

Brescia University College

Fall 2021

Readiness Plan

September 2021

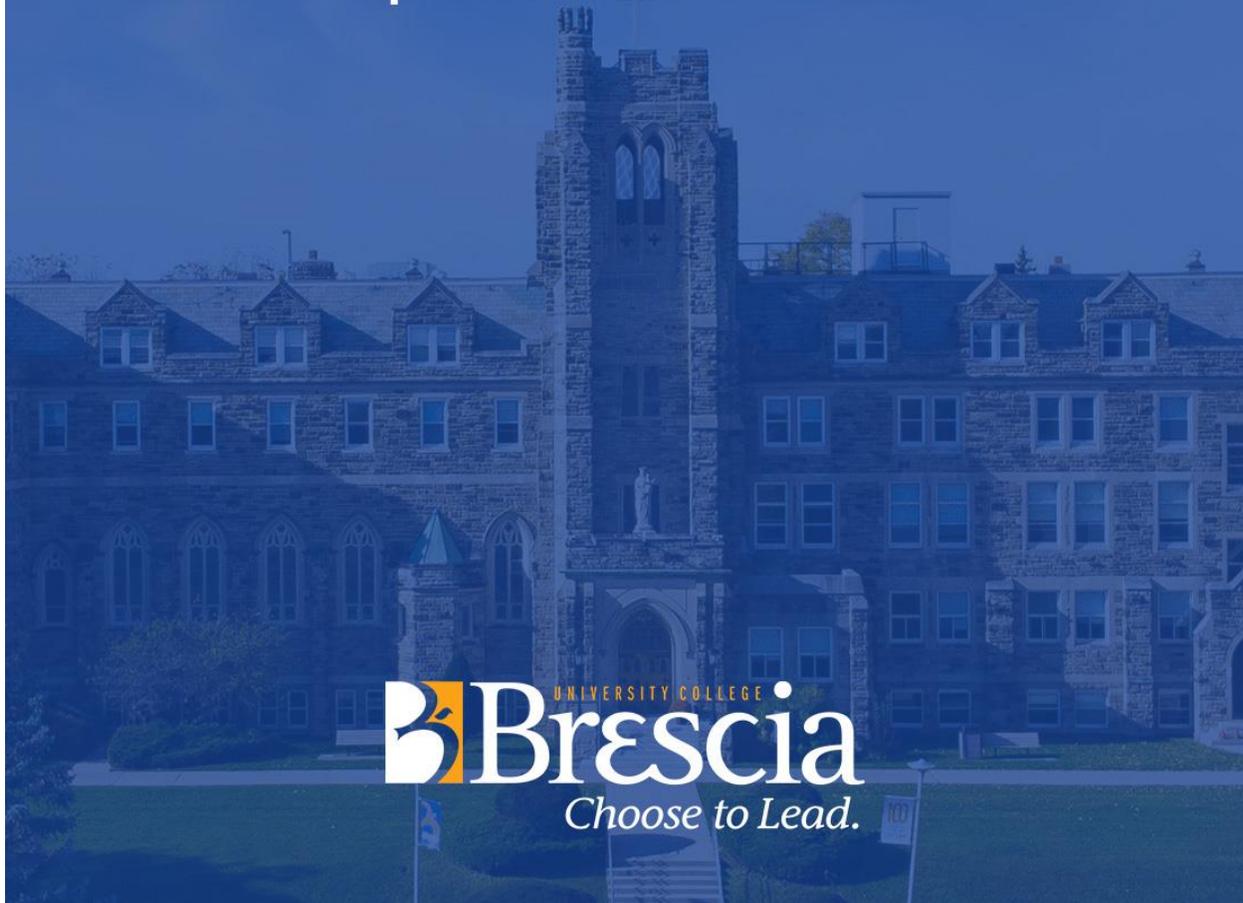


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Brescia – Return to Campus Plan

Introduction

Brescia University College is Canada's only women's university, an affiliated university college of Western University. With just over 1600 students traditionally on campus, Brescia is committed to providing both an online and in-person, campus environment that is safe, warm and welcoming to students. The layout of our campus includes three main buildings, one of which is our residence facility (Clare Hall). The campus itself is situated on 48 acres of land, directly adjacent and to the west of Western's main campus.

Working alongside Western, Brescia has been shifting its operations to align with changing local and provincial health guidelines due to COVID-19.

This Fall 2021 Readiness Plan is intended to provide a general overview of our steps to support our students and community in alignment with new operational regulations and Public Health requirements. Brescia remains in close contact with Western University officials who are advising and supporting campus operational plans, where appropriate.

Brescia's Fall 2021 Readiness Plan has been outlined in full detail on the Brescia website, found on its [COVID-19 Phased Return](#) webpage.

PHASE 1: August 6th – 31st, 2021

Ontario remains in Step 3 of the [provincial reopening framework](#). All on-campus events were cancelled throughout summer 2021. Employees continue following Step 3 guidelines and any area that would like to increase activity on campus during the month of August.

Areas anticipated to return in priority sequence during the month of August, and maintaining Step 3 guidelines are:

- Core/Frontline Services (already on campus) including:
- Custodial Services
- Facilities Management
- Food Services
- ITS Support (as required)
- Residence Services
- Community Services including limited Library and Chapel services
- Individual employees requiring access to perform necessary work in anticipation of fall classes
- The Hive/Welcome Desk services
- Campus Tours (one family at a time)
- On-campus student Orientation activity staff

Managers/Academic Dean will need to be informed of visits to campus to comply with employer legislation during this time. Employees will have key card access to buildings.

PHASE 2: September 1st – October 15th

We look forward to classes resuming and for Brescia to be alive with activity.

To allow for a gradual return of employees to campus during the first six weeks of class, priority will be placed on employees providing services that are critical and/or time sensitive that support academics, research, return-to-campus activities and on-campus student experiences. This includes employees whose roles cannot be performed effectively or efficiently from home. Remote working employees will return based on operational plans provided by each department.

Flexible and hybrid work arrangements will be in a trial period during this time to ensure employee, departmental and organizational needs can be met. A broader range of staff returned to campus, supporting operational plans to reopen in September. Library staff began preparations for some services to restart and faculty were accessing campus as needed.

Areas anticipated to return in priority sequence, and maintaining required guidelines are:

- All areas noted in Phase 1, with increasing numbers of employees
- Areas or roles that support classes, labs and research
- Areas that are primarily student-facing
- Academic support services/graduate studies support services
- Academic advising
- Communications (as required)
- Financial Aid
- ITS (as required)
- Student recruitment (student facing as required)
- Student accounts
- Student Life Centre/Student Affairs
- One member from each department from Phase 3 to provide on-campus support to students/employees/guests.

PHASE 3: October 16th – December 31st, 2021

We look forward to having most Brescia employees back to campus during this time, based on operational plans provided by each department.

Flexible and hybrid work arrangements will continue to be in a trial period during this time to ensure employee, departmental and organizational needs are met.

Areas anticipated to return in priority sequence, and maintaining required guidelines are:

- All areas noted in Phases 1 & 2 with increasing numbers of employees
- Administrative Assistants
- Admissions
- Advancement
- Business Office
- Communications
- Financial Services
- Human Resources

- ITS
- Other areas as required

PHASE 4: JANUARY 2022

We look forward to inviting all Brescia employees back to campus during this time based on operational plans provided by each department.

Most work arrangements will follow a more regular schedule during this time to ensure employee, departmental and organizational needs can be met.

Brescia University College remained in close contact with Western officials and affiliate colleagues throughout the return to campus process. When appropriate, advice is received from the Middlesex-London Health Unit (MLHU) to inform adjustments to campus, and campus reopening requirements. Please consult the [COVID-19 Return to Campus web page](#) for additional details on Brescia's phased return.

