

# STANDARD OPERATING PROCEDURES (SoPs)

2021

## COVID-19 Suspected Case Reporting at NUST

In the event of COVID-19 incidents at NUST, the Standard Operating Procedures (SoPs) must be followed by all staff and students. The incidents warranting the initiation of these SoPs are limited to confirmed cases and close contacts to COVID-19 infected persons.

**Definitions:** For the purpose of these SoPs, the following definitions are applicable:

**Confirmed case:** A person who has tested positive for COVID-19 as validated by a laboratory test confirmation and has been on campus during the seven (7) days prior to the positive result.

**Close contact to a confirmed case:** A person who was within less than two (2) meters, face-to-face, of an infected person, for at least 30 minutes. Both without wearing masks.

**Self-isolation:** The separation of a person or group of people known or reasonably believed to be infected with a communicable disease (in this case COVID-19). The person is isolated to avoid physical contact with other persons for the duration of the self-isolation period. In this case, testing is not necessary.

**Testing:** A viral (nucleic acid or antigen) tests check samples from the respiratory system (such as nasal or oral swabs or saliva) to determine whether an infection with SARS-CoV-2, the virus that causes COVID-19, is present.

*It must be noted that when staff/students are in **self-isolation, or awaiting test results, they should not roam around campus and/or public places** as this poses a serious risk to others. Should this rule be violated, a disciplinary process may be initiated. It must be further noted that a special leave relating to COVID-19 is only for when an individual has gone for testing and is awaiting results. If tested positive for COVID-19, the period for which you are booked off will be considered as sick leave.*

### Procedures:

1. If a staff/student tests positive or has come in close contact with a confirmed case, they should immediately report this to their supervisor/lecturer or to the NUST COVID-19 Response Team (see contact details below).
2. The Health and Safety Office will confirm the information with the staff/student and initiate contact tracing procedures.
3. The Health and Safety Office shall confirm with the Human Resources (HR), and Facilities directors, and inform the concerned staff/student to self-isolate for seven (7) days. Meanwhile, the University will ensure that social distancing and other health and safety hygiene protocols are always followed.
4. Depending on the severity of the situation, the Office of the Vice-Chancellor may suspend activities or classes and/or evacuate buildings. The Facilities Director will instruct Campus Control to immediately cordon-off the building/facility for disinfection.
5. The concerned area shall be closed off by Campus Control and vacated immediately for 24 hours. Entry to such a place/area shall be restricted.
6. It is not necessary to restrict access to an area if the suspected or confirmed case has not accessed the premises during the previous 48 hours.
7. Staff/students should immediately report any COVID-19 related symptoms during the self-isolation period, the Ministry of Health and Social Services via the hotline number. The ministry will inform the staff member/student of the next steps to follow.
8. All staff members that report signs and symptoms related to COVID-19, should go for testing. When returning to campus, both the initial and a final test report (from a reputable institution) is to be presented to the office of Health and Safety or to their immediate supervisors.
9. After seven (7) days of self-isolation, the staff/student shall inform their supervisor of their return to work or class.

**NOTE:** It is the discretion of the Vice-Chancellor to decide if staff/students should vacate the premises and go home after a suspected case is reported on campus.

#### Enquiries:

NUST Covid-19 Response Team  
M: +264 81 247 5463  
E: covid19@nust.na

Ministry of Health and Social Services hotline  
Hotline: 0800 100 100



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