

Good morning,

As employees gradually return to campus, the following information is provided to help guide Brescia employees towards a safe, smooth transition back to campus.

### **Before returning to work on campus**

#### **Employee self assessment – screening questionnaire**

All employees are required to complete the employee screening questionnaire each day, prior to arriving on campus, regardless of vaccination status. You can also easily access this link directly from Brescia's COVID-19 web page by selecting the "Faculty/Staff" option.

#### **Required Training**

An online safety training module will be provided to all employees. We have partnered with a local, London based HR training provider to provide the most up to date local and provincial guidelines for safety training, including COVID-19 training. All employees should watch their email for safety training modules to complete. We would like you to complete the module before your return where possible and Tanner will reach out with reminders. If computer access or training assistance is required for employees or departments, reach out to Tanner Patry at [tpatry2@uwo.ca](mailto:tpatry2@uwo.ca) to arrange.

The COVID-19 training is based on current medical and provincial guidelines for employers. It is not industry specific so you may find some information is not relevant for your position, such as the section on body coverings. We decided to keep all of the information contained in the module as we have placement students who will have placements in health care, and all roles and departments on campus have different needs. It is also a good reminder for all of us on safety protocols during the pandemic.

In addition to the above, employees may be provided with department specific information or training and will be provided opportunities to bring forward concerns and issues of noncompliance to COVID-19 related protocols or measures to their manager, supervisor or Academic Dean.

## **EAP – Return to Campus Sessions**

As we continue to adapt to new ways of working, we recognize the importance of supporting employees and maintaining a focus on health and safety. Employees may be feeling anxious about COVID-19 or may feel hesitation regarding their planned return to campus. In support of employee health, we have arranged for two return to campus sessions to help guide us through this transition during the pandemic. These sessions will be presented virtually through Zoom and will include an “Ask the Counsellor” option for employees to submit questions confidentially in advance of the session.

These sessions will be held on the following dates:

- September 7, 2021 1:00 - 2:30 p.m.
- September 22, 2021 10:00 - 11:30 a.m.

Further information will be provided next week.

## **Contact Information**

As we return to campus, please ensure your contact information is up to date. You can update your personal contact information in [ESS](#), or by sending an email to [brescia.payroll@uwo.ca](mailto:brescia.payroll@uwo.ca) and we will update this for you.

## **Building Access**

At this time, faculty and staff have access to campus buildings through use of their Western One employee ID card, keys, or key fobs. Guests or anyone without an access card, key or fob are able to enter buildings at designated staffed entrances, and guests will be required to complete a guest screening questionnaire. The entrances noted below will be available for access without card key requirements during regular business hours.

- Claire Hall – Residence Entrance
- Mother St. James – Main Entrance

## **Masks**

At this time, three-layer non-medical disposable masks, rather than cloth masks are required indoors for all employees. In some areas eye protection (face shield, safety glasses, goggles, or equivalent) and a three-layer non-medical disposable mask may be required. If you have guests on campus, please arrange to provide them with non-medical disposable masks upon arrival.

At the current time, masks are not necessary to be worn on campus under only the following circumstances:



- Working alone in private offices with a door closing off public spaces or hallways
- Working outdoors with a minimum of 2 metres between people
- Working alone in a shared space

The procurement of University issued PPE is coordinated centrally and made available through Custodial Services. There are masks available for employees at the Welcome Desk the Chair of Health and Safety and Custodial Manager, Adam Cake can be contacted for department supply requirements and guidance on appropriate PPE requirements through a JIRA request.

### **Department Return to Campus Operational Plans**

All department operational plans have been reviewed by the subgroup of the Fall 2021 Readiness Working Group, and all have been approved for the period to September 8, 2021.

We ask that all departments submit a list of staff who will be on campus in September, their contact information (room number and phone extension), and days of the week that those employees will be on campus. This will be updated monthly and shared with all departments.

We request that commencing September 8, 2021, all departments ensure that there is a forward-facing staff member at Brescia, each day to support on-campus student or employee needs. **This is a change from our original plan, but still allows for a staggered return to work** with the addition of one employee in some areas. Where space is available, a secondary or backup person to manage in person requirements is recommended. Please submit all on-campus staffing lists to Janice at [jsmit627@uwo.ca](mailto:jsmit627@uwo.ca) for collection.

We understand that the announcement regarding mandatory vaccination may have already impacted some individual and department plans, and that this is a continually moving situation. We request that departments submit changes to their department plans by the first Friday of each month during the fall and the sub-group will meet monthly to review any changes.

### **Vaccination and/or Testing Protocols**

Protocols relating to the vaccination and/or testing requirements are still being developed in alignment with Western, King's and Huron. Questions regarding employee accommodation may be sent to [ingrid.christensen@uwo.ca](mailto:ingrid.christensen@uwo.ca)

We recognize that many questions remain, and we hope to provide more information as we receive further direction from the ministry and protocols can be finalized.



**Links to Forms and Documents**

[Employee Questionnaire](#)

[MLHU COVID-19 Vaccine Eligibility website](#)

[Ontario COVID-19 Vaccine Appointment Information Website](#)

[Ontario Roadmap to Reopen](#)

Thank you so much for continuing to keep our campus as safe as possible!

Please reach out with any questions.

Ingrid Christensen

Acting Director of Human Resources