

Good morning,

As Brescia prepares for in-person learning next week, the following information is to provide an update from earlier communication. Employees may also receive communication from their departments or areas with required or area specific information. Some of the information in this message is new or updated with current guidelines, while other information is a reminder. I thank each of you for reading through this message. I hope you find this information helpful at this time.

On-Campus Activity (updated)

Know that we are here to support you with the return to campus. Our departments will be staffed to be able to respond to students and those they serve in order to deliver the best experience possible for our students, while ensuring safety remains a priority. Flexibility will be key for everyone! Employees in shared spaces may need to be flexible with on-campus scheduling and 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.

In addition to flexibility, we recognize that some employees may have medical or family status reasons that require remote work or other accommodations at this time. Employees who require medical accommodations or family status accommodations are asked to contact brescia.hr@uwo.ca for further information.

We will continue to pay close attention to the evolving pandemic and we will commence conversations with the 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.

Masks and PPE (updated)

Three-layer disposable masks are required indoors for all employees. Brescia has available and will provide all employees with ASTM-level 3 disposable medical masks. Masks are available at the MSJ Welcome Desk, Clare Hall Front Desk, and Beryl Ivey Library or to request a box, please submit a [JIRA request](#) to the Chair of Health and Safety and Custodial Manager, Adam Cake.

Non-fit tested N95/KN95 or similar respirator masks are now in stock and available to employees upon request. We recognize that employees have varying reasons for requesting N95 or similar masks and we have procured a limited supply of these masks.



No medical information or reason for request is required. Please request through a [JIRA request](#) to the Chair of Health and Safety and Custodial Manager, Adam Cake.

Eye protection such as face shields, safety glasses, goggles, or equivalent are also available.

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.

Rapid Antigen Testing Program (new)

With the change in testing protocols in the province, we have been approved as an employer for the Provincial Rapid Antigen Testing Program. Access to rapid antigen tests are delayed and supply is limited due to increased need in highest risk settings. More information about this optional program for employees will be provided as soon as we obtain tests and are able to commence the program.

Daily Employee Self Assessment – screening questionnaire (reminder)

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 continue to receive 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.

Booster Vaccination Information (reminder)

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 their booster 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 (reminder)

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.

New Guidance for Responding to COVID-19 in the workplace (updated)

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.

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.

Close contact information is currently described by the Middlesex London Health Unit (MLHU) as:

1. Someone with whom you were within two metres' distance for at least 15 minutes, or multiple shorter lengths of time
2. Without personal protective equipment

3. Within the 48 hours *before* your symptoms started, or you had your positive test (whichever came first).

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.

Thank you so much to every employee for continuing to adapt and 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