



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

STAFF GUIDELINES FOR GAINING ACCESS TO THE UCT GSB CAMPUS

How to gain **once-off** access

www.gsb.uct.ac.za

STEP 1:

Request once-off permission from line manager

Complete **the Once-off Access spreadsheet template** with your details, including your reasons for access.

Once your line manager approves the request, they will forward it to COVID-19 Committee Chair, Kumeshnee West for approval.

Please note approvals are logged in by 12pm daily.

FOR GSB JHB OFFICE ACCESS:

Please include Rayner Canning in the request to Kumeshnee.

FOR PHILIPPI VILLAGE ACCESS:

Please include Ndileka Zantsi in the request to Kumeshnee.

STEP 2:

Confirm access

If approved, you will receive a permit letter granting your once-off access.

This permit letter will be sent by Jill Bost directly to you.



STEP 3:

Complete Higher Health Assessment

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

You can do so via the

App, SMS (*134 *832 *2#) or WhatsApp (0600 11 00 00).



STEP 4:

Upon arrival on campus, present the following to UCT GSB Security



**ONCE-OFF
ACCESS PERMIT
LETTER**



**STUDENT /
STAFF CARD**



**STATUS OF
YOUR HIGHER
HEALTH CHECK
ASSESSMENT**

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 5:

Follow Campus Safety Protocols



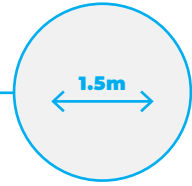
You are required to wear your cloth mask on campus at all times. A fresh mask should be worn every day.



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. Line Managers are responsible for ordering the necessary PPE to ensure the safety of their teams.

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

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

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.

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

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