



Good morning,

Happy New Year, good morning and welcome back,

This email is to outline information for all employees for the period of the [Provincewide Shutdown, currently to January 23, 2021](#). The email is broken into sections for easy reference at a later date. I want to thank each of you for reading through all sections of this email and I hope you find this information helpful at this time.

The information below has been determined by prioritizing three guiding principles for the period of the lockdown. These three principles were agreed upon by the Principal and Vice-Principals group:

- minimizing hardship for employees
- equity (equitable application of processes) and
- openness and transparency.

#### Campus Access

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 until further notice. 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 students living in residence is the goal of limiting the number of people on campus. Employees who need to access campus will need to complete a [campus access form](#). Please wait to receive confirmation of approval prior to accessing campus. As always, please complete the employee [questionnaire](#) prior to any visit to campus.

#### Mail pickup

Employees who are required to pick up mail from campus in order to work from home during the [Provincewide Shutdown](#) will be contacted once per week by the Welcome Desk staff, (Mother St. James building) to arrange for a pickup time. Please complete the employee [questionnaire](#) prior to any visit to campus.

#### Pay and Hours of work

All employees will be paid during these initial weeks of the [Provincewide Shutdown](#), up to January 23, 2021.

Frontline services are public facing services required on campus to maintain the health and safety of students, faculty, and staff. Employees in frontline service roles will be paid a premium for hours worked on campus during the [Provincewide Shutdown](#). Frontline services at this time are: Clare Hall reception, St. James welcome desk, residence staff, food services staff, and custodial staff.

All employees, including part-time and contract employees, will receive an average of their hours worked for the weeks of January 4 – 23, 2021, if their normal hours worked are reduced during this period. Averaged hours are being paid in order to prevent a loss of income for the initial three weeks of the shutdown. Averaged hours will be calculated based on the hours paid during the two December 2020 pays, prior to the campus holiday closure. This calculation method is keeping with guidelines based on other legislated calculations, as well as keeping with our current calculations for averaging pay for employees on certain types of leaves.

### Managers

In order to plan for the future, we are working to minimize impact and hardship to employees, and to plan for department work requirements. Even though we don't want it to happen, it is possible that Provincial guidelines may change and may require a need to maintain the current service model, or we may move in and out of the current service model over the coming months. Directors and/or Managers will be sent a list of employees and the following questions to respond to, based on a possible need to maintain the current modified service model:

- Do you have projects or work that your area needs assistance with? This information may be helpful for employees or areas who do not have a full workload due to remote work requirements or possible upcoming changes with Provincial guidelines.
- Remote work employees - What percentage of normal workload is possible to be performed in the remote environment, taking into account factors relating to remote work capabilities, and individual requirements due to childcare, elder care, child remote learning, or other restrictions?

Solutions may include sourcing other work or projects for the employee, or the ability for employees to utilize vacation, lieu, personal time, and options to go into a negative balance if required to support the employees needs, and minimize financial hardship for the employee.

- Frontline employees – What percentage of the normal workload will need to be maintained by each employee or department on campus with the change to a mainly remote work environment?



### COVID-19 Pandemic Survey

COVID-19 has impacted everyone, and we realize the impact on Brescia employees is life-changing. One of our top priorities is to ensure that our employees feel they are supported in this current environment. As a result, we will be launching a survey to capture your feedback on this topic. You will receive a survey request over the next couple of weeks. We care about the experiences of our employees and we value your voice. Measuring the impact of this change will allow us to understand and take action on insights regarding your experience working remotely or as a frontline employee.

Together, we will get through these times.

Please let me know if you have any questions,

Ingrid Christensen  
Acting Director of Human Resources