

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

Communique 3: FEBE return to campus update 26 June 2020

Dear students of the Faculty of Engineering and the Built Environment

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 students under the first priority group, 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 student card.** Those students that are not yet permitted 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 will apply to all students when you return to campus.

This is also a reminder that the institution published an updated Student contingency plan on 30 May and updated Residence contingency plan on 12 June. The following are some reminders of the H&S 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 CPUT campus, as per government regulations. Fabric face masks must be worn covering the nose and mouth at all times.
- Students 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, office, laboratory, venue, staircase or building at any time.
- Adhere to the capacity and physical distancing rules when using lifts.
- Avoid sharing of 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 facilities, buildings, and residences 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

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APPENDIX A: BUILDING READINESS AND PROTOCOLS

A1: STUDENT RETURN AND PROTOCOLS

Protocol at building entrance for students

- Only students on the list as provided by HOD for lockdown level 3 with an access letter and student card will be allowed.
- Student to present their access letter and student card for security to check list and indicate access for the day.

Issuing of PPE to students

- Student PPE will be issued by the central security and health unit either at residence or when entering campus.

Task Description:
Commence session with an introduction and information sharing on protocols for sanitising
Record student attendance which includes a declaration of protocols received
Ensure social distancing prior to entry and use dedicated entry and exit for venues as indicated
Students given instruction on the correct use of PPE and any additional measures issued in relation to health and safety
Students given instruction on the correct handling of equipment and protocol for sanitising of surfaces, equipment, in the venue before commencement.
Group/team work while on campus should be avoided and be dealt with through the multi-modal approach
Computer room protocol:
Staff member to give instructions on how to sanitise specific computers and keyboard before and after use by the students.
Laboratory protocol:
Staff member to give instructions on how to sanitise specific equipment before and after use by the students.

Protocol for practicals that require a break

- Where students require a break due to the duration of the activities required, the department must determine a protocol for how students will take this break, ensure social and physical distancing; and that entrance, attendance and sanitising protocols are followed when leaving and entering the venue/building.

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.



COVID-19



MASKS MANDATORY

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

Call the National toll free COVID
helpline if you have symptoms. **0800 029 999**

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