In the event of any additional rise in cases and Brescia needs to shutdown activities on campus, see *Appendix A* for the Tiered Shutdown of Campus plan.

Health, Safety & Well-Being

As a small community, the health, safety and well-being of our students, staff and faculty has always been core to our operations and aligns with our mission. Brescia staff work closely with colleagues across the Western community to ensure that we remain compliant and aligned with best practices informed by ministry regulations, as well as guidelines and directives from Public Health authorities.

New guidelines and protocols governing movement and space use across campus have been introduced. These include specific protocols for areas, such as: labs, classrooms, offices, dining areas, common/shared spaces, washrooms and elevators.

Specific guidelines have been shared with our campus community to ensure that we are supporting one another throughout this period.

COVID-19 Expected Behaviours

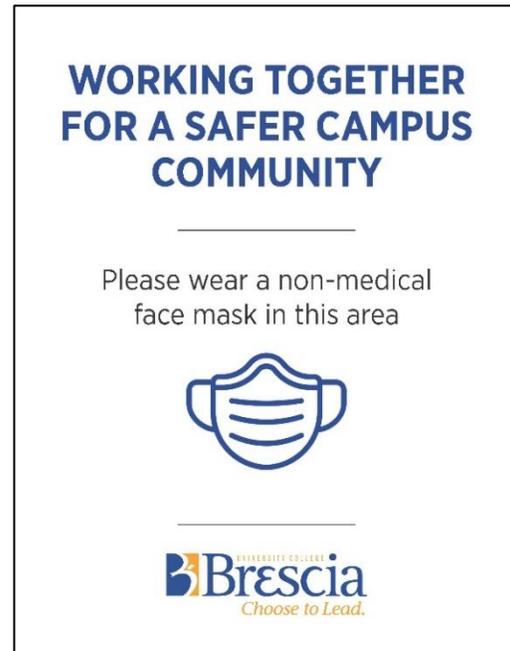
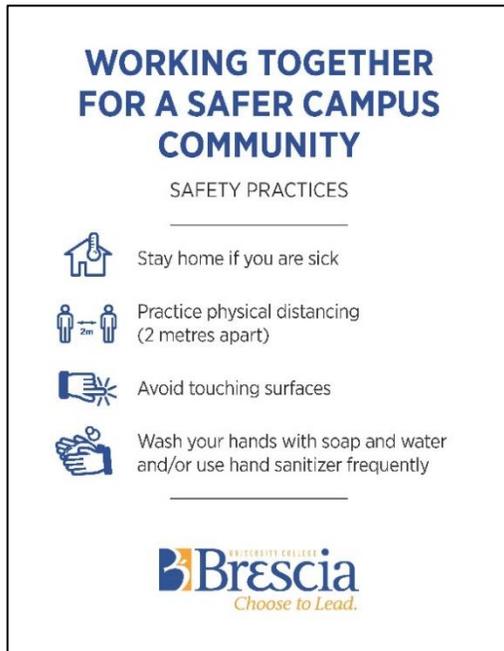
Expected behaviors as individuals begin to return to campus:

- ✓ Wearing three-layer non-medical grade masks or other approved personal protective equipment in all campus buildings. Masks will be available at entrances. Departments may order supplies by submitting a JIRA.
- ✓ Practicing good personal hygiene by: covering coughs and sneezes, staying home if sick and washing hands thoroughly with soap and water or using hand sanitizer before and after class, meetings or interactions with others.
- ✓ Following guidance communicated by Brescia and Western University, and via public postings/signage related to directional traffic flow, maximum occupancy of spaces, assigned seating and closed-off desks/chairs/rooms.
- ✓ Maintaining appropriate physical distancing, where possible.



Safety Signage

As Brescia prepares to open its campus to all students, staff and faculty, specific signage supporting a shared commitment to keeping our community safe has been created and posted across campus. Directional signage is included, along with instructional signage on specific usage in areas.



Outdoor signage, strategically spaced across campus, advises visitors to follow safe physical distancing and continued emphasis on personal hygiene.

Daily Return to Campus Health Assessment

Based on advice from Public Health officials, all Brescia students will follow Western protocol and submit their presence on campus, either at Brescia or across the Western campuses (main campus, Huron and King's University Colleges). Push notification to a Western mobile app will be utilized to remind students who have scheduled "in person classes." This information will be drawn from course registration and their timetable.



Prior to returning to campus, all staff and faculty at Brescia must complete a '[Campus Access Questionnaire](#)' (*Appendix B*) each day they intend to be on campus. Because of Brescia's size, regular communication with HR and Managers is possible to support this process.

If employees or students are feeling unwell, they are directed to stay home.

Reducing the Risk of Person-to-Person Transmission

Brescia has reviewed all return to campus plans submitted by Directors and Managers, to assess and address the risk of transmission in the context of the work unit. There are three levels of adjustments that are considered to ensure the continued safety and well-being of students, staff and faculty.

First Level Reduces risk by limiting the number of people attending the workplace. Brescia remains flexible across units, with adjusted services to support students' needs in-person and online/virtual.

Second Level Where physical distancing is not always possible and additional safety measures are required, engineering controls such as plexiglass to separate people have been installed.



Third Level Administrative controls such as rules and guidelines to keep people physically separated where possible. Managers and Directors have reviewed traffic patterns for all in-person services and made adjustments to reduce congestion in high traffic areas. The Mercato (Brescia's food service area) is working with the health inspector to inform best practices and proper protocols are implemented.

Supply of PPE

To ensure our safe return to campus, and in compliance with Brescia's mask/face covering requirements, Brescia will supply all students, faculty, and staff with complimentary disposable masks. A supply of disposable masks is readily available at all entry points on campus, and service areas.

The University has adequate pandemic supplies that are available to all staff/faculty/departments and include items, such as disposable gloves, hand sanitizers (various sizes), sanitizing wipes and spray, face shields, goggles, gowns and plexiglass barriers.

Cleaning and Sanitizing Protocols

Brescia is following the guidelines and best practices shared through the Middlesex-London Health Unit, Public Health and provincial and federal government sources. Detailed information is posted on our COVID-19 site under “[Health & Safety](#)”. Brescia has purchased two electrostatic sprayers to support soft surface areas and larger classroom spaces.



Capacity Analysis

All Brescia classrooms and lounge areas were reviewed and have been modified where necessary according to provincial guidelines to follow physical distancing requirements.

Floor and wall signage has been posted in all buildings to support traffic flow. “Campus Guides” will be deployed to assist with wayfinding and ensure compliance of visitors coming to campus.

Testing and Vaccinations

As announced on [August 25, 2021](#), Brescia will adopt [Western University's policy on required vaccinations](#) for all students and employees and will align all practices with our partners at Western and the affiliates.

The vaccination policy takes effect September 7, 2021, and states that proof of vaccination is required for anyone planning to be on campus this fall. Additional information on the policy and procedures for providing proof of vaccination and for testing can be found online.

Between September 7 and October 12, 2021, all individuals on campus must be fully vaccinated and have provided proof of vaccination to the University through the online process or in person at Western Health Services or provide proof of two negative COVID-19 rapid antigen tests per week, taken in each calendar week prior to the week an individual will be on campus.

Effective October 12, 2021, individuals will not be permitted to be on campus unless they are fully vaccinated and have provided proof of vaccination through the online process or in person at Western Health Services. Individuals are also permitted on campus if they have been granted accommodation by the University or are awaiting a decision from the University in relation to an accommodation request and are complying with the antigen testing requirements.

Western University can conduct COVID-19 PCR testing and administer first and second doses of the [COVID-19 vaccine on-site](#) at the Graphic Services Building. Western, through a partnership with London Health Sciences Centre/St. Joseph's Health Care Laboratory and can ensure expedited turnaround time for analysis and results. Brescia staff, faculty and students have access to this facility and service.

