

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

(Approved by Senate on 7 September 2020)

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 contact 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.