

25.03.2020

Generic guidelines: Student Life and Residence & Catering Environment

As part of the interim measures and directives implemented by the University Management Committee on the 16th March 2020 (available on the NWU website) in reaction to COVID-19, the following additional guidelines serve to provide further guidance and clarity with specific reference to the Student Life and Residence & Catering environment. NWU is committed to ensure the safety of its students and staff and these measures are in response to the President's directives and the subsequent pronouncements by the Minister of Higher Education, Science and Technology. These measures demonstrate NWU's commitment towards ensuring that the academic year is completed successfully. The implications of the Lockdown measures announced on 23 March 2020 have also been taken into account.

1. General Comments

The generic guidelines are provided as a guiding document with the aim of further developing and expanding on the content to allow for the creation of a functional process that takes into consideration the nuances of each campus.

2. Recess Period

As announced by the University Management Committee, the recess period of the NWU has been extended to the period of 17-29 March 2020. Subsequently, the Minister of Higher Education, Science and Technology directed that the recess for universities and other tertiary institutions would commence on 18 March 2020 until 14 April 2020.

3. Residences

Having monitored the remaining number of students in all NWU residences during the first week of recess, it was decided that the risk of contracting and spreading the virus amongst these remaining students is too high and for their own safety, all residence will close and students **MUST** leave for their homes until they are notified to return. The Lockdown regulations states that individuals will not be allowed to leave their homes except under strict controlled circumstances, such as to seek medical care, buy food, medicine and other supplies or collect a social grant. By implication, this means that students will not be allowed to leave their rooms except for the exceptions listed above if they remain in residence and it is clearly in the best interest of students to leave for their homes.

The only consideration for permitting students to remain in residences will be for international students who are unable to return to their countries due to the closure of borders.

Students who wish to make an application to remain in residences are obliged to file such an application through their relevant Residence Officer or House Parent, by completing the required administrative and approval process. *(It must be noted, that their stay on campus will not have additional financial implications (thus no additional residence fees will be charged at present)).*

Students who have obtained the necessary approval to remain in residence **must sign an agreement stipulating their adherence to this protocol as well as to the guidelines** and directives issued by the University Management Committee, and also those that will develop as time passes and the situation changes.

Students who remain in residence, must at all times strictly adhere to the following protocols that will be in effect from Thursday 19 March 2020. Given the extremely serious circumstances which these protocols attempt to address, the non-adherence to them will be viewed in a very serious light and will lead to disciplinary measures and a complete shutdown of the residence in question, with the remaining students being asked to vacate the residences.

Residence Student Protocols - Recess Period and On Line-Academic Period

- 3.1. Students remain subject to the NWU Student Disciplinary Policy.
- 3.2. NO VISITORS may be received at any times. Such visitors include all members who do not form part of the specific residence.
- 3.3. Students will only have access to residences through the residence turnstiles (front doors and other access points will be locked).
- 3.4. Depending on the number of students still remaining in the residence, designated kitchen and bathroom facilities will be indicated within each residence, with an increased cleaning and sanitation process implemented.

- 3.5. Only students who have completed the relevant approval process to remain in residences (as indicated above) will have access to their residence (through their access cards and turnstiles). Protection Services will be requested to de-activate the access cards of all residence students who have not completed the approval process.
- 3.6. Residence students must keep a record of other persons and places (outside the residence – i.e., when traveling to town, university facilities, etc.) they come into contact with (This will enable a tracking process in the event that such a student might become infected with the COVID-19 virus.).
- 3.7. Students who have been permitted to remain in residences must take care in continuing to observe the general rules of “social distancing”, personal hygiene, and “sneezing etiquette.”
 - 3.7.1. Students sharing double rooms are also requested to observe the above-mentioned practices, and minimize any possible personal contact.
 - 3.7.2. Students should observe the one metre space prescript between them at all times
- 3.8. Residence students may be required to move to another room in another residence.
- 3.9. A check-in process will be implemented at all campus gates, using a comprehensive list of all students who indicated that they will remain in residence. Students who are not on such lists, will not be able to access campus, nor their residence.
- 3.10. No gatherings of any nature in the residences or on campus are allowed.
- 3.11. Washing of hands with sanitisers provided throughout the residences should be done on a regular basis.
- 3.12. Students who experience flu-like symptoms should report to their House Parents and then follow the procedure as described more fully under paragraph 5.

4. Dining Halls and Cafeterias

All dining halls, cafeterias and kiosks will be closed during the lockdown period.

5. In the event of possible infection

The flow diagram on <http://www.nwu.ac.za/covid-19-flowchart> illustrates the actions required when a student or staff member believe that they are infected.

6. Bus Services

No bus services on the Vanderbijlpark campus will be in operation during the lockdown period while a limited service, depending on the number of students in the off-campus residences from 17 April 2020, will be in operation. When scheduling the limited bus service, the number of seats per trip will be limited to only 50% of the bus capacity with clear instructions that passengers should observe the one meter space when taking up their seats. No standing room will be available.

7. Storage of Belongings

Belongings of students will not be stored centrally and should be locked away in the rooms when leaving the residences. The University accepts no responsibility for the safekeeping of the belongings of students and it is strongly recommended that students take their personal belongings with them. Fridges and microwaves may be left in the rooms at the students' own risk. Security Services will be deployed at the residences at all times as usual during recess and the academic period.



COVID-19 APPLICATION & APPROVAL PROCESS

SPECIAL APPLICATION TO RESIDENCE: _____

The University Management Committee [UMC] decided that the risks of contracting and spreading the *Covid-19* virus amongst residing students are too high and for their own safety, all residence will close and students **MUST** leave for their homes until they may return. Residing students may apply to remain in a campus residence only if they comply with the following criteria:

	International students who are unable to return to their countries due to the closure of borders may apply for permission to remain through the Global Engagement office (International office).	
--	---	--

As indicated above, I hereby apply for the special COVID-19 residence accommodation until 17 April 2020, or a later period if there are new developments. I undertake and agree to adhere to the guidelines and directives issued by the University Management, and those that will develop as time passes and the situation changes. I do this COVID-19 special application to reside in a NWU residence, in full acknowledgement of the set rules, and agree to abide strictly thereto.

FULL NAMES: _____

SURNAME: _____

STUDENT NUMBER: _____ **CELL PHONE:** _____

E-MAIL: _____

REASON FOR REQUEST: _____

SUPPORTING DOCUMENTS: _____

APPLICANT

DATE

COVID-19 ACCOMODATION APPROVAL:

HOUSE PARENT

RESIDENCE OFFICER

DATE

NAME: _____

NAME: _____

NON-APPROVAL REASON: _____
