

13.09.2021

Generic Guidelines: Student Life and Residence & Catering Environment

As part of the interim measures and directives implemented by the University Management Committee (UMC) on the 16th of 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 and wellness of its students and staff and these measures are in response and in addition to all the regulations gazetted by the Minister of Cooperative Governance and Traditional Affairs, the latest published on 12 September 2021. These measures demonstrate NWU's commitment towards ensuring that the 2021 academic year continues effectively in a safe and conducive way.

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. These protocols and guidelines are established to contribute to this condition. **This document replaces the guidelines dated 26 August 2021 in its entirety.**

2. Residences

Students who have returned to the campus/residences **must accept this entire protocol and sign a new acceptance page as indication of their acceptance of the revised conditions**, and those that will be developed as time passes and the situation changes. Students who are sharing rooms, also agree to continue to share their rooms which were allocated to them, adhering to the specific health and safety measures introduced for those in shared rooms.

Students who reside in residences, must always strictly adhere to the following protocols that will be **in effect from Tuesday, 14 September 2021**. Given the extremely serious circumstances which these protocols attempt to address, the non-adherence to these protocols will be viewed in a very serious light and will lead to disciplinary measures.

Residence Student Protocols

- 2.1. Students remain subject to the NWU Student Disciplinary Policy. These protocols complement the residence rules and wherever a contradiction between the two sets of rules occur, these protocols will apply as priority.
- 2.2. VISITORS to residences will be allowed under the following conditions and rules:
 - 2.2.1. Visitation must be managed and controlled by Protection Services in co-operation with the House Parent and the responsible House Committee (HC) member who will act as compliance officers. The compliance officers must ensure that these guidelines and protocols are adhered to.
 - 2.2.2. No visitation in rooms is allowed due to the confined space.
 - 2.2.3. Visitors must sign a visitors' register which includes the visitor's student number, name and surname and mobile number. House Committees must ensure the availability of a Visitor's Register. The register must be reviewed on a regular basis and must be accessible by Protection Services personnel for easy access to information contained in the visitor's register.
 - 2.2.4. Visitors must wear masks, sanitise their hands before entering the residence and maintain a social distance of at least 1.5m between the resident student and the visitors at residences at all times during the visit. Only the identified and Hazard Identification and Risk Assessment (HIRA) approved spaces may be utilized.
 - 2.2.5. Visitors must leave the residence and sign out the visitor's register at least 30 minutes before the commencement of the residence curfew as per clause 2.4 of this protocol.
 - 2.2.6. Overnight visits to family and friends are strongly discouraged due to the risk of possible COVID-19 infection such visits carry upon returning to the residences.
 - 2.2.7. Visits to House Parents, Residence Officers or House Committee members must be limited and WhatsApp messages or e-mails should rather be used.
- 2.3. Meetings of students are allowed in terms of the latest National Regulations as published on 12 September 2021. Academic work groups may utilise recreation halls within residences, keeping to the maximum number of persons as indicated on the HIRA certificate for the particular venue. All visitors to residences for these purposes must be registered students with access to the Campus concerned.
- 2.4. Residence students who arrive at the main gates between 23h00 and 04h00 to leave or enter the campus, will be contravening these protocols and their details will be recorded by Protection Services for the purpose of instituting disciplinary action. During this daily curfew period, residence students are confined to their residence buildings. In the event of a medical emergency the House Parent and/or the Campus Health Care Centre must be contacted.

