

## MEMO

**To:** SJU Community

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

**Date:** November 5, 2020

**Subject:** SJU Return to Campus Update – RT Announcement

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The Campus Response Team (CRT) continues to proactively monitor protocol compliance on campus and to plan for our return to campus. Our priority remains the health and safety of all members of our community and to monitor our key government, public health, and partner sources to adjust plans as new information becomes available.

Restricted access to SJU campus buildings will continue to be provided on an individual request basis. Please continue to direct those requests as follows:

Staff: Only essential services staff (currently, Facilities & Residence staff) have been approved to work on campus. Any access to buildings or offices requires authorization from your direct supervisor, Mike Gourlay, Executive Director, Finance and Administration, and Tom Slaby, Director, Facilities. Please indicate if you are looking for more regular campus access.

Academic Staff and Researchers: Any access to buildings or offices will need the authorization of Dr. Cristina Vanin, Interim VP Academic and Dean. Please indicate if you are looking for more regular campus access.

Although our full return to campus remains “on hold”, our planning for our return in the future continues.

### Your Role in the Planning Process

Providing the CRT with feedback is an important part of helping us to respond to current concerns, to continue to prepare for the future, and to inform us of the most effective channels to use to share information updates with you. We are pleased to offer you new ways to support improved two-way conversations between our employees and the CRT.

Two new options have been added in our RT system to link you directly to the CRT. When you go online to our website and select the RT request form option you will now be able to select one of the following in the dropdown:

- The “**Feedback for the Campus Response Team**” option invites you to share with us how you are doing working remotely, make requests for information, and offer suggestions that support preparations and planning for our future return to work on campus.

- The “**COVID-19 On Campus Compliance Concern**” option can be used to identify areas of concern on campus that you have noticed do not meet the University’s COVID-19 compliance standards. For a complete understanding of the compliance standards please visit our website [COVID-19 – Resources](#) pages.

A member of the CRT will respond to either type of RT request within two business days of their submission.

You will also notice on the bottom of each request form that we want to ensure we are “Keeping Connected” to our employees. Your responses will help to guide the channels we are using to share information with you.

As you are aware, because best practices and resources are updated frequently in response to a continually changing COVID-19 environment, CRT work can be challenging. We very much appreciate your patience during this process and rely on your continued support of our CRT to help move this planning forward. We also encourage you to reach out to your director/chair if you require support to navigate these difficult times or would prefer to share this type of feedback with them directly.

As always, our CRT team members welcome your questions or concerns.