



Good evening,

On Tuesday, the Ontario government declared a [second provincial emergency](#) and issued a “[stay at home](#)” [order](#), which includes further restrictions to help slow the spread of COVID-19 across the province.

The information below will outline updated information for when you require campus building access.

Campus Access

NEW - During the [provincial emergency](#), card key access to Ursuline Hall and the Mother St. James Building will be disabled, with the exception of the library drop box.

Only designated employees required to maintain the health and safety of students, faculty, and staff, provide continuity of critical services, or provide preservation of equipment, buildings and the premises will be allowed to work on campus. At this time, designated employees are Clare Hall reception staff, St. James welcome desk staff, residence staff, food services staff, and custodial staff.

Employees in maintenance and ITS may be required onsite for continuity of services, and preservation of the premises. All other employees will work remotely and will have campus access **only for limited exceptions**, and pickup of materials. Safety of our employees and our students living in residence is critical.

Mail pickup

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

Required Process

[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](#). 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 so much for helping to keep our campus safe!

Ingrid Christensen
Acting Director of Human Resources