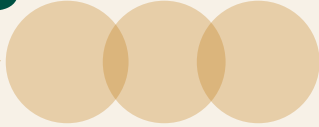




RETURN TO CAMPUS

FAQs



St. Jerome's University specific and University of Waterloo responses to frequently asked questions about return to campus.

Updated March 28, 2022

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RETURN TO CAMPUS

FAQs

CONVOCATION

Will it happen? When? How?

The dates for the University of Waterloo Spring 2022 Convocation are from June 14, 2022 to June 18, 2022. The University of Waterloo is also hosting Convocation events for 2020 (June 11th) and 2021 (June 12) graduates. Visit <https://uwaterloo.ca/convocation> for updates.

DAILY CAMPUS CHECK-IN

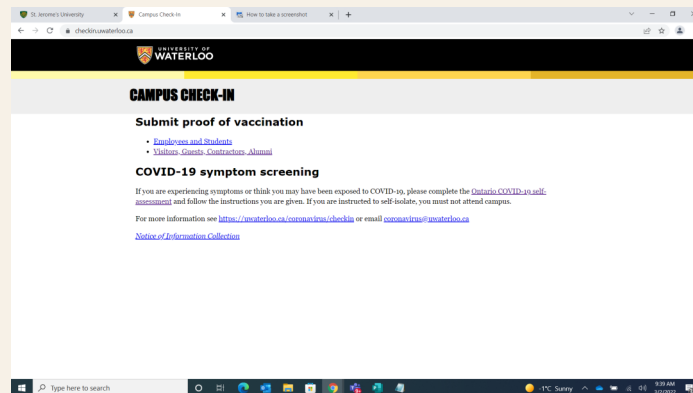
Do I have to check in every day?

Employees will no longer have to complete a Daily Campus Check-in, but visitors/guests to the campus must follow the check in process.

How does it work?



Use the QR code or go online to the [University of Waterloo Campus Check-in](https://uwaterloo.ca/campus-check-in) web page. Contractors, visitors, and volunteers will be asked to submit a record of proof of vaccination.



How is information submitted stored?

Please read the [Notice of Information Collection](#) summary on the UW website, for more information about the management of information gathered using this check-in.

Your personal information will be kept confidential in compliance with statutory privacy requirements and will only be shared with health and safety staff as required to protect our community.

Supervisors do not have access to this information.



DAILY CAMPUS CHECK-IN

Do visitors/contractors/volunteers follow the same process?

Visitors to SJU's campus need to comply with all campus protocols (including, campus check in and mandatory vaccinations). The onus of responsibility for ensuring these rules are followed is on the person who invited the guest to campus. Staff at the main reception desk will not be confirming visitors have completed this process when they arrive on campus.

PROCEDURES

Contractors, service providers and visitors to the University's campus who are vaccine-eligible (currently those born during or before 2009) are required to be vaccinated and must declare their vaccination status in [Campus Check-In](#).

This requirement applies to all individuals who enter a St. Jerome's University building including:

- Employees of any company contracted by a University department under a contractor or service agreement
- In the case of subcontractors, the (general) contractor is responsible for informing the subcontractor of the requirement
- Visitors invited by a University employee or student for any purpose (e.g. visiting professors or researchers, industry partners, hiring candidates, guests)
- Prospective students and family members participating in campus tours
- Participants, coaches/chaperones, spectators or caregivers at a camp, educational or non-education program, student competition or community rental
- Participants (or their caregiver) involved in an in-person research study
- Community members who book space on campus
- Exclusions
- Retail customers
- Pedestrians traversing University-owned grounds

CONTRACTORS

It is the responsibility of the University hiring department to inform the contractor/service provider of the University's vaccination mandate.

The contractor/service provider must ensure that any representative (employee, subcontractor, vendor or guest) has been fully vaccinated if entering a St. Jerome's University building unless they are unable for medical reasons or for grounds protected under the Ontario Human Rights Code, and will provide proof of their vaccination status, if requested. If the contractor/service provider grants an exemption under medical ground or for grounds protected under the Ontario Human Rights Code, the contractor must ensure that the representative has received a negative COVID-19 Rapid Antigen test within 72 hours prior to attending St. Jerome's University buildings and may be asked to provide proof of their negative test.