Employee Protocols for COVID-19 Cases & Exposures

See *Appendix C* for Brescia Employee Protocols for COVID-19 Cases & Exposures.

Contact Tracing

Middlesex-London Health Unit (MLHU), in collaboration with Brescia, will lead the contact tracing for any positive case of COVID-19 of students, staff or faculty members in the Brescia community. In an effort to support the work of MLHU, Brescia will monitor attendance in classes and buildings in an effort to allow for quick contact tracing and to mitigate spread of the virus. Brescia will also remain in close contact with Western, King's and Huron to ensure a collaborative response across the campus.

Self-Isolation & Quarantine

Brescia has developed protocols for both students and employees (see *Appendix D*) and follows [guidance](#) from Public Health.

Accommodation & Flexibility

Brescia will respond and work with any students, staff and faculty to adjust processes and protocols to support individual, unique situations. This includes individuals who may be immunocompromised or fall under other "at risk" categories. Staff and faculty are advised to consult with Human Resources. Students should contact The Hive.

Responding to Student Cases & Exposure

Student Health Services

Brescia students have full access to on-campus support through Western's Student Health Services. This clinic continues to provide essential medical care to our campus population under a modified services approach. To further minimize the risk of COVID-19 community spread, operations moved to a full-time virtual model of care and a part-time clinical model of care.

Student Protocols for COVID-19 Cases & Exposure

A) If a student in residence tests positive for COVID-19 (symptomatic OR asymptomatic)

- Residence Manager (or her delegate) will inform Middlesex-London Health Unit (MLHU) immediately
- All contact tracing is done by MLHU
- Under the direction and guidance of the MLHU, student must self-isolate
- Brescia's COVID-19 Residence Response Plan is found in *Appendix E*

B) If a student in residence is exposed to COVID-19 and is asymptomatic

- Exposure is defined as "close contact" with a known or suspected case, less than 2m apart, for 15 minutes or more, without the use of PPE
- This student must get a COVID-19 test
- The student must quarantine for 14 days; dates to be outlined by Brescia's Residence Manager
- The student will receive the MLHU handout titled "[How to Self-Isolate](#)"
- Residence will provide a single room with a private bathroom & meal delivery service to the student affected
- If the student's COVID-19 test is positive, then follow steps under "A"
- If the student's COVID-19 test is negative and they are asymptomatic throughout, they must complete the 14 days of quarantine before they can re-integrate
- If the student's COVID-19 test is negative but they develop symptoms within the 14-day quarantine period, they must have another COVID-19 test completed and next steps will follow based on results

C) If a student is living off-campus tests positive for COVID-19 (symptomatic OR asymptomatic)

- Students are encouraged to contact The Hive at Brescia, (519-858-5151 or brescia@uwo.ca) to be connected with additional support from campus staff (ex. Academic Advisors, Financial Aid, Case Management, etc.)
- Student will inform MLHU immediately at 519-663-5217, accessible 24/7
- All contact tracing is done by MLHU
- Student must self-isolate
- Staff to give student the MLHU handout titled "[How to Self-Isolate](#)"
- MLHU will counsel off-campus students about self-isolation

- If the student is symptomatic, they are required self-isolate for a full 14 days, and then, if they have been afebrile with improving/resolved symptoms for 24-48 hours, they may leave self-isolation and re-integrate
- If the student is asymptomatic throughout, they must complete 14 days of self-isolation before they will be able to re-integrate

D) If a student living off-campus is exposed to COVID-19 and is asymptomatic

- Students are encouraged to contact the Hive at Brescia, (519-858-5151 or brescia@uwo.ca) to be connected with additional support from campus staff (ex. Academic Advisors, Financial Aid, Case Management, etc.)
- Exposure is defined as close contact with a known or suspected case, less than 2m apart, for 15 minutes or more, without the use of PPE
- Student must get a COVID-19 test
- Student must quarantine for 14 days
- Staff to give student the MLHU handout titled "[How to Self-Isolate](#)"
- MLHU will counsel off-campus students about self-isolation
- If the student's COVID-19 test is positive, then follow the steps outlined in "A"
- If the student's COVID-19 test is negative and they are asymptomatic throughout, they must complete the 14 days of quarantine before they can re-integrate
- If the student's COVID-19 test is negative but they develop symptoms within the 14-day quarantine period, they need to have another COVID-19 test done and determine next steps based on outcome

Academic Planning and Course Delivery

Hybrid Delivery of Courses

The implementation of Brescia's instructional modality was established by the faculty in collaboration with Chairs and the Dean's Office team. Brescia's Academic Dean and faculty have been working in consultation with the Western Associate Dean's group, and with internal analysis and discussion, to adjust and respond to the needs of the Brescia community. Consideration and planning are in place if instruction is required to shift entirely online, or students (or faculty) require accommodation due to illness or self-isolation.

For the upcoming academic year, Brescia will have four types of courses:

- a. *Traditional in-person courses*, where physical distancing measures are in place. These courses will show up on the timetable with both class times and room locations. Brescia in-person sections are 530-539
- b. *Blended courses*, that include both an online and in-person requirement; sections for blended courses at Brescia are 230-239
- c. *Online only*. These courses are identified in the "notes" section of the timetable and will not have a course meeting time
- d. *Online with class times*. For these classes, there will be live/virtual lectures/discussions that will also be recorded for students to view at a later time. Some of these courses may be referred to as "synchronous." These courses have days and times room times, but no room locations

All Food and Nutrition labs will be offered in-person, with physical distancing. Lab students will be offered appropriate PPE (Personal Protective Equipment).

Of Brescia's 374* course lectures, labs, and tutorials being offered over the course of the Fall and Winter terms, approximately 80% will be in person and 20% online.

*note, these are course counts, not FCE (full-course equivalencies).

All face-to-face classes will meet any current provincial regulations regarding numbers of people in attendance.

Residence Life: Clare Hall and Mercato Food Services

Clare Hall

Brescia's Clare Hall residence is ideally suited to support students during this period. All rooms have personal sinks, and either private or shared washrooms (shared washrooms are with one other student; semi-private).

To further support and promote physical distancing, the following steps have been taken:

- Adjusted capacity in all floor lounges, laundry room and fitness room
- All study rooms are limited to one student
- Elevators are limited to one person

Masks or face coverings are required in all common areas. All residents will receive ten non-medical face masks.



Semi-private residence room, Clare Hall

Mercato: Food Services

The Mercato is the dining facility for all residence students, as well as the broader Brescia community. Through the assistance of a third-party consultant, all protocols and plans have been designed and reviewed to ensure a safe reopening of operations for September.

Directional markings have been installed, and Campus Guides will assist with traffic flow and direct patrons through the Mercato's meal stations.

International Students

Brescia has approximately 200 international students confirmed for Fall/Winter session. Of this, about half are expected to be on-campus in September to engage in “in-person” or blended course instruction and activities.

Arrival Plan Fall 2021

Brescia University College has taken various steps to welcome students back in September and continue as they return throughout the upcoming academic year. When appropriate, Brescia has confirmed specific campus protocols with local health officials and collaborated with colleagues across the Western University campus. Brescia has partnered with Western International to centralize all information and communication strategies prior to and throughout the quarantine process.

Stages of Brescia’s International Arrival Plan

A) Pre-Arrival

1. Brescia students are directed via personal email and consultation to follow the guidelines and restrictions from Immigration, Refugees and Citizenship Canada (IRCC) as they make plans to travel to Canada, as well as follow protocol for safety once they have arrived on campus.
2. Brescia students are directed to the IRCC website for relevant information, to Brescia’s International Program Coordinator (lochoa2@uwo.ca) or to Western International RISIA/RCIC certified advisors/consultants. As students prepared to return to campus, they can reference online information and resources on health and safety amid COVID, including links to the Middlesex London Health Unit, the COVID-19 Self-Assessment Tool and Brescia’s Health & Safety Measures via Brescia and Western’s websites.

