



## MEMO

To: All students in residence at Wycliffe College

Date: Wednesday, March 18, 2020

From: Principal Stephen Andrews

Re: Residence Closure

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Wycliffe College is committed to the health and safety of all those who compose our community, and at this time our concern turns especially to the students in our residence, and to the staff who work here. In an effort to contain the spread of COVID-19, we are following the lead of the University of Toronto regarding ensuring the well-being of our residence community. To that end:

**We are asking all students to plan to move out of their residence rooms by Saturday, March 21 at 5:00 p.m., unless otherwise approved by the Director of Operations, Paul Patterson.**

We appreciate that this is a stressful time of the academic year even in normal circumstances, and so we have not made this decision easily. But we remain committed to supporting you through this process. We also recognize that some of you may be unable to move out, and for those who have clear exceptional circumstances, you will be permitted to stay on a case-by-case basis.

### EXCEPTIONAL CIRCUMSTANCES

Under exceptional circumstances some students may be permitted to remain in residence beyond Saturday, March 21 at 5:00 p.m. Students who may be able to remain in residence include:

- International students;
- Students with travel restrictions;
- Out-of-province students who need extra time to move out;
- Students who are currently self-isolating; and
- Students with other complex personal circumstances.

To inquire whether your situation warrants an exception, or if you require additional assistance, please contact our Residence Don, Scott Leveille at [residence@wycliffe.utoronto.ca](mailto:residence@wycliffe.utoronto.ca)

If you are an international student and cannot return home by Saturday, March 21, Wycliffe College's Chaplain, Annette Brownlee is available for consultation and support at [abrownlee@wycliffe.utoronto.ca](mailto:abrownlee@wycliffe.utoronto.ca)

The information below will guide you through the check-out procedure.

## **CHECK-OUT PROCEDURES**

1. E-mail Scott Leveille ([residence@wycliffe.utoronto.ca](mailto:residence@wycliffe.utoronto.ca)) and indicate your departure date.
2. Please take all the belongings that you possibly can. We do not have much in the way of storage capability, but will communicate with you at a later date about significant belongings that are left behind in rooms. Given that the College is closed to visitors, you may secure permission from Paul Patterson ([ppatterson@wycliffe.utoronto.ca](mailto:ppatterson@wycliffe.utoronto.ca)) for any short-term guests intended to provide assistance with moving out.
3. Please leave your keys at the front desk (which will be staffed from 8am to 6pm this week).
4. Confirm via e-mail ([residence@wycliffe.utoronto.ca](mailto:residence@wycliffe.utoronto.ca)) when you have left your room. If you have questions or concerns please contact Scott Leveille or the front desk.

## **STUDENTS WHO HAVE ALREADY LEFT RESIDENCE**

Students who have already moved out of residence, please notify Scott Leveille immediately, if you have not already done so.

## **FOOD SERVICES**

**Starting with the dinner meal, Thursday, March 19**, Food Services in the refectory will become pick-up-and-go only. Dining and congregating in the refectory is not permitted. Further information about Food Services will follow in a separate message.

## **IMMEDIATE CHANGES IN RESIDENCE COMMUNITIES**

Until the move-out deadline, and to further keep our community safe and support social distancing, effective immediately, we will be closing common rooms and other large residence spaces to discourage group gatherings.

## **FURTHER INFORMATION**

We recognize that this news will be difficult for many of you to hear, and that the disruption it will provoke will add stress to an already stressful time. Please know that you have been and will remain in my prayers. Please treat each other with kindness and respect during this time of constant change. Wycliffe is a caring community and we are so thankful for your patience and cooperation. We will do our best to support you in this transition.