



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: January 13, 2021

Subject: RE: Do your part: stay home and stay safe

Further to the message from the UW distributed today (included below), St. Jerome's University's can confirm that the measures outlined there will be applicable to our campus as we all respond to the [province's stay-at-home order](#). As always, our planning will continue to be guided by directions from the Region of Waterloo Public Health, the University of Waterloo, and the Government of Ontario.

Please note that our Facilities and Residence staff have been deemed essential services and are approved to work on campus. **It is requested that all other work that can occur remotely, should be done from home.**

Restricted, short-term access to SJU campus buildings will continue to be provided on an individual request basis. All visits to campus should be kept to an absolute minimum. Please continue to direct access requests as follows:

Staff: Any access to buildings or offices requires authorization from your direct supervisor, Mike Gourlay, Executive Director, Finance and Administration, and Tom Slaby, Director, Facilities.

Academic Staff and Researchers: Any access to buildings or offices will need the authorization of Dr. Cristina Vanin, Interim VP Academic and Dean. If, in the fall, you received permission for increased access to your office, please reach out to Cristina directly with regard to that access during this period of the stay-at-home order.

St. Jerome's University is fortunate to have an Employee and Family Assistance program offered through Homewood Health. These confidential services are available 24/7 and offer counselling and coaching services and access to resources on health and wellness; financial coaching; legal advisory services; childcare; and eldercare support. We encourage you to reach out to Homewood to access these services as needed - Homewoodhealth.com – 1-866-896-1244.

Thank you for helping us to keep our campus safe and for your continued dedication to the SJU community.

From: Collegeemployees [<mailto:collegeemployees-bounces@lists.uwaterloo.ca>] **On Behalf Of** Office of the President
Sent: January 13, 2021 3:08 PM
To: collegeemployees@lists.uwaterloo.ca
Subject: Do your part: stay home and stay safe



To: Employees of the Affiliated and Federated Institutions of Waterloo
From: Feridun Hamdullahpur, president and vice-chancellor
Date: Wednesday, January 13, 2020
Subject: Do your part: stay home and stay safe

- **New government rules mean that if you can do your work from home, you must.**
- **If you have to come to campus, only do what is needed and get home as soon as possible.**
- **We encourage you to keep a mask on at all times in public places.**

Yesterday, the Government of Ontario issued a new state of emergency and stay-at-home orders to help deal with the spread of COVID-19.

[Instructions from the government](#) mean that we must double down on our efforts to make sure that most of our work is done remotely, from home. Only work that absolutely cannot be done from home should happen in person.

Your supervisor will let you know if there are any changes to your work arrangements. In most cases, our [plans to deal with the lockdown in our region from December](#) remain in effect.

Please continue to do your part to contain the spread of COVID-19 and follow the rules designed to stop the spread of the virus.

Double down on hygiene practices

Wherever you are – at home, at the grocery store, or at work – ensure that you follow the guidelines for mask wearing and distancing. If you are indoors in a public place:

- wear a mask,

- keep a two-meter distance, and
- wash your hands frequently.

If you are permitted to work on campus and work alone, the Ontario law allows you to remove your mask. Despite this, **we encourage all employees to consider keeping their masks on while working on campus.**

Though I know many of us are challenged, once again, by a period of lockdown I implore you all to avoid any gatherings with people you don't live with.

Most learning continues remotely, as planned

The new stay-at-home order has not changed the guidance on course activities. Remote learning is our primary way of teaching and learning this term.

In-person course activity can only continue for subjects or instruction that requires that we teach it in-person. This includes clinical or hands-on training, with a limit of 10 students per section.

Faculty associate deans have been contingency planning for the winter term and have identified courses that will continue in person or remotely during a lockdown.

Our student residences will remain open as normal. Students who live on campus need to wear masks in all common areas of the residences, but not in their main living area.

Lab research continues

On campus lab research is not affected by the new emergency measures. Faculty members, postdocs, graduate students and research staff may continue lab research that is compliant with the approved safety plans. Please ensure you go home as soon as your on-campus research activity is complete.

You can [check our note from Tuesday, December 22, 2020](#) for more guidance on research during this period of lockdown.

Help is available to you if dealing with the lockdown gets difficult

I know that many of you may have questions and concerns about balancing dependent care with work. You may have anxieties related to the lockdown in general. As you prepare to navigate the next few weeks, please rest assured there is support available to you.

If you have questions or concerns about your work, please talk to your manager or supervisor about your plan. You can check on the following University policies, guidelines and resources to help you, too:

1. [Employee policies and guidelines](#) including information on [school closures and childcare](#)
2. [Tips for staying healthy while working at home](#)
3. [Additional work from home resources](#)

These resources are also available on the University's [COVID-19 website](#).

Above all else, your health and wellbeing is our priority. Please remember to take care of yourselves and each other. If you need support, our Employee and Family Assistance Program is available 24/7 for counselling, coaching and support. We encourage you to access this valuable service by calling 1-800-663-1142 or visiting [Homeweb.ca](#).

[Wellness Together Canada](#) is an excellent alternative available through the federal government. To access this resource please use the link provided or call 1-866-585-0445. This service is available to anyone needing support, including friends and family.

Please do your part to stop the spread

I know we are all tired of the changing conditions, rules and of being confined to our homes. We will only get through this if we look out for one another and do our part to stay home and stay safe.

Please, only leave home for the most important things like grocery shopping or medical appointments. Whenever you go out, wear a mask to protect those around you – even outdoors – and keep a physical distance of two meters or more.

Thank you for everything you are doing to lead your team through this pandemic. [Help is available if you need it.](#)

Sincerely,

Feridun Hamdullahpur