- 2.5. Residence students must complete a compulsory Covid-19 Pre-Screening test on a daily basis and attend the compulsory daily temperature screening by HC members to ensure that their access cards remain active. Failing to do this will result in the blocking of the student's access card resulting in no access to the residence. Students who exhibit any Covid-19 symptoms will be assisted in line with the Standard Operating Procedures (refer to par 4 below) that have been developed for infection control measures. Such students MUST, without delay, report these symptoms to the House Parents, the Campus Health Care Centre and relevant House Committee members for further assistance. Campus Control and Protection Services must also be informed.
- 2.6. All residence students must attend a training session where their presence will be recorded as proof of attendance.
- 2.7. Very limited contact classes will be offered on the campuses and students in residences will be required to observe the latest national regulations, published on 12 September 2021.
- 2.8. Students will be allowed to visit the campus libraries, computer laboratories and other specialised laboratories during the day as arranged by the Faculties in line with the applicable regulations and protocols.
- 2.9. Students will only have access to residences through the residence turnstiles (front doors and other access points will be locked) or other access point where access control is available.
- 2.10. Depending on the number of students in the residence, designated kitchen and bathroom facilities will be indicated within each residence, with increased cleaning and sanitation processes implemented.
- 2.11. 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. Such information will allow for the contact tracking and tracing process in the event that such a student might become infected with the Coronavirus or may have been in contact with infected persons.
- 2.12. Students who remain in residences must continue to observe the general rules of mask wearing, “social distancing”, personal hygiene and “sneezing / coughing etiquette.”
 - 2.12.1. Students sharing double rooms are to observe the above-mentioned practices and minimize any possible personal contact.
 - 2.12.2. Students must always observe the one-and-a-half (1.5) meters space prescript between themselves.
 - 2.12.3. Cloth masks covering the nose and mouth is compulsory and must be worn at all times while the students are outside of their rooms.
 - 2.12.4. Avoid any physical contact such as hugging or shaking of hands.
 - 2.12.5. Wash your hands regularly and at least EVERY time you visit rest rooms and other places used by other students frequently.
- 2.13. Residence students may be requested to move to other rooms depending on the situation on the campus or in the particular residence. Students will remain in their allocated rooms unless any current practical arrangements require them to be moved. Double rooms will be occupied as normal and the placement of students will be managed by the Residence Management and SCCs on campus.
- 2.14. A thorough check-in process will be enforced using the students' access cards at all campus gates and entrances to the residences which will be activated for registered and residence students only.
- 2.15. Residence activities of students, as approved by the relevant structures and in line with the National Regulations, will be permitted in the residences and on campus. These activities may not be held during the daily curfew period between 23h00 and 04h00. “Braais” in the braai areas are allowed within the approved protocols and OHS regulations and limited to the number of people as prescribed by the prevailing National Regulations. The number of people allowed in a venue must adhere to the HIRA certificate for that venue. The use of alcohol, provided through NWU facilities are allowed at the “Braai”. Hubbly Bubblys are not permitted during the “Braai”.
- 2.16. NO ALCOHOL WILL BE PERMITTED IN THE RESIDENCES OR ON CAMPUS UNLESS PROVIDED THROUGH NWU FACILITIES UNDER THE APPROVED CONTROLLED REGULATIONS AND LIQUOR LICENSES.
- 2.17. Students who experience flu-like or any Covid-19 symptoms should report this to their House Parents, Campus Clinic and their House Committee members and then follow the procedure as described more fully under paragraph 4. A suspected case should self-isolate immediately and avoid all further contact with anybody else to minimise all further risks.
- 2.18. Students who share a room should be extra diligent in observing the safety protocols. Cloth masks must be worn when interacting with each other while in the room together. Sanitising of hands and commonly used surfaces, such as the door handles, kitchen surfaces, shared bathrooms and common living areas should be cleaned regularly. Additional hand sanitizers will be made available for the sharing rooms and placed in commonly used areas. Any available ventilation must be ensured, such as opening of windows where available.
- 2.19. Computer rooms must be managed with the necessary compliance to the OHS protocols and a booking system must be utilised. A sanitisation routine must be performed at regular intervals after the computer room was used by students and / or staff members.

