



14 April 2020

Dear Colleagues

COVID-19: Professional and Support Staff

We trust that you are safe and coping in this difficult time. With the announcement of the initial 21-day lockdown commencing on 27 March 2020, and the extension by a further two weeks by President Ramaphosa, the University has had to rethink ways in which to continue to function and serve both our staff and students. Each one of us is being professionally and personally challenged to work differently. We are heartened by the ways in which so many of you have already responded to the situation with a visible determination to meet the commitments we have to our university, our students and our colleagues. We thank you for this commitment.

We have amended the [2020 Academic Calendar](#). The academic programme for the second term will commence on 20 April with online teaching and learning and the first semester to end on 26 June. Please keep abreast of all communication in this period by following <https://www.uj.ac.za/coronavirus/>

In this light, it is incumbent on us all to interact with each other in ways that support collaborative, innovative and solution-driven responses and activities. Our work must continue as normal. We have learned even in this brief time that communications and work processes can be maintained in a variety of ways outside of the traditional face to face meetings. [Microsoft Teams](#), [WhatsApp](#), [Zoom](#) and [Skype](#) all provide us with ways to engage and interact with one another at a distance. Please do interact with your managers, Directors, Executive Directors or Senior Directors if you have difficulties with devices or internet connectivity. Given the constraints that we face, workarounds may be required in order to ensure that you are able to continue working. Please be advised that the Information and Communication Systems (ICS) Division will be available to support all users working remotely during the lockdown period. ICS is available from 7:30 – 16:30 weekdays (excluding public holidays) and may be contacted on the following contact details:

1. Telephone: 011 559 8888 (Option 1)
2. Email: helpdesk@uj.ac.za

The focus going forward is not on how things *should* be done, but on how things *can* be done. The University relies on you to ensure that our respective domains are as functional

as possible. The University will continue to discharge its responsibilities in respect of teaching, learning, research and community engagement. Many of you work either directly or indirectly in support of these core functions and will need to find ways of managing work remotely. UJ governance, management and administrative structures will continue to function as well as the different services offered, meetings that are scheduled and the interfaces with external bodies specific to our domains. Our online presences are all possible remotely. Universities all over the world are adjusting with the demands necessitated by this global pandemic. It must be noted that the University is committed to functioning during this period and that we are all still on duty and are expected to fulfil our obligations with professionalism and care.

Together we will see the national crisis through to the end and emerge with new and creative possibilities for engaging and working in the future. We will continue to keep you updated on developments.

Stay safe

Yours sincerely



Professor Angina Parekh

DVC: Academic



Professor Saurabh Sinha

DVC: Research & Internationalisation



Professor Kinta Burger

Registrar



Dr Nolitha Vukuza

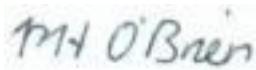
Senior Executive Director: Student Affairs and University Relations



Professor Andre Swart
Chief Operating Officer



Ms Nolwazi Mamorare
Chief Financial Officer



Professor Patrick O'Brien
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