



25 March 2020

Dear NUST Staff and Students

Re: COVID-19 LOCKDOWN MEASURE #5

Yesterday, the President of the Republic of Namibia His Excellency Dr Hage Geingob announced that Namibia, particularly the Khomas and Erongo Regions, will be on a partial lockdown from Friday, 27 March at midnight, to Thursday 16 April 2020. This was done to control the spread of the COVID-19 pandemic.

During the 21-day lockdown period, all people employed by the government, state-owned enterprises and the private sector are required to work from home. Consequently, and in compliance with this directive, the University and all its regional centres will be closed between **Thursday, 26 March at 16H30 and Tuesday, 16 April 2020.**

Staff and students are strongly encouraged to remain at home during this time. Only staff that is critical to the functioning of the University and those not able to work from home will work from their offices **when required.**

Such critical staff will be determined by respective line Managers or Directors and their names must be forwarded to the Director: Facilities and the Director: Human Resources before the close of business on Thursday 26 March 2020.

All staff members will be granted special leave through the Human Resources bulk process. There is no need for staff members to apply for leave on-line. **However, every university employee should remain reachable and available throughout this period.** Essential IT services will be available, although it might be limited. Kindly be reminded that all staff can access their work emails via the NUST website by following this link <https://webmail.nust.na/owa/#path=/mail>

The University is aware that this period of uncertainty may cause anxiety and stress amongst the campus community, but if we all adhere to the guidelines issued by local and international health organisations, we will mitigate the impact of this virus on Namibia.

Therefore, for this shutdown to bear the desired outcomes, all staff and students must fully cooperate with university and national guidelines. Remember to limit your movement, wash your hands regularly and immediately report any symptoms associated with the virus to **0800 100 100**. Stay safe and healthy.

Sincerely

A handwritten signature in black ink, appearing to read 'M. du Toit', written over a circular stamp or watermark.

Morné du Toit
Acting Vice-Chancellor

Mdt/cj