

From the Dean of Engineering and the Built Environment (FEBE)

Communique 5: FEBE return to campus update 26 June 2020

Dear faculty staff

I trust that this communique finds you and your families safe during this very challenging time for everyone. Since my last communication with you a lot of hard work has taken place to ensure that we can return our first priority group of students back to campus under lockdown level 3 as well as the staff that will be engaging with those students on-campus. All staff that have been approved by their HODs to return to campus should by now have received an access letter which you need to present at the entrance together with your staff card. The staff members that are not permitted back yet are expected to continue their Teaching and Learning in the adopted remote multi-modal learning approach.

The faculty takes the Health and Safety (H&S) of all its staff, students and any person entering its premises seriously. To this end, the faculty through its H&S committee consisting of the HODs and all departmental H&S representatives adopted a faculty H&S building readiness and H&S measures protocol to be put in place for the safe return of both staff and students.

This is also a reminder that the institution published an updated Staff Covid-19 Contingency plan on 3 June. All staff are expected to familiarise themselves with these plans prior to return to campus. The following are some reminders from these plans and extracts from our faculty health and safety measures that are to be implemented and are compulsory on return to campus:

- **Wearing of masks mandatory** – Any person not wearing a mask will be denied entry to the campus and buildings. Fabric face masks must be worn covering the nose and mouth at all times.
- Staff will be screened before entering the campus (for this the HealthApp is advised).
- Utilise the foot pump sanitisers before entering and when leaving a building and/or venue.
- Only use the dedicated entrance and exit doors to buildings; do not use the emergency doors unless specifically indicated and/or there is an emergency announced and the building needs to be evacuated.
- Adhere to the directional flow arrows and steps in buildings and venues.
- Adhere to the maximum capacity allocation as indicated outside the venue.
- Use only the seating allocations in venues as indicated and in venues fill the rows from one side.
- Adhere to all physical distancing requirements (1.5 – 2m) and as indicated in specific buildings and venues.
- Leave all venues in the condition that it was found in.
- No gatherings, crowding and congregation in or outside any passage, laboratory, venue, staircase, staff kitchen areas, staff office areas, or building at any time.
- Adhere to the capacity and physical distancing rules when using lifts.
- No access to staff kitchen areas. Staff should arrange for own lunch and warm drinks in a flask.
- Avoid sharing of equipment, laptops; pens; books; cell phones; etc. as far as possible.
- Personal belongings such as bags should be placed in a safe sanitised space as far as possible.
- No consumption of food or drinks in general areas or inside any venue.
- Refrain from using air conditioners unless cleared and approved to do so.

In conclusion

The faculty is taking every precaution to mitigate the risks associated with Covid-19 and have ensured that all buildings are compliant with the return to campus requirements and regulations. While we all work our way through this uncertain and unfamiliar period, please remember that you are not alone. Your wellbeing is important to us. Please stay safe and we will get through this together.

Prof Marshall Sheldon

Dean of Engineering and the Built Environment

Cape Peninsula University of Technology | #WeAreCPUT

t: +27 (0) 21 959 6757 | e: sheldonm@cput.ac.za | w: www.cput.ac.za

PO Box 1906 Bellville 7535 | Symphony Way, Bellville, Cape Town, South Africa



APPENDIX A: Faculty H&S PROTOCOLS

A1: STAFF RETURN AND PROTOCOLS

Protocol at building entrance

- Only staff on the list as provided by HOD for lockdown level 3 with access letter from the Dean's office to be allowed.
- Staff to present their staff card and access letter for security to check list and indicate attendance for the day.

Issuing of staff PPE

- Each HOD has identified a H&S rep to collect the PPE for the department.
- The H&S representative will distribute your PPE to you when you arrive back on campus.

| |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Office area/staff members in offices |
| Staff schedule available |
| Information sharing session for each cohort of staff returning on the protocols and practices |
| Staff issued with two masks |
| Staff issued with individual hand sanitisers |
| Gloves will be issued to staff on request |
| Staff issued with face shield/visor (only where applicable) |
| Staff issued with wipes/paper towels and disinfectant for individual office space care |
| Ventilate offices (fresh air if possible) |
| Air conditioning units used only if declared "safe" to do so |
| Adhere to lift use as per number indicated at a given time |
| Communicate via electronic means (online or telephonic) and avoid face to face whenever possible |
| Continue to conduct meetings online even if in the office |
| Ensure that communication with vulnerable persons/any person working from home is maintained and make every effort to avoid stigmatisation or discrimination |
| Staff are advised to change clothes when returning home prior to interacting with family members |
| Staff to ensure that equipment and personal belongings brought onto campus are disinfected before entering campus/offices |

Acknowledgement: Faculty of Health & Wellness Sciences (Prof Engel-Hills; Natalie Copeling and Prof Karien Jooste)

The H&S committee has also discussed the preparation and use of computer venues and laboratories. The following options are available to departments for consideration to minimise the spread of the virus and at the same time minimise damage to keyboards and equipment:

- Use alternative keyboards to be cleaned and sanitised and swapped between groups/users.
- Cover keyboards with cling wrap and sanitise between users.
- Alcohol wipes to be used to sanitise keyboards/equipment between users.
- Surface sanitiser with paper towel to be used to sanitise between groups/users.
- Bins available to dispose of cling wrap, alcohol wipes, paper towel, etc.

A2: REMINDERS:

Whilst on campus it is of utmost importance that you adhere and obey the following rules:

1. Follow the direction of flow and footsteps as indicated.
2. Sanitise your hands before you enter the building and venues inside the buildings
3. Staff can use class reps to assist with queuing of students outside venues before entering if needed.
4. When entering a classroom/venue/laboratory comply with the following:
 - a. Masks to be kept on at all times. Anyone without a mask will be asked to leave the venue immediately.
 - b. Sit only in your allocated seat and do not move around while in the venue.
 - c. Sanitise your hands and workspace as per the protocol explained by the staff member.
 - d. Where gloves are required put on the gloves before starting any work.
 - e. If you feel the need to cough leave the venue immediately and cough downwards in the bend of your arm.
 - f. Before leaving a venue at the end of a session sanitise the workspace again for the next person to use.
 - g. Immediately dispose of all materials used to sanitise your hands and workspace in the bins provided.
 - h. If gloves were used, dispose of the gloves before leaving the venue in the bins provided.
5. Leave the classroom/venue and building immediately after your session is over.
6. No gathering, sitting, studying or loitering in any buildings will be allowed.
7. When leaving the buildings, leave via the indicated passage and doorways.
8. Doors at entrance and exit, to buildings and venues and in passage ways to be open during the day where possible and safe to do so to avoid touching of door handles (to be closed and locked daily as soon as possible for security purposes).
9. When opening and closing doors avoid using your hands where possible (E.g use your elbow or foot where possible)
10. Obey all instructions issued by CPUT and any staff member.



C:VID-19



MASKS MANDATORY

**Any person not wearing
a mask will be denied
entry to CPUT
campuses, as per
government regulations.**

Call the National Helpline (COVID-19)
Response Programme: **0800 029 999**



Cape Peninsula
University of Technology
Building Futures