiwe ukuba bavavanyiwe kwafunyanwa ukuba bane-COVID-19 kunye nabo 'bebenxibelelana' nabo abathe baqinisekiswa ukuba bane-COVID-19. Ukucacisa iindima ezahlukeneyo noxanduva xa kukho ubani oqinisekisiweyo ukuba une-COVID-19 nangokuphathelele “kunxibelelwano” nabani na oqinisekisiweyo ukuba une-COVID-19.

Le ndlela yokuziphatha kumele ifundwe ngokudibeneyo neendlela zokuziphatha zeziko ezimalunga ne-COVID-19.

**Iinkcazelo kunye nesigama**

**Umntu¹ oqinisekisiweyo ukuba une-COVID-19**

Umntu onosuleleko olukhulu kumjelo wokuphefumla othe wosuleleka yi-SARS CoV-2 ngokweemvavanyo zaselabhoratri.

**"Abanxibelelene" nomntu¹ one-COVID-19**

Umntu onxibelelene nomntu oqinisekisiweyo ukuba une-COVID-19, kwaye oku kusenokuba ziintsuku ezi-2 phambi kokuba iimpawu zomntu one-COVID-19 zivele.

Ukunxibelelana nomntu one-COVID-19 ayikokunxibelelana "ngendlela eqhelekileyo”. Kukunxibelelana naloo mntu ngokuthe gqolo ukudlula kwimizuzu eli-15, kwaye abe esondelelene kangangemitha ezimbini kulowo unayo.

Lowo kunxityelelwana naye isenokuba ngumntu phakathi kosapho/ubume bemeko yendawo eyeyosondelelwano olukhulu, okanye kwindawo yomsebenzi/kwisithuthi/njl njl.

**Ukunxibelelana ngokuthe ngqo/ngokufutshane**

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

1. ohlala kwikhaya elinye kunye nomntu one-COVID-19
2. osebenza kwindawo esondeleleneyo nomntu one-COVID-19
3. obehleli kwigumbi elinye lokufundela nomntu one-COVID-19
4. oye kwindibano enye nomntu one-COVID-19
5. onikeze ngenkathalelo ethe ngqo kumntu one-COVID-19 kwimeko yenkathalelo ngezempilo ngaphandle kokusebenzisa izixhobo ezifanelekileyo zokuzikhusela
6. ohleli kwezihlalo ezinomlinganiselo wezihlalo ezibini (1 imitha) kulo naliphi na icala lomntu one-COVID-19, kulo naluphi na uhlobo lwesithuthi kubandakanya iibhasi, iiteksi, njl njl.

**Ukuvalelwa wedwa ngenxa yesifo esosulelayo**

Aba ngabantu abaphilileyo abathi bazivalele bodwa okanye bacelwe ngumqeshi ukuba bazivalele kuba **enye okanye ngaphezulu** kwezi nqobo zomngcipheko ziyafumaneka (ezichazwe kwiSikhokelo lweZiko se-COVID-19). Emva kweeveki ezi-2 abasebenzi banokubuyela emsebenzini ukuba khange kufunyanwe mpawu ezihambelana ne-COVID-19.

**Ukwahlukaniswa**

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

¹Ukohlukaniswa ube wedwa kubandakanya: -

1. Ukuhlala ekhaya lonke ixesha iintsuku ezili-14. Ukongeza kulo mba, iSebe lezeMpilo licebisa oku kulandelayo: -
	1. Abantu abangabonakalisi mpawu banokuzikhupha emva kweentsuku ezili-10 emva kovavanyo
	2. Abantu abaneempawu ezingagqamanga banokuzikhupha emva kweentsuku ezili-10 emva kokuqala kweempawu
	3. Abantu ababonakalisi iimpawu ezinobuzaza banokuzikhupha emva kweentsuku ezili-10 emva kokufumana uzinzo kwezonyango
2. Apho kunokwenzeka, hlala kwigumbi alahlukileyo, kwaye unxibelelwano lube luncinci kangangoko unakho namanye amalungu alapha endlini. Iindwendwe azivumelekanga.
3. Apho kunokwenzeka, sebenzisani amagumbi okuhlambela ohlukeneyo kunye nezinto zokutya kunye nendawo eyohlukeneyo.
4. Nxiba rhoqo imaski yonyango.
5. Amalungu osapho kumele anxibe iimaski ngalo lonke ixesha.
6. Ukugxila kakhulu kucoceko lwesiqu, ukuhlamba izandla, ukusebenzisa isepha kunye namanzi okanye izosuli-zandla zamaphepha / isibulali ntsholongwane ezandleni esineepesenti ezingama-70% otywala kufuneka sisetyenziswe.
7. Sebenzisa iindlela zokuziphatha ezizezokucoca endlini kunye nokusingqongileyo, usebenzise isepha kunye namanzi, xuba iblitshi ngamanzi kunye / okanye usebenzise izosuli-zandla /izibulali ntsholongwane zokuthambisa izandla ezineepesenti ezingama-70% otywala.
8. Ukuba isithuba endlwini asonelanga ukuze abantu baqelelane kufuneka banxibelelane negosa lezonyango okanye amagosa ezempilo oluntu ukukhangela iindlela zokuba babekwe kwindawo yokuhlala eyodwa.
9. Ngokubanzi, abo baneempawu ezingagqamanga banokuhlala ekhaya. Ukuba umntu uphefumla nzima okanye uba nezinye iingxaki ezinzulu zonyango, loo mntu kufuneka abonane nogqirha okanye aye esibhedlele.

