



7 August 2020

Dear Staff and Students,

RE: STANDARD OPERATING PROCEDURES (SOP) FOR COVID-19 SUSPECTED CASE REPORTING AT NUST

Below is the Standard Operating Procedure (SOP) that must be followed by all NUST community members in the event of COVID-19 related incident at the Institution. The incidents warranting initiating this SOP are limited to confirmed case and close contacts/exposure to COVID-19 infected persons.

Definitions: For the purpose of this SOP, the following definitions are used.

Confirmed case: A staff/student member who has tested positive for COVID-19 as validated by the laboratory test confirmation and having been on campus that week.

Close contact to a confirmed case: Someone who was within less than two (2) meters, face to face, of an infected person for at least 30 minutes, both without masks, starting from 2 days before illness commencement (or, for asymptomatic patients, 2 days prior to specimen collection) until the time the patient is isolated.

Self - Isolation: The separation of a person or group of people known or reasonably believed to be infected with a communicable disease (i.e. COVID-19) and potentially infectious, to prevent further spread of the disease. The person must avoid meeting other individuals for the duration of self-isolation period and does not need testing to confirm negative status.

Note: When staff members/students are in self-Isolation, they should not roam around campus and/or public places freely. Should they be seen around, a disciplinary process may be initiated against them.

PROCEDURE:

1. If a staff member/student has a confirmed case or have come in close contact with a confirmed case, they should immediately report this to their immediate supervisor.
2. The supervisor shall inform the NUST covid-19 response team on **081 247 5463** or email covid19@nust.na as soon as possible.
3. The Health and Safety Office will confirm the information with the staff member/student, confirm the incident type and initiate contact tracing procedures.
4. The Health and Safety Office shall confirm with the Human Resources (HR) and Facilities directors and inform the concerned staff member or student to self-isolate for 10 days. Meanwhile, the University will ensure that social distancing and other health and safety hygiene protocols are followed at all times.

5. Should the situation so require, the Office of the Acting Vice-Chancellor could suspend activities or classes and/or evacuate buildings. The Facilities Director will instruct Campus Control to immediately cordon the building/facility for disinfection.
6. A staff member/student will request permission from their supervisor to work from home or they may apply for special leave.
7. The supervisor will forward the application to HR for consideration and appropriate HR conditions would apply.
8. If approved, the supervisor shall make sure that the staff member/student continues to perform their duties and that operations will continue to run smoothly during the period the staff/student is on self-isolation
9. Staff member/student should immediately report to the Ministry of Health and Social Services hotline **0800 100 100** should they experience any COVID-19 related symptoms during the self-isolation period, whereby the ministry shall inform the staff/student of the next steps to follow.
10. The staff member/student shall inform their supervisor of the ministry's response, who in turn shall inform the University's Health and Safety Office.
11. After 10 days of self-isolation, the staff or student shall inform their supervisor of their return to work or classes.
12. The Health and Safety Office will record the incident and make a follow-up on the concerned individual.

Sincerely yours,



Dr Andrew Niikondo
Acting Vice-Chancellor

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