DAILY CAMPUS CHECK-IN

continued...

All contractors/service providers, as part of the [COVID-19 Contractor/Service Provider Requirements](#), will submit an acknowledgment that their employees, sub-contractors, vendors and guests entering University of Waterloo buildings have met these requirements.

All contractors/service providers are also required to complete daily COVID-19 screening in [Campus Check-In](#). The Campus Check-In screening (pass/fail) result may be verified by University personnel at any time.

VISITORS AND VOLUNTEERS

It is the responsibility of the University host to inform the visitor/volunteer of the University vaccination mandate. Visitors/volunteers must declare their vaccination status in [Campus Check-In](#) before their visit.

All visitors/volunteers are also required to complete daily COVID-19 screening in [Campus Check-In](#) before or upon arrival. The Campus Check-In screening (pass/fail) result may be verified by University personnel at any time.

Visitors/volunteers may be asked upon arrival to show proof of identification, plus proof of vaccination. Visitors/volunteers who cannot be fully vaccinated as a result of a medical condition or other ground protected by the Ontario Human Rights Code may request an accommodation via their University host 10 business days in advance of the visit.

QUICK LINKS

[Campus Check-in](#)

Ontario [Proof of Vaccination](#)

[COVID-19 Contractor/Service Provider Requirements](#)

FACILITIES/SERVICES

What buildings and services are open on SJU campus?

BUILDINGS

Community Centre

24/7 FOB access for students living in residence and SJU employees only.

Residence (Finn, Siegfried, Ryan Hall)

FOB access for students living in residence only. Guests are permitted, but residents must inform their Don of the visit and complete a Guest Registration form each time they have a visitor. Guests must provide a proof of vaccination at least three days prior to their visit. Residents have access to the gym and fitness room spaces.

SJ1

Monday-Friday	8:00 a.m.-10:30 p.m.
Saturday-Sunday	8:00 a.m.-5:30 p.m.
DRAGEN/Well-Link Labs	As per building hours
Funcken Café	Monday-Friday 8:30 a.m.-5:00 p.m.
Library	Monday-Thursday 9:00 a.m.-6:00 p.m. Friday 9:00 a.m.-4:30 p.m.
Notre Dame Chapel	Monday-Friday 8:00 a.m.-10:30 p.m. Saturday 8:00 a.m.-5:30 p.m. Sunday 8:00 a.m.-8:00 p.m.
Spirituality Centre	As per building hours.

SJ2—Academic Centre

Monday-Friday	8:00 a.m.-10:30 p.m.
Saturday-Sunday	8:00 a.m.-5:30 p.m.

Sweeney Hall (Sr. Leon White Room | Fireside Lounge | Faculty Lounge, 2nd floor)

Monday-Friday	8:00 a.m.-10:30 p.m.
Saturday-Sunday	8:00 a.m.-5:30 p.m.

The map of campus available on the [Campus Access](#) page of the SJU website, will continue to be updated as required.

IN PERSON SERVICES

Library

- Welcome desk service available Monday-Thursday 9:00 a.m.-6:00 p.m. and on Friday 9:00 a.m.-4:30 p.m.
- Direct enquiries to libraryhelp@sju.ca or directly to the library staff—Deb Addesso or Lorna Rourke.

Mailroom

- Designated mailboxes and access to the photocopier are available.

Reception—Main

- Monday-Friday, 8:30 a.m.-12:30 p.m./1:30-4:30 p.m.

Student Affairs

- All Student Affairs services have resumed in person.

FACILITIES/SERVICES

continued...

How can I coordinate bringing back and setting up IT equipment in my office that I brought home during the pandemic?

Please submit a ticket through the [new JIRA system](#). The IT team will look to schedule this work as quickly as they can.

How many people are permitted to be in a space at one time?

Occupancy signs have been removed from SJU spaces, further to the Government of Ontario lifting capacity limits in all indoor public settings.

Will I be provided cleaning supplies/hand sanitizer for my own office?