**Yintoni omele uyenze ukuba umfundi/umsebenzi uvavanywe wafunyanwa ene-COVID-19? (Jonga iflowutshati kwisiHlomelo esiqhotyoshelweyo)**

1. Ugqirha okanye ilabhoratri iya kubhalisa umntu lowo kwiZiko leSizwe leZifo eziSulelayo (i-NICD) ([www.nicd.co.za](http://www.nicd.co.za)) kwaye kwaziswe abasemagunyeni kwezempilo yoluntu kwiphondo.
2. Abafundi mabazise uMlawuli: kwiMicimbi yeZabafundi ukuba bafunyenwe bene-COVID-19.
3. Abasebenzi kufuneka bazise uMlawuli oBambeleyo we-HR kunye nomphathi wecandelo labo ukuba banayo i-COVID-19.
4. Umntu lowo kufuneka azivalele yedwa ngokukhawuleza kangangeentsuku ezili-14 ubuncinane. Kwakufuneka ukuba bazigcine ngaphezulu koko ukuba basagula (o.k.t babonakalisa iimpawu). ISebe lezeMpilo linikezele ngezi zikhokelo zilandelayo: -
	1. Abantu abangabonakalisi mpawu banokuzikhupha emva kweentsuku ezili-10 emva kovavanyo
	2. Abantu abaneempawu ezingagqamanga banokuzikhupha emva kweentsuku ezili-10 emva kokuqala kweempawu
	3. Abantu ababonakalisa iimpawu ezinobuzaza banokuzikhupha emva kweentsuku ezili-10 emva kokufumana uzinzo kwezonyango
5. Abasebenzi kufuneka benze isicelo sekhefu lokugula, lo gama abafundi kufuneka benze isicelo sekhefu lokungabikho
6. IZiko leNkathalelo lwezeMpilo liza kwazisa iSebe lezeMpilo eMakhanda kwaye liza kulinceda iSebe ngokulandela umkhondo.
7. Abasebenzi bazokwazisa uMhloli oyiNtloko wePhondo kwiSebe lezaBasebenzi.
8. Abaphathi bamacandelo kufuneka basebenze nabasebenzi ukwakha uluhlu lwabo bonke abasebenzi abasondeleyo/ekunxibelelaneni ngqo nomntu ofunyenwe ene-COVID-19.
9. UMlawuli: Imicimbi yabafundi kunye neZiko lezeMpilo liza kusebenza nabafundi ukuba benze uluhlu lwabasebenzi kunye nabafundi abaye basondelelana/ngokuthe ngqo nomntu ofunyenwe ene-COVID-19.
10. Abo basondeleleneyo ngqo/kufutshane nomntu ofunyenwe ene-COVID-19 kufanelekile ukuba baziswe ngamagosa ezempilo oluntu okanye ngumntu ofunyenwe ene-COVID-19 okanye ngumphathi wecandelo ofumene imvume kumntu ofunyenwe ene-COVID. -19
11. Abasebenzi/umfundi angathi ngokubanzi (jonga inqaku lesi-4 ukufumana isikhokelo esingaphezulu) abuyele emsebenzini/aphinde aqale umsebenzi wakhe emva kweentsuku ezili-14 ukuba abaguli okanye abanazimpawu zokugula. Akusayi kubakho mfuneko yovavanyo lwelabhoratri, kodwa umsebenzi/umfundi kufuneka afumane isiqinisekiso kwigosa lonyango.
12. Abasebenzi kunye nabafundi baya kufumana ulandelelo kuqondwa ngempilo yabo ukuba bathe bavavanywa bafunyanwa benayo i-COVID-19.
13. Ngokukhawuleza emva kokuba umsebenzi/ umfundi athe waphila uMlawuli oBambeleyo we-HR (abasebenzi) kunye noMlawuli: wezeMicimbi yabaFundi kufuneka baziswe ngumsebenzi/ ngumfundi okanye nguMphathi weCandelo kwimeko yomsebenzi.
14. Umsebenzi/umfundi ucetyiswa ukuba afumane inkxaso yezengqondo.
15. USekela Mlawuli: ImiSebenzi yeeNdawo zokuHlala unoxanduva lokulawula ukucoca kunye nokubulala iintsholongwane kwisakhiwo, indawo yokuhlala, igumbi lokufundela, iofisi okanye nasiphi na esinye isakhiwo apho loo mntu one-COVID-19 athe wangena khona kunxibelelwane naye ukuze kubonisanwe ngendlela eya phambili. Nceda ufumane uluhlu kwiSihlomelo 1.