Students are being encouraged to download the Government of Canada’s *ArriveCAN* application prior to arrival at the border and complete the information required.

3. Brescia has the International Student Centre and a dedicated staff member, the International Program Coordinator, who provides guidance to students with questions, as well as providing information on the mandatory 14-day quarantine period and options created for students. Additional inquiries are supported by our centralized Hive staff members through the brescia@uwo.ca email address.

Brescia is working with Western International to document and store quarantine plan information and detailed contact information. This information is collected and facilitated through an online portal. Upon registration, an automatic receipt verification message is sent to the student.

Brescia staff continue to reach out to any students who have not shared their travel plans by email and phone, or through social media channels.

All of Brescia's international students entering Canada are required to undergo the necessary health screenings, wear a non-medical mask/face covering during travel, disclose their place of quarantine, and quarantine for 14 days upon arrival in Canada in accordance with the requirements set out in the *Emergency Order Minimizing the Risk of Exposure to COVID-19 in Canada Order (Mandatory Isolation) No. 3*.

Upon arrival, international students will follow their quarantine plan in place, and submitted, to support their initial 14-day mandatory quarantine or isolation period in Canada. Brescia has partnered with a third-party agency, Maple Assist, to implement arrival and quarantine services for international students. Students can opt to instead submit their "self-supported" quarantine plan.

4. Brescia's staff will confirm that students have a documented quarantine plan in place prior to travel to Canada. Students will have received communication directing them to the online portal, where they can submit their arrival information at point of entry into Canada. This data is being collected by Western University and shared with Brescia staff.

B) Arrival in Canada and 14-Day Quarantine Plan

1. Students are provided the two options regarding quarantine: working with the pre-arranged provider (Maple Assist) or submitting individual quarantine plan. Note, Brescia will not provide quarantine services on campus for students arriving for September 2020.

For those students opting to work with Maple Assist, transport from place of arrival and accommodation off-campus have been arranged, including the provision of meals. The International Program Coordinator has also provided all international students with a food directory in case they would like to have food delivered by grocery stores or restaurants around the city. Daily check-ins and support will be extended by Maple Assist staff and Brescia staff to ensure that (a) students are complying with the quarantine protocols and (b) are being emotionally supported through the quarantine period.

For those students who independently arrange quarantine plans, with friends or family in Ontario, Brescia's International Program Coordinator or another Brescia staff member will provide check-ins on a daily basis. Transport from arrival location will be confirmed by Brescia staff, and if not deemed safe and appropriate, will be organized by Brescia staff on behalf of the student. Additional resources supporting, and interventions if deemed necessary, will be provided by Brescia staff to ensure students are receiving appropriate meals throughout their quarantine.

Brescia is working collaboratively with Western International to monitor and track all student interactions under quarantine. A shared tracking file will be maintained to track daily check-ins, queries and concerns, and interventions if needed.

2. All incoming international students have UHIP and health insurance along with coverage for COVID-19 related illness, included with tuition fees. Students working with Maple Assist or through alternative arrangements will be encouraged through staff check-in to continue to monitor their health and well-being. Information concerning medial resources in the community will be readily available.
3. On day 4 of quarantine, all students under quarantine will have their contact information shared with Student Health Services on-campus. A community nurse is assigned to contact these students to arrange COVID-19 testing in their community of quarantine. For those students in London, the nurse will travel to their place of quarantine (ideally between days 5-7 of quarantine) to administer a COVID-19 test, which is processed through Health Services on campus. Students with quarantine locations outside of London will be provided with guidance and support to complete and report/confirm their COVID-19 test completion.

C) Post-Quarantine, Continued Student Support

1. Brescia staff in the International Office and Student Life will continue to monitor and support our international students throughout their transition in the Fall and Winter terms.

Brescia's International Program Coordinator is responsible for (a) one-on-one support as required to address individual issues and (b) building and supporting community through programing and peer support.

2. Brescia offers the Care Program, which is a robust early alert program that is shared across the entire Brescia community. Students struggling on campus can be identified and supported in the early stages of exhibiting concerning behaviour through an online reporting tool and triage system. Through Brescia's Student Wellness Educator, proactive intervention is provided.
3. For students living on campus, Brescia's residence rooms are all single occupancy, with each person sharing a washroom with only one other student. Additionally, a plan for students moving into residence has been created and shared with students, which outlines their designated cafeteria times, mask requirements and guest policies. Residence staff and advisors ensure all students are complying with federally and provincially mandated regulations.
4. Brescia remains connected and informed through its affiliation with Western University and updates from its local health unit. Western University has medical and professional staff in place to provide the affiliate campuses with advice and/or additional support where needed. COVID-19 testing is available through Western's Health Services, and a mobile testing unit has been created to address any outbreaks in student spaces, including residence.
5. All students are encouraged to download the Canada COVID Alert mobile app available in Ontario to facilitate contact tracing. On campus, students are required to declare attendance and health attestation on a daily basis through the WesternU mobile app

(available on Apple Store or Google Play). All faculty teaching on-campus courses will take attendance.

6. Brescia has a comprehensive plan to support any outbreaks within its residence system, mitigating spread and supporting student needs. This plan has been shared with the Middlesex London Health Unit (See *Appendix E*).

Communication

Brescia COVID-19 Webpage

Brescia has a dedicated [webpage](#) that is updated frequently to include information related to the University's plan and response to the evolving COVID -19 situation. This page contains return to campus plans, FAQs for new and returning students, along with community messages.



COVID-19 Information



Departmental Pages

As the pandemic evolves and plans/processes adapt, departments and functional areas have updated their webpages to share any adjustments to hours of operations, services offered and any new modified or virtual programming.

Campus Ministry and Chapel Community

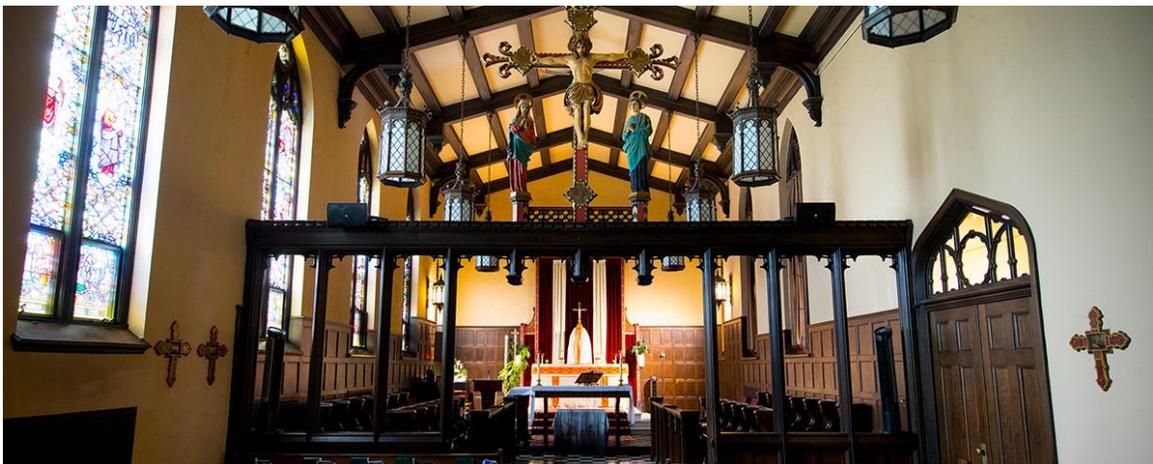
Campus Ministry

Campus Ministry at Brescia continues to support our community through programming, outreach and personal counselling. Students are invited to engage in programming throughout the year, and adjustments have been made to support both on-campus and remote participation. Through a multi-faith and holistic lens, directed toward care for all persons, those of diverse faith backgrounds and none, programming is developed to support students and Brescia community members, in particular during times of transition and change.