Hand sanitizer and disinfectant wipes are readily available in all common areas and supplies will be provided for individual offices, if desired. Please request supplies by using the online [RT](#) for Facilities.

How will clean spaces be maintained in shared areas?

In addition to ventilation system upgrades (noted in the August 2021 CRT update memo), we have been working closely with our cleaning staff to review and modify cleaning schedules, especially for high touch surfaces where necessary. We will be cleaning/disinfecting shared spaces daily to the Atmospheric Pollution Prevention Act (APPA) 2 standards, which exceeds those at UW. Wipes are available for common high touch surfaces in between cleans. The Community Centre is cleaned after each meal and classrooms are cleaned before the use for the next using the space.

Will any in-person events be taking place on campus this term?

The final lecture in this year's [Lectures in Catholic Experience](#) series, "**End of Life Care and the Cost of Neglect**", Friday, April 22, 2022, 7:30 p.m., is scheduled to take place on campus. For more information visit sju.ca/lce.

Plans are underway for a 2020 2021 Graduate Homecoming event (April 30, 2022, 2:00 p.m.-4:00 p.m.) and Graduation 2022 (Sunday, June 12, 2022, 2:30 p.m., in the Theatre of the Arts, with reception at SJU). Staff/faculty/CAS are invited to attend both events. More information will follow from the event Lead.

What safety/building access information should we be passing along to students who come through SH looking for support?

Re-iterating protocols on signage and supporting the physical distancing and mask wearing requirements in place on campus.

FACILITIES/SERVICES

continued...

What upgrades have taken place to improve ventilation in buildings on campus?

Ventilation upgrades on SJU campus (noted in the August 2021 update memo from CRT) that have also been made at UW, include:

- Increasing fresh air intake, through improvements to our Building Automation Systems (BAS), without compromising HVAC efficiencies.
- Installation of MERV13 filters in our buildings in August - recommended by the American Society of Heating, Refrigeration and Air-Conditioning Engineers. Over the pandemic they have become standard across the industry because they are more effective at filtering small droplets and particles that travel through the air (at least 85 per cent efficient at capturing particles in the 1 µm to 3 µm size range).
- A review of air exchange rates in campus buildings to ensure our spaces meet the recommended air exchange guidelines.
- Air quality tests across campus have been conducted to ensure that we have quality air flowing through our buildings.

Air purifiers (HEPA) filters have been deployed across campus to ensure we can maintain 6 air exchanges per hour in all buildings.

FOOD/DRINKS

Will employees be allowed to eat in the Sr. Leon White room if socially distanced?

Furniture is set up to allow for limited eating space. Eating and drinking is permitted in common areas where seating is available and physical distancing can be maintained.

Can I eat in the Funcken Café?

The Funcken Café is open Monday–Friday, 8:30 a.m.-5:00 p.m. Vaccine passports will no longer be requested by staff for those who would like to eat in this space. Masks and physical distancing protocols remain in place.

Will I be able to use the Community Centre to get food?

The Community Centre and cafeteria are open to residence students and employees only with FOB access.

What UW food services are available for employees and students to access from SJU campus?

Use the online [University of Waterloo Food Services](#) guide for locations and hours of operation.

IN CLASS/REMOTE TEACHING AND GUIDELINES

Please refer to memos distributed by the Vice President Academic and Dean for additional information about in class and remote teaching guidelines.

MANDATORY VACCINATIONS

Why are SJU employees and students required to provide proof of vaccination?

On August 17, 2021, the Chief Medical Officer of Health indicated that mandatory vaccination policies will be required for post-secondary institutions, with specific minimum requirements. On August 24, 2021, the Council of Ontario Medical Officers of Health wrote to Universities to strongly recommend that those policies include providing proof of full vaccination against COVID-19. We know that ensuring high rates of vaccination remains the most important way we can protect public health during the pandemic and reduce the spread of COVID-19.

How do I submit my proof of vaccination?

All students, staff, faculty and visitors are required to provide proof of being fully vaccinated or have an approved accommodation, in order to come to campus. Being fully vaccinated means it has been 14 days or more since you received a full course of a COVID-19 vaccination approved by either a Health Canada or a World Health Organization approved vaccine. A full course means you have had your final dose of either a two-dose or a one-dose vaccine series.

