

## UNIVERSITY STATEMENT

8 July 2020

### STEP-BY-STEP GUIDE TO CONTROL COVID-19 INFECTIONS

#### *What to do if a student or staff member is ill or tests positive for COVID-19*

##### **Step 1**

If you are a **staff member** and you are ill, if you have any symptoms or you test positive – please tell your line manager and leave the campus. You must self-isolate for 14 days. When you receive your test results, please send them to your line manager. If you are at home, then contact your doctor and remain at home and follow the medical advice that you receive.

If you are a **student** and you are ill, if you have any symptoms or you test positive – please tell your Lecturer or Residence Advisor (RA) and self-isolate for 14 days. If you are tested and receive your test results, please send them to your RA or Lecturer, who will then guide you on what to do next. The RA, in consultation with the Dean of Students, will identify, list and trace all **contacts** and notify them, and take the necessary corrective measures for disinfection.

##### **Step 2**

If you are the Lecturer/Manager/HOD/Director/Dean to whom a possible or confirmed case is reported, please instruct the staff member or student to leave campus immediately and to self-isolate for 14 days.

##### **Step 3**

The Health & Safety Representative to undertake a Risk Assessment based on the Guidelines and take immediate corrective actions, some of which are listed below.

##### **Step 4**

If you are the Lecturer/Manager/HOD/Director/Dean, urgently contact your Campus Infrastructure Department to secure disinfection of all areas occupied by the ill or infected person. Do not allow others to occupy these premises until you are given the 'all clear' signal following disinfection of the area.

To have an area disinfected, please call Mr Busa Khumalo on 031 373 2099 or email [facilities@dut.ac.za](mailto:facilities@dut.ac.za) (Durban) OR call Mr Njabulo Mbambo on 033 845 8802/9083 or email [maintenancepmb@dut.ac.za](mailto:maintenancepmb@dut.ac.za) (Midlands).

### **Step 5**

If you are the Lecturer/Manager/HOD/Director/Dean, immediately email the details of the case and the full Risk Assessment to: [covid-enquiries@dut.ac.za](mailto:covid-enquiries@dut.ac.za)

The information will be received by the DUT COVID-19 Task Team and the Outbreak Response Team headed by the campus clinic Sister. This surveillance system is to monitor and evaluate the situation campus-wide and to report to Senior Management.

The COVID-19 Task Team, via the email [covid-enquiries@dut.ac.za](mailto:covid-enquiries@dut.ac.za), will then send the Lecturer/Manager/HOD/Director/Dean, a contact tracing form, to be completed for anyone who tests positive or who is under suspicion of being infected.

**Contact tracing** is the responsibility of the HOD's and Faculty Officers, who are required to have all the Registers of staff and students on campus, per office, venue & lecture; to be used to identify, inform and provide guidance on what to do in the event of a positive member. During this period, each contact will be required to self-screen daily, using the HealthCheck tool. If one becomes symptomatic (shows any symptoms of COVID-19) or is deemed high risk, he/she must contact his/her nearest Department of Health Clinic or medical facility, who will then determine, based on the medical history, if further laboratory investigation such as a COVID-19 test is required. In the event that during this period any contact is confirmed positive, they are also required to inform their Department.

### **Step 6**

The COVID-19 Task Team will send this contact tracing information to the Department of Health, who will decide who gets sent for testing.

### **Step 7**

The COVID-19 Task Team, in consultation with DUT Management, will make any necessary decisions about temporarily closing an affected area or department.

### **Step 8**

If any staff member or student fails to declare their symptoms or status, they must be reported to the Employee Relations Manager, Mr Mxolisi Msomi on 031 373 2579 or [Mmsomi@dut.ac.za](mailto:Mmsomi@dut.ac.za).

## Hotline and enquiries

For enquiries and advice on COVID-19, please telephone the COVID-19 Task Team's hotline during office hours on **031 373 3760** or email [covid-enquiries@dut.ac.za](mailto:covid-enquiries@dut.ac.za).

## Frequently Asked Questions

### How do I self-isolate?

If you test positive for coronavirus or have symptoms, you will need to self-isolate immediately, even if your symptoms are mild. Even people with mild symptoms can spread the infection. Stay inside and avoid contact with other people.

