

January 3, 2022

Happy New Year and welcome back,

As we noted before the holiday break, we are continuing to take a cautious, measured approach before getting back to our more traditional ways of working. COVID-19 has continued to present further challenges over recent weeks. This email is to outline information for all employees for the period of online learning, currently scheduled to January 31, 2022. The email is broken into sections for easy reference. 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.

### **On-Campus Activity**

**December 10, 2021 – January 1, 2022** – The Middlesex-London Health Unit (MLHU) announced guidance asking for employees who can work remotely to do so for the weeks leading into the holidays. To keep our community as safe as possible, we asked all employees who were able to complete their work remotely, to commence working remotely effective December 10, 2021.

Timesheet employees and work study – Managers, please send any adjustments to estimated hours to [brescia.payroll@uwo.ca](mailto:brescia.payroll@uwo.ca) for processing. Hours will need to be received by noon on January 4, 2022 in order to process for the January 7, 2022 pay date.

Full Time and non-timesheet employees – Managers, please send a list of employee names and dates employees who were required to work on campus to [brescia.payroll@uwo.ca](mailto:brescia.payroll@uwo.ca). Information will need to be received by noon on January 4 in order to process for the January 7, 2022 pay date.

*Staff employees required to work on-campus during the MLHU guidance period of December 10-31, 2021 will receive frontline pay for this period, subject to the terms under the Staff Terms & Conditions 15.5.1 and 15.5.2.*

**January 2 – 27, 2022** – With the surge in local COVID-19 cases and in order to support those employees required to be on campus in the safest way possible, we ask that employees who are not required to be on campus to provide in-person services and are able to work remotely, continue to do so for this time period. Please refer to the new [Ontario public health measures](#) and capacity guidelines, follow further messaging regarding on-campus services and check in with your supervisor with any questions relating to your department or individual on-campus requirements.

Managers, please send a list of employee names and dates of your employees will be required to work on campus each week to [brescia.payroll@uwo.ca](mailto:brescia.payroll@uwo.ca).

*January 2-27, 2022 is being considered a period of exceptional circumstances. Staff employees required to work on-campus to provide in-person services January 2-27, 2022 will receive frontline pay for this period, subject to the terms under the Staff Terms & Conditions 15.5.1 and 15.5.2.*

### **Employee self assessment – screening questionnaire**

All employees are required to complete the Ontario worker screening before each arrival on campus. The recently updated Ontario worker screening tool can be found on Ontario's website at <https://covid-19.ontario.ca/screening/worker/>. At the end of the survey, you will receive a clear red **X** or green **V** to attend campus. **Please forward your results to [brescia.hr@uwo.ca](mailto:brescia.hr@uwo.ca) prior to arriving on campus each day.** Thank you for making this a part of your daily routine to help keep Brescia as safe as possible!

### **Vaccination Details for employees**

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 Unity can be booked [here](#). In addition pharmacy vaccine locations can be found [here](#).

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.

### **Masks and PPE**

Three-layer non-medical 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) are 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](#).

### **New Guidance for those with COVID-19 Symptoms, Positive PCR or Rapid Antigen Tests, and Close Contacts**

[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**

Due to the rapid and overwhelming surge in COVID-19 cases, the Middlesex-London Health Unity (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.



### **Employee Contact Information**

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](mailto:brescia.payroll@uwo.ca) and we will update this for you.

Thank you so much to every employee for continuing to adapt and for keeping the health and safety of our community foremost in your minds.

Ingrid Christensen  
Director of Human Resources