

Memorandum

Return to Work Protocols and Procedures

To: Vice Rectors, Deans, Chief and Senior Directors

Date: 15 May 2020

The University, through the Institutional Committee for Business Continuity (ICBC), is planning for the phased re-integration of staff on to our campuses. The health and safety of staff and students of the University remains an overriding priority for the ICBC as we plan this phased re-integration.

To this end, the ICBC requests that each Environment complete an assessment called the “HS Walk Through Assessment”. No staff may return, or any activities resumed on any campus unless the ICBC, through your Responsibility Centre Head, has approved the Assessment for your environment.

The Assessment requires that you show that you have conducted an assessment of your workspaces and the activities in your environment, have considered the risks and have mitigation plans in place. This Assessment is a gazetted requirement that must be completed by all employers and has to be submitted to your Responsibility Centre Head before staff return. Whilst the overall Assessment for the Environment must be submitted to the Responsibility Centre Head it may be that you need to draft various assessments for different types of spaces in your Faculty or Division. The assessment of a research space may be different to that of an office space, for example.

Completing the Assessment will ensure that the Guidelines for Reintegration accepted by the ICBC have been implemented and that compliance with the various Regulations and Directives of the State of National Disaster have been implemented.

The Assessment will demonstrate that the particular Environment has taken the necessary steps to ensure that the risk of returning staff has been assessed and appropriately mitigated.

We have drafted a Toolkit to assist in conducting your assessment. Please use this Toolkit to complete the Assessment and use the information and forms provided in the Toolkit.

Please also stay abreast of information issued by the ICBC from time to time that may affect the re-integration of staff to the workplace. Please also note that on the current Level 4 only essential and permitted staff with a valid permit may be on campus.

Yours sincerely



Stan du Plessis

ICBC Chair