

NWU Student Life

GUIDELINES FOR STUDENT LIFE FUNCTIONS AND SOCIAL ENGAGEMENTS

1 Interpretation

These guidelines must be applied in a manner that is consistent with –

- 1.1 The Statute of the North-West University (2021);
- 1.2 The Policy on Student Discipline (2019);
- 1.3 The Disaster Management Act 57 of 2002;
- 1.4 National legislation, directives and restrictions enacted as part of the management of the COVID-19 pandemic;
- 1.5 Protocols, rules and guidelines of the University put in place as part of the management of the COVID-19 pandemic; and
- 1.6 Other policies, rules and guidelines of the University which could find relevance.

These guidelines are read together with the *Generic Guidelines on Student Life and Residence and Catering Environment* as approved by the COVID-19 Response Team from time to time, with the necessary exemptions applying as indicated in these guidelines.

Any transgression of these guidelines will be subjected to the disciplinary processes of the University.

2 Purpose

These guidelines aim to provide a functional framework which enables the planning, approval and execution of Student Life functions and social engagements which are controlled and well monitored, contributing towards the creation of a vibrant Student Life environment amidst the ongoing COVID-19 pandemic, in a manner which remains safe and responsible for those involved.

3 Scope of application

- 3.1 These guidelines as approved by the COVID-19 Response Team apply to approved functions and social engagements hosted by Student Life within the Residence Life and Student Leadership and Governance environments.
- 3.2 These guidelines apply to functions and/or social engagements attended by registered students of the University and hosted at on- and/or off-campus premises, not limited to premises owned and/or controlled by the University.
- 3.3 Functions and/or social engagements which have not received the necessary approval as provided in these guidelines are prohibited, and those participating in such prohibited functions and/or social engagements will remain subject to the disciplinary processes of the NWU.
- 3.4 The guidelines apply to the following periods:
 - 3.4.1 11 October 2021 – 13 November 2021; and
 - 3.4.2 09 – 15 December 2021.
- 3.5 Functions and/or social engagements as provided for in these guidelines hosted outside the periods provided above, are prohibited.

4 Limitations and restrictions

Functions and social engagements hosted in accordance with these guidelines are subject to the following limitations and restrictions:

- 4.1 Attendance in such engagements remains subject to the prevailing national restrictions on the gathering of persons at both indoor and outdoor spaces, informed by the relevant national Lockdown Alert Level.
- 4.2 Attendees to such functions and social engagements are restricted to full-time registered contact students of the NWU enrolled for a programme leading to a qualification, as well as staff employed by the University.
- 4.3 Attendance and participation in the functions and social engagements is strictly voluntary.
- 4.4 In accordance with the principle of an ethic of care, these guidelines seek to enable the limitation of possible serious consequences of illness associated with contracting COVID-19, and are part of mitigation measures for risks associated with larger gatherings and the creation of *super spreader events*.
- 4.5 The relevant restrictions and protocols related to health and safety, social distancing, wearing of face masks and frequent sanitation apply, both as instated by the Government and adhered to by the NWU.
- 4.6 No members external to the NWU, other than the staff of approved service providers, may attend the functions and social engagements.
- 4.7 Functions and social engagements may only be hosted within the provided periods as indicated in para. 3.4 above, commencing only after 16:30, and concluding one hour prior to the commencement of the national curfew hour.
- 4.8 The sale and consumption of liquor at the functions and social events will be permitted in accordance with national legislations pertaining to the sale and consumption of alcohol.
 - 4.8.1 Further limitations may be instated by the event organiser to limit the sale and consumption of alcohol during such functions and social engagements.
 - 4.8.2 The procurement, sale and distribution of alcohol during such functions and social engagements hosted on campus-owned and/or controlled premises may not be provided by students or student leaders, but may be provided for by the department of Business and Enterprise Development, or an external service provider, subject to the relevant legislative processes being complied with regards to the selling of alcohol.