Chapel Community

Under the direction of the Roman Catholic Diocese of London, Brescia's Chapel reopened for Sunday Mass on July 18th, 2021. Modifications were made to follow all local and provincial health and safety guidelines and ensure the continued safety of our community. Steps supporting Mass and reopening to the broader community in September 2021 include:

- Dedicated signage around use of the space, with some limitations within the building
- Adjusted capacity to include physical distancing; capacity is limited 50% occupancy
- Preassigned seating for Mass, informed by pre-registration/direct contact
- Refraining from any communal singing or wind instruments during mass



Beryl Ivey Library

The Beryl Ivey Library will offer both on campus and virtual services for the 2021-2022 academic year. All on-site services will follow provincial, municipal, and university health and safety guidelines. Please note that available services may change throughout the year in response to the pandemic. Up-to-date information about the Library's COVID-19 response can be found on the library website: <https://brescia.uwo.ca/library/covid19/>

A. On Campus Services

The following services will be available to the Brescia community throughout the year beginning in September 2021:

- **Health & Safety Protocols:** Library users will be required to wear a face mask. Cleaning supplies will be provided for users as needed. Lidded beverages will be permitted; however, food will not be allowed in the library.
- **Study Space:** Individual and group study space will be available throughout the Beryl Ivey Library. Two group study rooms will also be available for booking for up to three hours per group, per day. Should physical distancing and/or capacity limits be put into place during the academic year, seat booking procedures may be implemented.
- **Library Service Desk:** Help will be available at the Service Desk during all open hours. Get assistance with finding library materials, research, technology, and more!
- **Course Readings:** Both print and electronic Course Readings (also known as course reserves) will be offered. Textbooks and other physical materials will be available at the library service desk for short-term loan. Course Readings materials are placed on reserve at the request of faculty.
- **Collections:** The library's general collection will be available for browsing. Materials can also be requested through Omni, our academic search tool. Brescia primary users (students, faculty, and staff) may also request print items from other Omni university libraries. Interlibrary loan services will also be available. Contactless pickup services will remain in place until the library space re-opens in September.
- **Technology Loan & Computer Use:** Short-term technology loans, including phone and laptop chargers and laptops, will be available. Laptops may be booked in advance through the library's booking system. In addition, PC computers will be available in the library for public use.
- **Printing, Photocopying, and Scanning:** Public print/copy/scanning will be available. Funds for printing will be accepted by debit, credit, or cash at the Library Service Desk or online via the Papercut gateway.

B. Virtual Services

The Beryl Ivey Library will continue to provide the following virtual services to the Brescia community:

- **Research Help:** Research help is available through email, phone, and virtual meetings. Students may book a one-on-one appointment for in-depth consultations through the Book a Librarian program. Library users may also receive support through Ask Chat, a consortial chat service, through our partnership with Western Libraries.
- **Digital Collections:** All students, faculty, and staff have access to the digital collections at the Beryl Ivey Library as well as Western & Affiliate Libraries. In addition, portions of eligible physical materials may be requested for digital delivery through Omni, our academic search tool, in accordance with the Canadian Copyright Act and fair dealing guidelines.
- **Course Readings:** Course reading materials will be provided in digital format online where possible. The Beryl Ivey Library will acquire course readings materials in electronic format as availability allows. This includes purchasing digital copies of materials and expanding user licenses. Material will be made available through Ares, our course readings software.
- **Interlibrary Loans:** Interlibrary loan services will be available through our partnership with Western Libraries for digital materials.

Other Services

Student Financial Aid

Brescia's Financial Aid Office supports students with financial concerns. We work with students to explore options available to them depending on their needs, which may vary from long- and short-term financial support to planning resources.

Financial Support through Brescia's Financial Aid Officer and Business Office:

- Bursary Assistance
- Financial Counselling
- OSAP and Government Loans
- Domestic and International Student Emergency Funding
- *Bold Works* (Brescia's work-study program)
- Scholarship and External Funding Sources

Students can contact the Financial Aid Officer at brfinaid@uwo.ca.

Student Life

Student Life operations have been modified to offer both virtual and in-person/on-campus programming and services. The emphasis of services and programming continues to be supporting and building community amongst our students.

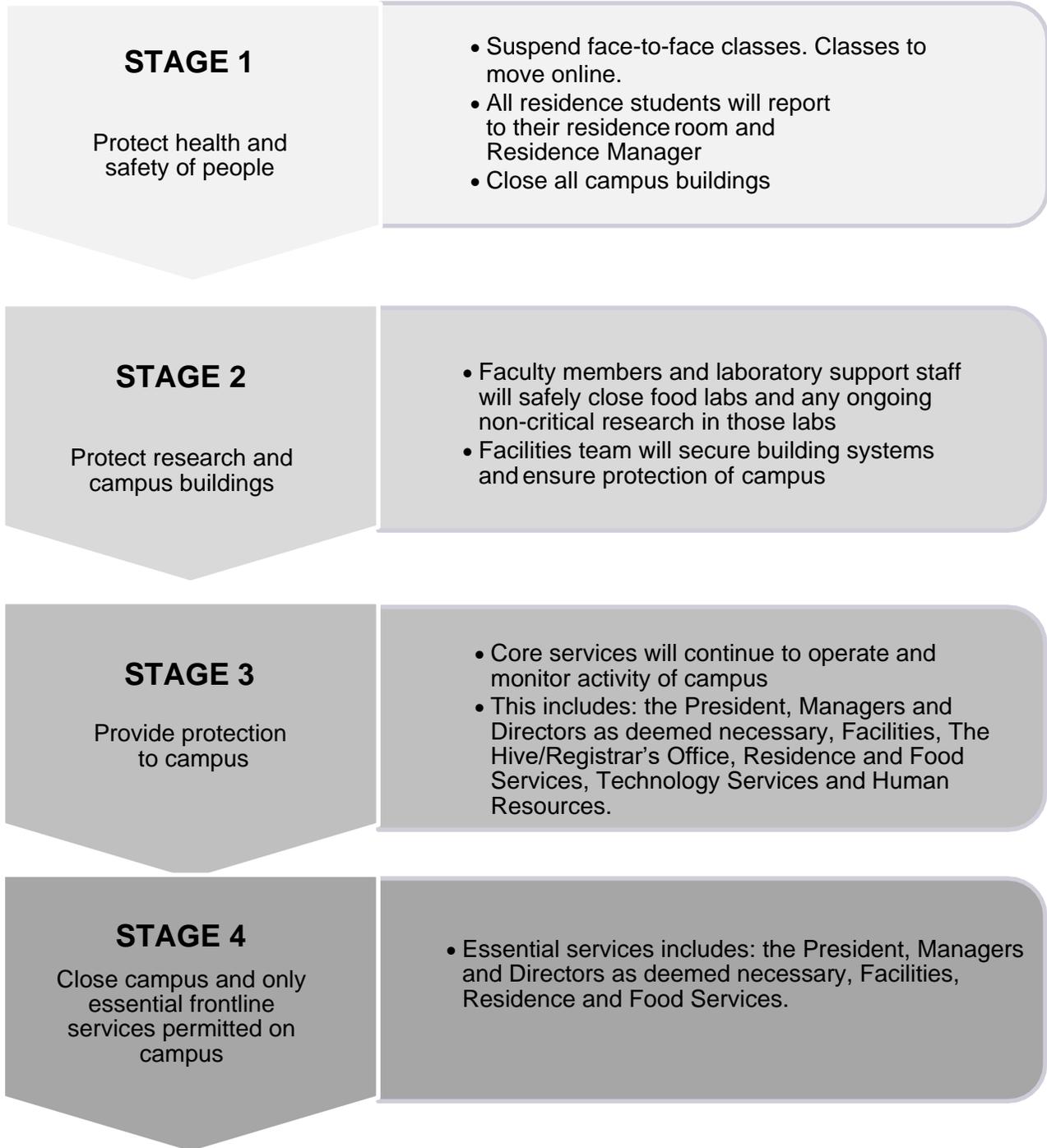
Services and Programming Offering through Student Life:

- Orientation and Transition
- Career Planning/Resume and Cover Letter assistance
- Health & Wellness; including case management, counselling/therapy, Thriving at Brescia program and other resources
- Professional Mentoring
- *Bold Works* (Brescia's work-study program)

For the 2021/22 academic year, to better support students on campus, [Brescia's Peer Support Space](#) will have two locations open for students to access in-person support for mild to moderate mental health concerns. This drop-in service encourages students seeking support to come and speak with trained Wellness Peers who promote thriving in university and will work with students to reduce stress.

Appendix A: Tiered Shutdown of Campus

Responding to a COVID-19 Outbreak – Brescia’s President will work with Directors and Managers across campus to follow this staged approach to a campus shutdown. This stage approach is subject to change based on Public Health and government guidelines, and in alignment with Western University.



Appendix B: Staff/Faculty Daily Return to Campus Health Assessment

Return to Campus Questionnaire

In support of Brescia's commitment to workplace health and safety and on the recommendation of the Middlesex London Health Unit, all faculty and staff members must complete the [Return to Campus Questionnaire](#) prior to returning to/accessing campus daily.

Completion of this questionnaire will help employees decide whether it's safe to return to campus without potentially exposing others in the campus community to COVID-19. If staff/faculty answer "yes" to any of the following questions, they do not come to campus until they have consulted with telehealth or a health care practitioner.

Subject to a supervisor's agreement, individuals who are not able to return to campus may still be able to continue working from home.

Appendix C: Responding to COVID-19 in the Workplace

A) If an employee develops symptoms similar to those of COVID-19 while at work

Employee Responsibilities

If an employee identifies that they or another employee have developed symptoms similar to those of COVID-19, they are to immediately notify their immediate supervisor or manager and remove themselves from the workplace with the least possible amount of physical contact with workspaces or other employees.

For purposes of this section, symptoms similar to COVID 19 can include, but are not limited to:

- New or undiagnosed cough;
- Fever;
- Difficulty breathing;
- Pneumonia;
- Sore throat;
- Loss of taste or smell;
- Unexpected muscle pain;
- New or undiagnosed nausea, vomiting, or diarrhea;
- New or undiagnosed nasal congestion or runny nose; and
- Difficulty swallowing.

Once isolated, it is important that the employee cooperates with their immediate supervisor or manager to provide information regarding their exposure to the workspace, other employees, and third parties. This can include:

- Notifying their manager or supervisor where they worked that day;
- Disclosing any interactions with fellow staff, students, or others;
- Disclosing any equipment they used, items they handled, or surfaces they touched; and
- Any other relevant information.

Employees with symptoms compatible with COVID-19 should get tested and isolate while test results are pending or not available, unless there is a known alternative diagnosis provided by a health care provider.

- Employee to contact telehealth or their family physician and also register for testing.
- After testing, employee will receive instructions on self-isolation and isolation of household members based on epidemiology and risk, and vaccination/previous positive status of individuals.
- Employee to notify supervisor and/or Human Resources of instructions that impact work related matters.

If employee tests negative, fully vaccinated employees may be advised that they can return to work after symptoms have improved for either 24 or 48 hours depending on symptoms. If

symptoms compatible with COVID-19 are persisting/worsening, the symptomatic employee is to continue to stay home from work, seek medical attention and repeat testing.

Manager and Supervisor Responsibilities

If an employee reports that they or another employee present symptoms similar to COVID-19, it is important to take all reasonable measures to isolate the employee and make them feel at ease regarding the situation.

Placing the Employee at Ease

Do not presume when an employee feels unwell that they have COVID-19. Communicate to the employee that all necessary precautions are to be taken to ensure that any potential risk is mitigated.

Offer the employee any available resources to ensure they feel comfortable disclosing information required to properly assess the risk of possible exposure to others. Make the employee aware of their rights to privacy and that they are not required to disclose any medical or personal information not relevant to determining possible exposure to others.

Isolating the Employee

Request that the employee move to an area where they will have no or limited physical contact with others. Ensure that the area where the employee is isolated leaves enough space (at least two metres) between the manager or supervisor and the employee. Where possible, use zoom or physical barriers when communicating with the employee.

Assessing Symptoms and Determining Possible Exposure

Once the employee is safely isolated, assess any symptoms the employee has experienced and determine when they first experienced such symptoms. Figure out how long the employee worked with the symptoms or whether there are any other additional factors which could explain the symptoms, such as a recent vaccination.

Make the employee aware of their rights to privacy and that their privacy will be protected as far as possible.

Have the employee provide as much information as available to determine the possible exposure to employees, students, and other third parties, including:

- Who the employee associates with during working hours.
- Who the employee associates with on breaks.
- Any workstations and equipment the employee uses.
- Any common areas the employee visits, including restrooms.
- Any third parties the employee interacts with, including students, suppliers, and guests.
- Any areas the employee visited outside their normal scope of work.

Helping the Employee Leave Work

If the employee drove themselves to work, immediately instruct them go home and self-isolate and contact telehealth or their family physician for further instructions. If the employee took

public transport, the manager or supervisor should contact either their emergency contact or a contact provided by the employee to ensure that the employee is safely returned home. Public transportation is not recommended.

Manager to inform Human Resources of the illness.

Employees are not to return to work until MLHU or their local public health authority advises it is safe to do so.

Unless and until the symptomatic individual is being managed as a probable case or tests positive, dismissal from work and isolation of asymptomatic contacts in the workspace is not recommended.

B) If an employee tests positive for COVID-19 (symptomatic OR asymptomatic)

Employee Responsibilities: If an employee identifies that they have tested positive for COVID-19, they are to immediately notify their immediate supervisor or manager and not attend work.

It is important that the employee follows all directions from their Public Health Unit and cooperates with their immediate supervisor or manager to provide information regarding their exposure to the workspace, other employees, and third parties. This can include:

- Notifying their manager or supervisor where they worked that day;
- Disclosing any interactions with fellow staff, students, or others;
- Disclosing any equipment they used, items they handled, or surfaces they touched; and
- Any other relevant information.

Employee will receive instructions on self-isolation and isolation of household members based on epidemiology and risk, and vaccination/previous positive status of individuals.

Employee to notify supervisor and/or Human Resources of MLHU or their local Public Health Unit instructions that impact work related matters.

Asymptomatic or employees who are able to, may continue to work remotely for a full 14 days. Employees who are unable to work remotely will be provided with other options.

Only Public Health will provide clearance for an employee to return to the workplace.

All employees must fill out the '[Campus Questionnaire](#)' prior to returning to campus.

Manager and Supervisor Responsibilities

The supervisor or manager will conduct a risk assessment of the possible exposure of other employees, students, and third parties to the affected person. See Appendix C1

Communicate the risk to any person identified as possibly exposed and encourage them to take precautions to protect themselves and others while looking for symptoms. Provide information regarding the case and employees involved to Human Resources.

Upon notification, Human Resources will consult The Middlesex London Public Health Unit to ensure our response is in line with their current direction and to maintain best practices within the Brescia community.

