
	UNIVERSITY OF CAPE TOWN			
	Return to Campus COVID-19 Faculty/Department Building Checklist		Reference Number	UCT/COV/008
			Implementation Date	19 June 2020
			Rev / Amendment No	Final
			Rev / Amendment Date	

This document checklist is required to be completed for all Faculty and Department before staff and students return to campus.

Faculty / Department		Date of Inspection	
Person Completing the Checklist		Employee Number	
Building / Area			

Issue	In place?			Comments
	Yes	No	N/A	
Governance & Communication				
Risk Adjusted phased in approach for Staff				
Risk Adjusted phased in approach for Students				
Has provision been made for Health Risk Assessments?				
Has provision been made for moving to a higher National Lock lockdown where the Faculty/Department is required to close again?				
Is there provision made for COVID-19 Induction?				
Has a COVID-19 Manager been appointed?				
Is there provision made for COVID-19 communication and information?				
Hygiene				
Have buildings that will be required to open been identified adequately cleaned and prepared?				
Building cleaning is being carried out including the provision for self-cleaning materials				
Instructions for washing of Hands with soap and water posted				
Have all staff and students been issued with hand sanitiser for personal use?				
Has cleaning and daily hygiene practices been put in place? This should include personal area self-cleaning.				
Is there adequate hand washing facilities with soap provided?				
Social Distancing				
Are Social Distancing practices in place				
Has the Clear marking for Social distancing been included where queues may be formed?				
Has the flow of persons been addressed?				
Have protocols for holding meetings been put in place?				
Is there provision, prohibition or procedures for managing mass gatherings?				
Is there provision for the safe use of Lifts?				

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COVID-19 Containment				
Are there procedures for persons who show symptoms of COVID-19 during the day?				
Has the Faculty/Department allocated an isolation area for persons with COVID-19 Symptoms?				
Is there a procedure in place for persons who test positive for COVID-19?				
Engineering Controls				
Have screens been placed in areas where staff must interact with the public in order to protect them against COVID-19				
Have Hand sanitiser dispensers been placed at the entrances to the building and in high density areas for public use?				
Daily COVID-19 Symptom Screening				
Has provision been made for daily Self-Screening?				
Has provision been made for persons who are rated as high or medium risk after screening?				
Health and Safety				
Have all staff and students been issued with The Correct PPE? i.e Cloth Masks				
Is there a disciplinary procedure in place for persons who fail to comply with the COVID-19 procedures and regulation?				
Has the Plan made provision for persons operating UCT owned vehicles?				
Have COVID-19 information signs been posted at entrances to buildings and in prominent places?				
Has a Faculty/Departmental COVID-19 Risk Assessment been done?				

I, _____ declare that all the above measures have been put in place and will ensure adherence to the UCT COVID-19 Campus Readiness and Containment Policy requirements.

Signed: _____ Date: _____
Faculty/Department Manager

Signed: _____ Date: _____
Health and Safety Representative