



NAMIBIA TRAINING AUTHORITY

**VTP ANNOUNCEMENT**

1 July 2020

**PROCESS GUIDELINES IN RESPECT OF IDENTIFICATION OF SUSPICIOUS COVID-19 CASES AT VOCATIONAL TRAINING INSTITUTIONS**

Dear Colleagues,

Namibia, you are well aware, has recently witnessed a significant increase in the number of confirmed COVID-19 cases. Although there has not been any confirmed case(s) of COVID-19 at Vocational Training Providers (VTPs), vigilance and caution remain critical.

It is against the above background, that we deem it prudent to share these guidelines, which are complementary to the protocols/requirements of the Ministry of Health & Social Services (MoHSS), to assist VTPs in the unfortunate event that there is a suspected COVID-19 case.

Furthermore, it is important to identify the COVID-19 symptoms as accurately as possible, especially now during winter, when some of those symptoms are likely to mirror those of a common cold. If in doubt, please call the COVID-19 toll free number, **0800 100 100**.

VTPs are reminded, yet again, to exercise caution and care, especially if there are trainees from confirmed COVID-19 hotspots. This should be done without stigmatising or victimising these trainees.

**1. Identification of Suspicious COVID-19 Cases**

- 1.1. Identify the concerned trainee/s and document the following information from them:
  - 1.1.1. Travel history
  - 1.1.2. Accurate description of symptoms
  - 1.1.3. An indication of who they have been in contact with over the last seven days.
- 1.2. Contact the COVID-19 Call Centre to report the suspicious case/s. The above information will come in handy during the reporting process.
- 1.3. Inform the NTA, in writing, regarding the suspicious case/s, with as much detail as possible.
- 1.4. Isolate the trainee, until MoHSS officials have arrived to conduct their own inquiry. If the trainee is a day scholar, isolate the individual in a safe environment, until MoHSS officials arrive. If the trainee is staying in hostel facilities, isolate him/her from others in the hostel environment, until MoHSS officials arrive.
- 1.5. Consider suspending training temporarily, until tests have been conducted to confirm if the suspected case tested positive. Communicate this information to your stakeholders,

especially the trainees. Be careful not to create unnecessary panic, especially amongst trainers and trainees.

- 1.6. During the training suspension period, liaise with MoHSS regarding the disinfection of the entire institution.
- 1.7. Only resume training, once confirmation is received from MoHSS that there are no positive cases from those tested. If any positive cases are confirmed, MoHSS will provide further guidance on the process to be followed.

## 2. Confirmation of Positive COVID-19 Cases

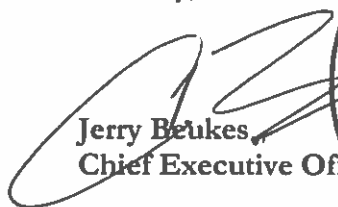
It is highly likely that suspicious cases will lead to testing. In the event that a case is confirmed positive, we advise as follows:

- 2.1. Continue with the suspension of training;
- 2.2. Seek guidance from MoHSS, regarding the process which is to be followed;
- 2.3. Only resume training once clearance is issued by MoHSS to do so;
- 2.4. Communicate to your various stakeholders about the unfolding situation and keep them abreast on a regular basis, until the situation is resolved.

VTPs are reminded that the prevention of the spread of COVID-19 is a *personal and collective responsibility*. Vigilance and compliance to set directives, therefore, remain critical. The NTA remains available to provide guidance as we collectively fight this outbreak in our country.

Relying on your full cooperation

Sincerely,

  
Jerry Beukes  
Chief Executive Officer

