



Protocol for reporting symptoms of COVID-19 at work/during study on UP campus

If a staff member, student or visitor to the campus experiences the sudden onset of COVID-19 symptoms while on a UP campus or at a 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 (0800 006 428). The following steps will then be taken:

STEP

1

The Control Centre Operator will take the name of the caller, their staff or student number, and their current location.

STEP

2

In the case of staff or students in UP residences, UP private accommodation or UP-accredited accommodation, Ms B Liebenberg must also be notified on 082 908 3588.

STEP

3

If symptoms are minor to mild, the Control Centre Operator will direct the caller to proceed home and seek advice from an appropriate healthcare practitioner.

STEP

4

Alternatively, the caller will be referred to the isolation facility on the relevant campus where they will be attended to by the COVID-19 Incident Response Team.

STEP

5

In the event of medical distress, the Control Centre Operator will call ER 24 to respond immediately and the caller will be taken directly to Muelmed Hospital if they have medical aid or Tshwane District Hospital if they have no medical aid.

STEP

6

Staff and students who test positive for COVID-19 must immediately inform the Control Centre.

STEP

7

UP will provide administrative support to the Department of Health (DoH) for 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 until the test results have been received.