



## Memorandum

Office of the Director: Marketing & PR

Tel: +27(0)16 950 9225

Fax: +27(0)16 950 9767

Email: [kedie@vut.ac.za](mailto:kedie@vut.ac.za)

**To:** Staff and Students  
**CC:** COVID-19 Campus Biosafety Task Team  
**From:** Director: Marketing & Public Relations  
**Date:** 23 April 2021  
**Subject:** **SUBMISSION OF APPLICATIONS FOR APPROVAL BY THE TASK TEAM**

---

The Above matter has a reference.

The Task Team has noted with concern how applications are submitted for approval without taking note of the communication disseminated by e-communication through the Secretariat of the Campus Biosafety Task Team, which advises the VUT community of the process that should be followed to submit applications for approval.

Given the above situation, the Covid-19 Campus Bio Safety Task Team as resolved the following regarding the submission of applications for approval:

- 1 meetings of the Task Team are held fortnightly, on Tuesdays;
- 2 Ms Charmaine Cilliers (Secretary of the Task Team) will communicate the sitting of every meeting and attach the Operational Management Form to be completed;
- 3 all forms should be completed correctly and signed by the applicant as per the attached e-communication shared on Wednesday, 21 April 2021; and
- 4 **NO RANDOM APPROVALS** will be entertained by the Task Team.

It is important that everyone who requires approval of the Covid-19 Campus Bio Safety Task Team should plan properly and follow the prescribed process. Your co-operation will assist the University to comply with all the lockdown regulations and limit the chances of infection on and off campus.

Kind regards,

**Ms Kediemetse Mokotsi**