

Hello and good morning,

The provincial government announced their [Roadmap to Reopen](#) on Thursday, May 20, 2021. The plan is based on the province wide vaccination rate and improvements in key public health and health care indicators. We are still currently in a stay at home order with indicators that a move to Step 1 of the roadmap will take place around June 14, 2021.

At Brescia, our response has been made with the priorities of maintaining the health and safety of students, faculty and staff, providing continuity of critical services, and for preservation of our premises. Our guiding principles for decision making with regards to our employees are minimizing hardship for employees, equity (equitable application of processes), and openness and transparency.

We have some important information to share at this time:

### **Summer Campus Services**

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

To provide employees with advance notice of how areas will change throughout the summer, we have re-designed our employee guidelines to align our decisions to the Steps Framework Timeline outlined by the provincial government so that employees can easily see what decisions have been made for their area, and when they are effective. This will assist us as we move through the reopening plan over the coming months.

Please see the chart attached. This chart will be a living document and will be amended or updated as we receive new information. Information in Step 2 and 3 will be reviewed and dates determined for opening services will be determined as we move into Step 1. This information will be posted to our website in the coming days.

### **COVID-19 Fall Planning Pulse Survey**

As we move out of a stay at home order, with a provincial reopening plan in place and with fall just around the corner, we would like to receive important input about our post-pandemic ways. In addition to direct communication, we will be implementing short, regular pulse surveys as a way to provide broad employee input throughout the coming months. We want to hear employees needs and preferences as this helps with planning and making informed decisions.

This **Fall Planning Pulse Survey** is for employees who have been working remotely. It should take you no longer than 5 minutes to complete. All questions in the survey are optional and only department identifying information is being collected. We look forward to hearing your thoughts!

Please complete the **Fall Planning Pulse Survey** by end of day on Monday May 31, 2021.

### Campus Access

**Building access during stay at home order** – Building card key access remains disabled. Employees who require access to pick up materials from offices or for other limited exceptions will need to complete a campus access form prior to Step 1 of the reopening framework. Please come to campus only if absolutely necessary during this time period. You will receive a reply within 24 hours. Please submit requests as far in advance as possible as card key access will be processed once per day.

**Building access during Steps 1 – 3** – Building card key access is enabled, although buildings will remain locked. Employees who require access to pick up materials from offices or for other limited exceptions will not need to complete a campus access form. Please make arrangements through your manager or the Academic Dean, as required.

Enhanced PPE remains available in work areas for all frontline workers on campus, and is also available at the Welcome Desk – MSJ, or Front Desk – CH for all other employees.

### Employee Questionnaire

Employee Questionnaire – You are still required to complete the employee questionnaire on the day of every visit to campus. This is a document required under current legislation for all employers, and in all stages of the reopening plan.

### Links to Forms and Documents

[Campus Access Form](#)

[Employee Questionnaire](#)

[May Employee Pulse Survey](#)

[MLHU COVID-19 Vaccine Eligibility website](#)

[Ontario COVID-19 Vaccine Appointment Information Website](#)

[Ontario Roadmap to Reopen](#)

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

Please let me know if you have any questions, and I hope you have had a wonderful Victoria Day weekend!

Ingrid Christensen  
Acting Director of Human Resource