

## MEMO

**To:** SJU Community

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

**Date:** November 10, 2020

**Subject:** Increased cases reported in Waterloo

---

Further to the recent increase in COVID-19 cases reported on the University of Waterloo's campus, we encourage all of our employees to continue to be vigilant with following safety protocols while on campus. A reminder that the following communications protocols will be followed and used to update our community in the event of a confirmed case:

If the Region of Waterloo Public Health confirms **an individual COVID-19 case** exists on SJU campus:

- Public Health will use contact tracing tools to connect with people who have been in contact with the individual who has a confirmed case.
- Protocols in place will be followed to safeguard the health of the individual; prevent risk to other members of the community; and optimize cleaning and sanitization practices.
- The individual case will be reported to the University of Waterloo, where it will be posted on the [case tracking website](#) with a generic information statement that will not specifically link to our campus.
- The privacy of the individual will be considered the priority in an individual case confirmation. In keeping with UW protocols, an update for each individual case confirmed by Public Health will not be shared by public notification.

If the Region of Waterloo Public Health confirms that **multiple COVID-19 cases, and by their definition an "outbreak"** has been confirmed on the SJU campus:

- Public Health will use contact tracing tools to connect with people who have been in contact with the individuals who have a confirmed case.
- Protocols in place will be followed to safeguard the health of the individual; prevent risk to other members of the community; and optimize cleaning and sanitization practices.
- The "outbreak" will be reported to the University of Waterloo, where it will be posted on the [case tracking website](#) with a statement that will specify the outbreak's link to our campus.

- Working with Public Health and the University of Waterloo, a collaborated communications approach will be used to share and coordinate the distribution of information with our community.
- The privacy of the individuals with confirmed COVID-19 cases will continue to be considered a priority.

Our priority remains the health and safety of all members of our community, the privacy of individuals with a confirmed case, and monitoring our key government, public health, and partner sources to adjust plans as new information becomes available.

SJU students, employees, and their family members showing COVID-19 symptoms (or if notified by a public health unit or the COVID Alert app that they have been exposed to a confirmed case of the virus) can book an appointment at the University of Waterloo's COVID-19 [Testing Assessment Centre](#).

We thank you for your support with this process.