### Return to Campus FAQs

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

*Updated October 28, 2021*

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Convocation</td>
<td>2</td>
</tr>
<tr>
<td>Daily Campus Check-in</td>
<td>2</td>
</tr>
<tr>
<td>Facilities/Services</td>
<td>5</td>
</tr>
<tr>
<td>Food/Drinks</td>
<td>7</td>
</tr>
<tr>
<td>In Class/Remote Teaching and Guidelines</td>
<td>7</td>
</tr>
<tr>
<td>Mandatory Vaccinations</td>
<td>8</td>
</tr>
<tr>
<td>Masks</td>
<td>9</td>
</tr>
<tr>
<td>Meetings</td>
<td>10</td>
</tr>
<tr>
<td>Protocols For Cases and Exposure</td>
<td>10</td>
</tr>
<tr>
<td>Signage</td>
<td>11</td>
</tr>
<tr>
<td>Student Services</td>
<td>12</td>
</tr>
<tr>
<td>Time Off</td>
<td>12</td>
</tr>
<tr>
<td>Travel</td>
<td>12</td>
</tr>
<tr>
<td>Still Have Questions?</td>
<td>13</td>
</tr>
</tbody>
</table>
CONVOCATION

Will it happen? When? How?  
The fall University of Waterloo convocation will be online this year. Visit https://uwaterloo.ca/convocation/ for further information.

DAILY CAMPUS CHECK-IN

Do I have to check in every day?  
Daily Campus Check-in is required by all people going onto campus. As part of our safe return to campus, the University of Waterloo has developed Campus Check-in to allow us to meet guidelines from the Government of Canada for post-secondary institutions.

How does it work?  
If you connect your mobile device to the eduroam Wi-Fi network, your location(s) will be automatically submitted whenever you are on campus, and you will automatically receive an email with a link to complete COVID-19 screening. If you did not receive an email link to the COVID-19 screening OR you would like to manually check-in, visit:

Authenticated User - use this if you are a Waterloo student, employee or alumni  
Guest User - use this if you are a guest on campus and do not have a Waterloo username and password

For more information see https://uwaterloo.ca/coronavirus/checkin or email coronavirus@uwaterloo.ca or use the QR code that appears on campus signs.

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.
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.

All contractors/service providers, as part of the **COVID-19 Contractor/Service Provider Requirements**, will submit an acknowledgment that their employees, subcontractors, 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 will be open on SJU campus?

Buildings

Community Centre
24/7 FOB access for students living in residence only.

Residence
Open to students living in residence only. No guests are permitted.

SJ1
- Monday-Friday: 8:00 a.m.-5:30 p.m.
- DRAGEN/Well-Link Labs: As per building hours
- Funcken Café: 8:30 a.m.-3:00 p.m.
  (proof of vaccination and government issued photo identification is required for eating on site)
- Library: Monday-Thursday, 9:00 a.m.-4:30 p.m.*
- Spirituality Centre: As per building hours

SJ2—Academic Centre
- Monday-Sunday: 8:00 a.m.-10:00 p.m.

Note: Student Advising will be using SJ2 2007 for appointments as of September 13th. SJ2 2007 may also be used for Student Leader meetings.

Sweeny Hall
- Monday-Friday: 8:00 a.m.-5:00 p.m.
- Sr. Leon White Room | Fireside Lounge | Faculty Lounge, 2nd floor

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

In Person Services

Academic
- Twelve courses are being taught in person on campus during the fall term.

Library
- Open Monday-Thursday, 9:00 a.m.-4:30 p.m.
- *Services will expand throughout the fall as student needs are evaluated and additional protocols are put in place.
- 40 study spaces are available for students.
- Electronic copies of books are provided through the Hathi Trust Emergency Access Service Agreement in place. The Library catalogue will not permit holds to be placed on books from the collection that are available through the Hathi Trust.
- The Collections area of the Library is closed.
- Books that are not available through the Hathi Trust, may be put on hold using the Library’s Omni catalogue at lib.uwaterloo.ca and picked up at SJU.
- Direct enquiries to libraryhelp@sju.ca or directly to the library staff—Deb Addesso or Lorna Rourke.

Visit the SJU COVID-19 website pages!
### Facilities/Services

**Mailroom**
- Designated mailboxes and access to the photocopier are available. One person permitted in room at a time.

**Reception—Main**
- Staffed Monday to Friday, 8:30 a.m.-12:30 p.m./1:30 p.m.-4:30 p.m.

**Student Affairs**
- All services resume in person.

### IN PERSON SERVICES

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>How many people are permitted to be in a space at one time?</td>
<td>Occupancy numbers have been assigned to all open SJU spaces and will be posted on a sign outside of each space.</td>
</tr>
<tr>
<td>Will I be provided cleaning supplies/hand sanitizer for my own office?</td>
<td>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.</td>
</tr>
<tr>
<td>How will clean spaces be maintained in shared areas?</td>
<td>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.</td>
</tr>
<tr>
<td>Will any in-person events be taking place on campus this fall?</td>
<td>Student Affairs staff are monitoring gathering limitations to ensure that activities for students during the term are planned accordingly.</td>
</tr>
<tr>
<td>What safety/building access information should we be passing along to students who come through SH looking for support?</td>
<td>Re-iterating protocols on signage and to do campus check-in. SJJ will be hosting online events in October — the Feast of St. Jerome 20th Anniversary (October 2), and the second lecture in the Lectures in Catholic Experience “Fog and Light” series (October 22). Visit <a href="http://www.sju.ca">www.sju.ca</a> for more information about these events.</td>
</tr>
</tbody>
</table>

Visit the SJU COVID-19 website pages!
Do I need to request access to campus?

