



**Department: Facilities**

22 June 2020

Dear NUST Staff & Students,

**RE: METHODOLOGIES DETAILING ENTRANCE ONTO THE NUST CAMPUS AND RELATED COVID-19 MEASURES**

During the resumption of Face-to-Face teaching, NUST Windhoek Campus will be allowing staff and students onto campus via 4 entrances (2 on upper and 2 on lower campus);

**Upper Campus:** 1. Vehicular & pedestrian main entrance (Jackson Kaujeua Street) and 2. northern pedestrian entrance (Brahm Street).

**Lower Campus:** 3. Library pedestrian entrance (Brahms street) and 4. Vehicular & pedestrian entrance behind the Engineering building (Wagner street). Please refer the below for reference.



All persons entering any of the campus entrances will be required to: a) wear a protective mask, b) take their temperature reading, c) sanitize their hands and d) present their student / staff card. Visitors to the campus will be required to enter their details in a sign-in sheet at the campus entrances.

Any three consecutive temperature readings of 38deg or higher, will be reported to and processed by the Campus Control officers, who will relocate the matter to the demarcated area at the campus clinic on upper campus. All staff and students that are experiencing flu symptoms are requested to stay home and contact their line manager or lecturers.

At each building entrance students and staff will be required to furnish their names on a sign-in register to allow for tracking and tracing as per the Government requirements. We advise for all to carry their own pens and sanitize hands with the provided sanitizer before signing in. We appreciate your patience during this process as this may cause queues and ask that social distancing is maintained. NUST is in the process of moving the tracking and tracing requirement onto a digital platform and will keep you updated on the process.

All individuals to always please be aware and enforce social distancing and good hygiene practices. Campus control will request all students between classes to adhere to social distancing. It is not our intention to make students feel unwelcome but ask for your understanding in the matter as we are protecting the health and wellbeing of all our students and staff.

All students residing in the residences will be screened at their respective Hostel entrance. Students are urged to keep to their respective apartments and only to collect daily meals at the cafeteria as instructed.

All cleaning teams will be informed of the timetable schedules to allow for cleaning of venues between classes. We urge all departments to further be in direct contact with their building's respective cleaning crew to ensure adherence to the cleaning schedule and modalities. Placing of timetables on respective classroom doors by the respective department will further assist in timeous cleaning.

**All departments are further requested to keep electronic class student registers to aid in the event of tracing and tracking. At any point and time, these may be requested by the department and are expected to contain the following information: Name of Faculty, Department, Program, Course, Date, Building Name, Room Number, Lecturer Name, Student Name and Number.**

**Lecturers are to be please foster social distancing and best hygiene practices within their classes.**

Further developments in methodologies regarding the above will be communicated in forthcoming circulars.

With regards,



Oliver Quarmby  
Director  
Facilities

OQ/og