Do I also need to provide proof of vaccination to the University of Waterloo using Campus Check-in?

All St. Jerome's University employees (Staff, Faculty, CAS), must complete the proof of vaccination requirement. Please use the **SJU proof of vaccination** submission form available [online](#). For additional information please refer to the [memo](#) distributed on September 3, 2021 to all employees, from the Director, Human Resources. Students must complete proof of vaccination through [Campus Check In](#). St. Jerome's employees only need to complete UW's proof of vaccination through Campus Check-in, if they are planning be on the UW campus

I am an employee of St. Jerome's and I need to request an accommodation to the mandatory vaccination policy. How do I do this?

For anyone requesting exemptions for medical or protected human rights grounds, please complete the [St. Jerome's proof of vaccination](#) form to submit your request. Director, Human Resources, Michelle Watson, will contact you to discuss your need for a vaccine accommodation and to ensure you have an appropriate accommodation plan in place.

Is there a place on campus where I can get my booster vaccination?

Getting vaccinated is recommended as the best way to protect yourself against severe disease for those with healthy immune systems. Three doses of COVID-19 vaccine provide more protection from getting and transmitting the Omicron variant than two doses. All Ontarians are eligible for a third booster dose 84 days after their second dose.

[Health Services](#) is offering booster doses on campus and some pop-up clinics in the Student Life Centre (SLC). To help you find available shots, please use online resources such as [Vaccine Ontario](#) or [Vaccine Hunters](#).

MASKS

Do I have to wear a mask all the time?

Face coverings continue to be mandatory in all common areas, classrooms, laboratories, and in work areas where physical distancing cannot be maintained. Employees may choose to take their masks off when working alone in their private office, with the door open or closed.

Are there exemptions?

The following individuals are exempt from the mask or face covering requirement:

- Children under two years of age;
- Persons with an underlying medical condition which inhibits their ability to wear a mask or face covering;
- Persons who are unable to place or remove a mask or face covering without assistance; and
- Persons who are reasonably accommodated by not wearing a mask or face covering in accordance with the Ontario Human Rights Code or the *accessibility for Ontarians with disabilities act*, 2005.

If you need an exemption for a medical condition or disability, you must provide appropriate documentation to the University. Please review the [Face Covering Exemption Request Form](#) and submit the completed form to [AccessAbility Services](#) (students) or [Occupational Health](#) (employees) to develop an accommodation plan.

Accommodations must be arranged prior to attending an in-person class or returning to work on campus.

What do I do if I see someone not following protocols?

It is not an expectation for staff or faculty to police or enforce protocols. However if you are comfortable, you are welcome to gently remind them of the protocols. If you are not comfortable, you can submit an [RT](#) under "Campus Covid 19 Compliance Concerns". There may be reasons why an individual is not able to wear a mask.

If you encounter compliance issues, please recall that students can face disciplinary consequences for not adhering to health and safety protocols. The guidelines for how Policy 71 is being applied to COVID-19-related health and safety violations are available [here](#). Inquiries about Policy 71 or reporting of Policy 71 violations can be directed to [Veronica Austen](#).

What type of mask should I be wearing to best protect against the spread of the Omicron variant?

To increase the protective factor of face coverings against the highly transmissible Omicron variant, we are reminding all employees and students to wear a mask that meets the [Public Health Agency of Canada's \(PHAC\) recommendations](#) in general, non-health care areas. Supervisors should ensure that employees are provided with appropriate face coverings in respect of their work environment.

KN95 masks are one of the most popular disposable high-filtration masks available. KN95 masks DO NOT require fit testing to be worn correctly. SJU has secured a supply of KN95 masks for employees to use when working on campus. A small 'starter' supply has been left in your mailbox. Additional masks are available by reaching out to [Tracy Macdonald](#).

MEETINGS

Can we meet with other employees or students indoors?

In-person meetings may be held and must follow the face covering policy. If your meeting space allows you to keep two meters distance between all participants, attendees may remove their masks. Please do not congregate in hallways.

