

## UJ – Covid-19 Preparedness at 1 June 2020

### Tasks completed and successfully managed

1. Management of access from Level 5 through 4 to Level 3 at which we have instituted a formal access permit system to ensure that only the selected students according to the Minister's announcement are allowed back on campus – together with the staff required to support these students. While all the while also ensuring no more than 33% on the campuses at any one time – students, academic staff and support staff.
2. Remote working probably was a win – in excess of 95% of staff were able to continue with the majority of their work – at least what was still being done – during the hard lockdown. Meetings and all reporting targets were met (or in some cases actually exceeded.)
3. At Level 3 rotation rosters for all support staff are in place and staff are being completed to ensure rotation on an equitable basis.
4. Data supply to staff was generally well managed – only some staff had issues with data support from UJ – either in terms of a contract or a payment for data bundles.
5. Student data bundles took a long time – but appeared to be at least partially affected by the different approaches of the various universities. We are even more worried now that the co-ordinated data bundle processes seem to be likely to cost more than what UJ had negotiated.
6. Management of the students that elected to stay in the residences during the hard lockdown worked exceedingly well. At present the only UJ Covid-19 case was a staff member that travelled internationally before mid-May.
7. Management and restart of construction projects at start of Level 4 required a great deal of preparation – including addenda to the original section 37(2) Safety Files – introduction of induction and training on COvid-19 and PPE for the contractors and testing of their implementation of the regulations on site on a day-to-day basis
8. Covid-19 Induction video and Indemnity documents implemented electronically via a web-page in such a way that permits to travel and access the campus are only issued after the video has been watched and the indemnity form has been signed.
9. Covid-19 return to work for contractors since Level 4 has been very successful – including special addenda to the contracts of projects as well as formal compliance checking on an ongoing basis.
10. Use of computer venues has been revised and an enforced 2 hour rotation requires a complete clean-up after each group of students before the next 2 hour group are admitted. Only every second workstation is being used to ensure adequate social distancing.
11. HR policies have been revised – issues of leave, predisposition and contract renewal have all been reviewed and where necessary checked with labour law counsel.
12. KPI Performance management has been reconfigured to allow for most persons not being able to meet January agreed upon targets – this will almost certainly have to be revisited on a number of occasions later in the year as well
13. Reconfiguration of the intercampus bus service in conjunction with the external supplier (at a considerable savings) was very successful and will restart as soon as the returning students arrive on 17 June.
14. Reviewing capital project funds available and cost savings is fairly advanced with the aim to reduce spending on non-essential projects so as to address probable income shortfalls due

to student deregistration and non-payment as well as managing already experienced increases in costs of materials and supplier support functions

#### Tasks still outstanding / problematic

1. Sanitization of some areas – specifically residences that were partially used and which we cannot be certain of access in past 7 days need to be redone
2. Some issues around space utilization remains problematic – specifically air flow in certain areas – we are looking at a specialist group of consultants to advise on which areas are inherently safe and in which areas we would need to either not use or to upgrade HVAC systems substantially.
3. Reworking changes to 2020 budget targets to free up funds for the CFO is still an ongoing concern. Reduction in available funds from DHET and Council co-funding will have a short to medium term impact on project completion in Operations.
4. Trying to create a more integrated Procurement / Operations interface that is remote-worker friendly.
5. Compliance checking for Covid-19 remains an ongoing challenge as it is labour intensive and is the second tasks of already heavily loaded senior staff.