Provide information and support to affected or possibly affected employees during periods of self-isolation.

Ensure that any workspace, common area, or other location the employee worked or spent prolonged time be immediately closed off for enhanced cleaning. Submit a JIRA for facilities management attention. Determine based on the possible exposure whether a partial or complete closure of the work area is required for enhanced cleaning.

Identify tools or other equipment that could have been infected and ensure they are removed from any workspaces and isolated. Tools and equipment should be properly sanitized before returning to the workspace.

Determine whether there are any improvements that can be implemented to better mitigate against future risks.

C) Employee worked with an individual who tested positive for COVID-19 (e.g. possible exposure).

Determinations of exposed employees may take place to facilitate timely exclusion of potentially exposed individuals. This may result in employees being sent home until Public Health assesses risk and approves return to work.

Employees should not return to work unless instructed by Middlesex-London Health Unit (MLHU), accessible 24/7 at 519-663-5217 (all contact tracing is done by MLHU)

Employees with symptoms compatible with COVID-19 should get tested and isolate while test results are pending.

Employee will receive instructions from Public Health on self-isolation and isolation of household members based on epidemiology and risk, and vaccination/previous positive status of individuals.

Employee to notify supervisor and/or Human Resources of MLHU or local Public Health Unit instructions that impact work related matters.

Employee should continue to monitor for symptoms of COVID-19, if employee develops symptoms, they should self-isolate, contact telehealth or their physician and/or go for repeat testing, follow direction from MLHU handout titled "[How to Self-Isolate](#)" and "[COVID-19: Self-isolation: Guide for caregivers, household members and close contacts \(publichealthontario.ca\)](#)".

All employees must fill out the '[Campus Questionnaire](#)' prior to returning to campus

D) Employee household member or close contact has tested positive for COVID-19. Employee should:

If an employee identifies that a household member or close contact has tested positive for COVID-19, they are to immediately notify their immediate supervisor or manager. Employees should not return to work unless instructed by Middlesex-London Health Unit (MLHU), accessible 24/7 at 519-663-5217 (all contact tracing is done by MLHU)

- Go for COVID-19 testing at an assessment center as soon as they are able

Employee will receive instructions on self-isolation and isolation of household members based on epidemiology and risk, and vaccination/previous positive status of individuals.

- Employee to notify supervisor and/or Human Resources of MLHU instructions that impact work related matters.
- Employee should monitor for symptoms of COVID-19, if they develop symptoms they should self-isolate and contact telehealth or their physician and/or go for repeat testing
- Follow direction from MLHU handout titled “[How to Self-Isolate](#)”
- [When to Self-isolate for Household Members and Close Contacts \(publichealthontario.ca\)](#)
- [COVID-19: Self-isolation: Guide for caregivers, household members and close contacts \(publichealthontario.ca\)](#)

All employees **must** fill out the ‘[Campus Questionnaire](#)’ prior to returning to campus.

E) A family member or close friend (not living in the same household) tested positive for COVID-19. If you are not considered a close contact, employee should:

- Remain at work unless contacted by MLHU
- Go for COVID-19 testing at an assessment center if concerned
- Monitor for symptoms of COVID-19 for 14 days
- Continue to fill out the ‘[Campus Questionnaire](#)’ prior to each shift/visit to campus

Appendix C1: COVID-19 POSITIVE CASE – Manager Workplace Risk Assessment

COVID-19 Positive Case - Manager Workplace Risk Assessment

Completed by: _____
 Location: _____
 Date: _____

Instructions

1. Complete the risk assessment by reviewing the physical space and employee protocols in the work area. For assistance, please contact Facilities Management for assistance.
2. Once the entire workspace is assessed, put any corrective actions determined in place.
3. The person completing the assessment is to email form to both Adam Cake, Chair of Brescia’s health and safety committee for review, and Ingrid Christensen, Human Resources for record keeping

Risk Assessment

Exposure to Others

Interaction with other employees	Yes	No	Notes:
Does employee need to work in proximity with other employees (that is, closer than two metres)? <ul style="list-style-type: none"> • Determine who the employee works with in close proximity for periods of longer than 15 minutes at a time. Record employee names in notes. • Employees who have had possible exposure should be sent home (if currently at work) with instructions to get tested, isolate while results are pending, and to communicate with the manager regarding instructions from MLHU or their local Public Health Unit. 	<input type="checkbox"/>	<input type="checkbox"/>	
Would employee have regular contact with others in common spaces shared with other employees? <ul style="list-style-type: none"> • Determine who the employee may have had prolonged contact with in a common space. • Those who have had possible exposure of distance less than two metres and for longer than 15 minutes should be sent home (if currently at work) with instructions to get tested, isolate while results are pending, and to communicate with the manager regarding instructions from MLHU or their local Public Health Unit. 	<input type="checkbox"/>	<input type="checkbox"/>	
Are you aware of any employees in the same workspace who may have identified in high-risk category or vulnerable population for COVID-19?	<input type="checkbox"/>	<input type="checkbox"/>	

Other:	<input type="checkbox"/>	<input type="checkbox"/>	
Interaction with students or public	Yes	No	Notes:
<p>Is the employee required to work in proximity with students or members of the public (that is, closer than two metres) to complete their duties?</p> <ul style="list-style-type: none"> Those who have had possible exposure of distance less than two metres and for longer than 15 minutes should be sent home, or asked to report to the residence manager (if currently at Brescia). Individuals should be provided with instructions to get tested, isolate while results are pending, and to communicate with the residence manager, where applicable, regarding instructions from MLHU or their local Public Health Unit. Is it possible to implement additional measures, tools, or equipment that reduce exposure to the hazard (such as installing screens between workers and students or members of the public)? 	<input type="checkbox"/>	<input type="checkbox"/>	
Are you aware of any students or members of the public that have identified as high risk for COVID-19 that would interact with the employee?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the employee required to physically touch items or spaces that others also use, such as utilizing shared equipment between sanitizing?(such as phones)	<input type="checkbox"/>	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	<input type="checkbox"/>	
Interaction with third parties	Yes	No	Notes:
<p>Is the employee required to work in proximity with third parties (that is, closer than two metres) to complete their duties?</p> <ul style="list-style-type: none"> Is it possible to substitute the work process or revise it to another process that is less hazardous (such as no-contact delivery of service)? 	<input type="checkbox"/>	<input type="checkbox"/>	
Is the employee required to physically touch items or spaces that third parties also use, such as shared equipment?	<input type="checkbox"/>	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	<input type="checkbox"/>	

Additional comments or note related to policies and procedures:

Physical Environment

Workspace	Yes	No	Notes:
Does the workspace or department layout allow for physical distancing guidelines (at least two metres between employees)?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there any common areas where employees would be expected to spend a prolonged time near one another?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there any high-touch areas, such as door handles, photocopiers, and phones?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there physical barriers between the employee, other employees, students, or third parties?	<input type="checkbox"/>	<input type="checkbox"/>	
Sanitation	Yes	No	Notes:
Is there regular cleaning and sanitation scheduled for the work area(s)? <ul style="list-style-type: none"> • Determine, based on possible exposure, whether a partial or complete closure of the work area is required for enhanced cleaning. Submit a JIRA request for facilities management enhanced cleaning request. • Indicate common areas the employee visits, including restrooms for additional sanitation by Facilities Management. • Indicate workstations and equipment the employees uses for isolation and additional sanitation. 	<input type="checkbox"/>	<input type="checkbox"/>	
Personal protective equipment (PPE)	Yes	No	Notes:
Is there more equipment needed to help protect employees? Goggles, Shields, Barriers etc.	<input type="checkbox"/>	<input type="checkbox"/>	

Additional comments or note related to policies and procedures:

Appendix D: Public Health Ontario – How to Self-Isolate

Tested positive for COVID-19

- Self-isolate immediately for 14 days from the last exposure to the COVID-19 positive person and do not go to work, school or childcare.
- If you cannot effectively distance yourself from the symptomatic person (e.g. due to care needs, interactions with/between young children), your 14 day self-isolation period would start at the end of the symptomatic person's isolation period.
- Expect to be contacted by your local public health unit for further follow-up and continue to follow infection prevention and control measures.

