

Alice (main) Campus:

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21 March 2020

Dear Staff

COVID-19: STAFFING ARRANGEMENTS DURING THIS PERIOD

Manco met yesterday with Nehawu and NTEU and the UFH COVID-19 Task Team on how best to approach staffing matters in the face of COVID-19 and the need to contain its spread. We agreed on several matters:

1. A first line of defence against the virus is to take steps to *reduce contact*. This can take different forms, including the etiquette of physical distancing whilst at work, limitations placed on face-to-face meetings, the possibility of adopting rotational working schedules in some divisions, and working from home where it is appropriate.
2. In considering flexibility in work arrangements, *clearly identified work deliverables* are essential for each division to ensure we stay on track.
3. Line managers therefore have the prerogative to devise plans to manage their units during this time. *Work arrangements for all staff have to be agreed with their managers.*
4. During this period, the principle is that *staff should be available at any time during work hours*. If staff are planning on not being available they need to apply for leave. Staff working from home should remain at their regular place of residence so that they are ready to be on campus when necessary at short notice.
5. Staff protective materials and equipment will be provided as required. In the first instance, hand sanitizers will be provided from Monday. Manco has also approved that protective clothing and face masks be procured for frontline staff and this will go ahead as a matter of priority. The availability of stock is a concern.
6. Staff who have travelled to affected areas need to *self-isolate, get tested if they show symptoms, and inform their managers.*
7. *Registration of students needs to be concluded as soon as possible.* Manco has agreed that registration will conclude on Tuesday, 24 March 2020.

We are continuing to monitor formal government communication in relation to COVID-19. It is a fluid situation and rapid changes are possible. We will adapt our work practice to respond to any such changes.



Recipient of the
Supreme Order
of Baobab
(Gold)

Manco is planning another consultative session with the UFH COVID-19 Task Team, Nehawu and NTEU next week.

Sincerely

A handwritten signature in black ink, appearing to read 'Sakhela Buhlungu', with a stylized flourish at the end.

Sakhela Buhlungu
Vice-Chancellor and Principal