

Directive on Official and Private Travel by Staff and Students and Receiving International Visitors

Effective 16 March 2020 until further notice

As a result of a developing pandemic of COVID-19 disease (caused by the new coronavirus SARS-CoV2), it has become necessary to monitor and restrict international and local travel by students and staff and to regulate visits by international visitors to the NWU.

Travel generally and international travel, in particular, is strongly discouraged in the light of the developing pandemic.

1 Students

All official international travel (to a country other than South Africa) by students of the North-West University, organised under the auspices of the North-West University, is prohibited without the written permission of the International Travel Committee (described more fully below). Apply for permission using this form: <http://www.nwu.ac.za/covid-19-international-traveling>

In the case of private international travel by students, the student must notify the relevant campus Occupational Health Centre at this email address nwu-covid19@nwu.ac.za in advance of any planned visit, including the expected return date. Upon return, the student must notify the relevant campus Occupational Health Centre at this email address nwu-covid19@nwu.ac.za of his or her return.

The student must then remain in self-quarantine for a period of 14 days. After certification by the relevant campus Occupational Health Centre, the student may return to campus.

Non-essential official local student travel is also prohibited, unless permission has been obtained from the relevant Campus Director: Student Life.

This directive is applicable to ALL contact students and distance students (in the event that a distance student has to visit a particular campus or learning support centre for some or other reason).

2 Staff

All official international travel (to a country other than South Africa) by staff of the North-West University, no matter how the travel is funded, is prohibited without the written permission of the International Travel Committee (described more fully below). Apply for permission using this form: <http://www.nwu.ac.za/covid-19-international-traveling>

In the case of private international visits, the employee should notify his or her line manager and the relevant campus Occupational Health Centre in writing before the planned visit, including the expected return date at this email address nwu-covid19@nwu.ac.za Upon return, the employee must notify the relevant campus Occupational Health Centre at this email address nwu-covid19@nwu.ac.za of his or her return.

The employee must then remain in self-quarantine for a period of 14 days. The staff member will be on risk leave or work remotely during this period. After certification by the relevant campus Occupational Health Centre, the employee may return to campus.

This directive is applicable to all employees, whether employed full time or part time, permanently, on a fixed term contract or temporarily.

Non-essential official local travel by staff is strongly discouraged, and if any local travel is undertaken, reasonable precautions must be taken to reduce the risk posed by COVID-19. Staff are also discouraged from undertaking private local travel, and reasonable precautions must be taken to reduce the risk posed by COVID-19

Any staff member who is currently in a country other than South Africa on an official or private visit, must in writing report their return to South Africa to Dr [Emile Kotzé](mailto:Emile.Kotze@nwu.ac.za) at this email address nwu-covid19@nwu.ac.za The staff member must not report to their place of work but must, if the nature of their work permits, work remotely

in a state of self-quarantine or, if remote work is not possible, be on special leave for 14 days. After certification by the relevant campus Occupational Health Centre, the employee may return to campus.

3 International Visitors

Staff members or students, who wish to invite international visitors (whether staff or students) (from a country other than South Africa) to the NWU for an official visit, should consider whether the engagement cannot be conducted virtually by means of tele-conferencing or postponed to a later date.

In the event that staff members or students wish nevertheless to invite an international visitor to NWU or an international visitor (including but not limited to sportspersons, academic or research visitors or administrative staff) has indicated an intention to visit NWU, and the visitor is from a country from which travel to South Africa has not been prohibited, such an invitation or visit cannot go ahead unless written permission of the International Travel Committee (described more fully below) has been obtained.

The relevant department or unit or stakeholder must apply in writing on this form (<http://www.nwu.ac.za/covid-19-international-visitors>) for permission to host the visitor.

These arrangements are applicable to all departments and entities within the university framework.

Requests and enquiries related to the above arrangements may be directed to: Dr [Emile Kotzé](#) (+27 (0)18 299 4345).

4 International Travel Committee

The international travel committee is appointed by the Vice-Chancellor to take decisions in respect of matters falling within the ambit of this directive. It consists of the Deputy Vice-Chancellor: Teaching and Learning (or a secundus), the Deputy Vice-Chancellor: Research and Innovation (or a secundus) and the Specialist: Occupational Health.

Approved by the University Management Committee on 16 March 2020.