

Protocol to be followed for excursions linked with student events, required practical work, work-integrated learning, service learning and student placement of any kind

Approved by the Covid-19 RT for recommendation to UMC on 10 March 2021

As a result of the developing pandemic of COVID-19 disease (caused by the new coronavirus SARS-CoV2), it is necessary to monitor and manage student excursions, work-integrated learning activities and placements of students in any type of practice-based environment.

Unnecessary excursions and placements are strongly discouraged at this time, but where 3rd or 4th year students need to participate in any such activities in order to successfully complete their modules, the following guidelines must be adhered to.

GUIDELINES

Excursions, placements, WIL, SL and events are hereafter referred to as **activities**, and must be clearly defined within the project plan. Such activities relate solely to the completion of the relevant academic programmes or modules.

1. Activity coordinator(s)

- 1.1. Each activity will be coordinated by a staff member(s) who forms part of the permanent staff cohort of the relevant Faculty or school or from the Sustainability and Community Impact Office, whichever is relevant.
- 1.2. The activity coordinator(s) remains the responsible party for ensuring adherence to these guidelines, and the subsequent project plans.

2. Activity Monitoring Officer

- 2.1. An activity monitoring officer is appointed for each activity.
- 2.2. The activity monitoring officer must be a staff member of the University, and may not be a student.
- 2.3. The activity monitoring officer, in collaboration with the event coordinator(s), must ensure that the relevant protocols and legislation are adhered to prior to the commencement of the excursion, placement or event.
- 2.4. Where required, the activity monitoring officer must receive the necessary training from the Campus Occupational Health and Safety (OHS) office.
- 2.5. The Faculty or School concerned must be able to ensure that there will be adequate supervision at all times during the course of the activity, overseen by the activity monitoring officer.
 - 2.5.1. Such supervision can be facilitated in collaboration with a member of staff of the host facility (as identified by the host facility), working with the monitoring officer and activity coordinator(s).

3. Application and approval

- 3.1. Each activity must be supported by a project plan which indicates the necessary measures put in place to ensure adherence to these guidelines and subsequent OHS guidelines related to COVID-19.
- 3.2. The project plan must provide a motivation substantiating the need for the activity through a face-to-face, or contact-mode, and must be supported by the relevant School Director.
- 3.3. The project plans must be approved by the relevant Executive Dean, and tabled at the COVID-19 Response Team for noting.

4. Participant records management

- 4.1. In accordance with the relevant national legislation and University policies on the management of personal information, a register of all participants involved in the activity must be compiled and maintained by the activity coordinator, and submitted to the relevant Campus OHS office following the conclusion of the activity.

4.2. The following relevant data must be recorded:

| Participant information | |
|-------------------------|---|
| 1. | Name and surname |
| 2. | Contact number |
| 3. | Emergency contact number for participant |
| 4. | Student / Staff number |
| 5. | Result(s) of COVID-19 daily screening (<i>Green/Red Token and reference number</i>) |
| 6. | Pre-screening data completed prior to departure/participation on/in excursion, placement or event |
| 7. | Completed personal information form |

4.3. All Staff and Students who participate in the activity must complete the NWU Health Screening Questionnaire (via the dedicated NWU App) and had undergone temperature screening each morning for the duration of the activity.

4.4. Only those with proof of a Green Token and dated sticker issued by campus security may be allowed to participate on each allocated day.

4.4.1. The green tokens are to be registered as such on the records of the participants.

5. Personal Protective Equipment

5.1. All participants must be equipped with the necessary Personal Protective Equipment (PPE) prior to commencement of the activity.

5.2. The necessary sanitation equipment and products must be provided by the Faculty/School to the participants prior to the commencement of the activity.

5.3. Where participants do not have their own PPE (or sufficient PPE) to partake in the activity, the Faculty/School must provide such.

6. Transportation

6.1. Procedures for transportation to and from the facility concerned must adhere to the relevant COVID-19 protocols and legislative prescriptions, regardless of whether internal or external service providers are used (including instances where participants might share private vehicles).

6.2. Participants must be informed in advance of the relevant transportation arrangement and associated risks.

6.3. In the event that an external transportation service provider is used, the necessary certificates and proof must be provided by the service provider indicating their adherence to the relevant COVID-19 legislation and protocols.

7. Disciplinary action and adherence

7.1. Staff and students participants remain responsible for adhering to the relevant COVID-19 rules and legislations whilst partaking in the activity.

7.2. This responsibility towards adherence extends throughout the entire duration of the activity, thereby including both during teaching and learning activities, and after hours activities.

7.3. Staff and students remain subject to the relevant disciplinary measures in effect at the time of transgression.

7.4. Where a transgression is reported by either NWU or host facility, such must be reported to the Executive Dean of the Faculty concerned, as well as to the relevant Campus OHS Committee.

7.4.1. A complete report must be compiled and made available to the relevant Campus OHS officer of the Faculty for tabling at Campus OHS Committee.

8. Personal awareness form when participating in a NWU practical / WIL/ SL/ excursion/ placement opportunity

8.1. The NWU has indemnity insurance in place (through TERISA and Marsh Africa) which indemnifies the university against losses in all instances of sanctioned university business. This is annually updated in the office of the Executive Director: F&F, and budgeted and paid for. Therefore it is identified as a risk if employees of the NWU or its students sign additional indemnities as this is likely to make the indemnity insurance policy unresponsive.

8.2. It is therefore advised that a personal awareness form must rather be completed and signed by Students participating in any of the mentioned activities, prior to the commencement of the activity.

- 8.3. Copies of these forms must be submitted to the relevant Deputy Dean: Teaching and Learning for noting.
- 8.4. The personal awareness form must clearly indicate to the participants:
 - 8.4.1. the importance of adhering to all protocols associated with the excursion (possibly with travel) and/or participation in a learning activity, practical or otherwise, on or off campus, during the COVID-19 period;
 - 8.4.2. the voluntary nature of the activity;
 - 8.4.3. the possible consequences of non-participation (in terms of successful completion of a module) in a formal activity that forms part of a module of a programme (e.g. laboratory work, WIL etc.); and
 - 8.4.4. the relevant protocols that participants must adhere to whilst partaking in the activity.
- 8.5. The NWU retains the responsibility to ensure that the host facility is aware of the content of this form, and the University's expectations that all COVID-19 regulations must be observed at the facility throughout the duration of the activity.
- 8.6. The host facility remains legally responsible for the monitoring of the implementation of all COVID-19 regulations during the participation at the facility.

9. Contact tracing and disclosure of personal information

- 9.1. The NWU reserves the right to share the required information of the relevant participants in the event that a participant(s) to the activity contracts the COVID-19 virus.
- 9.2. Disclosure of such information may only be done for the purposes of contact tracing, and remain subject to relevant legislation regarding the management of personal information.
- 9.3. In the event that contact tracing is required due to an outbreak occurring during or due to the activity, such must be reported to the Faculty OHS representative and relevant Executive Dean.

It is to be noted that the Faculty of Health Sciences indicated approval of the protocols for once-off excursions, but not for daily Work Integrated Learning (WIL) placements of Nursing students where Memoranda of Agreements (MoAs) and Standard Operating Procedures (SoPs) regarding COVID-19 protocols and procedures are already in place with external partners. Where such are relevant, the requirements of the MoAs and SoPs must be adhered to.

Approved by the Covid-19 Response Team on 4 March 2021.