



Central University of
Technology, Free State

WORKING FROM HOME

IMPORTANT



CUT policies and procedures still apply.



Adhere to normal working hours.



Promptly return calls and e-mails.



Instructions and delegations remain intact.



Maintain a high level of outputs and deliverables.



- Ensure that you have the correct equipment.
- Keep your equipment safe and secure.
- Keep your equipment charged and online during working hours.
- Ensure that you have continuous, good connectivity.
- Keep your work safe and backed up.
- Communicate with your colleagues continuously.
- Check in with your Line Manager as agreed upon.



- Create a designated workspace.
- Keep track of your progress.
- Keep a list of tasks to complete every day.
- Prioritise your daily tasks.
- Limit distractions.
- Take breaks.



Monitor your own health, and be aware of any possible symptoms. Remain active, and follow a healthy diet. Minimise close contact with others, and stay safe.



Be responsible about your mental health and well-being. Make use of all the CUT support structures. Be proactive, and do not only reach out when you need help.

Important CUT contact details:

<https://www.cut.ac.za/coronavirus>

For Wellness Support:

Careways: 0800 004 7700 | SMS 31581
care@carewaysgroup.com OR wellness@cut.ac.za