

Our ref. C: 18559

Enquiries: registrar@iie.ac.za

7 June 2021

Dear Student,

RE: ENSURING YOUR SAFETY ON CAMPUS DURING ASSESSMENTS

We trust that you have all been keeping safe during these last few months and that your preparations for the upcoming examinations are well underway.

The purpose of this letter is to remind and assure, you of the various covid-19 protocols that will be applied for all entering our campuses.

Through the consistent application of COVID protocols, we are all able to significantly reduce the risk of infection for ourselves. On campus, there are several additional protocols we are following.

1) Campus Covid Compliance Committee, Points People and Isolation room

- Each campus has a COVID-19 Compliance Committee that ensures that the Campus adheres to the required health and safety measures and helps assess risk if there is a positive case.
- Each campus also has a designated isolation room where potentially sick staff or students will be taken before leaving the campus.

2) Access, exit and stay on campus.

- Every person entering our campuses will be screened before entering and this includes having your temperature taken and hands sanitized.
- All students entering the campus must produce their digital student card.
- All students entering the campus must complete an online declaration and screening. If you have not yet done so, please add [0600428739](https://www.whatsapp.com/business/profile/0600428739) to your WhatsApp contacts and complete the COVID-19 declaration steps. You need to show the confirmation at the campus entrance on each arrival.
- No person will be allowed to enter our premises without a mask and masks need to be worn always.
- Masks must cover your mouth and nose (vented masks are not permitted).
- Students are encouraged to leave the campus as soon as their examination is completed.
- All social distancing rules will apply when entering and exiting the campus and moving around the campus.
- Access to the campus will be denied if any person displays COVID-19 related symptoms or has a measured temperature of 38 degrees or higher.

ADvTECH HOUSE

Inanda Greens
54 Wierda Rd West
Wierda Valley 2196
P.O. Box 2369
Randburg 2125



3) Personal protection

- You may not take your mask off except to eat or drink.
- If you are eating or drinking, we recommend you double the distance between yourself and others.
- Students and service providers need to leave the campus as soon as they can after class or an examination or their activity is complete.
- Sanitisers are distributed throughout the campus – please use them.
- You are required to use the sanitiser when you access or leave a venue.
- In addition, please wash your hands – soap and paper towels are in all bathrooms.
- The minimum distance between you and others should be 1,5metres.
- Cover a cough or sneeze with a flexed elbow in addition to keeping your mask on.

4) Protocols for venues

- Standard venue cleaning occurs twice daily, and desks and chairs are wiped and sprayed between examination sittings.
- Frequently touched surfaces e.g. door handles, windows, light switches, railings, IT equipment, desks and chairs etc are disinfected with the required sanitizing products.
- All venues are configured to allow a 1.5 metre distance between all seated students.
- Venue windows will always remain open to allow for natural ventilation and airflow.
- Bathrooms are deep cleaned and sanitised regularly.
- Paper towels or wipes with sanitiser are available for venues with shared equipment such as keyboards – please wipe them down before use.

5) Protocols for assessments

- Students must wait outside assessment venues and must adhere to a minimum of 1.5 metres between them and other people.
- Students will enter the assessment venue in a single file, and adhere to social distancing protocols as they do so.
- Students to ensure that in addition to your digital student card, you also have any of the following form of identification: green ID book, smart card ID, driver's license, or passport. These need to be placed in front of you on the desk during the assessment with the photo visible and will not be touched by the invigilator if the photo is visible.
- All students and Invigilators are to wear their masks, covering their mouth and nose, for the full duration of the assessment.
- Invigilators and assessment staff handle and assessment packs wearing latex gloves and masks. These latex gloves are discarded immediately after touching assessments.
- Students are required to place their own assessment in the assessment collection box.
- All students are expected to carry sufficient personal stationery, and no sharing of stationery is allowed

Please feel free to contact the campus if you have any queries. Good luck with the academic year ahead.

Yours sincerely



Peter Kriel
GENERAL MANAGER