

## 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: March 3, 2021

Subject: March Update – Campus Response Team

---

As we begin the month of March, we are providing you with an update about the Campus Response Team (CRT) and preparations for our return to campus. While we wish we had more specific information to share, especially with regard to the Fall 2021 term, we are able to share the following:

### **Return to Campus Planning and Priorities**

- We continue to follow the protocols in place as we remain in **RED ZONE** status.
- Decisions regarding scheduling for the return to campus continue to be guided by the Government of Ontario, Public Health, and the University of Waterloo.
- Our Vice President Academic and Dean and Associate Dean have not received any specific information about plans for fall term from the University of Waterloo, but they monitor this daily.
- The Senior Administration Team (SAT) has begun conversations about the prioritization of services returning to campus and the management of employee interest in blended work environments (on site/remote).
- Compliance assessments continue to take place to ensure that our campus remains safe for our students in residence, and those people working in essential services. Students are demonstrating that they have a clear understanding of the RED ZONE rules and are following them.
- There are 73 students living in residence that continue to be served by essential front line workers. Only a small attrition occurred between fall and winter terms.
- The residence will be closed for the spring term. Capacity options for the fall term are being considered to safeguard and serve students dependent upon a variety of pandemic scenarios.
- Our IT Team has been busy upgrading our WiFi service on campus.
- Access to SJU campus buildings remains restricted and will continue to be provided on an individual request basis. Please direct 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. Please indicate to Mike if you are looking for more regular access to campus while we are in RED ZONE status.

### ACADEMIC STAFF AND RESEARCHERS

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

### Month-at-a-glance timelines

- **Tuesday CRT meetings** continue to occur on a weekly basis.
- **SJU Assembly, Friday, March 12<sup>th</sup>** – If you have any return to campus agenda items to bring to our next Assembly, please contact Katrina Kaczala.

### Human Resource tools available to support your remote work and transition back to campus

- **SJU Home Office and Safety Checklist** – Please [use the Home Office Health and Safety checklist](#) provided on the SJU COVID-19 Staff/Faculty page to assess your remote working situation. If you have any concerns please direct them to your supervisor.
- **Resources on the COVID-19 Staff and Faculty website pages** continue to be updated as new information is provided. The most recent updates include:
  - ✓ SJU [Home Office Health and Safety Checklist](#)
  - ✓ UW [Home Office Ergonomic Tips](#)

### Responses to your RT submissions

- There have been no employee RT submissions to either the “CRT Feedback” or “Campus Compliance Concern” options to date. We look forward to responding to your enquiries as they are received.