PROTOCOLS FOR CASES AND EXPOSURE

What do I do if I think I may have been exposed to or are experiencing symptoms of COVID-19?

Please [take the self-assessment](#) available on the Government of Ontario website. The self-assessment will tell you whether you need to isolate or seek testing. If your self-assessment indicates that you need to self-isolate or to get tested for COVID-19, please see the [instructions for self-isolation, contact tracing and next steps](#) on the Ontario website.

PCR testing is only available for high-risk individuals who are symptomatic or who are at risk of severe illness from COVID-19. Before seeking out a COVID-19 test, please read the [full list of individuals eligible for a PCR test provided by the Ontario Government](#). The University of Waterloo Health Services COVID-19 Assessment Centre will provide PCR testing for eligible students and employees only, by appointment. Health Services can also help you if you require help assessing your symptoms or planning for isolation, if you believe that you have been exposed to COVID-19.

Please refer to the latest update from the University of Waterloo on [what to do if you think you have COVID](#) for more guidance.

SIGNAGE

What types of signage can I expect to see when I come to campus that support protocols and safety on campus?

PRINTED AND POSTED



TELEVISIONS

The President's Office is working with Student Affairs, the VPAD's office, and the Library, to maintain COVID-19 messaging on the televisions that appear in the main level elevator area of the student residence, in the Sweeney Hall student waiting area, and in the Library. Content is updated weekly.

Messages change weekly to keep them current. Please notify [Marilyn Caird](#) if you have any messages to be featured or if you notice any problems with the use of these channels being used to connect with students.

STUDENT SERVICES

Who will be providing Academic Advising services to our students?

John Arnou is our upper year student advisor and Emily Litster our advisor for first-year students at SJU. Co-registered students are welcome to connect with John at jarnou@uwaterloo.ca or Emily at emily.litster@uwaterloo.ca to book an online appointment.

If a UW student (not co-registered with SJU) is interested in academic advising supports, please encourage them to connect with their faculty advising team (e.g. Arts Undergraduate Office).

What wellness supports are in place for our students to access?

Wellness Supports for Students include the following:

Non-urgent

SJU students, including those co-registered at SJU, those living in SJU residence, and SJU student leaders, are welcome to reach out to our SJU Wellness Coordinator, Lindsay Thompson, lindsay.thompson@uwaterloo.ca.

All UW and SJU students are also eligible to see counsellors at UW Counselling Services, or to seek counselling off-campus, which is covered by their StudentCare plan.

If a student is in crisis and requires immediate support, please call 911 or go to your local emergency facility. In addition to emergency services and support from the SJU Student Services Team, the following services are available:

UW Counselling Services	519-888-4567 ext. 32655
UW Health Services	519-888-4096
Here24/7 helpline (available 24 hours/day)	1-844-437-3247
Good2Talk Post-Secondary helpline	1-866-925-5454
UW Police	519-888-4911 or ex. 22222

TIME OFF

When I have to stay home from work to take care of my children because someone in my house is symptomatic, should I take sick/vacation/personal time?

Normally yes, under our usual policies. Given the unique circumstances that COVID-19 has presented, you are encouraged to speak with your manager about the best option for your immediate situation, which may include working from home on those days if you are able, and there is mutual agreement between employee and manager.

TRAVEL

Am I able to plan a work-related domestic or international trip?

Domestic work-related travel is now permitted if it essential and safe, and when approved by a Department Head or Chair. International travel remains suspended in keeping with Government of Canada travel advice, with some exemptions for faculty members for research-related travel.

STILL HAVE QUESTIONS?

The COVID-19 environment has been ever-changing and with it our plans and protocols require us to frequently adjust to new information that becomes available as we progress through the pandemic. We will make every effort to update this FAQ summary as changes occur, but if you have questions in the interim, please reach out to SJU leadership using the following tools:

- Your Department Director or Chair
- Using the RT system
- Contacting a member of the Return to Campus Committee directly

Please continue to refer to the [SJU COVID-19 information pages](#) on the website and the [University of Waterloo COVID-19 website pages](#) for updates.