



Good morning,

With stronger stay-at home restrictions announced yesterday by the Government of Ontario to deal with rising COVID-19 cases, we are asking all employees to stay home if your presence is not absolutely required in the workplace.

If you are currently working from home, please continue to do so and suspend any office visits until further notice unless they are absolutely necessary.

We recognize that many employees must continue to report on campus to perform their jobs, including our colleagues in Residence, Food Services, Custodial Services, Facilities Maintenance, Front Desk staff, and ITS. Thank you for continuing to maintain the health and safety and providing critical services daily for our students, faculty, and staff throughout the COVID-19 crisis. We have increased our frontline pay premium guidelines to include additional staff roles in the Grey, Lockdown and Stay-at-home order periods. Eligible employees have been notified.

When travelling to campus, please ensure you have your employee ID card with you, and if you would prefer a letter at this time confirming your essential services status to show officials if requested, please send a request to Janice Smith, Administrative Officer at [jsmit627@uwo.ca](mailto:jsmit627@uwo.ca) and she will provide you with a letter for this purpose. We have not received direction at this time that a letter is required, but understand that some employees would feel more comfortable having one.

The health and safety of our students and colleagues remain our priority. We ask everyone to keep following all COVID-19 measures and protocols, including completing the screening questionnaire, wearing provided masks, practicing physical distancing, wearing shields (if unable to social distance), and staying home if you or anyone in your household has symptoms.

If you need additional support, please speak with your manager or reach out to me or anyone on the pandemic planning committee for more information. You can also find Brescia's employee COVID-19 response framework by visiting our Faculty/Staff COVID-19 page. This framework aligns with the provincial framework colours and will remain in place until further notice.

### **Forms**

Campus Access Form - If you absolutely require access to campus, you must complete a campus access form. You will receive a reply within 24 hours. Please submit requests in advance as card key access will be processed once per day.

Employee Questionnaire – You are still required to complete the employee questionnaire on the day of your visit to campus. This is a document required under current legislation for all employers.



Thank you for maintaining your vigilance and doing your part in keeping our entire community safe!

Ingrid Christensen  
Acting Director of Human Resources