



Arrival on Campus – Return to Campus Information and Frequently Asked Questions – FAQ’s

Please see the [Campus Guide](#) for safety details and protocols.

Employee Vaccination/Testing

Vaccination and Testing Details for employees

All members of the community must upload proof of vaccination by September 7, 2021. Those who have not provided proof that they are fully vaccinated have until October 12, 2021 to submit proof of full vaccination and will be required to be tested for COVID-19 twice per seven-day calendar period in the week prior to attending campus, and maintain testing throughout weeks attending campus with results submitted to the University.

Brescia is following Western’s protocols and aligning our practices with the policy. This will ensure consistency as students and employees move between campuses. Download a copy of Western's [vaccination policy](#) for full details.

Are you fully vaccinated?

Upload your vaccination proof in one of the following ways:

- Online - You should have received or will receive an email from Western with a link to upload your vaccination proof. If you are a new employee, you should receive an email within a few days of your completion of your Western Identity confirmation.
- In Person – Employees may also provide proof of vaccination in person at the Western Vaccination and Testing Centre in the [Graphic Services Building](#) or Student Health Services in the UCC.

You must upload your proof or present proof of vaccination in person, prior to arrival on campus.

How do I find proof of my vaccination?

COVID-19 vaccination receipts may have been emailed, or provided in hard copy. If vaccinated in Ontario, vaccination receipts can also be downloaded or printed through the [COVID-19 vaccination provincial portal](#) or by calling the Provincial Vaccine Booking Line at 1-833-943-3900.

Are you partially vaccinated, have been granted an accommodation, or are awaiting a decision with respect to an accommodation request?

September 7 – October 12, 2021

You must provide proof of two negative COVID-19 rapid antigen tests per week with a minimum of 72 hours apart until 14 days after your second vaccination. Currently rapid antigen tests are available at the Western Vaccination and Testing Centre in the [Graphic Services Building](#) (alternate locations may be available at a later date). To book your appointment, check hours or operation, or get further information see <https://www.uwo.ca/coronavirus/vaccine.html>

Employees who have been granted an accommodation or are awaiting for an accommodation approval, are required to be tested. Employees who require accommodations should request an accommodations form through HR by September 7, 2021 where possible.

Proof of the two negative COVID-19 tests must be provided commencing one week before an Individual will be attending on Campus and will continue in each week that the individual attends on Campus. **Important: This testing requirement means that if an Individual wishes to attend on Campus during the week of September 7, 2021, they must provide proof that they received two negative COVID-19 rapid antigen tests during the current week of August 30, 2021. (Example – Test #1 noon today, August 31, 2021 and a second test on Friday, September 3, 2021 at noon or later.)**

If you have questions regarding testing or vaccinations, you may call 519.661.2111 x82379 or email vaxinfo@uwo.ca

Effective October 12, 2021

You will not be permitted to attend Campus unless you have been granted an accommodation or are awaiting a decision with respect to an accommodation request submitted and are complying with the rapid antigen testing requirements.

Proof of the two negative COVID-19 tests must be provided commencing one week before an Individual will be attending on Campus and will continue in each week that the Individual attends on Campus.

Important: This timeline means that other than accommodation situations, individuals must receive their second vaccine dose (or one dose of the Janssen vaccine) no later than September 28, 2021 in order to be fully vaccinated by October 12, 2021.

How will we know if our colleagues or direct reports are vaccinated?

Unvaccinated faculty and staff will not have the option to undergo twice weekly testing in lieu of vaccination. Only those who have or are undergoing an application for accommodation will be eligible.

Vaccine exemptions cannot be disclosed due to privacy regulations, however, some employees may choose to self-disclose this information.

What about non-compliance?

Employees who fail to comply with testing or misrepresent their vaccination status, will face disciplinary action up to and including termination of employment.

What if I work remotely and do not plan to come to campus?

Employees who are working in the hybrid work model may be required to come to campus for certain days, work requirements, or events. The vaccine policy applies to these individuals.

If an employee will not be on campus due to an accommodation, or other reason, the policy does not require those employees to be vaccinated or tested twice weekly.

How will the vaccine policy be enforced?

Human Resources at Brescia will receive reporting from Western on active employees who are unvaccinated or have not received required testing.

