

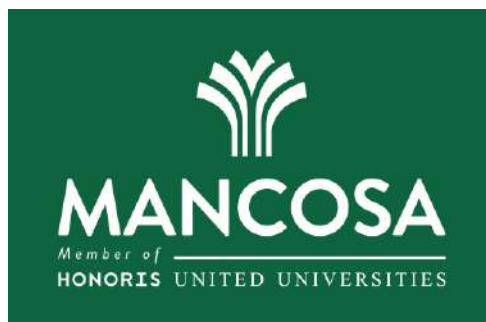
16 March 2020

Dear Student

## **STAKEHOLDER COMMUNICATIONS RELATED TO THE IMPACT OF COVID-19 CORONAVIRUS PANDEMIC ON OPERATIONS**

The President of the Republic of South Africa, the Honourable Mr Cyril Ramaphosa addressed the country on Sunday 15th March 2020 to provide the country with a national directive on decisions related to the management of COVID 19 pandemic. The President has declared COVID-19 pandemic a National Disaster in South Africa and has called upon all stakeholders to demonstrate responsibility in working towards reducing the spread of the virus in order to limit the impact on business, society and the country, in general. MANCOSA has reviewed the situation and possible impact on our staff and students and has undertaken a number of steps to create awareness and ensure adequate hygiene practices are in place to protect the welfare of our most important assets, our students and staff. MANCOSA has also taken decisions on the academic programme for the months of March, April and May 2020. It is important to note that thus far there are no reported cases of the coronavirus at MANCOSA including students, faculty and staff.

**The below important information will give you a summary of our decisions and the risk mitigation planning we have put in place.**



## **1. Workshops**

We are fortunate that our students study through distance learning and have limited physical contact. All planned weekday and weekend support workshops are cancelled from and including 17 March 2020 until further notice. Students will have all the workshop and additional academic resources available to them via our online portals, namely mancosaconnect and mymancosa. The online academic content provides a rich resource for your learning. We encourage you to focus on your studies and use the resources provided.

## **2. Examinations**

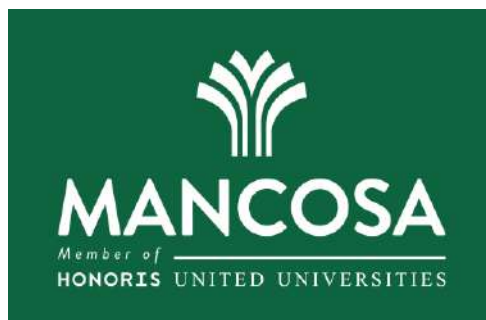
The examinations scheduled for April 2020 have been postponed to June 2020. MANCOSA is exploring the possibility of an alternative online assessment in lieu of the examination not being possibly executed in its traditional format. Further details relating to the revised assessment will be communicated in due course.

## **3. Assignments, Projects, Research Reports and other Assessments**

Assessments, inclusive of KCQs, short essays, assignments, projects and research related deadlines will continue as scheduled. Students are encouraged to ensure they submit on time. The standard extension process will apply.

## **4. Graduation**

The MANCOSA graduation ceremonies planned for the months of April and May 2020 have been cancelled. Students will receive a letter of



completion together with the certificate between mid – April and June 2020 in accordance with courier company policies and contingencies.

#### **5. Access to MANCOSA Learning Centres, Satellite Office and Libraries**

MANCOSAs administrative offices will remain open until further notice. However, access to common learning spaces, student gathering areas and recreational spaces, such as classrooms, student meeting rooms, libraries and cafeterias will be prohibited until further notice.

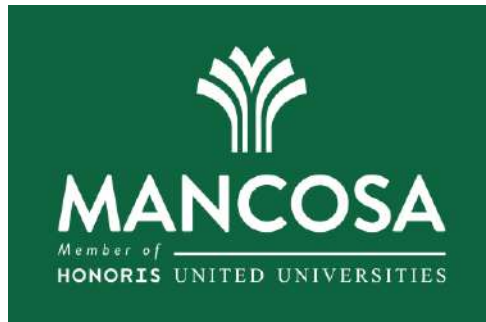
We trust that the situation will improve and render additional drastic measures unnecessary. We will be in regular contact to give you updates, as your health, safety and learning is of paramount importance to us. MANCOSA regrets the inconvenience caused.

#### **As a reminder, the coronavirus is thought to spread mainly from person-to-person.**

- Between people who are in close contact with one another (within about 1-2m).
- Respiratory droplets produced when an infected person coughs or sneezes.

As the virus spreads through the world, there will be other cases in our community. Here's what you can do to reduce the risk to yourself, your family and our campus community:

1. Wash your hands well and frequently, substitute a handshake for a smile, don't share eating utensils or cups,



2. Clean and disinfect frequently touched objects and surfaces.
3. Cough or sneeze into your elbow or use a tissue to cover it, then throw the tissue in the trash.
4. Avoid close contact with people who are sick.
5. Stay home when you are sick.
6. Take care of your emotional health, get sleep, unplug from the news, meditate, exercise and eat well – these all support your body's immune system.

A handwritten signature in black ink, appearing to read "Kiveshnie Naidoo".

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**Professor Kiveshnie Naidoo**  
Academic Director