

MEMO

To: SJU Community

From: Peter Meehan, President and Vice Chancellor
Cristina Vanin, Interim Vice President Academic and Dean
Mike Gourlay, Executive Director, Finance and Administration

Date: June 30, 2021

Subject: July Update – Campus Response Team

As we prepare for the fall term, the Senior Administrative Team and the Campus Response Team is continuing to plan for our gradual return to normal activity on campus. Through this planning, we recognize the need for firmer direction on what this safe and gradual return will look like. These plans focus on protecting the health and well-being of our community and continue to be guided by the Government of Ontario, Public Health, and the University of Waterloo (UW). With this in mind, St. Jerome's is planning a staged return to campus while following the guidance of Ontario's ['Roadmap to Reopen'](#) steps and university and Public Health guidance. We cannot give you a definitive dated timeline but, as restrictions decrease, we anticipate to increase our on-campus presence.

Working under the assumptions that most students and employees will have received at least one dose of the COVID-19 vaccine, many with two doses by the end of August, and that COVID-19 transmission will be less common and with less severe symptoms, our plan is to invite employees to return to campus under the following plan:

1. July - August 2021 – We will continue to allow faculty and staff access to campus on a request basis. Those who wish to return, for any reason, may request scheduled access.

ALL SJU COMMUNITY

For July and August, any access to buildings or offices requires authorization from Mike Gourlay, and your direct supervisor (for staff). Please indicate to Mike if you are looking for more regular access to campus over the summer.

2. July – October 2021 – Employees will return to campus for all or a portion of their work week in order to deliver in-person services to students and/or to prepare a department for fall re-opening. Student-facing and administrative department leaders will identify which positions require employee presence during this time. We recognize that student-facing services/academic advising roles may require employees in these positions to be present more frequently in order to provide positive experiences to our student population. Campus presence in all roles will scale up slowly as department needs increase.
3. By November, the University hopes to have all employees working on campus, at least part-time. Some may opt to work on campus full-time. The University is planning our full and stable return by January 2022.

We know that many of our employees may need some extra time to make arrangements in order to return to campus. All employees should be discussing with their department leaders their availability and to address any concerns about returning to campus by July 9, 2021. Individual departments will be working collaboratively over the summer on a plan for their area to capture the increase in access and activities on campus over the coming months.

While we are on campus, we must continue to maintain physical distancing, wear masks in common indoor spaces, obey traffic flows, and employ appropriate PPE in situations when physical distancing is not possible. We encourage all meetings including instructor office hours during the fall transition period (with the possible exception of student advising), to continue in a virtual setting.

In the fall, our campus will be open to students. For the limited courses we will offer with an in-person component in the fall term, classrooms will be capped at 50% capacity. The classrooms in SJ2 that will be used for teaching are 1002, 1004, 2002, and 2003. While students will be free to navigate our buildings, we don't anticipate a large student presence within the buildings. Keeping our employee numbers below full capacity will allow for the extra flow of students in corridors and public spaces as we ramp up to a stable return in January.

There are still some uncertainties so we will need to maintain flexibility in planning our return as we may experience changes that are beyond our control. Please feel free to reach out to Mike Gourlay (mike.gourlay@uwaterloo.ca) if you have any questions or concerns along the way.