**Kwenziwa ntoni xa ethe umfundi/umsebenzi waba nonxibelelwano nomntu ekuqinisekisiweyo ukuba une-COVID-19? (Jonga iflowutshati kwisiHlomelo esiqhotyoshelweyo)**

1. Ukuba umsebenzi uthe wanxibelelana ngokufutshane/ngokuthe ngqo nomntu ovavanyiweyo wafunyanwa enayo i-COVID-19 kufuneka bazise umphathi wecandelo.
2. Ukuba umfundi uye wanxibelelana ngokufutshane/ngokuthe ngqo nomntu ovavanyiweyo waze wafunyanwa ene-COVID-19 kuya kufuneka bazise uMlawuli: Imicimbi yabaFundi.
3. Umphathi weCandelo (abasebenzi) kunye noMlawuli: weMicimbi yabaFundi (abafundi) kufuneka baqinisekise ukuba umntu one-COVID-19 uyaqinisekiswa.
4. UMphathi weCandelo (abasebenzi) kunye noMlawuli: weMicimbi yabaFundi (abafundi) kufuneka baqonde ukuba umsebenzi okanye umfundi lowo uyahambelana nenkcazelo "yonxibelewano" engentla. Ukuba bayahambelana nenkcazelo "yonxibelelwano" umsebenzi/umfundi kufuneka azigcine yedwa ngokukhawuleza kangangeentsuku ezili-14 nokuba akaguli/akabonakalisi iimpawu zokugula.
5. Abasebenzi kufuneka bafake isicelo sekhefu elikhethekileyo le-COVID-19, ngelixa umfundi enokufaka isicelo se-LoA. Ngeli xesha ubani ekweli khefu iYunivesithi inelungelo lokucela abasebenzi/abafundi ukuba benze imisebenzi ukuba ngaba oko kungenziwa bekude.
6. Abasebenzi abakwikhefu elikhethekileyo/umfundi one-LOA kufuneka azihlole kabini ngemini kubandakanya nokuthatha umlinganiselo wobushushu ukuvavanya usuleleko olunokubakho lwe-SARS CoV-2.
7. Ukuba umsebenzi/umfundi ufumana naziphi na iimpawu ezinxulumene ne-COVID-19 kufuneka anxibelelane negosa lakhe lezonyango okanye iZiko loNonophelo lwezeMpilo kule nombolo (046 603 8523 - iiyure zeofisi kuphela) afumane iingcebiso nokuba angavavanywa na. Kweli thuba umsebenzi kufuneka afake isicelo sekhefu lokugula.
8. Ukuba umsebenzi uthe wavavanywa wafunyanwa enayo i-COVID-19 kuya kufuneka azise iBambela Ntloko le-HR kunye noMphathi weCandelo ngokukhawuleza.
9. Umsebenzi/umfundi ucetyiswa ukuba afumane inkxaso yezengqondo.
10. Inkqubo yomntu oqinisekisiweyo ukuba unayo i-COVID-19 iya kusebenza njengoko kuchaziwe apha ngasentla.
11. Ukuba akukho zimpawu zibonakalayo ngelixa umsebenzi / umfundi ezivalele yedwa unokubuyela ekhampasini/emsebenzini emva kweentsuku ezili-14.

