

**Protocol for Employees/Students who are awaiting testing  
and/or have tested positive for COVID-19**

(approved by the Executive on 16 August 2022)

1. Testing for and reporting of COVID-19 infection
- 1.1. Any staff member and/or student who is awaiting COVID-19 testing or test results and who is **symptomatic** should isolate and may not attend any UP campus. (They will be locked out.)
- 1.2. Any staff member and/or student awaiting testing or test results and who is **asymptomatic** need not isolate in terms of prevailing national regulations but, is encouraged not to attend any UP campus pending a negative test result.
- 1.3. Staff members and/or students who have tested positive for COVID-19 must immediately inform their respective Line Manager, in the case of employees, or the Faculty Administrator, in the case of students. (Students in residence must also follow the Residence protocol.)
- 1.4. The Line Manager or Faculty Administrator (whichever may be applicable) will collect the:
  - 1.4.1. name of the staff member or student;
  - 1.4.2. the staff or student number;
  - 1.4.3. their current location; and
  - 1.4.4. verify their movements whilst on campus during the previous two days for purposes of assisting in and ensuring adequate cleaning of appropriate spaces where a risk of transmission of the infection may exist.
- 1.5. The Line Manager or Faculty Administrator (whichever may be applicable) 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 (if symptomatic) and liaise with the Department of Facilities Management to ensure that all facilities that may have been contaminated are appropriately cleaned.
- 1.6. Where an employee or student has tested positive for COVID-19 but is asymptomatic, they are encouraged not to attend any UP campus for a period of 5 days following the date of the positive test in order to limit the risk that they spread the virus to co-workers or other students.
- 1.7. The Compliance Manager will report all cases to the compliance officer who will notify the Gauteng Department of Health and, in the case of a staff member whose infection is occupationally acquired the Department of Human Resources who will, in turn, notify the Department of Employment and Labour (DoEL).

2. Isolation

- 2.1. Staff members and/or students who have been diagnosed with COVID-19 and are symptomatic must inform their line manager / Faculty Administrator immediately and isolate themselves for any period recommended by the National Department of Health (“NDOH”), unless a longer period is recommended by a medical practitioner registered at the Health Professions Council of South Africa (“HPCSA”).
- 2.2. No staff member and/or student referred to in 2.1 above may refuse to subject himself/herself to medical examination, hospitalisation, or isolation to prevent transmission, screening for symptoms, or travelling to a health establishment or a place of isolation or quarantine of own volition.
- 2.3. Any staff members and/or students who were exposed to COVID-19 should closely monitor themselves for COVID-19 symptoms and may, upon receipt of medical instructions, isolate pending the outcome of their COVID-19 test as a precautionary measure to contain transmission.
- 2.4. Isolation for **Symptomatic** COVID-19 infection
  - 2.4.1. Staff members and/or students with **symptomatic** COVID-19 infection should isolate for the period as prescribed by a medical practitioner registered with the HPCSA.
  - 2.4.2. There is no need for repeat testing prior to de-isolation.
  - 2.4.3. The provisions of paragraph 2.4.1 above do not apply to staff members and students who report the presence of COVID-19 symptoms between one to three days after vaccination for COVID-19.