Once the vaccine policy becomes effective, complaints of alleged violations will be referred to Human Resources. Vaccination/Testing violations refer to the following:

1. An employee on campus who has failed to demonstrate proof of vaccination, does not have an approved accommodation, or is non-compliant with testing requirements.
2. An employee who provides false documentation in relation to their vaccination status.

Employees will receive a notice of complaint by email with further instructions depending on the issue. While the issue is being investigated, the employee will not be able to attend campus.

If an employee is found to be in contravention of the vaccine policy, they will face disciplinary action ranging from a warning, to an unpaid suspension that includes conditions that must be satisfied prior to returning to campus. Disregard for conditions past a suspension or repeated violations may result in termination of employment.

Return to Campus Information

Find more information on returning to campus as a Brescia employee.

Employee self assessment – screening questionnaire

All employees are required to complete the [employee screening questionnaire](#) each day, prior to arriving on campus, regardless of vaccination status. You can also easily access this link directly from Brescia's [COVID-19 web page](#) by selecting the "Faculty/Staff" option.

QR Code for Employee Questionnaire:



Who is collecting this information?

The screening questionnaire information is collected in Qualtrics. It can be queried by Human Resources and Brescia ITS if required during investigation or for contact tracing if required.

Why is the active screening questionnaire so long?

The employee screening questionnaire captures all questions currently required. The questionnaire is updated monthly as well as when we are informed of changes to the questions required.

Why do I need to answer each question in the active screening questionnaire instead of attesting to not having symptoms?

It is recommended that employers use an individual answer based questionnaire vs an attestation at the current time. Reading through each question and answering it fully will ensure that as questions and requirements change, employees answer new and changing questions.

Required Training

An online safety training module will be provided to all employees. We have partnered with a local, London based HR training provider, to provide the most up to date local and provincial guidelines for safety training, including COVID-19 training. All employees should watch their email for safety training modules to complete. We would like you to complete the module before your return where possible and Tanner will reach out with reminders. If computer access or training assistance is required for employees or departments, reach out to Tanner Patry at tpatry2@uwo.ca to arrange.

The COVID-19 training is based on current medical and provincial guidelines for employers. It is not industry specific so you may find some information is not relevant for your position, such as the section on body coverings. We decided to keep all of the information contained in the module as we have placement students who will have placements in health care, and all roles and departments on campus have different needs. It is also a good reminder for all of us on safety protocols during the pandemic.

In addition to the above, employees may be provided with department specific information or training, and will be provided opportunities to bring forward concerns and issues of noncompliance to COVID-19 related protocols or measures to their manager, supervisor or Academic Dean.

I'm concerned about safety due to COVID-19 while on campus, what should I do?

Assume good intentions. Have a conversation with your manager or the Academic Dean's office regarding your concerns and they can reach out to required areas for answers to any questions that need further review.

Masks

At this time, three layer non-medical disposable masks, rather than cloth masks are required indoors for all employees. In some areas where physical distancing cannot be maintained, eye protection (safety goggles, or equivalent) as well as a three layer non-medical disposable mask may be required. If you have guests on campus, please arrange to provide them with non-medical disposable masks upon arrival.

At the current time, masks may be removed on campus under only the following circumstances:

- Working alone in private offices with a door closing off public spaces or hallways
- Working outdoors with a minimum of 2 metres between people
- In classrooms, faculty or instructors wishing to remove their mask must remain behind the plastic divider in the classroom. Removing your mask is not required and is at the discretion of the instructor
- In designated eating areas such as the Mercato, following physical distancing and food service protocols

The procurement of University issued PPE is coordinated centrally and made available through Custodial Services. Masks will be included in faculty totes. There are masks available for employees at the Welcome Desk and 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.

How do I request a mask exemption?

Masks are required to be worn indoors on campus. Those who have mask exemptions may be provided with alternate work opportunities when possible. Employees who are unable to wear a mask due to medical reasons must seek formal accommodation through Human Resources, and present medical documentation.

What do I do if someone removes their mask in my office or classroom?

If they do not have a mask exemption, kindly ask the person to wear a mask. If the person self-reports a mask exemption, inform them that they must go through the formal accommodation process. If the person refuses to wear a mask, ask them to leave your space or classroom. If there are refusals to adhere to the mask requirement or ongoing concerns of employees or others not adhering to the mask requirement, employees should report their concerns to their supervisors or the office of the Academic Dean.

Some people may be exempt from wearing a mask due to specific medical concerns.

Will we know if one of our direct reports has a mask exemption?

