

January 17, 2022

Good afternoon,

As Brescia prepares for a return to campus and in-person learning, the following details have been provided to outline information and to address questions we have received. Some of the information in this message is new or updated with current guidelines, while other information is a reminder. The email is organized into sections for easy reference. I want to thank each of you for reading through all sections of this email. I hope you find this information helpful at this time.

Vaccination Information

We are encouraging employees to get their booster shots before returning to campus. The Ministry of Health approved COVID-19 third dose or booster doses for individuals aged 18+ >83 days after their second dose. Employees are encouraged to obtain the recommended doses as recommended by the Ministry of Health. Information on vaccine eligibility is available [here](#) and appointments through the Middlesex-London Health Unit can be booked [here](#). In addition, pharmacy vaccine locations can be found [here](#). As well, employees may book appointments at [Western's vaccine clinic](#).

There are currently no changes to the proof of vaccination requirements for Brescia employees. Employees are **not** able to upload proof of booster vaccinations to Western at the current time. Any changes or updates will be communicated to employees.

Proof of Vaccination

Employees working on campus must be [fully vaccinated](#) or have an approved accommodation request prior to arrival on campus. Employees who are commencing on-campus teaching or working in the winter term must upload their proof of vaccination via the link received by email from Western before arriving on-campus. Employees who have previously uploaded their proof of vaccination do not need to upload these documents again.

Do you need more information? Read the Employee Vaccination/Testing Information FAQ's attached, and review the [vaccination policy](#) for full details.

Questions regarding your COVID-19 vaccinations? Email vaxinfo@uwo.ca

Need help uploading your documents or have further questions? Email brescia.hr@uwo.ca for assistance.

Daily [Employee Self Assessment – screening questionnaire](#)

All employees are required to complete the Ontario worker screening before each arrival on campus. The Ontario worker screening tool can be found on Ontario's website at <https://covid-19.ontario.ca/screening/worker/>. **Please forward your results to brescia.hr@uwo.ca prior to arriving on campus each day.**

Employees will start receiving a daily email with a link to the self-assessment. Thank you for making this a part of your daily routine to help keep Brescia as safe as possible!

On-Campus Activity

We welcome all staff currently working remotely back to support our students and our student life on January 31, 2022, subject to public health guidelines.

Some staff may have responsibilities that allow some hybrid work, but it should be limited and approved by the department managers and HR. Our priority is to ensure departments are staffed to be able to respond to students and those they serve. Of course, flexibility is key, we will need to be nimble in circumstances where employees may require flexibility to respond to employee household or individual requirements such as illness or self-isolation.

We will continue to pay close attention to the evolving pandemic, and we will commence conversations with the employee faculty and staff associations in the coming months to determine remote work options and associated requirements as we move into the future. All of the great information employees have provided to inform us of the positive aspects and also of the challenges over the pandemic will help inform us as we move forward together.

Accommodation Requests

Employees who require medical accommodations are asked to email brescia.hr@uwo.ca for information.

Parking

All employees who are set up for payroll deduction will receive a reimbursement of January deductions on their next pay and no further deductions will be taken in January. All employees who paid for their permits in full will receive a prorated reimbursement for the period of January 1 to January 31, 2022. Both types of reimbursements will be processed through payroll as it is not possible to refund via your original payment source of debit or credit at this time. Deductions will re-commence on the first pay in February 2022.

Parking enforcement through Western parking services has **not been cancelled**. If you are working on campus or are visiting campus in January, please continue to display your parking permits in your rear-view mirror to avoid receiving a parking fine.

Masks and PPE

Three-layer disposable masks are required indoors for all employees. Employees are welcome to wear N-95, KN-95 or equivalent if they would prefer and have available. Brescia has available and will provide all employees with ASTM-level 3 disposable medical masks upon request. Eye protection (face shields, safety glasses, goggles, or equivalent) is also available.

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 or 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](#).

If you work in a shared space or open area, we ask you to wear a mask at all times. This guidance is aligned with Western and is being implemented to help stop the spread of the most recent variant in workplaces.

We ask that employees dine alone where possible when masks are removed to eat.

New Guidance for Responding to COVID-19 in the workplace

[New guidance](#) is available through the MLHU for individuals and their household members. Employees who are required to isolate may be able to work from home during this period or utilize time off options if available. Please contact your supervisor and submit a time off request if you will be absent due to a COVID-19 isolation requirement. Inform your supervisor of the last time you were on-campus and any close contacts you may have been exposed on-campus.

Contact Tracing and Case Count Information

The Middlesex-London Health Unit (MLHU) has informed us that they will no longer investigate cases that have a post-secondary exposure and will not be able to notify us of exposure details at this time. Individuals are required to follow [new MLHU guidance](#) to prevent the spread of COVID-19. With this change, we will no longer be able to report confirmed cases of COVID-19 in our community messaging.

Responding to illness in the workplace (including self-isolation)

If you are feeling unwell or required to [self-isolate](#) due to illness or being a close contact, do not come to campus. Please submit a time off request and notify your supervisor or the Academic Dean as soon as you are able. Human Resources will be informed for internal contact notifications, where possible and appropriate, and to provide assistance with questions where required.

If an employee is reporting illness or a positive COVID-19 test result, please report the last time you were on-campus as well as any close contact information on-campus. If you are reporting self-isolation or illness, please indicate whether you are able to fulfill your work duties.

Your well-being:

Mental health and well-being supports are available, and we encourage anyone who is feeling fear, worry, anxiety, or needs support during the pandemic or any time to please reach out for assistance.

- EAP Services - Immediate, confidential Employee and Family Assistance Program (EFAP) services are accessible through Thames Valley Employee and Family Assistance Services 24/7/365 by calling 1-844-720-1212 or visiting <https://www.fseap.ca/myfseap> The **group/username** is Brescia University College and **password** is myfseap.
- Brescia [Pastoral Counselling](#). Please contact Catherinanne George at c.george@uwo.ca for further information.
- Health-related inquiries: Contact your family doctor or Telehealth Ontario at 1-866-797-0000



Some additional Resources:

- As COVID-19 restrictions loosen in Canada, [CAMH has designed a site to help individuals](#) to adjust to new norms for return to work and day to day life. The site includes tips, coping strategies, and resources.
- [Wellness Together Canada](#) is an online portal that allows Canadians to access self-assessments, self-directed e-mental health tools, peer support and live counselling by telephone, video and text that is funded by Health Canada.

Employee EAP Session – Balancing Personal and Work Life

This Thursday, January 20, 2022 12:00pm – 1:00pm – Please welcome our EAP provider as they bring their services to us with a session on balancing personal and work life. Join us for another uplifting session to learn strategies to rebalance your life based on your beliefs and values. Please join by Zoom at: <https://westernuniversity.zoom.us/j/97786873392> Meeting ID 922 8687 3392

Thank you so much to every employee for continuing to adapt at work and outside of work, for continuing to follow public health protocols, and for keeping the health and safety of our community foremost in your minds.

Thank you,
Ingrid Christensen
Director of Human Resources