

## **Protocol for reporting symptoms of Covid-19 at work/during study on UP campus**

In the event of any staff member or student experiencing the sudden onset of symptoms whilst on a UP campus or facility, they must immediately report this to the Control Centre on the emergency number that appears on the back of all staff or student cards.

The Control Centre officer will collect the name of the caller, the caller's staff or student number, and the current location of the caller.

The Control Centre is staffed 24/7 and the officer on duty will contact the appropriate compliance manager for the campus, department or Faculty who will record the name of the Control Centre officer who took the call and the information collected by the Control Centre. In the case of Residence staff or students in UP residences, UP private accommodation or UP accredited accommodation, Ms B Liebenberg must also be notified.

Where symptoms are minor and mild, the Control Centre officer will direct the caller to proceed home and seek advice from an appropriate healthcare practitioner. Alternatively, the caller will be referred to the isolation facility on the relevant campus where the caller will be attended to by the Covid-19 Incident Response Team. The officer will then alert the Covid-19 Incident Response Team to proceed to the appropriate isolation facility where they will conduct a basic screening process. Based on this, they will assess whether the caller should be sent home to seek advice from a healthcare practitioner or be referred for immediate testing. In the latter case, ER 24 will be called to respond.

In the event of medical distress, the Control Centre officer will call ER 24 to respond immediately and the staff member or student will not be referred to the isolation facility but taken directly to Muelmed Hospital if the person has medical aid or Tshwane District Hospital if they have no medical aid.

Where a staff member or student has been referred to the isolation facility, the Incident Response Team will verify the caller's movements whilst on campus and liaise with Facilities Management to take all necessary steps to ensure that appropriate cleaning takes place to mitigate any risk of transmission.

The Compliance Manager will keep detailed records of all cases reported and prepare a weekly and a monthly report for submission to the Compliance Officer of the University.

Where a staff member or student who has logged a call to the Control Centre tests positive for Covid-19, the staff member or student must immediately inform the Control Centre who will advise the relevant Compliance Manager and the Director of Institutional Advancement. The Compliance Manager will inform the NCID and follow their instruction regarding further steps. These steps will include contract tracing. The University will provide administrative support in this regard. In the case of a staff member who has tested positive, the Compliance Manager will report the matter to the Compliance Officer who will inform the Department of Employment and Labour (DoEL).

Furthermore, where a staff member or student who has logged a call to the Control Centre tests positive for Covid-19, the Department of Institutional Advancement will record the incident on the Covid-19 website. The confidentiality of all persons will be maintained and their personal information will be protected.

## **Protocol for Employees/Students who have tested positive for COVID-19**

Staff members and students who have tested positive for Covid-19 must immediately inform their Line Manager in the case of employees or Dean in the case of students. (Students in residence must also follow the Residence protocol.)

The Line Manager or Dean will collect the name of the staff member or student, the staff or student number, their current location and verify their movements whilst on campus during the previous two days. This information will assist in contact tracing and in ensuring adequate cleaning and disinfecting of appropriate spaces where a risk of transmission of the infection may exist.

The Line Manager or Dean must inform the relevant Compliance Manager who will capture all the relevant information for reporting purposes, ensure that the employee or student is locked-out and liaise with Facilities Management to ensure that all facilities that may have been contaminated are appropriately disinfected.

The Compliance Manager will report the matter to the NCID and, in the case of a staff member, inform the Compliance Officer who will notify the Department of Employment and Labour (DoEL).

Any person who may have been in close contact with the employee or student must be traced and requested to self-quarantine. (That is any person who was within 1.5 meters of the staff member or student for a period of fifteen (15) minutes or more).

Where it is suspected that the transmission may have taken place in the workplace, applicable risk assessment plans, Standard Operating Procedures (SOPs) and protocols will be reviewed to address any control failures that may have contributed to the infection and the plan will be revised if necessary to address any shortcomings.

UP will supply administrative support to the Department of Health (DoH) contact tracing efforts where needed.

The staff member or student must be isolated and monitored by a healthcare practitioner.

The Line Manager or Dean will be responsible for following up on a daily basis.

Any person awaiting testing must be quarantined and may not attend any UP campus. (They will be locked out.)

## **Protocol for return to campus after being place in isolation or quarantine**

Where a staff member or student has been placed in quarantine after testing positive for Covid-19, they may only return to the workplace or to the UP campus with the consent of the Line Manger or Dean. The Line Manager or Dean must be provided with proof that either the staff member or student quarantined for 10 days and remained asymptomatic throughout or that the staff member or student who was symptomatic has been declared fit for work by a healthcare practitioner.

The Line Manager or Dean must inform the Compliance Manager who will include this information in their records and their reporting to the Workplace Safety Committee.

Staff members and students who have quarantined due to their having been exposed to a party who tested positive will be allowed to return to work after they have self-quarantined for 10 days without developing symptoms.

In the event that a person in quarantine develops symptoms, they may return to work 10 days from onset of symptoms in mild disease and 10 days from the last day oxygen was required for severe disease. In such cases, the employee or student must be cleared by a healthcare practitioner who certifies them fit for work/ study. The returning staff member or student need not take a further Covid-19 test with a negative outcome.

All staff members and students returning to the campuses after quarantine, must wear a mask at work or study for a further 10 days and employees must be closely monitored by their line manager/ supervisor.