3. Dining Halls, Cafeterias and Food & Beverage Facilities

Access Control

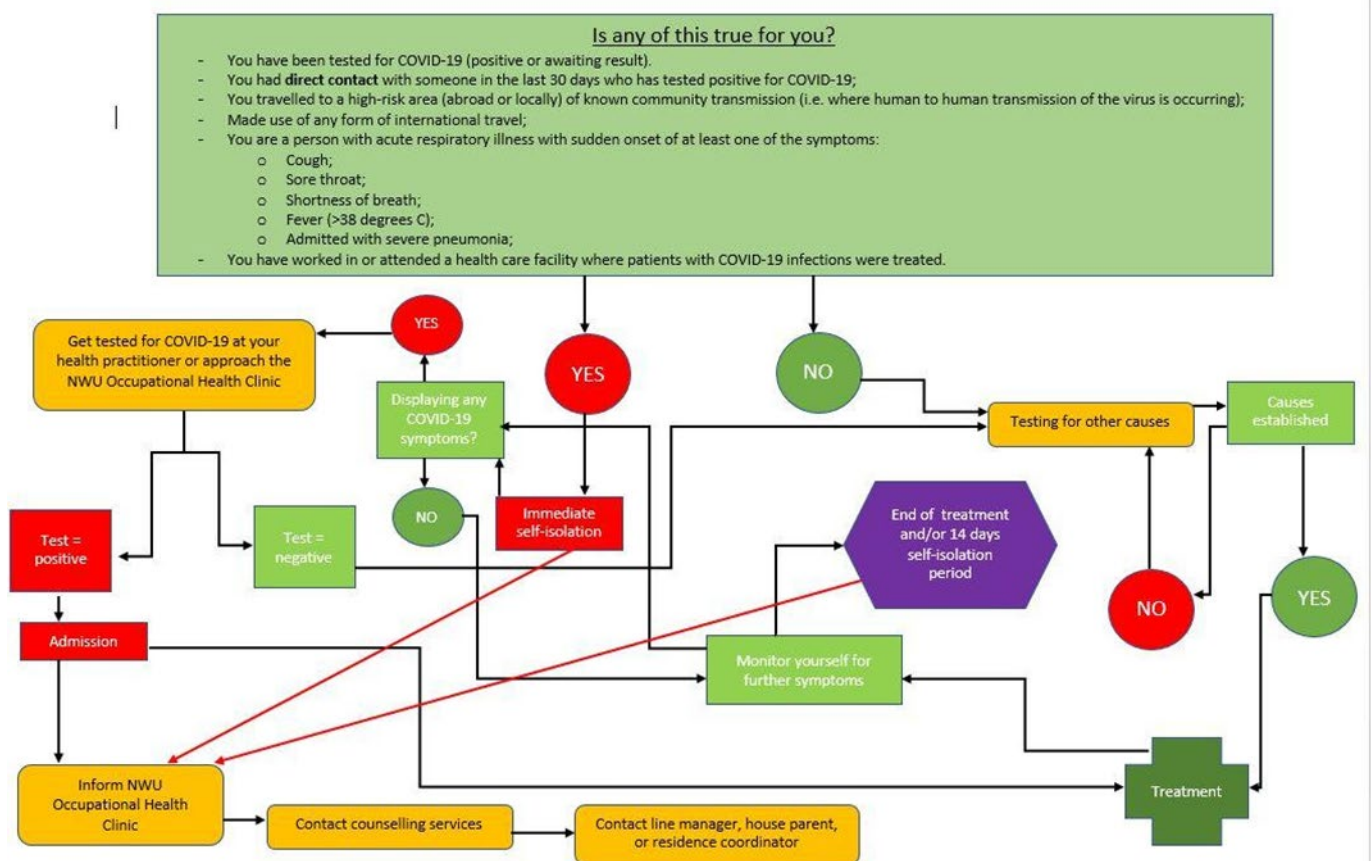
- 3.1 Entrances to all dining halls, cafeterias, and food & beverage facilities will be equipped with hand sanitisers and catering staff members working at such facilities will be required to ensure that students and staff members (customers) who enter the

facilities sanitise their hands before entering. Catering staff are required to monitor the usage of hand sanitisers before the venues are entered.

- 3.2 Sit down facilities at these venues will be limited in accordance with social distancing protocols and food will also be provided on a takeaway basis at selected venues. The delivery of food to residences and offices is in place and may be accessed through the link <https://bit.ly/2YeIYmz>
- 3.3 Social distance is to be observed inside the dining halls, cafeterias and food & beverage facilities at all times with at least one-and-a-half (1.5) meters between individuals. Signs will be placed in all the areas indicating the requirement to observe the social distancing.
- 3.4 Managers responsible for the venues will observe the available space when allowing customers into the venues and when it becomes clear that the maximum audited capacity has been reached, no further entrances will be allowed.
- 3.5 Customers who queue for food and drinks will need to observe the one-and-a-half (1.5) meters space requirement in front of the food and bar counters – posters and signs will be placed to alert customers and staff will be instructed to address the non-adherence to the required protocol.
- 3.6 The operating dates and available facilities will be reviewed and adjusted based on the needs of students and staff who remain on the campuses.
- 3.7 The food deliveries for all prepared food orders will be managed under strict protocols and this may include students collecting food at the entrance of the residence or building where it is delivered.

4. In the event of possible infection

The following flow diagram illustrates the actions required when a student or staff member believes that they are infected.



5. Bus Services

Arrangements for the bus services on the Vanderbijlpark campus will be made depending on the number of students in the off-campus residences. 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-and-a-half-meter space when taking up their seats. No standing room will be available.

6. Health Care Contacts Details

Mahikeng Campus
Health Care Centre, Building B6
Tel: (018) 389 2907
Fax: (018) 389 2034

Potchefstroom Campus
Health Care Centre, Building E16
Tel: (018) 2994345/2994372
Fax: (018) 2994291

Vanderbijlpark Campus
Health Care Centre, Building 25
Tel: (016) 910 3163
E-mail: 23544260@nwu.ac.za

GENERIC GUIDELINES: STUDENT LIFE AND RESIDENCE & CATERING SERVICES ENVIRONMENTS
DATED 13 September 2021, EFFECTIVE FROM 14 September 2021.

I, _____
Full Name and Surname

Student number

Residence

Room Number

Unique Bed Number [UBN]

understand the above-mentioned protocols and accept the responsibility it places on me to adhere to all the health and safety requirements. I understand that the protocols have been devised and are implemented to keep all the students, staff, and other parties on the NWU premises safe. I further understand that if I am placed in a shared room this places an even higher responsibility on me to adhere to all the safety protocols to keep my roommate and myself safe.

Signature

Date