Yes. Any access to buildings or offices requires authorization from Mike Gourlay.

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.

Food/Drinks

Are food/drinks permitted in classrooms?

The consumption of food in classrooms is not permitted at SJU. Beverages may be consumed where masks can be safely lifted to allow for drinking. Designated spaces on campus are identified where removal of masks and physical distancing will allow for individuals to safely eat and drink. Academic staff are encouraged to remind students of these exceptions at the beginning of class.

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 and signage will be posted with capacity information.

Will the Funcken Café be open?

The Funcken Café is open Monday-Friday, 8:30 a.m.-3:00 p.m. with limited seating capacity. Proof of vaccination and government issued photo identification will be requested if eating on site. Staff, Faculty, and off-campus students are welcome and encouraged to visit the Funcken to purchase food and drinks.

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

The Community Centre and cafeteria will be open to residence students only for the fall term.

What UW food services will be 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 the Fall Term Classroom and Related Guidance document distributed by the Vice President Academic and Dean on September 4, 2021.
**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.

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.

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.

How do I submit my proof of vaccination?

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.

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

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.

I need to do rapid antigen screening in order to come on campus. Where can I do this?

At-home, rapid antigen testing kits are available for all UW and AFIW employees, faculty, and staff. Kits can be picked up at the Rapid Antigen Screening Site in the UWWaterloo Student Life Centre (SLC), Rooms 2134 and 2135, or at the SLC Turnkey Desk, during off hours. Each kit contains 25 tests, and will last approximately 3 months for someone who comes to campus five days a week.

Screening is also available in the Student Life Centre (Rooms 2134 and 2135) by appointment.

Visit the SJU COVID-19 website pages!
**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.

**Are faculty/instructors responsible for ensuring individuals wear masks in classrooms?**

We anticipate that our students are interested in their own health and safety and will comply with all policies. Those with mask-related accommodations are supposed to present those in advance. In most cases, those with accommodations are to be placed in an online section. In some cases where an online section is unavailable, a student would be granted accommodation to wear a face shield. You are entitled to:

- Request a student who is not wearing a mask to put a mask on or leave the classroom
- Request a student who indicates they have a mask related accommodation to leave the classroom until their accommodation can be confirmed. The obligation is on the student to provide documentation.
- Direct any students who have forgotten their mask to the SJU reception or if the class is after 4:30 p.m., to use the RT system to ask for a small supply of masks to keep on hand in case someone forgets.
- If a student is being disruptive in response to your requests you may call the UW Special Constables at ext. 22222. Please also let your chair and Carol Ann MacGregor know of any issues.
**Masks**

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.

Additional information is available in the Fall Term Classroom and Related Guidance document.

**Meetings**

*Can we meet with other employees or students indoors?*

We encourage all meetings, (with the possible exception of student advising, exchanges with patrons in the library and office hours for in-person courses), to continue in a virtual setting. If gathering in person, individuals must follow masking and physical distancing protocols. Please do not congregate in hallways. For more information, please reach out to Mike Gourlay for guidelines on what meeting spaces are bookable, who can book them, how to book them, and the capacity for any bookable space.

*Where are students permitted to meet?*

Students are permitted to meet in all spaces that are open.

**Protocols for Cases and Exposure**

*What do I do if I test positive for COVID-19; am symptomatic, but have a negative test result; may have been exposed to COVID-19 via a close contact; or a member of my household develops COVID-19?*

Please refer to the Employee Protocols for COVID-19 Cases and Exposure (Dated September 22, 2021) document to determine how to respond to each of these situations. A copy is posted to the COVID-19, Staff and Faculty, page of www.sju.ca.
The President’s Office, Student Affairs, and Library staff are maintaining COVID-19 messaging on the televisions that appear in the main level elevator area of the student residence and on the three library televisions. Messages will 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 sets.
John Arnou is our Student Advisor at SJU. Co-registered students are welcome to connect with John at jarnou@uwaterloo.ca to book an appointment (virtual or in-person, as preferred). John will also be offering drop-in advising in-person this fall on Wednesdays (beginning September 15th) from 1:00 p.m. – 3:30 p.m. in SJ2 2007. These meetings will follow all proper public health protocols.

Academic staff are welcome to connect with John Arnou with academic advising questions as well.

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).

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 will be offering virtual and in-person support this Fall, and can be reached at lindsay.thompson@uwaterloo.ca

All UW and SJU students are also eligible to see counsellors at UW Counselling Services, or to seek out 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

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.

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.
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 FAQs 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
- Town Hall, Thursday, September 2, 2021, 1:00 p.m. on Zoom

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.