**IINDIMA NEZOXANDUVA**

| **INDIMA** | **UXANDUVA** | **UMNTU WOQHAGAMSHELWANO** | **IINKCUKAKCHA ZOQHAGAMSHELWANO** |
| --- | --- | --- | --- |
| Ubukho bendawo yokuzivalela wedwa, ukucocwa kunye nokubulala iintsholongwane kwisakhiwo, indawo yokuhlala, igumbi lokufundela, iofisi okanye nasiphi na esinye isakhiwo ukuba kukho umntu othe wafunyanwa ene-COVID-19 | Imisebenzi yeeNdawo zokuHlala  | USekela-Mlawuli: ImiSebenzi yeeNdawo zokuHlala, Nksz Jay PillayNksz Charmaine Ellery | jay.pillay@ru.ac.za okanye 082 801 2389c.ellery@ru.ac.za okanye 082 801 2391 |
| Uqhagamshelwa-no | Unxibelelwano kunye nokuqhubela phambili | UMphathi: uNxibelelwano, Veliswa Mhlope | v.mhlope@ru.ac.za okanye082 484 0161 |
| USihlalo: IQela lokuSebenza nge-COVID-19 | IMicimbi yezeMfundo kunye neyaBafundi | DVC: IMicimbi yezeMfundo kunye neyaBafundi | m.monnapula-mapesela@ru.ac.za okanye 082 928 2899 |
| Uqhagamshelwa-no | Unxibelelwano kunye nokuQhubela phambili | UMlawuli: UNxibelelwano kunye nokuQhubela phambili Luzuko JacobsUMphathi: uNxibelelwano, Veliswa Mhlope | l.jacobs@ru.ac.za okanye 073 795 2273v.mhlope@ru.ac.za okanye082 484 0161 |
| Iingcebiso (abasebenzi) | ICandelo leMicimbi yaBasebenzi  | UMphathi: IMpilo ntle kwiZiko, Thandi Mzizi | t.mzizi@ru.ac.za okanye 071 160 5849 |
| Iingcebiso (abafundi) | ICandelo leMicimbi yaBafundi | INtloko: iZiko leeNgcebiso, Christine Lewis | counsellingcentre@ru.ac.za  okanye ngo-046 603 7070 (08h00 ukuya ku-16h30, ngoMvulo ukuya ngoLwesihlanu) UMnxeba weNtlekele - ER 24 0102053068 (Ingxakeko zezimo zengqondo) |
| Imibuzo enxulumene neeNkonzo zokutyaUkuqinisekisa ukhuseleko lokutya kwabafundi | IMisebenzi ngeendawo zokuHlala-Iinkonzo zokutya | UMphathi: IiNgqungquthela kunye neMicimbiCharmaine Avery | c.avery@ru.ac.za okanye 082 801 2391 |
| Izakhiwo Iindawo zokufikelela  | UkuSetyenziswa kweeNkonzoCPU  | Davie van DykJoel Mabotja | d.vandyk@ru.ac.za okanye 082 88 9589j.mabotja@ru.ac.za okanye ku-067 055 2268 |
| IZiko loNkathalelo kwezeMpilo | ICandelo leMicimbi yaBafundi | Sister Heather Ferreira | h.ferreira@ru.ac.za okanye 046 693 8523 (iiyure zeofisi kuphela) |
| EzeMpilo noKhuseleko  | ICandelo loBhaliso | Igosa le-SHE, Belinda Nomji | b.nomji@ru.ac.za |
| Ukwenzakala Usemsebenzini (IOD) Ukungeniswa kwiCandelo lezabaSebenzi | ICandelo leMicimbi yaBasebenzi | UMphathi: Ukuwongwa, Thandile, Nyati | t.nyati@ru.ac.za okanye 078 157 1880 |
| Isaziso kwiSebe lezeMpilo kunye nemibuzo yaBasebenziIngqwalasela yamanani yabasebenzi ekhampasini | ICandelo leMicimbi yabasebenzi  | UBambela Mlawuli we-HR, Susan Robertson | susan.robertson@ru.ac.za okanye 082 576 0172 |
| Isaziso kwiSebe lezeMpilo kunyenoncedo lokukhangela umzila wabantu kwiSebe lezeMpilo (abafundi kunye nabasebenzi) | ICandelo leMicimbi yaBafundi-iZiko leNkathalelo yeMpilo | Sister Heather Ferreira kunye noSister Thamie Fanisi  | IZiko leNkathalelo ngezeMpilo 046 603 8523 (iiyure zeofisi) |
| Ukubuya kwabafundi kunye nommandla wophando | UPhando kunye nezoBugcisa | DVC: uPhando kunye noBugcisa UGqr Peter Clayton | p.clayton@ru.ac.za okanye 082 802 2968 |
| Ukulungela ezeMpilo kwiPhondo | IBiyokhemistri kunye neMikhrobhayo-loji  | Njing Rosie Dorrington | r.dorrington@ru.ac.za okanye  |
| Imibutho emele abasebenziUkukhuthaza ukulandela imiqathango kwimiba engeyiyo eyonyango ngabasebenzi | I-NEHAWU kunye ne-NTEU | Igosa elimele abasebenzi-NEHAWU Tembani Ngindana Igosa elimele abasebenzi-NTEURyno van Rooyen | t.ngindana@ru.ac.za okanye 078 124 6587r.vanrooyen@ru.ac.za okanye 072 141 4911 |
| Imibuzo yabafundiUkukhuthaza ukulandela imiqathango engahambelani-yo nezonyango ngabafundi abaneeNdawo zokuHlala kwanabo baHlala ngaphandleUkubeka esweni amanani abafundi ababuyela ekhampasini | ICandelo leMicimbi yaBafundi | Mlawuli: Imicimbi yabafundi, Noma Mrwetyana UMlawuli: IMpilo ntle yabaFundiMandisa Ndabula | n. mrwetyana@ru.ac.za okanye 082 485 0271okanye m.ndabula@ru.ac.za okanye  |

