

COMMUNIQUE 4

TO: ALL CTU STUDENTS / PARENTS / GUARDIANS
DATE: 15 May 2020
RE: Return to campus after lockdown

In **Communique 1** of 16 March 2020 the Management team communicated the lockdown of our campus from 18 March 2020. In this communication we informed everyone that only selected groups will still be attending classes on campus ensuring social distancing and enabling the selected groups to still continue with their qualification. Trade tests only conducted as per confirmed appointments. Apprentices to comply with their host company's directive on the COVID-19 Virus status and policy.

In **Communique 2** of 19 March 2020 total shutdown of campus for all students and staff.

In **Communique 3** of 25 March 2020 suggested dates were communicated for resuming of classes and additional academic support to students.

In **Communique 4** of 15 May 2020 the Academic Team would like to communicate the procedures to get access to the Campus as soon as the DHET release the instruction that Campuses might open under the applicable lock-down level regulations.

Opening of campuses

As per the directive from Government as well the Minister of Higher Education and Training and the COVID-19 level 4 regulations, DSH will commence with the reopening of our campus as soon as we receive dates from the Department of Higher Education. The trade test centre will re-open on 25 May 2019. Details on this process was discussed with the campus manager on Tuesday 12 May 2020. From 18 May 2020, Durnacol Skills Hub will commence with the deep cleaning and sterilization of our campus. From 25 May 2020, a phase-in process for returning to work will commence. See the process below in point 3.

Health and Safety Steps

The opening of our campuses will be done in a three-step approach.

- **Step 1:** The Academic team will commence with a compulsory completion of an online survey by students.
 - ✓ Durnacol value the health and safety of all students during the current COVID-19 pandemic. In order to assist the DSH Team with the planning process for the return to normal class-based activities during the COVID-19 pandemic, the information obtained from this survey will assist the DSH team to plan the opening process to follow. Note that the information provided will be treated as highly confidential and the privacy of all students and their information shared will be protected.
 - ✓ DSH will also commence with a compulsory online daily health check to ensure that when students do go back to our campuses we can protect every student, employee and client from possible infection.
- **Step 2:** In line with the various Health and Safety guidelines DSH will commence with a deep clean and sterilization of campuses from 18 May 2020. The cleaning process will be managed by an external company and a certificate will be issued to confirm the deep cleaning of the building. The campuses will be cleaned daily thereafter by our own housekeepers. Continuous, bi-weekly sterilization will be conducted

by Faren SA Chemicals to ensure that the campus stay disinfected.

- **Step 3:** Once the campus is cleansed and sterilized we will commence with a phase-in process of employee and student attendance. DSH will make schedules available on ColCampus, e-mail, electronic platform WhatsApp and SMS, indicating when students will attend classes. As we can only have a 30% ratio of students at any one time at campus Teaching and Learning per electronic platforms will continue until December 2020. Contact time will be scheduled for practical sessions and student support.

The following health and safety guidelines will be followed by all staff, students and visitors to our campuses:

- ✓ DSH campus doors will be locked. Health screening will take place external to our premises.
- ✓ No person will get access to the campus without wearing a **facial mask**. As per guidelines these masks must be washed and ironed daily to ensure that all possible germs have been killed. Students need to take responsibility to ensure that they do not cause any infections by not adhering to this process.
- ✓ All staff, students and visitors will have to complete a hard copy questionnaire with various health related questions prior to entering the campus.
- ✓ All staff, students and visitors will have to sterilise their hands prior to entering the campus. Basic sanitation rules must please be followed by all.
- ✓ All staff, students and visitors will have to have their temperature taken and recorded on the questionnaire.
- ✓ Upon entering the campus students will receive a sticker that must be worn the entire day. Once you exit the campus you may not enter again. Should students be at campus over lunch time DSH strongly suggest that you should bring your own lunch to class.
- ✓ Everyone must practice a safe distance from one-another (1.5 m).
- ✓ No one may socialise in smoking areas, canteen areas or bathrooms.
- ✓ Students must have their own headsets and must ensure that it is sanitised daily.
- ✓ Staff must ensure that their own work space is sanitised and cleaned daily.
- ✓ Reception staff members will be issued with protective clothing and face shields as they will be responsible to follow the Health and Safety process for all staff, students and clients.
- ✓ All housekeepers will be issued with protective clothing to fulfil their cleaning function.

Trade Testing

The trade test centre will re-open on 25 May 2019. The campus manager will be involved with the unlocking of campus. Details on this process will be discussed with him on Tuesday 12 May 2020. From 18 May 2020, Durnacol Skills Hub will commence with the deep cleaning and sterilization of our campus. From 25 May 2020, a phase-in process for returning to work will commence.

All students will have to attend a compulsory workshop on Covid-19 before they return to campus. Dates for these workshops will be made available as soon as we have the go ahead from the Department of Higher Education.

Stay healthy and take care of your families and loved ones.



Any questions can be directed to:

Mari Wiese – mariw@ctuttraining.co.za

Dawie van der Merwe – dawievdm@dsih.co.za

Shavin Dookie – Shavind@dsih.co.za

Tel : +27 (0)34 622 5040 | Fax : +27 (0)34 622 5386 | Email: dsihadmin@dsih.co.za
1 Willow Street, Durnacol | PO Box 9232, Newcastle, 2940
Durnacol Skills Hub
Directors: NC Tattersall, R Meeske, EF Pool, N Ince,