



Good morning,

The active case of COVID-19 on campus has resolved and we are now in a position to move to Brescia's [Campus "Orange" Framework guidelines](#) effective today, Wednesday, March 10, 2021. There are campus access changes between the red and orange campus framework to note. Please see the important information below for employees and managers.

### **Campus Access information for Employees**

During the [Campus "Orange" Framework guidelines](#) card key access to Ursuline Hall and the Mother St. James Building have been enabled, although buildings will remain locked.

Courses remain online throughout the summer. **All employees who are working remotely will continue to do so.** This allows us to maintain the safety of our community and our employees who are required to be onsite.

Employees who require access to pick up materials from offices or for other limited exceptions will not need to complete a campus access form during the orange framework. Please make arrangements through your manager or the Academic Dean, as required.

[Employee Questionnaire](#) – If you are picking up materials or have been approved under a limited exception, you are required to complete the employee [questionnaire](#) on the day of your visit to campus. This is a document required under current legislation for all employees, and is continually updated as new employer requirements are announced.

### **Mail pickup**

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

### **Guidance for Managers and Supervisors**

Managers are responsible for assessing and approving all requests for access to buildings from their direct reports and members of their department during the current framework.

The following guidelines should be used when responding to individual temporary requests for access:

- Temporary access for items or supplies that employees require and could not otherwise work from home without is allowed.
- These visits should be coordinated so that multiple employees are not entering the same workspace at the same time.
- Approvals for requests to enter offices to complete work that can be done remotely should not be granted.



- Approvals for requests to enter offices to water plants or pick up non-critical supplies and items should not be granted.
- Employees who are accessing buildings will need to complete the employee questionnaire and abide by public health guidelines for physical distancing and hand hygiene.
- Legislative regulations require a record of dates, arrival times and departure times for all employees. As we will not be using campus access forms during this period, please track this information for your department as it may be requested by public health for contact tracing.
- Requests for access outside of these guidelines or as indicated in our [Campus "Orange" Framework guidelines](#) should be brought forward to the Pandemic Planning Committee for review and response.

Thank you so much for helping to keep our campus safe!

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