



**Eastcape
Midlands
TVET College**

Creating New Futures

MEMORANDUM

ATTENTION:	EMC STAFF AND STUDENTS
CC:	COLLEGE COUNCIL
FROM:	MR CJ VAN HEERDEN PRINCIPAL
DATE:	29 MAY 2020
SUBJECT:	RETURN TO WORK & COVID-19 ACTION PLAN

Dear Staff and Students,

I would like to sincerely thank you for your collective efforts in contributing towards the national and global effort aimed at eradicating the COVID-19 pandemic. The lockdown has indeed been trying times for all of us and I trust that you and all of your family members are still in good physical and emotional health. The health and wellbeing of the entire EMC family, including our students, remain our top priority.

The Minister of Higher Education, Science & Innovation, Dr Blade Nzimande, has in his media statement on the implementation of measures by the PSET Sector, in response to the COVID-19 epidemic, announced the return to TVET colleges by students and staff.

We would like to assure you that EMC is doing everything to the best of our ability to ensure full compliance with and adherence to the COVID-19 regulations, in accordance with the Minister's call. We have already commenced with deep-cleaning and fogging of campuses and personal protective equipment (PPE) has been acquired.

The return of students necessitates the earlier return of management and staff members on the following dates:

1 June 2020	Principal, Deputy Principals, Campus Managers and Managers on Top Management level
3 June 2020	Heads of Academic Divisions (Report 191 Engineering), Senior Lecturers (Report 191 Engineering), staff performing essential and

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	critical services (ie financial services) and selected staff as identified by Line Managers
8 June 2020	Lecturers (Report 191 Engineering), Occupational Training Facilitators and other staff
<p>As from 3 June 2020 all lecturers and support staff not mentioned above, should be available on request. Employees are however, discouraged from coming to work if they have not been specifically requested to by their Campus / Line Managers. Should staff need access to campuses, approval must be obtained from the relevant Campus / Line Manager. Lists of officials expected to be at work will be compiled and given to Security Service officials who will control admittance.</p> <p>Staff with underlying health conditions are encouraged to consult with their relevant Campus / Line Managers and/or Mr V Hewana, Deputy Principal Corporate Services, who are committed to handle medical matters with strict confidentiality.</p>	

The Minister indicated that in terms of the tentative calendar that has been drawn up, students will return in a staggered manner as follows:

10 June 2020	Report 191 Trimester (Engineering) students: N6 and N3 Occupational Training students
15 June 2020	Report 191 Trimester (Engineering) students: N5 and N2
22 June 2020	Report 191 Trimester (Engineering) students: N4 and N1
25 June 2020	Report 191 Semester (Business Studies) students: N6
29 June 2020	Report 191 Semester (Business Studies) students: N5
6 July 2020	Report 191 Semester (Business Studies) students: N4
13 July 2020	NC (V) Students Level 4
20 July 2020	NC(V) Students Level 3 PLP students
27 July 2020	NC(V) Students Level 2

An approved 2020 TVET College Calendar, for the adjusted academic year, will follow on receipt from DHET.

EMC has in accordance with Level 4 Regulations, (Sec 16(6)), and Clause 16.5 of the COVID-19 Directives on the Health and Safety Measures (which outline steps needed

to be taken in getting the workplace ready for the return of the staff), appointed a COVID-19 Steering Committee who has compiled a COVID-19 Action Plan. The Action Plan is attached herewith. Kindly familiarise yourself with the details contained in the document. This being a working document, you are welcome to forward any recommendations to the dedicated COVID-19 email address.

The institution will embark on a capacity development process that is aimed at the reducing of overall risk. This will consist of a series of online and limited contact sessions.

All staff are encouraged to cooperate with security staff at the entrance of campuses and to observe physical distancing upon arrival at work. To curb the spread of the infection, you are kindly requested to wear your own mask on arrival after which the necessary PPE will be handed to you.

As part of the EMC family, your cooperation is sincerely appreciated.

Kind Regards



MR C.J VAN HEERDEN
PRINCIPAL

EASTCAPE MIDLANDS TVET COLLEGE

COVID-19 ACTION PLAN V7

Release date: 29 May 2020

The following guidelines to control and minimise the spread of the COVID-19 virus are to be implemented by all staff and students upon their return to work and study.

1. COVID-19 STEERING COMMITTEE (CSC)

A COVID-19 Steering Committee has been appointed to *inter alia*:

- Develop a COVID-19 Action Plan with estimated resource requirements to ensure the safety of employees and students during the pandemic.
- Conduct initial capacity assessment and risk analysis.
- Identify gaps based on actions outlined in the COVID-19 Action Plan.
- Conduct regular operational reviews of the COVID-19 Action Plan and monitor impact of planned measures.
- Ensure the establishment and monitoring of Campus COVID-19 Action Teams (CCAT) with assigned roles and responsibilities.
- Engage with regional, national authorities and strategic partners.
- Foster communication with all internal and external stakeholders.
- The CSC will be accountable to DHET via the Regional Office.

