



Graduate School
of **BUSINESS**
UNIVERSITY OF CAPE TOWN

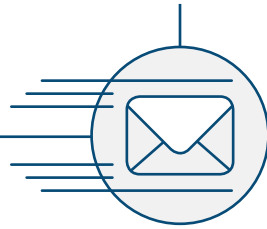
STAFF GUIDELINES FOR GAINING ACCESS TO THE UCT GSB CAMPUS

How to gain long-term access

www.gsb.uct.ac.za

STEP 1:

Submit motivational email with RTW plan



The HOD or Department Manager is required to provide a motivational letter to COVID-19 Committee Chair Kumeshnee West for approval.

This motivation needs to include the details of your return to work (RTW) approach for your team or students to return to campus.

YOU ARE ALSO REQUIRED TO COMPLETE THE RTW SPREADSHEET THAT INCLUDES:

The reason for returning

The details of individuals who will be returning

If everyone will return at the same time or in a phased approach

PPE requirements

STEP 2:

Complete the Personal Health Risk and Medical Vulnerabilities Assessment



Once your motivation has been approved, a letter of invitation will be sent by Jill Bost directly to your team/ students requesting that they complete the **Personal Health Risk and Medical Vulnerabilities Assessment** immediately, which will be assessed by Occupational Health Services (OHS).

You will be **required to upload your letter of invitation as well as a letter from your doctor deeming you fit to return to work** should you have any pre-existing conditions noted in the Personal Health Risk and Medical Vulnerabilities Assessment.



Please note that all information received will be kept confidential.

STEP 3:

Confirm access



If approved, you will receive a permit letter confirming you qualify to return to work or study (with or without restrictions).



Medium and high risk individuals

will be contacted directly either by the COVID-19 Committee Chair or by Occupational Health Services to confirm access and ensure that all safety precautions are taken into consideration ahead of you returning to work.

STEP 4:

Collect PPE

You are required to collect PPE for your team/ students from the UCT GSB. Jill will send you specific dates for collection.

STEP 5:

Everyday upon arrival on campus, present the following to UCT GSB Security:



**LONG-TERM
ACCESS PERMIT
LETTER**



**STUDENT /
STAFF CARD**



**STATUS OF
YOUR HIGHER
HEALTH CHECK
ASSESSMENT**

Status of your Higher Health Check assessment via the **App**, **SMS (*134 *832 *2#)** or **WhatsApp (0600 11 00 00)**.

You will be required to complete this on the day of access according to UCT requirements.

For staff driving into Breakwater campus:

Please park in the **UCT GSB Red Bay parking area outside the UCT GSB Reception** until further notice. This is to streamline the flow of entry to the campus and to the buildings. As more people start to access the campus, the basement parking area and Foyer A and Foyer B will be opened.



STEP 6:

Follow Campus Safety Protocols



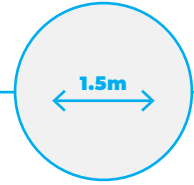
You are required to wear your cloth mask on campus at all times. A fresh mask should be worn every day.



Please wash your hands regularly.



The UCT GSB will ensure that you have access to sanitiser at the entrance to your area of work.



Workplaces will be arranged to allow a minimum of 1.5 metres between staff.

Workstations will be adapted to increase physical distancing where required.

Staff should ensure they regularly clean their personal workspaces throughout the day i.e. work surfaces such as desks, workstations, computer keyboards, monitors, phones and shared equipment.

The use of lifts is limited to **one person** at a time.

Venues are to be kept well ventilated. Preferably, air-conditioning units should remain off and where possible windows opened.

Staff may not gather in communal areas, such as toilets and smoking areas.

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