5 Rules

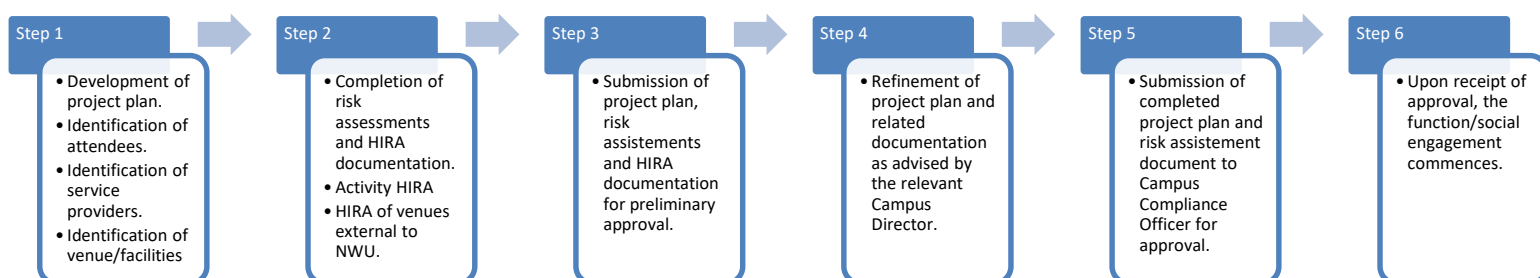
- 5.1 A complete attendance register of all attendees, both staff and students, must be kept for each function and/or social engagement.
- 5.2 A practical process must be instated for each function and/or social engagement to determine prior to the event the number of attendees expected during the function or social engagement.
- 5.3 Each function and/or social engagement must be approved in accordance with the approval process provided for in paragraph 6 of these guidelines.
- 5.4 A screening process for all NWU attendees must be implemented for the function and/or social engagement, which includes the recording of the attendee's:
 - 5.4.1 Name and surname;
 - 5.4.2 Student or staff number;
 - 5.4.3 Temperature screening;
 - 5.4.4 The reference code of the green token issued to the attendee via the DIY Self-Screening App; and
 - 5.4.5 A contact number for each attendee.
- 5.5 The COVID-19 related protocols must be adhered to at all times during the function and/or social engagement:
 - 5.5.1 Wearing of cloth face masks covering the nose;
 - 5.5.2 Observing and maintaining a social distancing of at least 1.5 meters; and

- 5.5.3 Frequent hand sanitation and hygiene of attendees during the course of the function and/or social engagement.
- 5.6 It is encouraged that such functions and/or social gatherings be hosted at outdoor spaces, which may be combined with an indoor venue(s), within the relevant capacity restrictions as indicated in the national directives and guidelines applying.
- 5.7 Live entertainment may be provided during the function and/or social engagement, provided that it remains within the prescripts of these guidelines.
- 5.8 Dancing during the functions and/or social engagements is permitted, provided that it occurs at an outdoor space, therefore not occurring within an indoor space.
- 5.9 Each function and/or social engagement must have an identified events compliance officer, who must be a staff member, supported by additional COVID-19 Compliance Buddies who may be students, with a ratio of one (1) COVID-19 Compliance Buddy per forty (40) attendees.
- 5.10 Meals served during the functions and/or social engagements must be individually pre-packaged and served to attendees in a manner which allows for the observing of the relevant COVID-19 protocols.
- 5.11 No hubblys/hookah pipes/nargiles are permitted at the functions and/or social engagements.
- 5.12 An outdoor designated smoking area can be identified for each venue where the function and/or social engagement is hosted.
- 5.13 Preference should be given to hosting the functions and/or social engagements on University owned and/or controlled premises which are suitable, in consultation with the Department of Facilities Management.
- 5.14 Catering and meal provisioning can be provided by an internal or external service provider, provided they adhere to the national legislation and directives, including these guidelines.
- 5.15 Each Campus Compliance Officer may in consultation with the relevant Campus Director: Student Life develop suitable mechanisms to manage the availability and use of venues on the relevant Campus and within the relevant city to ensure that those student groups hosting functions and/or social engagements are presented with fair and equitable opportunities as it pertains to venue availability.