All current internal structures will be superseded by the CSC.

This structure will report directly to the Principal as the Accounting Officer.

Members of the Covid-19 Steering Committee will include:

- Deputy Principal: Corporate Services (Chairperson)
- Deputy Principal: Academic
- Facilities/Infrastructure Manager

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- Occupational Health and Safety Officer
- Assistant Director: Marketing & Communication
- Campus Managers
- Assistant Director: Human Resources
- Manager: Student Support Services
- Manager: Quality Assurance
- Assistant Director: Labour Relations
- At least One Union representative per union with a maximum of 2
- One student volunteer representative

2. THE IDENTIFICATION OF THE CAMPUS COVID-19 ACTION TEAM (CCAT) AT EACH CAMPUS

- In addition to the Covid-19 Steering Committee, the College will establish a Campus COVID-19 Action Team (CCAT) at each campus to ensure that monitoring and implementation of control measures are being adhered to and are effective.
- The CCAT will include the following stakeholders:
 - Campus Manager (Chairperson)
 - Campus Management Team
 - Safety, Health and Environmental (SHE) representatives
 - One Union representative per union per campus
 - One SRC representative
 - Two Student volunteers
- Each team will be responsible to conduct daily meetings discussing challenges and other relevant matters. Should physical meetings be conducted, attendees should adhere to COVID-19 protocol.
- Campus Managers should submit CCAT reports to the SHEQ Officer (Covid-19 Project Manager) by 13:00 on a daily basis.
- Each campus will log in remotely to the CSC meeting via online applications at 14:00 on a daily basis.
- The CCAT should develop strategies to overcome challenges experienced at campus level. This must be done in accordance with the planning framework of the CSC
- The CCAT in collaboration with the CSC, will evaluate efforts and implement additional controls where necessary.



- Share successes and early warnings with other campuses.

3. RISK ASSESSMENT

- The College will develop a Covid-19 Operational Risk Register that will be compliant with the Internal Risk Management Function
- Identified risks will be managed and addressed by the CCAT and CSC on a daily basis.

4. PERSONAL PROTECTIVE EQUIPMENT (PPE)

- All staff and students will be equipped with Personal Protective Equipment (PPE) (gloves, face masks, face shields for frontline staff).
- Every person will be equipped with two cloth masks.
- The minimum required PPE, i.e. masks will ensure that the nose and mouth is covered.
- The PPE shall be made freely available by the College to staff and students.
- All issued PPE shall be documented and controlled by the responsible management at the campus.
- No persons are allowed to share PPE as this will stimulate the spread of the virus.
- Disposable PPE shall be disposed of in allocated waste bins provided at the campus.
- Re-usable PPE shall be maintained and cared for by the user. It will be the responsibility of the user to ensure that it is worn daily.
- PPE will be mandatory for entering the College's premises. No person shall be allowed on the College's premises unless they comply with the minimum PPE requirements.
- All workshop students should secure overalls and safety shoes in the provided lockers to ensure that contamination from outside is limited.

5. CLEANING & SANITISATION

- All campuses will be decontaminated and sanitised before opening.
- All campuses will be equipped with the necessary sanitisers and cleaning products.

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- All wash points shall be equipped with soap and running water at all times to ensure washing of hands are done frequently as prescribed.
- All students entering the room shall be sanitised before entering the room by the responsible lecturer / facilitator.
- Lecturers / facilitators to ensure that all workspaces be sanitised before and after each lecture.
- It is recommended that the timetable should be developed to allow students to remain in the same venue and that lecturing staff should move between teaching venues
- All office based employees are encouraged to sanitise their workspace on an hourly basis and after meetings.
- All ablution facilities must be kept clean and sanitised every 1 hour by the respective General Assistants. The Ablution Checklist should be completed and managed by the responsible manager. Completed forms should be emailed to the SHEQ Officer by 16:00 on a daily basis.
- All students and staff shall be equipped with a 50ml bottle of personal hand sanitiser to ensure that regular sanitisation is possible. Staff and students should always carry these with them in order to ensure personal hygiene.
- Reception areas will be provided with hand sanitisers, surface cleaners, gloves, masks and face shields where necessary.
 - All reception areas should be sanitised every 1 hour by the respective receptionists.
 - The Reception Checklist should be completed and managed by the responsible manager.
 - Completed forms should be emailed to the SHEQ Officer by 16:00 on a daily basis.
- The College will follow directives as prescribed by Higher Health and the Department of Public Health.

