



Vice-Chancellor's Directive on COVID-19 Vaccinations

Operational Plan

1. Vaccination Requirement and Deadlines

a. Existing Staff, Contractors and Consultants (Based on SPU Campuses)

Directive Actions		Deadlines:			
Action Category Option	Action Requirement	28 February 2022	4 March 2022	11 March 2022 ²¹	15 April 2022
A	Proof of Vaccination	Proof of receiving a first or full dose of the COVID-19 vaccination is submitted to the Human Resources Department (HR) (kirstin.pophaim@spu.ac.za) or the relevant Line Manager and acknowledged. Staff academic and operational functions continue.	Not applicable	Not applicable	Proof of receiving a full dose of the COVID-19 vaccination is submitted to HR (kirstin.pophaim@spu.ac.za) and acknowledged. Staff academic and operational functions continue.
B	Application for Exemption is submitted using Annexures B, C or D	Application for Exemption is submitted to HR (kirstin.pophaim@spu.ac.za) or the relevant Line Manager.			Not applicable
C	No Proof of Vaccination/ Application for Exemption Submitted	Access denied to University Campuses and Facilities (Only applicable to staff/contractor/consultant who did not provide a vaccination certificate or did not apply for exemption)	Employee/organization receives notification of non-compliance with the Vice-Chancellor's Directive on COVID-19 Vaccinations and the University's HR Policy.	Employee/organization receives final notification of non-compliance together with a management decision in terms of the SPU HR Policy and the terms of the relevant contract, as applicable.	Not applicable

b. Existing and New Students

Directive Actions		Deadlines:			
Action Category Option	Action Requirement	28 February 2022	28 February 2022	07 March 2022 ²¹	15 April 2022
A	Proof of Vaccination	Proof of receiving a first or full dose of the COVID-19 vaccination is presented upon registration or upon return to a student residence. Student continues with academic activities and programme.	Not applicable	Not applicable	Proof of receiving a full dose of COVID-19 vaccination is submitted to the Division of Student Affairs (DSA), Health and Wellness Unit (danelia.mccarthy@spu.ac.za) and acknowledged. Student continues with academic activities and programme.
B	Application for Exemption is submitted using Annexures B, C or D	Application for Exemption is submitted to the DSA (zipho.msimango@spu.ac.za))	Not applicable
C	No Proof of Vaccination/Application for Exemption Submitted	Access denied to University Campuses, Residences and Facilities. (Only applicable to students who did not provide a vaccination certificate or did not apply for exemption)	Student receives notification of non-compliance with the Vice-Chancellor's Directive on COVID-19 Vaccinations.	Student receives final notification of non-compliance with the Vice-Chancellor's Directive on COVID-19 Vaccinations together with a management decision on their continued registration at the University.	Not applicable

c. Contractors, Consultants and Visitors (Ad hoc and Project Based)

All contractors, consultants and visitors to SPU occupied facilities and campuses are required to follow all health and safety protocols for access to the University precinct.

d. New Staff, Contractors and Consultants (Based on SPU Campuses)

All new staff, contractors and consultants who are required to be based at SPU occupied facilities and campuses are required to follow all the requirements as provided and communicated in their employment and engagement letters/contracts.

2. Vaccination Exemption Committee (VEC)

A Vaccination Exemption Committee shall be established on the authority of the Vice Chancellor and Principal to review, approve and make recommendations on all applications for exemption from the Vice-Chancellor's Directive on COVID-19 Vaccinations.

The committee shall comprise of:

- a. The applicable Head of School or Division
- b. Senior Manager: OHS&E
- c. Representative of the Workers' Union
- d. Human Resources: Employee Relations Manager
- e. The Dean: Student Affairs (Deputy Chairperson)
- f. The University Registrar (Chairperson)
- g. The President of the Student Representative Council

3. Application for Vaccination Exemption Forms

ANNEXURE B: APPLICATION FOR EXEMPTION: MEDICAL GROUNDS

ANNEXURE C: APPLICATION FOR EXEMPTION: RELIGIOUS CONSIDERATIONS

ANNEXURE D: APPLICATION FOR EXPEMPTION: OTHER