



ST. JEROME'S UNIVERSITY

To: SJU Community

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

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Date: August 28, 2020

Subject: SJU Return to Campus Update

As we indicated in our June 26, 2020, Return to Campus Update memo, we undertook a survey of the SJU Community to better understand how we can both support remote work and ensure a safe transition from the remote work setting back to campus. We want to extend our thanks to everyone who responded to the survey. All of the feedback we received has been reviewed and is extremely helpful in advising our Return to Campus planning.

The survey results indicate that there is a wide range of needs, wants and concerns for our Return to Campus planning team to consider as we prepare for a safe return to campus (a summary of the results is attached to the email). The comments received suggest the following:

- the majority of SJU employees are doing well working from home
- the majority of SJU employees want to continue working from home until the risk from the pandemic is over, but a number of people mentioned wanting the flexibility to come onto campus periodically
- many SJU employees who have children at home are finding it difficult to balance work and child care, and need flexible work schedules to balance their responsibilities
- many SJU employees would like some additional equipment to make their home office more comfortable (e.g., monitors, chairs, headsets, webcams, printers)
- SJU employees are interested in hearing about the health and safety protocols that are going to be put in place to ensure everyone's safety when they come onto campus

In order to keep SJU employees informed about various aspects of our return to campus planning, we have established an SJU COVID-19 information webpage: [sju.ca/covid19info](https://www.sju.ca/covid19info). On this webpage, you will find information about: how to navigate SJU in Fall 2020; ongoing updates and communications on our planning; resources that are informing our planning; employee health and safety protocols. This web information will be updated regularly as conditions shift, new information is available, and next phases of our return to campus planning are undertaken.

We continue to strategize a phased-in approach to the re-opening of our campus. Our Return to Campus team and sub-committees have been referencing advice and best practices from a variety of resources including the Ontario Government, Community Public Health, the University of Waterloo, OCUFA & OPHAC, to formulate our own guidelines for operating safely on campus

This past week, SJU began Phase 1 of our Return to Campus plan which involves the following:

- Essential services as well as employees directly involved in co-ordinating Residence services (~100 students expected this fall) are permitted to return to work on campus. At this time, there will be restrictions on which spaces are open in order to streamline necessary sanitation practices and to secure procurement supply chains. All other employees will continue to work remotely.

Over the remainder of August and through September, the SJU Return to Campus team and Joint Health and Safety Committee will assess sanitation protocol compliance and the safe return of students staying in our residence. This data will inform the future phases of our return to campus plan. Departments and individual employees who have expressed a desire to return to campus will be considered first in our gradual campus re-opening strategy.

Until the next phase of our Return to Campus plan (late September / October), employees will continue to have restricted access to SJU campus buildings.

- 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.
- Academic Staff and Researchers: Any access to buildings or offices will need the authorization of Dr. Cristina Vanin, Interim VP Academic and Dean.

St. Jerome's University will continue to prioritize the safety and well-being of our entire community in all of its planning initiatives. Please do not hesitate to reach out to Mike Gourlay (mike.gourlay@uwaterloo.ca) or Cristina Vanin (cristina.vanin@uwaterloo.ca) if you have any questions or concerns.