



REGENT
BUSINESS SCHOOL
HONORIS UNITED UNIVERSITIES

Occupational Health and Safety in COVID-19

2nd Edition



[regent.ac.za](https://www.regent.ac.za)



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REGENT BUSINESS SCHOOL is committed to providing a safe and healthy workplace for all our employees and students. To ensure that we do so, we have developed an education series to prepare for re-entry to our Learning Centres.



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BUILDING ENTRY PROTOCOLS

Students should only attempt to enter the premises if:

- The student is confident they are healthy;
- The student is confident they have not been in contact with an infected person;
- The student is wearing an appropriate mask;
- The student is not at higher than normal risk (i.e. older than 60 or suffering from medical conditions that increase risk when contracting COVID-19);
- Students are required to do the self-assessment health check as required by the DHET.
- Follow the prompts, CHECK is the self assessment

Higher Health

WHATS APP NUMBER 0600 11 0000

Type in Hi

USSD line

Type in *134*832*2#

On entering the building students will be required to adhere to the following requirements before proceeding through the designated entrance:

- Wait for security to scan their temperature;
- Show the completed screening assessment on your phone or complete a screening questionnaire;
- Abide by the recommendation to move to the isolation room immediately if deemed to be a risk.

REGENT BUSINESS SCHOOL has developed safety protocols for the safe entry of students in line with the guidelines provided by the government. This framework is based on our commitment to protect the health and safety of all students who enter our learning centres to use the library or for support.



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PROTOCOL FOR STUDENTS WHO MIGHT BE INFECTED:

- Immediate quarantine in the designated isolation area;
- Medical grade mask issued;
- Referred to a testing facility as advised by the COVID-19 hotline.

PROTOCOL DURING THE DAY:

Face Mask

- Cloth masks or surgical mask must be worn at all times;
- Procedure for putting on and taking off the mask is as important as wearing the mask;
- Please wash your used cloth mask daily;
- Avoid touching your face with unsanitised hands.

Social Distancing

- Please abide by the RBS guidelines on where to sit and where to stand, signage is displayed to assist you.

Hand washing and Hand Sanitising

- Please wash hands regularly in the bathrooms;
- Hand sanitizer is available in dispensers around the building for your ease of use.

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SHARED SPACES PROTOCOLS

- Always wear your face mask (except when eating).

Bathrooms:

- Ensure that there are no queues in the bathroom. Only every second cubicle should be occupied at one time;
E.g. If a bathroom has five cubicles, no more than 3 people are allowed inside at one time. If two cubicles only one person in at a time. Please queue outside (adhere to distance indicators) until a cubicle becomes available or find an empty bathroom;
- Use hand sanitizer at the door before entering the bathroom – this is to ensure that all surfaces remain sanitary;
- Spray sanitizer onto toilet paper and wipe the toilet seat before use;
- Please ensure standard hygiene practices when using the toilet;
- Close the lid before flushing. Micro particles are expelled at least 1m into the air when flushing;
- Before leaving, and after flushing, sanitize the seat again. This will ensure that the seat stays sanitary;
- Make your way to the handbasin and wash your hands for 20 seconds and dry on a paper towel.

Lifts:

- If required, only 4 persons at a time may use the lift, face back of lift, face sides of lift, face front of lift.

Walking Up/Downstairs and in passages:

- Ensure a min of 2m space between you and the person ahead of you where possible;
- Do not walk side by side;
- If you stop to chat, maintain a 2m distance between you and the other person and keep your mask on;
- Our passages will be two-way zones. Keep to the left.

Lecture Rooms/ Auditoriums:

- Social Distancing rules to be observed;
- Face Mask must be worn.





LIBRARY PROTOCOLS

RBS is pleased to announce that due to the move to level 2 of the national lockdown in South Africa, the institution will reopen its library facilities in Durban, Cape Town, Johannesburg, East London, Pretoria, Windhoek, Ongwediva and Swaziland.

Students will be able to access library service, starting Monday, the 7th September 2020.

However, a limited number of users will be permitted during the following office hours: Monday- Friday 08h30 to 16h30.

Users will be allowed a maximum of **2 hours per day, subject to prior booking**. Please contact your regional office for a booking.

Regions	Contact details	Email address
Durban	031 3044626	library2@regent.ac.za
	031 8267471	library@regent.ac.za
Cape Town	021 4222567	taahir.mahomed@regent.ac.za
	021 4220513	
Johannesburg	011 4821404	hoosen.essof@regent.ac.za
East London	043 7211271	evanthia.marais@regent.ac.za
	043 7211443	
Pretoria	012 7641300	pretoria@regent.ac.za
Windhoek	0026461221480	geraldine.rooi@regent.ac.za
Ongwediva	0026465238567	johanna.ekandjo@regent.ac.za
Swaziland	0026825055890	nonkululeko.maphalala@regent.ac.za
		thembinkosi.vilakati@regent.ac.za





LIBRARY PROTOCOLS

All COVID-19 protocols will be strictly adhered to:

- Hands must be sanitised at the sanitising stations;
- Face mask must be worn, no entry without a face mask;
- Students are required to do the self-assessment health check as required by the DHET.

Higher Health

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LIBRARY PROTOCOLS

No group study sessions will be accommodated until further notice.

It is compulsory for students to book their time slot with their respective regional library staff. The following time slots are available for booking:

1. 8h30 to 10h30
2. 10h30 to 12h30
3. 12h30 to 14h30
4. 14h30 to 16h30

The library intends to open to our students on the 07th of September 2020. It is essential that student strictly adhere to the Covid-19 student protocols.

For further information on library requirements, please feel free to contact the Head of library services in Durban:: library@regent.ac.za or **031 8267471**.





STUDENT PAYMENTS

- Students are encouraged to make use of alternative forms of payment instead of cash to reduce the likelihood of surface transmission of the virus;
- Available to students are Debit and Credit card payments, Electronic Funds Transfer (EFT), Bank deposits (Cash), Payment Gateway (CMI student portal) and SnapScan (QR code);
- A private workspace will be setup in the Digital Commons to exercise the electronic forms of payment via self-service Card Machine and a dedicated PC provided for EFT's and online payments;
- Equipment will be wiped down before and after every use.





IT'S UP TO US!

These protocols are for our health and safety and we trust that we will all follow them. These protocols are based on NICD, DOH, Occupational Health and Safety Act and various other pieces of legislation. We remain up to date on the latest publications and regulations as per national government.

Lockdown through the various alert levels has not been easy and the COVID-19 crisis is not yet at an end.

RBS is confident that if we continue to work together, we can help each other and our nation to overcome the pandemic and its effects in these unprecedented times.