6 Planning and approval process

6.1 General

- 6.1.1 Each function and/or social engagement planned and hosted must be approved by the relevant Campus Compliance Officer, prior to the commencement of the function and/or social engagement.
- 6.1.2 Each Campus Compliance Officer must issue a written letter confirming the approval of the function and/or social engagement.
- 6.1.3 An events coordinator and events compliance officer must be identified for each function and/or social engagement hosted by a student group, with these roles performed by a staff member of the University with the possibility of one individual performing both roles.
- 6.1.4 The following planning and approval steps are provided:



6.2 STEP 1: Development of project plan

- 6.2.1 Project plan must be developed for each function and/or social engagement.
- 6.2.2 The project plan must identify:
 - 6.2.2.1 The expected attendees to the function and/or social engagement.
 - 6.2.2.2 The desired venue or facility where the function and/or social engagement will be hosted.
 - 6.2.2.3 The event coordinator, event compliance officer, and the COVID-19 Compliance Buddies.
 - 6.2.2.4 The timeline of the event itself (*programme of events*), including start and end time, progression of the programme, set-up time and cleaning-up process.
 - 6.2.2.5 The Standard Operating Procedure which indicates the COVID-19 compliance protocols and access management protocols.
 - 6.2.2.6 The format of the function and/or social engagement.
 - 6.2.2.7 Envisaged service providers and entertainment, including meal and alcohol provisioning if applicable.

6.3 STEP 2: Completion of Risk Assessments and HIRAs

- 6.3.1 Each project plan must be subjected to a risk assessment – known as the *activity HIRA* – completed by the event compliance officer in consultation with the relevant Campus Occupational Health and Safety Representative.
- 6.3.2 The venue or facility where the function and/or social engagement will be hosted must be subjected to a risk assessment and have a HIRA completed, prior to the submission of the project plan.
- 6.3.3 Where campus owned and controlled premises are used, Facilities Management must assist in ensuring that the relevant risk assessments and HIRAs are completed.
- 6.3.4 In the event that off-campus venues are utilized, such venue owners must submit proof of their risk assessments and HIRAs, prior to approval being granted. Should such not be available or obtainable, the venue cannot be used to host the function and/or social engagement.

6.4 STEP 3: Preliminary approval

- 6.4.1 Following completion of steps 1 – 2, the project plan and supporting documentation must be submitted to the relevant Campus Director: Student Life for review and preliminary approval.
- 6.4.2 The purpose of this review and preliminary approval is to ensure that the relevant information has been included in the project plan and that the necessary risks assessments have been included and adhered to.

6.5 STEP 4: Refinement

- 6.5.1 Should the documentation and planning provided not sufficiently address the requirements of national legislation, University policies and rules, and these guidelines, the documents must be referred back to the events coordinator by the Campus Director: Student Life, with advise on relevant matters still requiring attention.
- 6.5.2 Only after the relevant matters indicated during the review process have been addressed, can the relevant documentation be submitted to the Campus Compliance Officer by the relevant Campus Director: Student Life.

6.6 STEP 5: Approval

- 6.6.1 Following completion of steps 1 – 4, the documentation must be submitted by the relevant Campus Director: Student Life to the relevant Campus Compliance Officer.
- 6.6.2 Should approval be granted for the event, a written letter must be issued confirming the approval of the function and/or social engagement, and indicating any other restrictions and/or limitations as required by the Campus Compliance Officer.

6.7 Reporting

Following conclusion of the function and/or social engagement, a summative report must be submitted to the relevant Campus Director: Student Life by the event coordinator and event compliance officer, reporting on the execution of the event and adherence to the project plan and these guidelines.