6. SCREENING, TESTING & LINKAGE TO CARE FOR COVID-19

- The temperature of all staff and students who enter the buildings must be measured.
- Persons with temperature of more than 37 degrees Celsius should immediately be isolated or referred in accordance with the protocol as described by Higher Health



- A screening team must be stationed daily at entry points to complete screening forms, monitor temperature of every staff member, visitor and student entering the campus on a daily basis.

As prescribed by Higher Health, there are four types of screening and testing that will be implemented. These may be integrated into various processes at the different College campuses.

Method 1	Method 2	Method 3	Method 4
Technology based	Mass screening	Class-based Screening	Roving Teams-Based Screening
Higher Health digital screening system HEALTHCHECK.	At campus entry points through establishing screening stations at all campuses. Systems that allow for each person/vehicle to be screened before entering the campus.	Considers that each lecture/tutorial/practical start with a coordinated process of assessing if anyone present has symptoms of COVID-19	Student and Staff volunteers can work as “roving” screening teams across the campus. These teams should be present in all possible areas offering guidance and support to students and staff.

A detailed guideline, as prescribed by Higher Health on the Protocol on Screening, Testing & Linkage to care for COVID-19, will be made available to all.

All referrals for isolation must be done via the Campus Manager to the dedicated Public Health Official. In turn it is also required to report these cases via email to Ms T Mini on ThandiM@emcol.co.za for the purposes of tracking and tracing.

7. INFORMATION, TRAINING, SIGNAGE AND POSTERS

- Covid-19 Posters to be placed at strategic points at all campuses.
- Posters to be updated regularly as per government updates.

- Various forms of communication, eg. e-flyers, videos, posters, memorandums, etc will be emailed and regarded as means of training and information.
- All social media platforms shall be used to communicate information and training regarding the Covid-19 pandemic.
- The institution will embark on a capacity development process that is aimed at the reducing of overall risk. This will consist of a series of online and limited contact sessions.
- Webinar sessions have already been conducted by Higher Health to assist with the Covid-19 pandemic.
- All students will undergo an initial training session on the safety and precautionary measures that have to be complied with.

8. MINIMISATION OF CONTAMINATION AND PRECAUTIONARY MEASURES

- Hands must be washed often with soap and water for a minimum of 20 seconds.
- Soap, sanitisers, paper towels, masks and gloves will be made available at all operational campuses.
- The use of personal protective equipment shall be enforced at all campuses and head office.
- Appointed Campus Covid-19 Action Teams should ensure that monitoring takes place to ensure that all staff and students are adhering to the rules as set out in this plan.
- Avoid close contact by maintaining at least one-and-a-half (1.5) meter in distance between yourself and the next person where possible.
- Avoid touching your eyes, nose and mouth.
- When sneezing or coughing, cover your nose and mouth.
- Minimise paper usage as paper has the ability to transfer the virus from person to person.
- All registers will be signed by one person only to minimise the contact of pens and paper.
- All windows must be kept open during working hours to allow for maximum natural ventilation where reasonably practicable.
- Surfaces e.g. desks and tables, and objects, e.g. telephones, keyboards, should be wiped with disinfectant regularly by each user.
- Avoid close contact with people suffering from acute respiratory infections.

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- No employees will be required to perform medical checks on ill colleagues.
- Employees who have a fever, cough and difficulty breathing must be reported to ensure that they are being managed in terms of the protocol as prescribed by Higher Health and the Department of Health.
- CCAT-reports should include signs of the COVID-19 displayed by staff and students and will be reported to the Covid-19 hotline on **08 000 299 99**.

A dedicated email address - covid19@emcol.co.za - has been established for you to share your COVID-19 information or to report all suspected cases involving COVID-19. Information shared will be handled with the strictest confidence.

- The following local ambulance providers are trained and equipped to transfer Covid-19 patients should the need arise – **Nelson Mandela Bay Metro and Graaff-Reinet / Relay Ambulance services – 0861 061 061 and Guardmed in Grahamstown.**

9. SOCIAL DISTANCING MEASURES

- All gatherings are suspended until further notice.
- Where physical meetings are inevitable, meetings are not permitted to exceed more than 20 participants.
- The use of email, virtual meetings and teleconferences are encouraged in order to avoid physical meetings.
- Flexible working schedules/shifts for all employees are encouraged but must be approved by the Principal.
- When exposed to others, keep at least 1.5m distance from the next person.
- Where queuing is inevitable, social distancing should apply. Appropriate floor markings should be made.

Students:

The following principles are to be considered by the CSC and the CCAT:

- Implementing staggered breaks to limit the number of students on break at a given time.
- Split class groups larger than 20 into two (Group 1 and Group 2).
- The groups to attend alternate days, or on a revised timetable.

