

## *Standard operating procedure: first aid and transportation of staff and students falling ill on campus*

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### ***Falling ill on campus***

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**If at any stage any member of the University suspects that they may have been exposed, or feels ill, they are advised to isolate themselves and to contact a medical doctor or the 24-hour Operational Management and Crisis Centre on 0800 0064 28 or 012 420 2310 before going to medical centres. He/she should also notify his/her line manager of the illness.**

If the ill person is unable to call the call centre and requires assistance, the following procedure should be adhered to:

1. If a worker (staff or student) develops symptoms of acute respiratory infection, efforts should immediately be made to minimize contact of the ill person with all other workers on campus.
2. Separate the ill person from the other persons by at least 2 m.
3. Request the ill person to wear a mask and practice respiratory hygiene when coughing and sneezing. If the medical mask cannot be tolerated by the ill person, provide tissues to cover mouth and discard the tissue immediately into a biohazard disposal waste bag. If no biohazard disposal waste bag is available, place it into an intact plastic bag, seal it, and consider it “biohazard” waste; wash hands with soap and water or alcohol-based hand rub.
4. In case the ill person cannot wear a mask, direct contact with the ill person should be avoided unless wearing at least disposable gown, gloves, a mask, and eye protection.
5. **Contact the 24-hour Operational Management and Crisis Centre on 0800 0064 28 or 012 420 2310, who will advise you on how to proceed.**
6. Remove PPE carefully to avoid contaminating yourself. Remove first gloves and gown, do hand hygiene; next remove the mask and eye protection, and immediately wash hands with soap and water or alcohol-based hand rub.
7. Properly dispose of gloves and other disposable items that had contact with the ill person’s body fluids in biohazard bag/boxes or a secured plastic bag, which will be considered as “biohazard” waste.
8. **At no time should any worker attempt to transport the ill person in his/her private vehicle. Please contact the 24-hour Operational Management and Crisis Centre for information on how to proceed.**

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### **Falling ill at home**

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If the employee or student feels ill while at home. He/she must remain at home and seek medical assistance. He/she should notify his/her line manager or supervisor of the illness.