



Wycliffe College

MEMO

TO: Staff and faculty of Wycliffe College

FROM: Principal Stephen Andrews

DATE: April 6, 2020

RE: COVID-19

Wycliffe College has established a response team to engage with issues surrounding the Coronavirus. This team is actively monitoring local conditions related to COVID-19, and will work to provide updates to you as circumstances change and as information becomes available. Your health, wellness and safety are our top priorities.

Any staff or faculty who experience symptoms consistent with COVID-19 should complete the Ontario Ministry of Health's self-assessment which can be accessed at <https://www.ontario.ca/page/2019-novel-coronavirus>

Depending on your responses (and assuming you have symptoms), you will likely be directed to do one of the following:

1. Self-isolate and continue monitoring for symptoms;
2. Begin self-isolation AND call either Telehealth Ontario (1-866-797-0000) or your primary care provider for further instructions;
3. Call 911 or go to nearest emergency room (for severe, life-threatening symptoms).

Self-isolation lasts for at least 14 days (even if symptoms end prior to that). If symptoms are still present at 14 days, you must remain in isolation until all symptoms have been absent for at least 48 hours.

If you have had close contact with other people in the two days prior to developing symptoms, you need to let them know that you have developed symptoms and that they should also self-isolate and monitor for development of symptoms. If they do develop symptoms, they should complete the self-assessment tool and follow the instructions provided. Development of symptoms also means that the 14 day clock of isolation will restart.

If you qualify to have a swab done at an assessment center, continue to self-isolate until you have the swab results. If the swab comes back positive, continue the remainder of your self-isolation. If the swab comes back negative, follow the instructions of public health.

Notifying Wycliffe

We ask that any staff or faculty members who experience symptoms consistent with COVID-19 notify their direct supervisor at Wycliffe. This is especially important if they have been in the College within the

previous 48 hours (in which case we will likely have follow-up questions regarding which sections of the building you were in and if you had contact with any other individuals at the College).

Coming into the College

Any member of staff or faculty who is self-isolating should not come into the College (even if symptoms end prior to the 14-day period.). Once this 14-day period has ended, we expect you to speak with your direct supervisor to receive permission before re-entering the College.

Working in the College

With the end of term approaching, some tasks that were considered essential during the semester will now be viewed as non-essential. We ask that staff and faculty only come into the College to complete work that is considered essential and that cannot be done from home.

If you are unsure whether your work is considered essential and you are permitted to come into the building, please speak with your direct supervisor.

A good reference for whether your work is viewed as essential can be found on the Ontario government website:

<https://www.ontario.ca/page/list-essential-workplaces>

Keeping Safe

There are things we can all do to stay well and safe:

- Wash your hands often with soap and water for at least 15 seconds. If soap and water are not available, use an alcohol-based hand sanitizer
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Avoid close contact with people who are ill
- Stay home when you are ill
- Cover your cough or sneeze with a tissue, then immediately throw the tissue in the garbage and wash your hands
- If you don't have a tissue, sneeze or cough into your sleeve or arm
- Clean and disinfect frequently touched objects and surfaces

The above directives are provided in the knowledge that such measures can significantly reduce the risk of infection to individuals and the wide residential Wycliffe community. Your cooperation and compliance with them is critical to this objective. If compliance cannot be reasonably met, the College will take necessary measures to limit or remove personal access to the College building.

We have created a page on the Wycliffe College website where you will find links to important resources, information, and updates. See: wycliffecollege.ca/coronavirus . If you have any questions or concerns, please feel free to contact the Principal's Office.