

20.03.2020

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.

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. Teaching and learning activities will continue on 15th April 2020. However, teaching and learning will be conducted through an online mode via eFundi from 15th April to 30 April (NWU *communiques: 17 March 2020: Urgent arrangements (staff and Students): Covid-19*).

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.

Amongst others, the following considerations would be taken into account for permitting students to remain in residences:

1. 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).
2. Postgraduate students and postdoctoral fellows who have ongoing laboratory experiments that cannot be discontinued may apply for permission to remain in residence and/or on campus with a motivation from the supervisor/promoter to be submitted to the Executive Dean or Deputy Dean: Research.
3. Student leaders who present a motivation in regard to the necessity of their presence at a particular campus, signed by the SCC Chairperson, the Student-Life Campus Director and the Campus DVC.
4. Fourth year nursing students who attach a confirmation from the Executive/Deputy Dean requiring them to remain in residences.
5. Working students who present confirmation from their Executive Directors of reasons for needing to remain in residences.

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 remain in their allocated rooms, and are not required to vacate such, or move to another room.
- 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

Access Control

Entrances to all dining halls and cafeterias will be equipped with hand sanitisers and staff will be required to ensure that students and staff members (customers) who enter the facilities, wash their hands before entry. Seating arrangements will be organised so that a one-meter space is observed between of customers. Signs will be placed in the sit down areas indicating the requirement to observe a one meter space between customers. Managers on the dining hall and cafeteria floors will observe the available space when allowing customers into the venues and when it becomes clear that overcrowding is taking place, no further entrances should be allowed. Customers who queue for food will need to observe the one-meter space requirement in front of the food counters – signs will be placed to alert customers and staff will be instructed to address the non-adherence to the protocol. The operating dates and available facilities will be reviewed and adjusted based on the needs of students and staff who remain on the campuses.

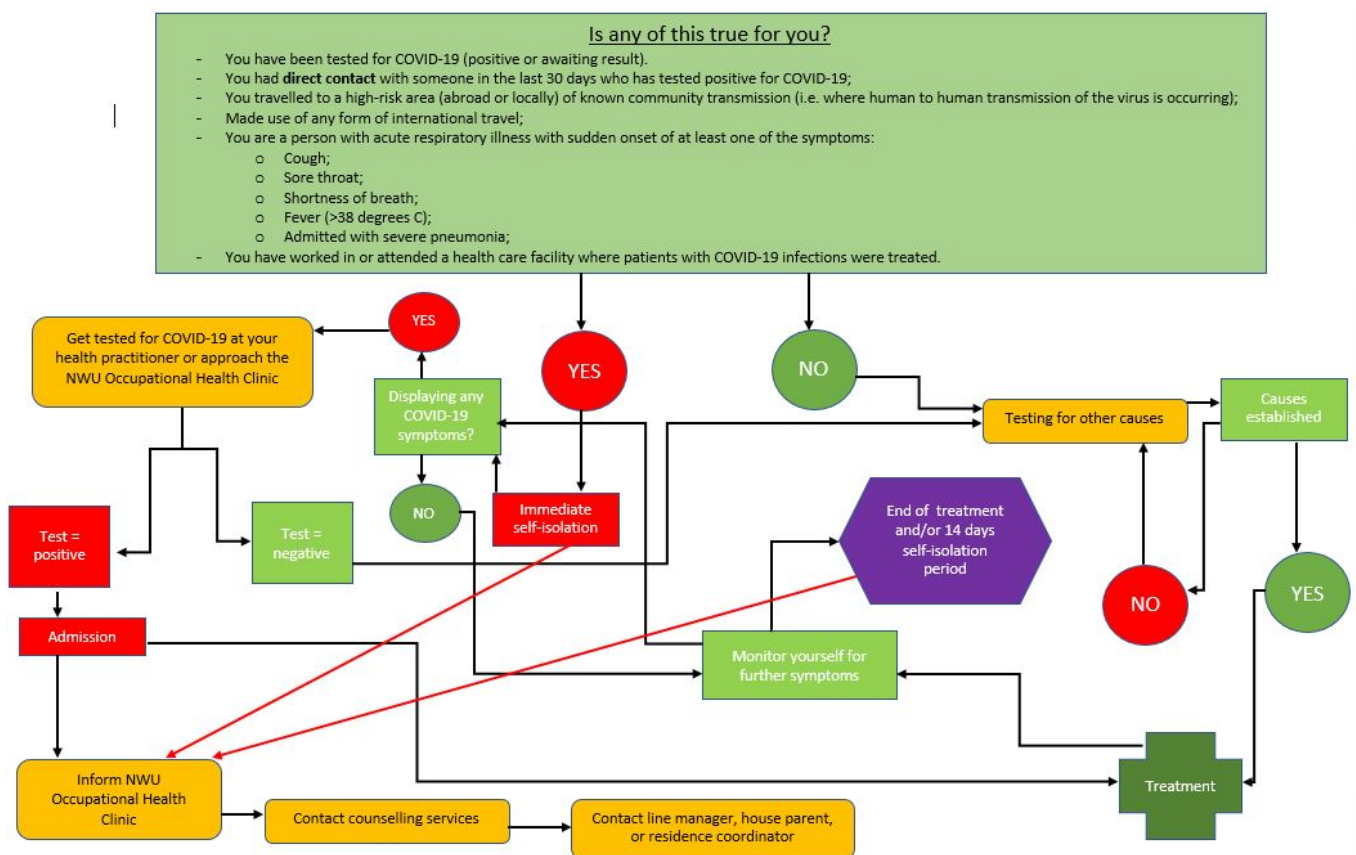
The following dining halls and cafeterias/kiosks will operate during the periods as indicated, where students will be able to purchase meals.