**IsiHlomelo 1**

**UVAVANYO LWENDAWO KULUNGISELELWA UKUCOCWA NOKUBULALA INTSHOLONGWANE XA KUTHE KWENZEKA UMNTU ONE-COVID-19 WANGENA KULO NDAWO**

|  |  |
| --- | --- |
| Indlu / Isakhiwo  |  |
| Indawo / Inombolo yeGumbi |  |
| Umhla |  |
| Umntu woqhagamshelo |  |
| Iinkcukacha zonxibelelwano (i-imeyile kunye nenombolo yeseli) |  |

**ULUHLU LOKUKHANGELA**

|  | EWE | HAYI |
| --- | --- | --- |
| Ingaba le ndawo iye yavalwa emva kokuba loo ndawo ibityelelwe okanye ibisetyenziswe ngumntu one-COVID-19  |   |  |
| Ingaba le ndawo inokuvalwa kangangeentsuku ezisi-7? (Ukuba kunjalo, Ucoco olungumgaqo luya kusetyenziswa)  |  |  |
| Ingaba le ndawo kufuneka isetyenziswe zingaphelanga iiyure ezili-48h emva kokuba bekukho umntu one-COVID-19? (Ukuba kunjalo, kuya kusetyenziswa ubulawo lweNtsholongwane oluKhethekileyo kwindawo leyo, kuze emva koko kucocwe ngokwendlela emiselweyo) |  |  |
| Ingaba indawo leyo iye yavalwa kangangeyure ezingama-24 phambi kokuba icocwe / kubulawe iintsholongwane? |  |  |
| Ingaba le ndawo ineekhompyutha, iiprinta kunye noomatshini bokufeksa? |  |  |
| Ingaba le ndawo ineencwadi, iifayile kunye namaphepha angagqunywanga kule ndawo? |  |  |
| Ingaba le ndawo inalo negumbi lokuphekela/ indawo yokutyela? |  |  |
| Ingaba le ndawo iquka igumbi lokuphumla labasebenzi? |  |  |
| Ingaba le ndawo igqunywe yikhaphethi? |  |  |
| Ingaba le ndawo ineethayile emgangathweni? |  |  |
| Ingaba le ndawo ineplanga emgangathweni? |  |  |
| Ingaba ikhona ilineni okanye impahla kuloo ndawo (umz, amalaphu eetafile, iyunifomu, iidyasi zaseLebhu)? |  |  |
| Ingaba le ndawo ineendawo zokuhlambela? |  |  |
| Ingaba le yindawo enkulu enomgangatho othe tyaba(Indawo yokuFundela, amaGumbi okuFundela, iHolo yokuTyela)? |  |  |
| Ingaba le yindawo enamanqanaba amaninzi (inezitepsi kunye / kunye ilifti)? |  |  |
| Ingaba le ndawo iineendawo ezininzi zokungena kunye nezokuphuma? |  |  |
| Ingaba le ndawo ineeofisi ezininzi? |  |  |
| Ingaba le ndawo inenye indawo eyongeziweyo efana nelebhu yeekhompyutha? |  |  |
| Ingaba esi sakhiwo sibandakanya ilebhu yezenzululwazi? |  |  |
| Ingaba esi sakhiwo senza uvavanyo lwezinto eziphilayo/izilwanyana eziphilayo? |  |  |
| **ULWAZI OLONGEZELELWEYO** |
|  |