



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: December 22, 2020

Subject: What the COVID-19 provincial shutdown means for campus operations

Further to the message from the UW distributed today (included below), St. Jerome's University's can confirm that the measures outlined will be applicable to our campus in response to the upcoming province-wide lockdown. 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 access to SJU campus buildings will continue to be provided on an individual request basis. Please continue to direct those 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 during the lockdown.

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 to Cristina if you are looking for more regular campus access during the lockdown. This includes all faculty who have previously been granted some regular access to their offices.

Thank you for helping us to keep our campus safe and for your continued dedication to the SJU community. Hoping you all get to enjoy some well deserved time off over the holidays!



To: Employees of the Affiliated and Federated Institutions of Waterloo

From: Feridun Hamdullahpur, president and vice-chancellor

Date: Tuesday, December 22, 2020

Subject: What the COVID-19 provincial shutdown means for campus operations

Note: This email is for information and action where appropriate.

- **The Region of Waterloo will move into a provincial shutdown effective December 26, 2020, which affects teaching, research and other operations on campus.**

With Waterloo region [joining the provincial shutdown](#) effective December 26, 2020, we must adapt to the new emergency restrictions.

The shutdown affects our current approaches to teaching, research and other operations:

- **In-person course activity** can only continue for subject matter or instruction that requires that it be taught in-person, such as clinical or hands-on training, with a limit of 10 students per section, with some exemptions in health care disciplines.
- 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.
- Instructors will be consulting with their associate dean or chair for clarity and direction
- We will communicate further details as they become available.
- **Face-to-face human participant research on campus** must cease immediately upon provincial shutdown restrictions taking effect. It will be restarted when conditions permit.
- **All other research on campus can continue** during the provincial shutdown period following approved safety plans. All departments are expected to have in place a plan for scaling back lab research activities in the event that such direction is given.
- **Researchers may NOT travel into or out of other regions** to conduct research during the shutdown. Hence, off campus field research is not permitted at this time.

- More specific details will come under a separate memo to all faculty from the Office of Research today.
- **Student residences** remain open as normal.
- All **food services** are take-out and/or delivery only. Dine-in seating is not permitted.
- **Athletics facilities** are closed.
- **Print + Retail Solutions** will continue to facilitate textbook and course material ordering and offers shipping or curbside pickup options.
- **Libraries** can be open for curbside, delivery and pick-up. Visitors may be permitted to enter libraries for contactless drop-off and pick-up, or similar services. Most research-related services may continue.
- **General office activity** is limited to work that must occur on campus. Any work that can occur remotely should be done from home.
- At this time, **the shutdown does not impact the arrival of international students** and does not change any of the federal or provincial quarantine requirements or the provincial COVID-19 testing requirement.

As a campus community, we need to be prepared for the possibility of an extended lockdown period, or of moving frequently between zones, and understand that this could impact a significant portion of the winter term.

Leaders across campus have been planning accordingly to prioritize the most important activities that must occur in person. Employees can expect to hear more from their leaders or department heads about their specific area's plans.

Please continue to do your part to contain the spread of COVID-19 and follow all University [safety protocols](#). As we approach a period of heightened uncertainty, it is also important to take care of yourselves and each other. [Help is available](#) if you need it.