	Building Number / Name	Operating Dates and Hours
1.	PC: Voorhuis Dining Hall	Closed from 18 Mar 2020 to 14 Apr 2020 Open from 15 Apr 2020 Open from 15 Apr 2020 for all meals
2.	PC: Dampad Dining Hall	Closed from 18 Mar 2020 to 14 Apr 2020 Open from 15 Apr 2020 for all meals
3.	PC: De Wilgers, Minjonet and Oosterhof Dining Halls	Closed from 18 Mar 2020 until further notice
4.	PC: Klipoog Cafeteria	Open – 7h30 to 19h00 daily except Sundays and Public Holidays
5.	PC: Kiosks 1&2	Open – 7h30 to 19h00 daily
6.	PC: Kiosks at Ampie, Engineering and Internet Cafe PC: Ferdie's Coffee shop and Purple Cherry Coffee Shop	Closed from 18 Mar 2020 to 14 Apr 2020 Open from 15 Apr 2020
7.	PC: Drakenstein	Closed from 18 Mar 2020 to 14 Apr 2020 Open from 15 Apr 2020
8..	VC: Student Centre	Open from 18 Mar 2020 to 14 Apr 2020 Weekdays 07h30 to 16h00 Open from 15 Apr 2020 Weekdays 07h30 – 18h00

9.	VC: Oewerspens	Open from 18 Mar 2020 to 14 Apr 2020 Weekdays 07h30 to 16h00 Open from 15 Apr 2020 onwards
10.	VC: Campus Kiosk Building 12	Closed from 18 Mar 2020 to 14 Apr 2020 Open from 15 Apr 2020 onwards
11.	VC: Residence Kiosk	Closed from 18 Mar 2020 to 14 Apr
12.	VC: Books & Beans	Open from 18 Mar 2020 to 14 Apr 2020 Weekdays 08h00 to 16h00 Open from 15 Apr 2020 onwards
13.	MC: Student Centre	Open - 07h00 to 20h00 during recess Open - 07h00 to 22h00 during Academic semester
14.	MC: Coffee Shop	Open - 07h00 to 16h30 on weekdays only

5. In the event of possible infection

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



6. Bus Services

The normal recess arrangements for the bus services on the Vanderbijlpark campus will be in force while a limited service, depending on the number of students in the off-campus residences from 15 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 if they comply with one or more of the following criteria:

1.	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).	
2.	Postgraduate students and postdoctoral fellows who have ongoing laboratory experiments that cannot be discontinued may apply for permission to remain in residence and/or on campus with a motivation from the supervisor/promoter to be submitted to the Executive Dean or Deputy Dean: Research	
3.	Student leaders who present a motivation in regard to the necessity of their presence at a particular campus, signed by the SCC Chairperson, the Student-Life Campus Director and the Campus DVC	
4.	Fourth year nursing students who attach a confirmation from the Executive/Deputy Dean requiring them to remain in residences.	
5.	Working students who present confirmation from their Executive Directors of reasons for needing to remain in residences	

As indicated above, I hereby apply for the special COVID-19 residence accommodation until 14 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: _____

