

August 31, 2021

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. We have new employees arriving each week so you may notice that some information is repeated from the last HR communication.

Vaccination and Testing Details for employees

All members of the community must upload proof of vaccination by September 7, 2021. Those who have not provided proof that they are fully vaccinated have until October 12, 2021 to submit proof of full vaccination and will be required to be tested for COVID-19 twice per seven-day period in the interim to attend campus, with results submitted to the University. Brescia is following Western's protocols and aligning our practices with the policy. This will ensure consistency as students and employees move between campuses. Download a copy of Western's [vaccination policy](#) for full details.

Are you fully vaccinated?

Upload your vaccination proof in one of the following ways:

- Online - You should have received or will receive an email from Western with a link to upload your vaccination proof. If you are a new employee, you should receive an email within a few days of your completion of your Western Identity confirmation.
- In Person – Employees may also provide proof of vaccination in person at the Western Vaccination and Testing Centre in the [Graphic Services Building](#) or Student Health Services in the UCC.

You must upload your proof or present proof of vaccination in person, prior to arrival on campus.

Are you partially vaccinated, have been granted an accommodation, or are awaiting a decision with respect to an accommodation request?

September 7 – October 12, 2021

You must provide proof of two negative COVID-19 rapid antigen tests per week with a minimum of 72 hours apart until 14 days after your second vaccination. Currently rapid antigen tests are available at the Western Vaccination and Testing Centre in the [Graphic Services Building](#) (alternate locations may be available at a later date). To book your appointment, check hours or operation, or get further information see

<https://www.uwo.ca/coronavirus/vaccine.html>



Employees who have been granted an accommodation or are awaiting for an accommodation approval, are required to be tested. Employees who require accommodations should request an accommodations form through HR by September 7, 2021 where possible.

Proof of the two negative COVID-19 tests must be provided commencing one week before an Individual will be attending on Campus and will continue in each week that the individual attends on Campus. **Important: This testing requirement means that if an Individual wishes to attend on Campus during the week of September 7, 2021, they must provide proof that they received two negative COVID-19 rapid antigen tests during the current week of August 30, 2021. (Example – Test #1 noon today, August 31, 2021 and a second test on Friday, September 3, 2021 at noon or later.)**

If you have questions regarding testing or vaccinations, you may call 519.661.2111 x82379 or email vaxinfo@uwo.ca

Effective October 12, 2021

You will not be permitted to attend Campus unless you have been granted an accommodation or are awaiting a decision with respect to an accommodation request submitted and are complying with the rapid antigen testing requirements.

Proof of the two negative COVID-19 tests must be provided commencing one week before an Individual will be attending on Campus and will continue in each week that the Individual attends on Campus.

Important: This timeline means that other than accommodation situations, individuals must receive their second vaccine dose (or one dose of the Janssen vaccine) no later than September 28, 2021 in order to be fully vaccinated by October 12, 2021.

As you return to 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 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 (Note new details)

Change is hard. Learning to bounce back is hard. In our world of COVID-19, change is ever present and our need for resiliency is undeniable. Join our EAP provider as we discover practical strategies to address the overwhelming feelings we experience. We will learn application exercises that are intended to ensure you leave this webinar with additional tools to help you, your coworkers and your students navigate the return to on-campus learning.

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. If you have questions you would like to submit, you may submit them confidentially to laurenvanewyk@gmail.com.

These sessions will be held on the following dates:

- September 7, 2021 1:00pm-2:30pm
- September 22, 2021 10:00am-11:30am

If you are interested in joining one or both of the sessions, please email Janice at jsmit627@uwo.ca with your interest and a zoom link will be sent out later prior to the session.

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 and we will update this for you.

Building Access

At the current 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 may be removed 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
- In designated eating areas such as the Mercato, following food service protocols

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 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.

Links to Forms and Documents

[Employee Questionnaire](#)

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

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

[Ontario Roadmap to Reopen](#)

[Western COVID-19 Vaccination and Testing Centre Information](#)

[Western Vaccination Policy](#)

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

Please reach out with any questions.

Thanks,
Ingrid Christensen
Acting Director of Human Resources