You may stop self-isolating if:

1. you have not had a fever for 5 or more days; **AND**
2. it is 14 or more days since you first developed symptoms or if you test negative.

### What do I do during self-isolation?

Stay at home or in residence and importantly, stay away from all other people, even if you share a space with them. Do not share towels, bedding, glasses or utensils with other people. Cover your coughs and sneezes with your elbow or a tissue, then dispose of your tissue safely in a bin and remember to wash your hands thoroughly with water and soap for a minimum of 20 seconds. If possible, keep the windows of the room you are in open for ventilation and try not to share a bathroom. If you share a bathroom, clean it thoroughly after use. If your symptoms get worse, phone your doctor or a clinic – don't go there. They will advise you telephonically about what to do. Ask someone to deliver food and other supplies that you might need but do not share a room with them; when they deliver. Do not use public transport.

If the hand sanitiser has run out at a disinfection station, please contact Ms Niki Zungu from the DUT Infrastructure Project Management Office on 031 373 2246 (Durban) or Ms Phindiwe Yakho in Maintenance and Facilities on 033 845 8802 or [phindiwey@dut.ac.za](mailto:phindiwey@dut.ac.za) (Midlands).

### If you need a mask

*If you're a student:* Please contact your Residence Advisor if you are in res. If not in residence, please contact the Safety, Health and Environment (SHE) Department on 031 373 2914/2769/2488/2245 (Durban) or contact Ms Phindiwe Yako on 033 845 8802 (Midlands).

*If you're a staff member:* Please contact your departmental Health and Safety Representative.

## To contact Protection Services (Security)

### Durban campuses

- **Team Leader:** Mr Bonginkosi Khehla Lushaba on 0623190155 or 0780303024; the Office number is 031 373 2869
- Miss Silindile Ntombela on 060 876 3006

### Midland campuses

- **Team Leader:** Mr Melusi Mhlongo on 072 553 9221 or at the Office on 033 845 8979
- Indumiso campus: Mr Jack Nduku on 072 311 8702
- Riverside campus: Mr Zuma on 072 586 8771

## DUT Clinics are here to assist on all campuses

### Durban

- Isolempilo Clinic: Steve Biko Campus, Gate 5, opposite the Sports Centre. Call 031 373 2223.
- Ritson Campus Clinic: Ritson Campus, next to the Hotel School. Call 031 373 6010.
- City Campus Clinic: City Campus, next to the Library. Call 031 373 6002.
- Brickfield Campus Clinic: Brickfield Campus, 2<sup>nd</sup> Floor. Call 031 373 3750 or 031 373 2223.

### Midlands

- Indumiso Clinic: Call 033 845 8913/8966.
- Riverside Clinic: Call 033 845 8811/8812.

## Mental Health Support for students:

Please contact Candice on [candicel@dut.ac.za](mailto:candicel@dut.ac.za) or Thokozani on [thokozanis1@dut.ac.za](mailto:thokozanis1@dut.ac.za). You can also call 031 373 2266 (Durban) or 033 845 8900/8828 (Midlands).

Please visit this webpage for more information on Student Counselling and Health at DUT:

[https://www.dut.ac.za/support\\_services/student\\_services\\_and\\_development/student\\_counselling\\_and\\_health/](https://www.dut.ac.za/support_services/student_services_and_development/student_counselling_and_health/)

## Mental Health Support for Staff:

Please contact Ms Samantha Rajcoomar on [rajcooms@dut.ac.za](mailto:rajcooms@dut.ac.za) for counselling on various platforms. Or contact 031 373 2025 or email [NobantuB@dut.ac.za](mailto:NobantuB@dut.ac.za)

DUT COVID-19 webpage: <https://www.dut.ac.za/coronavirus/>



**Let's work together to stay apart**

**Please observe physical and social distancing guidelines.**

**Please use a face mask whenever you leave your place of residence.**

**Please wash your hands regularly with water and soap for at least 20 seconds.**

Stay safe and thank you for your continued support and co-operation.

Sincerely

DUT COVID-19 RESPONSE TASK TEAM