Returned from international travel and is not required to self-isolate

- Follow your local public health unit measures around masking, physical distancing and all other guidance.
- If the person who travelled experiences symptoms, follow the steps outlined above under "I live with a person who was exposed to COVID-19 and has symptoms".

Returned from international travel and is required to self-isolate

- Stay at home except for essential reasons for the duration of the person's self-isolation period.
- Essential reasons may include attending work if work from home is not possible, school, childcare, getting groceries, attending medical appointments or picking up prescriptions.
- If the person who travelled experiences symptoms, follow the steps outlined above under "I live with a person who was exposed to COVID-19 and has symptoms".

Resources

- Government of Canada: [Mandatory Quarantine or Isolation](#)
- Public Health Ontario:
 - [How to Self-isolate](#)
 - [Self-isolation: Guide for Caregivers, Household Members and Close Contacts](#)

For more information please contact: _____

The information in this document is current as of April 15, 2021

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Appendix E: COVID-19 Residence Response Plan

Purpose

The following document outlines the COVID-19 Residence Response Plan, should there be a suspected or confirmed case of COVID-19 for a student living in residence requiring a student to self-isolate and follow Public Health directives.

Roles & Responsibilities

The Residence Front Desk will be responsible for the primary operations and execution of the COVID-19 Residence Response Plan, in collaboration with the Residence Manager. Immediate response will be coordinated with Custodial and Food Services.

Key Terms

Self-Isolation/Isolation

Stay in designated residence isolation area and monitor for symptoms, even if mild, for 14 days. Avoid all contact with other people to help prevent the spread of disease in individual residence areas and community.

For residence purposes, isolation protocols will be enacted for any resident who is showing signs of illness, is at high risk due to possible exposures to presumptive or confirmed COVID-19 cases, and whom health officials have determined to be presumptive or confirmed with COVID-19.

Protocol for Notification

Upon notification, The Middlesex – London Public Health will be consulted for each case to ensure the response is in line with their directions and to maintain order within the residence community. All suspected cases are to be reported immediately.

The Residence Manager will be the point of contact for notifications of suspected COVID-19 cases in residence. The following are designates (in order) should the primary contact be unavailable:

- President
- Residence Front Desk

The Residence Manager is to be informed of any suspected cases. The Residence Manager will connect with all applicable staff to ensure safe work practices are being maintained.

Upon notification, the point of contact will immediately notify:

- Residence Front Desk
- President (who will notify appropriate contacts)
- Custodial Manager (who will notify Custodial Staff)
- Food Services Manager

Isolation Procedures

If Residence is ordered to quarantine the building by Public Health all direction will be taken from Public Health officials.

If the residence students' current room assignment is a single room with private washroom, the student will be informed to stay in their room for Self-Isolation/Isolation period.

- The student's room will be supplied with fresh linens and supplies.
- The student shall be provided with the Residence Front Desk number to call twice daily and/or e-mail the Residence Manager twice daily. Contact with the student will be documented in the Front Desk Log. If staff have not heard from the student, they will attempt contact via phone. No entry into the unit is permitted unless there is concern for a serious medical emergency.
- Food service will include daily meals prepared by Food Services. Food will be delivered to the student by either a Residence Staff or Food Service Staff. All food will be delivered in take away containers and left at the door.
- Garbage will be collected. The student will be provided garbage and recycling bags. The student will call for this service and leave the garbage inside their room. Staff will use PPE (nitrile gloves), spray the bag with disinfectant (Virux) and re-bag before moving it.
- The Residence Manager will provide any medical supplies that may be needed.
- Student will not be permitted to leave the room for any reason. If there is a fire alarm, the student must wear mask upon exiting the building.

If the residence student's current room assignment is a single room with shared washroom, the student will be assigned an isolation room in residence.

- The residence student will be placed in room 100 or 101 for the duration of the isolation period.
- With direction from the Middlesex-London Public Health Unit the bathroom in the unit the student was residing will be cleaned immediately upon hearing of confirmed case. Custodial staff will use their COVID-19 kits to clean the washroom in the unit.
- The student who is being isolated shall wear a surgical mask while being relocated. The student may take personal belongings in a laundry bag. Staff are not to assist with packing personal belongings.
- The student's previous room shall be left out of commission. Once MLHU has been notified of the suspected case they will advise when the room can be entered for cleaning.
- The isolation room will be stocked with fresh linens and supplies.
- The student shall be provided with the Residence Front Desk number to call twice daily and/or e-mail the Residence Manager twice daily. Contact with the student will be documented in the Front Desk Log. If staff have not heard from the student, they will attempt contact via phone. No entry into the unit is permitted unless there is concern for a serious medical emergency.
- Food service will include daily meals prepared by Food Services. Food will be delivered to the student by either a Residence Staff or Food Service Staff. All food will be delivered in take away containers and left at the door.
- Garbage will be collected. The student will be provided garbage and recycling bags. The student will call for this service and leave the garbage inside their room. Staff will use PPE (nitrile gloves), spray the bag with disinfectant (Virux) and re-bag before moving it.
- The Residence Manager will provide any medical supplies that may be needed.

Student will not be permitted to leave the room for any reason. If there is a fire alarm, the student must wear mask upon exiting the building.

Cleaning Protocol

The student will clean their own isolation room. No entry for cleaning. Custodial staff will provide basic cleaning supplies.

Residence cleaning protocols have been heightened during the pandemic. When a diagnosis is confirmed, immediate sanitizing and cleaning of the student's original building area will occur (with focus on touch points). With the direction of Public Health other measures may apply.

Task and Supply Checklist

- New keys
- Custodial staff will stock each isolation room with:
 - 3 sets of linens (towels, wash clothes, bed linens)
 - 2 boxes of tissues (more can be provided, if needed)
 - Large stock of garbage bags
 - Toilet paper in washrooms
 - Basic cleaning supplies (disinfectant spray, toilet bowl cleaner, paper towel)
- The Residence Manager and/or Residence Front Desk Staff will:
 - Activate self-isolation protocols
 - Provide student with mask (to use during move, and in case of fire alarm)
 - Provide keys to room 100 or 101
 - Provide bags for moving belongings; student will move belongings
 - Place information page in isolation room – daily contact instructions, and emergency numbers (student to call/email twice daily; 10 am & 7pm)
 - Confirm student's contact information (cell, personal email)
 - Confirm food services
 - Supplies placed in room fridge (snacks, beverages)—to be replenished weekly
 - Meals delivered daily at 9:00 am, 1:00 pm and 6:00 pm. There will be no contact. Staff will knock on door and leave food at door.
 - Student can pre-order their delivered meal choices through email form
 - Purchase groceries and any needed supplies
 - Confirm if student requires medications or other medical supplies

Grocery Items

- Juice (bottle or boxes)
- Bottled water
- Ginger ale
- Noodle cups
- Granola bars
- Fruit cups
- Crackers

For additional information:

Brescia University College Designated Learning Institute Number: O19331472822

Any further questions or inquires can be sent to: Dr. Laretta Frederking, President (bucpresident@uwo.ca) or Lissette Ochoa, International Program Coordinator (lochoa2@uwo.ca). These individuals will serve as the main point of contact for any updates, changes or information requests.

