

Guideline for Costs to be incurred against Central Covid – 19 Fund

Overview:

While an exhaustive guideline/list of costs is not possible or practical, this is intended to assist in making choices as well as indicating the appropriate process to follow. The key aim is to ensure that costs that are not reasonably planned or foreseen can be accommodated.

In addition, any costs incurred need to be within current UCT policies and practices in all spheres (not just procurement policies). If the costs were already going to be incurred by UCT, students or staff in any event, this would then be unlikely to be a cost appropriate for this source of funding.

Process:

The fund for costs is managed by the Finance Department on behalf of the university. The costs incurred will have to be reported on to the Executive, the University Finance Committee and Council. Costs to be incurred will thus need to be understood and supported by appropriate supporting documents/evidence to evaluate both the appropriateness of the cost being covered by the fund as well as by UCT. Requests for access to the funds being made available should be directed to Hardy Maritz at Hardy.Maritz@uct.ac.za. Any queries or concerns that require clarity should be directed to either Ashley Francis (Ashley.Francis@uct.ac.za) or Hardy Maritz in the first instance.

Guidelines for likely appropriate costs:

- Costs directly linked to interventions required due to Covid – 19. For example, hand sanitising stations, costs incurred by students needing to change existing travel bookings, costs related to possible quarantining of students still in Cape Town, etc.
- Costs incurred to better inform staff and students on how to manage Covid – 19.
- Costs incurred to move teaching online (where these are in addition to costs already planned or allowed for).
- Reasonable and appropriate costs incurred to facilitate the ability of staff to work remotely where this is essential to continuing UCT operations.
- This list is not exhaustive – please contact Ashley Francis or Hardy Maritz to discuss as needed.

Costs not likely to be appropriate:

- Where a student needs to return home earlier than expected due to UCT closure. The student would have incurred a cost to return home in any event, so this is not a new or unexpected cost. Where there are existing processes and funds to assist students, these should be the first source of funding for such costs. The unexpected cost could likely be a fee incurred to change an existing booking or reservation which is covered above.
- Costs for purchase of laptops to enable staff to work from home if needed/appropriate. If the period to work from home is an extended one, it would be more appropriate to perhaps allow the staff member to take the desktop machine home. Failing that if laptops are purchased this should be done from the units PC/Laptop replacement provision and worked into the replacement cycle. Bear in mind that UCT policy dictates that staff only have one machine funded by UCT, so this will need to be managed and planned in future cycles.
- Costs incurred due to flight, accommodation or conference cancellations.