




MEMORANDUM

TO: NUST COMMUNITY

FROM: Dr Eroid Naomab 
Vice-Chancellor

DATE: 17 June 2021

SUBJECT: **UPDATED NUST COVID-19 REGULATIONS AND GUIDELINES: COVID-19/2021/3**

Dear NUST Staff and Students,

The safety protocols and requirements such as the use of facemasks, hand sanitising and social distancing remains of utmost importance at the University with the recent increase in COVID-19 cases in the country. The University continues to be vigilant in this regard and has put in place safety protocols in line with the national health regulations.

1. GUIDELINES

With the accelerating COVID-19 cases, all staff and students will be required to adhere to the following COVID-19 prevention guidelines:

- 1.1 Continue social distancing protocols of at least 1.5 meters between persons to minimise the potential spread of the disease within communities.
- 1.2 Correct wearing of facemasks when using both private and public transport, during shopping, outdoor group exercises and at the workplace.
- 1.3 Increase hygiene interventions (e.g., public hand washing utilities and consumables) including utilization of sanitiser equipment within public and workplaces.
- 1.4 Increase cleaning and disinfecting of surfaces including campus transport and all public assets, (yellow and green benches on campus, shared offices, water access points, restrooms, common areas, etc.)
- 1.5 Take personal responsibility to limit movement and stay home.
- 1.6 All Faculties, Centres, Units, Institutes and Departments must keep a clientele log to assist with contact tracing.
- 1.7 All desks or individual workstations must be separated by at least 1.8m – 2m where possible.
- 1.8 Employees are encouraged to avoid handling of hardcopies and documents where possible and sanitise hands after handling documents.
- 1.9 Employees are encouraged to set timers as reminders to sanitise hands and work surfaces.
- 1.10 All openings (windows, doors) must be left open where possible to increase airflow. Reduce the need to touch door handles.
- 1.11 Regular use of disinfectants such as hand sanitisers are available at the entrance of each building and placed at strategic points within each building and across campus.
- 1.12 Campus security will enforce minimum distances, correct wearing of masks and disband groups or gatherings.

2. RESTRICTED ACCESS TO CAMPUS

- 2.1 Access to NUST campuses and facilities is restricted to faculty, staff and students, designated vendors and invited guests.
- 2.2 The University reserves Right of Admission to campus and its facilities and may exercise this right to ensure the health and safety of faculty, staff and students. NUST staff- and student cards need to be kept readily available. Security guards will keep record of the name and contact details of each visitor who enters the campus and/or building.
- 2.3 Security guards at the entrance gates will be sanitising the hands of staff, students and visitors and take temperature readings.
- 2.4 Names and contact details of all visitors must be retained for at least one month.

3. MEASURES TO PROTECT EMPLOYEE AND STUDENT HEALTH

3.1 Administrative and working arrangements

- 3.1.1 All administrative jobs will be assessed to alleviate the risk of infection. The level of risk will depend on the type of job and the need for face-to-face contact with customers.
- 3.1.2 Staff members who have the **necessary infrastructure**, conducive environment and appropriate connectivity may work from home where necessary, provided that the Line Manager takes full responsibility to ensure that expected outputs from an employee are met.
- 3.1.3 Other working arrangements, i.e. Rotational, shifts, should be arranged accordingly by relevant departmental Line Managers, respective employees and HR Business partners.
- 3.1.4 All Faculties, Centres, Units, Institutes and Departments should communicate their rotating work schedules to their respective Line Manager and HR Business Partner.
- 3.1.5 Marketing Department will continuously raise awareness through social media, posters, flyers and other public communication channels.
- 3.1.6 Vulnerable employees (older staff members, employees with chronic conditions and pregnant women) must contact their Line Manager and HR Business Partner to discuss arrangements and requests to work from home where possible. The Line Manager and respective employee need to agree on expected performance outputs while working from home. A recent medical certificate should be submitted to the Line Manager and HR Business Partner for such requests.
- 3.1.7 All faculty and staff members allowed to work from home are requested to remain in their area of work jurisdiction while working from home and must be reachable during business hours. Any exemption from the above should be in approval from the relevant Line Manager and HR Business Partner.

3.3 Academic arrangements regarding Teaching and Learning for the remainder of the 1st Semester.

In terms of the Public Health Covid-19 General Regulations published under Government Notice No. 128 of 2021 as amended;

- 3.3.1 All face-to-face teaching and learning activities is suspended as per the President's directive for the next two weeks. These include face-to-face lectures, laboratory sessions, field trips and face-to-face assessments (tests). We are aware that this may cause a possible delay in the submission of the final marks, but we are working towards minimising the impact.
- 3.3.2 All face-to-face lectures and assessments should be undertaken online and laboratory sessions should be facilitated through online simulations where possible.

3.4 Meetings and Gatherings

- 3.4.1 Public gatherings may not exceed more than 10 persons per event, of which it may also not exceed two hours.
- 3.4.2 Employees are encouraged to avoid face-to-face contact and communicate with colleagues via phone or e-mail.
- 3.4.2 Virtual meetings are encouraged where possible.

4. SPECIAL LEAVE

A special leave of absence during the Covid-19 pandemic, including vaccination side-effects, is time allowed away from work when a staff member had gone for Covid-19 testing and has been booked off by a medical practitioner for being tested positive for Covid-19.

4.1 Procedures

Special leave shall be granted in accordance with the following new NUST Covid-19 Regulations:

- 4.1.1 Employees with symptoms of a dry cough, high fever and shortness of breath should call the Toll- Free Number 0800-100-100, send an email to covid19@nust.na and consult a health facility or community health worker to be advised on what to do.
- 4.1.2 An employee must inform his/her Line Manager when s/he cannot attend work and when s/he has to self-isolate or has been booked off sick for being tested positive for Covid-19. Please note that a supporting document is required when an employee applies for special leave.
- 4.1.3 When in self-isolation, an employee must go for a Covid-19 test. If the test result is negative, special leave must be applied for online. A supporting document (outcome of test result) must be uploaded online with the special leave application.
- 4.1.4 If an employee is booked off by a medical practitioner for being tested positive for Covid-19, special leave must be applied for online, immediately upon return to the office. A medical certificate must be uploaded online with the special leave application.
- 4.1.5 All approved sick leave applications of employees who have been tested positive for Covid-19 since the pandemic started will be treated as special leave and converted as such.
- 4.1.6 If an employee self-isolated and did not go for testing, s/he must apply for accumulative leave.
- 4.1.7 Please note that the Employer reserves the right to request for a supporting document or a medical certificate in the event where the misuse of special leave is suspected.
- 4.1.8 If an employee is working from home during self-isolation, his/her absence will be regarded as normal workday(s) and the employee does not have to apply for special leave.

I herewith thank the entire University community for the compassion that you have shown towards each other and for your efforts and cooperation in curbing the spread of COVID-19 as we collectively deal with the disruption and impact of the pandemic. Be assured that your health and safety remain our priority.

Thank you,

EN/ck