



13 July 2020

DEAR NUST STAFF

RE: STAGE 4 STATE OF EMERGENCY COVID-19 REGULATIONS

On 30 June 2020, Namibia moved to stage 4 of the country's lockdown exit strategy with exception of the Municipality areas of Walvis Bay, Swakopmund and Arandis.

All business operation and activities are now permitted according to Stage 4 Regulations 8. (1). Therefore, all Faculty and staff members are now able to return to campus for work as before COVID-19 and in accordance with their job description.

The safety protocols and requirements such as the use of facemasks, hand sanitizing and social distancing, as provided for in the Stage 3 lockdown measures remain the same in Stage 4. Moreover, the number of people allowed at gatherings and meetings has increased to a maximum of 250 persons while the restrictions on the number of people gathered at their work places does not apply. The University has put in place safety protocols including temperature screening at entry and contact-tracing mechanisms as required by the regulations should a COVID-19 case situation arise.

However, if conditions at the remote station or home allow, those that fall in one of the following categories can opt to work remotely subject to suitable arrangements with the direct Line Manager:

1) Vulnerable Employees

Faculty and staff who are either expectant or nursing mothers, or living with pre-existing medical conditions (such as heart disease, high blood pressure, respiratory problems, obesity, diabetes, expectant mothers, tuberculosis and immune-compromised). In any such case, a medical certificate detailing the condition from a registered medical doctor will be required to prove vulnerability.

2) Home-schooling

Staff who need to assist children with home-schooling and shared day-care duties due to the closure of schools, in which case the names and ages of children and name of school will be required. This applies to grades and schools as per Stage 4 regulations.

3) Family members with high risk of COVID-19

Staff with close family members at high risk of COVID-19 infections (such as emergency personnel, healthcare providers, etc.) in which case a medical certificate of condition or proof of type of work performed by the close family member, whichever applicable, is required.

With reference to administrative staff, Line Managers will be accountable and responsible to:

- 1) Inform the HR Department of staff permitted to work from home;
- 2) Agree with the concerned staff members on the duties and timelines to be performed; and

3) Manage and review the performance output of the staff member as agreed.

All faculty and Staff members must remain in Windhoek (with exception of those who commute from Rehoboth, Okahandja and surrounding towns) while working from home and must be reachable during business hours. Special leave will apply if staff must travel outside Windhoek for work as per NUST HR Code.

Take due note that wearing a mask is still compulsory at the work place, especially when attending meetings and gatherings. In addition, staff members can wear see-through face shields on campus and during meetings with an appropriate facemask worn together with the shield.

In case anybody experiences typical symptoms of COVID-19, it is important to self-isolate and inform the NUST clinic on 061 2072115, campus control on 2072112 if on-campus and/or contact a medical practitioner or the COVID-19 emergency number, 0800 100 100.

Although some battles have been won, the war with the invisible enemy is not yet over. Therefore, I urge you to remain vigilant and care for one another as always.

I would like to thank the entire NUST community for your cooperation in curbing the spread of the COVID-19 Pandemic during the past months. Be assure that your health and safety remain our priority.

Sincerely yours,



Dr Andrew Niikondo
Acting Vice-Chancellor

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