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- Students will engage in off-site learning on the days they do not attend classes (assignments, worksheets, exercises, etc.).
- Ensure desks are at least 1,5m apart.
- Special arrangements for computer labs and workshops where computers and tools/equipment are being handled.
- Students should as far as possible not move to different classes, instead the lecturer should exchange classes.

10. TEACHING & LEARNING - MANAGEMENT TO COVID-19 SAFETY

- Upon re-opening of the College the following must be adhered to:
 - A register shall be kept of all students and staff.
 - Registers will be administered and signed by the lecturer. It is also compulsory for the purposes of further tracing if required
 - Lecturers to ensure that all students are adhering to the minimum PPE requirements.
 - Prohibit the sharing of stationery until further notice.
 - Sanitisation must be done before and after every lecture.

11. WORK FROM HOME

- Consideration has been given to those occupations that allow employees to work from home. This is aimed at minimising movement and to reduce the risk of possible exposure to the COVID-19 virus.

12. EMPLOYEES WITH CHRONIC HEALTH CONCERNS

- Employees with chronic health concerns will be treated as a high risk.

The following categories shall be considered:

- Age – employees over 60 years
- Cardiovascular disease
- Respiratory disease

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- Kidney disease
 - Pregnancy
 - Immunosuppression - Diabetes, Cancer, HIV and other similar
 - Metabolic Syndrome – Severe obesity
- Employees with chronic health concerns are required to consult their direct line manager to ensure that special work arrangements are put in place.
 - Reported cases will be handled as confidential.

13. TEMPORARY ISOLATION

- Each campus will make a room available for temporary isolation of people who show symptoms of COVID 19.
- All temporary isolation rooms shall be displayed with signage and equipped with all the necessary supplies for Covid-19 protection.

14. BIOMETRICS

- Biometrics systems where finger prints are required for access to College buildings will be disabled.
- Use of manual registers for attendance OR to avoid risk of transmission with use of manual registers, managers submit a daily validated list of staff attendance to HR for capture.

15. TRAVEL RESTRICTIONS

- All non-essential domestic travel has been suspended until further notice.
- Travel (including inter-campus travelling and off-site meetings) will only be permitted in exceptional cases with the approval from the relevant Deputy Principal.
- Staff are encouraged to use their personal vehicles for business purposes during the time of the pandemic. This measure is put into place to prevent the spread of the COVID-19 virus.



16. COLLEGE FLEET

The following measures will be implemented regarding the College fleet, in the event that travel is required:

- College fleet to be sanitised and disinfected on a daily basis prior to and after each trip.
- It is the duty of the user to ensure that all necessary safety steps are adhered to before use.
- All College fleet must be booked in before the end of each day.
- All the necessary cleaning and disinfectant material/equipment shall be placed in College vehicles to ensure that necessary sanitisation takes place.
- The use of the fleet logbook will be compulsory.

17. CATERING, TUCKSHOPS AND VENDORS

- The sale of food and drinks at all campuses is strictly prohibited until further notice.
- This is applicable to all vendors and tuck-shop owners.
- No catering will be allowed until further notice.

18. FRONTLINE EMPLOYEES – RECEPTION, SLO's AND INFORMATIONAL OFFICES

- Frontline employees shall make use of protective equipment provided, i.e. latex gloves, face masks and face shields.
- Where appropriate, frontline staff should be protected by glass/Perspex screens.
- Protocols for access points should be in place.
- Physical distancing (1,5m) mandatory.
- Where queues may be required, markings to guide the 1,5 m physical distancing should be made.
- Determine number of people allowed entry in reception areas.
- Ensure that all visitors are sanitised on entering the building.
- Frontline employees must ensure that no persons without the required PPE are permitted.

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- Ensure cleaning of hard surface, e.g. workstations, countertops and doorknobs on an hourly basis (reports as discussed should be submitted).
- Frontline employees should complete a visitors' register containing contact details and reason for visit for tracing measures. The register should be submitted to the respective managers of the frontline employees on a daily basis.
- Frontline employees to be equipped with emergency numbers and informational posters.
- All emergency contact details shall be made available to the frontline staff.

19. SECURITY

- Security staff are required to screen all persons entering the College premises.
- The security staff will be required to complete the register on behalf of the visitor to ensure minimum contact is made.
- All visitors are required to abide by the minimum required PPE standard set by the College.
- Temperature screening to be introduced at the entrances by means of hand held temperature scanners.
- Any person reading above 37°C shall not be permitted to enter the premises.
- All security staff shall be trained on the use of the scanners.
- All visitors will be sanitised by the security staff before entering and when leaving the premises.

Your cooperation in adhering to the above guidelines is highly appreciated.

Kind Regards



MR C.J VAN HEERDEN
PRINCIPAL