



Central University of
Technology, Free State

RISK MANAGEMENT AND STRATEGIC PROJECTS UNIT

23 July 2020

COVID-19 Confirmed Cases and Close Contacts Protocol

Guideline for Managers

This serves as a guideline to managers at the University regarding what to do when there is a student or staff member with confirmed COVID-19

Confirmed Case Protocol

1. Immediately report the confirmed case of COVID-19 to the office of the designated Compliance Officer (Chief Risk Officer Mr TK Raseleka: traseleka@cut.ac.za) and Manager: SHE and Sustainability (Mr M Mareko: mmareko@cut.ac.za).
2. Provide relevant background information including a short description of what happened, date of the incident, name of affected person, areas visited on campus for further action, and complete details of the people with whom the person has been in contact while on campus.
3. Ensure that the person with the confirmed case self-isolates for the prescribed minimum period of 10 days.
4. Assist the Manager: SHE and Sustainability with contact tracing activities and informing those that may have been in contact with the confirmed case to self-quarantine for 10 days and test if symptoms develop (Mr M Mareko: mmareko@cut.ac.za).
5. Inform the Head of Human Resources department (Ms H Kotze: kotzeh@cut.ac.za) regarding employees that are confirmed cases and people that may have been in contact and facilitate the leave as well as other relevant arrangements.
6. Assist the Head of Estates and Infrastructure (Mr R Pengilly: rpengilly@cut.ac.za) with facilitating the closing off, cleaning and disinfection of the building, office, facilities, or areas that the confirmed case may have used.
7. Assist the Manager: SHE and Sustainability (Mr M Mareko: marekom@cut.ac.za) to ensure that the diagnosing health professional register the case with the National Institute for Communicable Diseases and informs the provincial public health authorities.

Close Contact with Confirmed Case Protocol

Definition of close contact:

- A **Close Contact** with a **Positive person** is:
 - kissing, touching, holding hands or hugging.
 - someone coughing on you.
 - being face-to-face (less than 1m)
 - being in a small room for 15min
 - living in the same house
 - sharing the same utensils

 - **Not** a **Close Contact** if:
 - wore PPE
 - did not spend a long time in a closed space.
 - contact of a contact.
1. Immediately report the **Close Contact** with a confirmed case of COVID-19 to the office of the designated Compliance Officer (Chief Risk Officer Mr TK Raseleka: traseleka@cut.ac.za) and Manager: SHE and Sustainability (Mr M Mareko: mmareko@cut.ac.za).
 2. If a person has had **Close Contact** with someone who has been diagnosed COVID-19, they must quarantine for 10 days.
 3. It is not advisable to go for a test within the window period (1-10 days) if one has no symptoms.
 4. It is advisable to only undergo testing if the person has symptoms.

Communication Protocol

1. The supervisor of the employee or the Deputy Registrar: Student Services (Dr P Tondi: ttondi@cut.co.za) shall continue to maintain communication with the confirmed case and facilitate re-entry into the workplace or campus environment
2. The office of the COVID-19 Compliance Officer (Chief Risk Officer Mr TK Raseleka: traseleka@cut.ac.za) shall inform the relevant parties required to take further action and the Executive management.
3. The Manager: SHE and Sustainability (Mr M Mareko: mmareko@cut.ac.za) shall liaise with the relevant health authorities regarding the confirmed case.

4. The Executive concerned, Registrar for students and DVC: Resources and Operations for employees, shall communicate the confirmed case to the University community and relevant stakeholders.