



Protocol for Students in Academic Learning Spaces During COVID19 Lockdown Level 1

This document is a **summary** of the most important protocols to which Faculty of Engineering students must adhere to when attending face to face learning opportunities on campus including lectures, tutorials, discussion sessions and practicals. It does **not** contain the complete protocols for students when on campus or in residences, but only focuses on the academic learning spaces. This document (11 March 2021 version) will be updated as circumstances change.

1. GENERAL INSTITUTIONAL INFORMATION

All the information in this communication is available at a dedicated [COVID-19 page](#) on the SU website, which includes frequently asked questions (FAQs), as well as a record of all communication and updates since the start of the pandemic. Students are encouraged to make extensive use of this informative resource.

2. CODE OF CONDUCT

All students must adhere to the institutional student COVID code of conduct. The content thereof will be made available via official, institutional communication channels.

3. SELF-TRAINING

All students and staff must do some self-training and make sure they are fully informed about the general COVID awareness training available at this [LINK](#) before they return to campus. Although this training document is mainly aimed at staff, it is also applicable to students.

4. GENERAL SELF-SCREENING VIA HIGHER HEALTH PLATFORM (HHP)

Students and staff will only be allowed access to academic buildings when the Higher Health Application on their phones is displayed and is GREEN (Risk Level: Low). This will be checked at entrances to buildings and/or lecture halls. Without proof of self-screening on the app, students will not be allowed to enter buildings or lecture halls. It is a requirement that all students and staff will have their Stellenbosch University identity cards on their person at all times.

The Higher Health's daily risk assessment tool, HealthCheck, is only available via the following URL: <https://healthcheck.higherhealth.ac.za>. (It is no longer available via SMS or WhatsApp). This URL stores your information and is thus much quicker to fill out.

Students should **not** attend face-to-face sessions if they have any COVID symptoms. Stay at home if you begin to feel unwell, even with mild symptoms such as a headache and slightly runny nose, until you are fully recovered.

Keep in mind that, when you return to campus for the first time, you will need to prove that you have self-screened for seven consecutive days before your arrival. It means that for seven consecutive days before your return to campus for the first time, you will have to complete the HHP.

5. PERSONAL PROTECTIVE EQUIPMENT (PPE)

Every student will receive a mask and a bottle with sanitizing liquid. You can also use your own mask and sanitizing bottle. Keep in mind that the mask must be a cloth or medical disposal mask.

From 15 March the University will provide all students on campus with PPE. PPE will be distributed from various general points on campus, at residences and cluster hubs.

6. CLASS GROUPS

As the COVID regulation level in the country changes, the capacity of lecture halls will be adapted accordingly. Lecturers will divide class groups in smaller groups and post these lists on the SUNLearn site of the relevant module. A student will therefore be invited by his/her lecturer (via SUNLearn) to attend face-to-face learning opportunities of that specific module based on these lists. Even if you know (from the timetable platform) where your physical class is taking place, do **not** attend face-to-face classes if you have not been invited by your lecturer via SUNLearn to do so and followed the procedures in 7 below.

7. LECTURE HALLS AND CLASSROOM BEHAVIOUR

The following guidelines will be in force in all lecture halls, class and seminar rooms on the Stellenbosch Campus:

- ***Only students who have reserved a seat through the SUNLearn platform of a module or whose names appear in a list published by the lecturer may enter the relevant building and venue to attend a face to face learning opportunity.***
- ***Before entering the building the student must complete the online Higher Health HealthCheck and be able to show the result on demand to any staff member or safety ambassador, see 4 above.***
- ***Appropriate social distancing must be adhered to when entering and leaving a venue as well as when circulating in the building.***
- ***On entering the venue the student must scan the applicable QR code to complete the attendance register on SUNLearn. (Some modules may make use of a Google Doc form for this purpose.)***
- ***Students may only sit in the clearly demarcated seats in each venue filling seats from the centre of each row.***
- ***Students should disinfect the area of the desk where they sit with the wipes and disinfectant provided in each venue at the start and end of each session.***

- *The wearing of masks is compulsory in lecture venues during the entire duration of every lecture, as well as in academic buildings and on campus in general.*
- *Students must participate in the session by raising their hands and speak while remaining seated.*
- *Students may only approach the lecturers when invited to do so and then still maintain at least 1,5m distance.*
- *Students should minimise physical contact with doors, walls, desks, and other fixtures in the venues and the building.*
- *At the end of each session students must leave the venue in an orderly manner.*

8. ACCES TO FECUA (FIRGA)

Students still have to book access at <https://firga.sun.ac.za> to use FIRGA due to limited seating during the pandemic. Students are encouraged to use the FIRGA computers remotely instead. The information on how to do this, as well as the software information can all be found on the FIRGA website, under the Covid-19 section: <http://rga.sun.ac.za/firga/Covid19>.

9. DATA AND ELECTRONIC EQUIPMENT TO STUDENTS

The loan laptop scheme of 2020 is continuing and students can apply by sending an email to student@sun.ac.za. Details regarding this process were communicated by the University.

Unfortunately no free data will be made available to undergraduate students at present. As soon as this situation changes, students will be informed. Undergraduate students who do not have data access are encouraged to make use of facilities on campus and in residences where they can use SU's free Wi-Fi access.

10. STUDENTS AND STAFF WITH COVID-19/COVID SYMPTOMS

Students with COVID-19 symptoms, or those who have tested positive for the virus or have had high-risk contact, must self-isolate for ten days.

IMPORTANT: Should a student or staff member test positive for Covid, he/she must report this (in accordance with Covid procedure) to the SU Campus Health Services (Stellenbosch campus, 021 808 3496/3494 or after-hours emergency number 076 431 0305). Campus Health Services together with the staff member/student will then determine the transmittable period and contact the faculty/department to do the appropriate tracing.

Also refer to the complete protocol ([click here](#)) for isolation, quarantine and self-isolation. This document is specifically aimed at students in residences, but it is also applicable to students making use of other accommodation.

11. SYMPTOMS DURING CLASS

Should you experience COVID symptoms during class, please report this to the lecturer, immediately leave the class, and report to the SU Campus Health Services Offices in person without making physical contact with any other person. On the Stellenbosch campus, the office of Health Services is at 7

Classen St, and the Google map address is -33.93529, 18.86940. The contact telephone number is 021 808 3496/3494.

After the student has left the classroom, the session will continue. Those students who have not kept a distance of at least 1,5m from the student with COVID symptoms, need to report to the lecturer, who will record their details for tracking purposes, should it become necessary.

12. IMPORTANT TELEPHONE NUMBERS

Campus Health Services Stellenbosch 021 808 3494/3496/3169

After hours and emergencies: 0764310305

SU ER24 number: 010 205 3032

Campus Security Stellenbosch 021 808 2333