

Good evening,

I wish I was sending you happy news about the impact of the pandemic on employees, but one day that email will come. The pandemic landscape has changed very quickly in our local area. We have seen recent post-secondary student and staff outbreaks increasing in London as well. We are continuing to see rising case counts in our local region, and variants of concern make up more than half of new COVID-19 cases in Ontario.

Today an announcement was made by the provincial government, that effective Saturday, April 3, 2021, the Middlesex-London region will move into a four-week [shutdown](#), with restrictions greater than those of the grey framework within the Ontario [COVID-19 response framework](#). The recommendation from the province for people to stay at home is still in place. The restrictions under the framework are placed to help slow the spread of COVID-19 across Ontario.

Please review the [COVID-19 response framework for the shutdown](#), there are guidelines that may impact aspects of your daily life over the next few weeks.

We are continuing to make safety a priority for our students and employees, and as such have some important information to share at this time:

NEW – Significant Changes to PPE requirements on campus

Masks are an important tool to reduce the risk in situations where other controls cannot be consistently maintained. For much of the pandemic, we required [source control masking](#) on campus. In early February we moved to requiring medical grade masks and eye protection (shields) for all frontline workers on campus, or in any area where physical distancing is required. Our facilities team sourced the appropriate PPE very quickly and have been available to employees since then.

We are actively working to keep our employees who need to be on campus safe, and with the unknowns of the pandemic and virus variants, we have decided to make some new changes to increase safety.

New requirements effective immediately – Everyone on campus is now required to wear three layer medical grade masks, rather than cloth masks, at all times indoors. Masks will be provided to employees regularly working on campus. Masks will be available at the MSJ Welcome Desk for employees who are on campus periodically. Employees working within two metres of each other must also wear eye protection, face shields or goggles, as an added protective measure.

Masks will be distributed to all students in residence as well, and will be required when residence students are outside of their rooms. You may have seen communication from Western on their campus and direction about residence move-out. This does not apply to Brescia students. Brescia's residence will remain open at this time.

Disposable masks cannot be washed and should be disposed of properly in a lined garbage bin. Replace your mask as it gets damp, soiled, or crumpled, or at the beginning of each day.

Campus Access information for Employees

During the [Campus "Grey" Framework guidelines](#) card key access to Ursuline Hall and the Mother St. James Building is disabled. This will stay the same during the shutdown.

Courses remain online throughout the summer. **All employees who are working remotely will continue to do so.** This allows us to maintain the safety of our community and our employees who are required to be onsite.

Employees who require access to pick up materials from offices or for other limited exceptions will need to complete a [campus access form](#) during the shutdown framework. Please come to campus only if absolutely necessary during this shutdown.

[Employee Questionnaire](#) – If you are picking up materials or have been approved under a limited exception, you are required to complete the employee [questionnaire](#) on the day of your visit to campus. This is a document required under current legislation for all employees, and is continually updated as new employer requirements are announced.

Mail pickup

Employees who are required to pick up mail from campus in order to work from home will be contacted once per week by the Welcome Desk staff, (Mother St. James building) to arrange for a pickup time.

Links to Forms

[Campus Access Form](#) - If you require access to pick up materials from your office or for other limited exceptions, you must complete a [campus access form](#) during the shutdown. You will receive a reply within 24 hours. Please submit requests as far in advance as possible 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 employees.

I wish everyone a Happy Easter and thank you for maintaining your vigilance and keeping our entire community safe!

Ingrid Christensen
Acting Director of Human Resources