Yes, you will be informed of the employee accommodation requirement, however you will not be provided with the reason for the mask exemption.

Physical Distancing

Physical Distancing is required on campus **where possible**, is recommended in offices and shared workspaces. Classrooms and spaces used for instructional purposes are exempt from this requirement. Meetings where social distancing is not possible should be held virtually at the current time.

Limited Capacities and Washroom Protocols

Room capacities are limited to physical distancing limitations. Be sure to allow extra time for lineups, and respect physical distancing measures while you wait.

Inside washrooms, you should utilize every other stall and sink to maintain physical distancing requirements.

Please be courteous and exit the washroom as soon as you have washed your hands to allow for others to use the washroom.

Elevators

For those who require access to an elevator, please ensure you are wearing a mask and that a 2-metre distance is maintained between occupants.

EAP – Return to Campus Sessions

Change is hard. Learning to bounce back is hard. In our world of COVID-19, change is ever present and our need for resiliency is undeniable. Join our EAP provider as we discover practical strategies to address the overwhelming feelings we experience. We will learn application exercises that are intended to ensure you leave this webinar with additional tools to help you, your coworkers and your students navigate the return to on-campus learning.

We have arranged for two return to campus sessions to help guide us through this transition during the pandemic. These sessions will be presented virtually through zoom, and will include an “Ask the Counsellor” option for employees to submit questions confidentially in advance of the session. If you have questions you would like to submit, you may submit them confidentially to laurenvanewyk@gmail.com.

These sessions will be held on the following dates:

- September 7, 2021 1:00pm-2:30pm
- September 22, 2021 10:00am-11:30am

If you are interested in joining one or both of the sessions, please email Janice at jsmit627@uwo.ca with your interest and a zoom link will be sent out later prior to the session.

Employee Contact Information

As we return to campus, 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 and we will update this for you.

Guests on Campus

Find more information on your responsibilities for your guests on campus as a Brescia employee.

When are guests required to follow Brescia safety protocols including vaccination requirements, screening questionnaires, and the wearing of disposable three layer masks?

COVID-19 vaccination policies apply to employees, contractors, volunteers and students. This includes all areas indoors and outdoors.

At the present time, screening questionnaires are required when a guest will be indoors on campus for longer than 15 minutes or working in close proximity to faculty, staff, or students outdoors for an extended period of time.

Vaccination Requirements

All guests will be required to show proof of vaccination. The process to do so is being developed, and will likely be in accordance with developing Ontario vaccine passport information.

Guest/Visitor/Contractor self assessment – screening questionnaire

All guests/visitors/contractors are required to complete the [guest screening questionnaire](#) each day, prior to arriving on campus, regardless of vaccination status. Paper copies of this questionnaire are available at the MSJ Welcome Desk, or the Clare Hall Front Desk.

QR Code for Guest Questionnaire:



Masks

If you have guests on campus, please arrange to provide them with non-medical disposable masks upon arrival.

Employee Illness/Exposure to COVID-19

If you are ill, experience symptoms, or you believe you have been exposed to COVID-19:

- ✓ Complete the [employee screening questionnaire](#)
- ✓ If you are home, do not go to campus. Follow all employee guidelines in Section C – Responding to COVID-19 in the workplace of the Return to Campus Guide.
- ✓ If you are on campus, self-isolate immediately if you are feeling unwell, and follow all employee guidelines in section C – Responding to COVID-19 in the workplace of the Return to Campus Guide.
- ✓ Submit your absence request as you would usually do, through ESS or other department protocols.

If you are feeling unwell,

- ✓ Complete the [employee screening questionnaire](#), even if you have completed it earlier that day.
- ✓ Report your illness to your supervisor.

- ✓ Do not attend campus, or return home from campus. It is important that employees who are feeling unwell stay home. Working from home may be an option for some employees.
- ✓ Submit your absence request as you would usually do, through ESS or other department protocols.

Will I be informed if a colleague in my department or a student in my classroom is diagnosed with COVID-19?

As part of standard contact tracing, anyone with known, close contact with a COVID-19 positive colleague or student would be informed. Whether you are informed or not depends on the nature of the contact you have had with a confirmed positive case.

Parking

Employees will require a parking permit or park at metered parking in the 2021/22 year. There are a number of parking options available to employees. For more information on employee parking permits, please contact Tanner Patry at tpatry2@uwo.ca.

Remote Office Information

A separate document will be created for employees with resources on this topic.