



OFFICE OF THE UNIVERSITY REGISTRAR

Ref : MU/1/P1.01
To : All Staff and Students
From : University Registrar
Date : 16th July, 2021
Subject : **COVID-19 STATUS ON CAMPUS AND ANNOUCEMENT OF NEW MEASURES TO BE FOLLOWED**

Further to our memo dated 14th July 2021 on the status of Covid-19 virus on campus, I write to report that Mzuzu University registered 8 new Covid-19 positive cases through its Clinic testing centre on 15th July 2021. Out of the eight cases, 7 are students and one is a spouse of a staff member. In terms of gender, 4 are males and 4 females. Students are being moved to the Isolation Centre.

With the current surge in Covid-19 positive cases and in line with recent Government direction and recommendations, I wish to communicate the following measures to be followed by all:

- i) Immediate decongestion of workplaces (the offices) to 50% by allowing staff to work in shifts, if not working from home.
- ii) Employees at high risk of severe diseases such as people aged 60-year old and above and people with comorbidities being required to work from home.
- iii) Physical indoor meetings will be highly discouraged and instead virtual and outdoor meetings will be encouraged.
- iv) No gatherings within offices.
- v) Appointments and bookings to be encouraged.
- vi) Contact tracing for all positive cases to be enforced.
- vii) All business places within the campus to reduce the number of people being served at the same time to 50% of the capacity and limiting the contact time inside business places.

- viii) All servicing points to put in place measures for ensuring social distancing such as putting marks on the floor to indicate where to stand to abide by the recommended one-meter radius.
- ix) Staff and students to ensure adequate ventilation in offices and classrooms.
- x) There shall be mandatory body temperature screening at the main entrances.
- xi) Mandatory hand washing at entrances.
- xii) Mandatory wearing of face masks by students and staff boarding University vehicles and within campus/classrooms.
- xiii) Regular disinfection of University facilities and vehicles.
- xiv) Spectators during sporting activities/events will not be allowed.
- xv) Adherence to 100 people including officials during sporting events /activities.
- xvi) Meetings to last for only one hour.
- xvii) Restricted entrance to the campus after 6.00pm so that only those required to provide essential services to students are available on campus.
- xviii) All students who tested positive to be on self isolation for 14 days. During this time, concerned students will not be allowed to attend classes.
- xix) SR Nicholas House opposite NORA hostel and House 27 are designated isolation centres for male and female students who tested positive to Covid-19 respectively.

In this regard, all Secretaries and other front office staff are required to have registers for recording all persons received in their respective offices on daily basis. For mails coming to the Administration and Finance, please use the Reception where we will have receiving trays put and have a mechanism for efficient distribution of the same. Bookings for appointments in the Administration will have to be made through the Reception.

Heads of Departments and Heads of sections are therefore requested to help in the implementation of the new measures with immediate effect and coordinate activities in such a way that there is continuity of business while working in shifts or working from home. Similarly, MUSREC Executive is also requested to sensitize its constituents on the importance of adhering to the new measures.

Please note that everyone is required to continue providing work and services as this is not declaration of off-duty or holiday. Staff may be required to report and be available any time to attend to matters.

Staff and students are encouraged to go for COVID-19 testing when feeling signs and symptoms.

Protect Yourself Protect Others



YONAMU NGWIRA
UNIVERSITY REGISTRAR

Cc: Vice-Chancellor
Deputy Vice-Chancellor
Director of Finance
Director of Research
University Librarian
Management Accountant
Chief Procurement Officer
Deans of Faculty
Directors
Senior Security Liaison Officer
Trust Fund Manager
Projects and Estates Manager
Dean of Students

Coordinators of programs
Heads of Departments
Financial Accountant
Heads of Departments
Senior Assistant Registrars
Assistant Registrars
Senior Executive Officer
Executive Officers
Heads of sections – Clinic, Stores,
Library, Finance, Registry
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