



# GHANA COMMUNICATION TECHNOLOGY UNIVERSITY

## OFFICE OF THE REGISTRAR

GCTU/OR/001/01/21

1<sup>ST</sup> FEBRUARY 2021

### CIRCULAR

#### ENFORCEMENT OF COVID-19 PROTOCOLS ON CAMPUSES

Following the re-opening of the University for academic activities and the upsurge in the rate of COVID-19 infections nationwide, Management wishes to remind the entire University community of the need to strictly observe all COVID-19 safety protocols to ensure safety on **ALL** campuses of the University.

Specifically, Members of the University Community are hereby reminded to strictly observe the following protocols when on campuses of the University:

- i. **ALL** staff, students and visitors shall continue to be subjected to temperature checks by University security personnel before they are allowed entry onto any of the University's campuses. Any person who does not subject himself/herself to this check shall be denied entry.
- ii. There shall be strict enforcement of the "No Mask, No Entry" policy in all University campuses, buildings and offices. All persons without masks shall be denied access to the campuses, buildings and offices of the University,
- iii. Staff, students and visitors should ensure that they are always in a face mask when in common areas (e.g. corridors of buildings, reception, compound of campuses, classrooms, etc.) shared by staff, students and visitors.
- iv. The protocol of hand hygiene, i.e. washing of hands under running water in addition to the use of hand sanitizers before entry into all University buildings shall be strictly enforced for all persons.
- v. Heads of Directorates, Departments and Units should ensure adequate supply of hand sanitizers in offices at all times.
- vi. The Property Unit should ensure the provision of water, soap and disposable towels for hand hygiene at the entrance of all buildings.
- vii. Members of the University community are to observe the social distancing protocol of maintaining a distance of at least two meters (6 feet) from others in buildings, offices and classrooms and on campuses. Heads of Directorates, Departments and Units are to ensure that the social distancing protocol is adhered to in all offices and classrooms.
- viii. Staff should as much as possible limit their movements to their offices and work stations and desist from unnecessary loitering as much as possible.
- ix. All meetings, particularly statutory meetings, should be conducted and facilitated virtually using technology. In-person meetings and appointments must be avoided as much as possible.

- x. Working hours have been revised to 8.00 am to 3.00pm but the use of skeletal staff on rotation basis, which currently excludes Administrative Heads, shall still apply.
- xi. Additionally, Heads of Departments, Directorates and Units may consider other arrangements such as compression of working week, where staff may work longer hours on a number of days per week and take time-off on the remaining days of the week and the introduction of off-site work which allows work to be done from home or other locations through the use of ICT (internet, video conferencing, etc.), where feasible, to ensure provision of services at all times. Any such arrangement(s), if adopted, should be approved by the Registrar in consultation with the Head of HR.
- xii. For whatever flexible arrangement that is adopted, Heads of Departments, Directorates and Units should ensure that all staff work a minimum of three working days per week. All Heads should ensure that services are provided by their offices every working day of the week and in a manner that will serve the needs of students and clients, as well as protect the health and safety of employees.
- xiii. Any staff or student who develops a fever, cough, cold, sore throat or any of the COVID-19 related symptoms should isolate himself or herself until it clears and seek medical attention. Everyone is encouraged to check his/her temperature daily (morning and evening).
- xiv. Management is in the process of setting up COVID-19 Management Teams on all campuses to ensure the strict enforcement of the above protocols with support from the Security Unit of the University.

Staff and students are advised to follow and adhere to all preventive and precautionary measures on COVID-19 to ensure the health and safety of all members of the University community and curb the spread of the COVID-19 virus. We owe this responsibility to ourselves, our families and other members of the University community.

Management wishes to assure staff, students, parents, guardians and the entire University community that the safety and well-being of all our stakeholders is of utmost priority.

  
**NII ADOTEI ABRAHAMS**  
**INTERIM REGISTRAR**

**Distribution**

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