



Wycliffe College

MEMO

TO: Staff and faculty of Wycliffe College

FROM: Principal Stephen Andrews

DATE: Thursday, March 12, 2020

RE: Coronavirus Response

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. And so, even as the College remains open and classes continue, we have instructed cleaning staff to disinfect door handles, light switches, etc. as part of their cleaning schedules. We are making hand sanitizer and boxes of tissues available for use by community members throughout the College. **And effective immediately and until further notice we are cancelling all work-related international travel for staff and faculty, and are encouraging community members to reconsider the need for personal travel outside of Canada.**

Public Health Canada recommends that if you travel outside of Canada and develop fever, cough, or difficulty breathing in the next 14 days that you:

- **isolate yourself at home** as quickly as possible **and**
- call your health care provider or public health authority (416-338-7600).

In addition, we ask that you notify your manager. Do not come to the College.

Faculty and staff are asked to consider contingency plans for classes and work responsibilities. This includes (but is not limited to):

- planning for maintaining access to any physical files you might need from your office in the event you need to work from home
- ensuring you have appropriate IT equipment to maintain your engagement with your courses and/or work from home (e.g., camera, mic, ensuring remote access to your computer files, etc.)

Faculty should also consider:

- ensuring you have a plan for posting course materials to Quercus. Please contact Tom Power (tpower@wycliffe.utoronto.ca) should you require assistance
- being understanding if students self-quarantine, and considering ways to allow them to do so without penalty to participation marks, etc.
- beginning to think about alternative ways of designing and administering deliverables through the rest of the term, including exams
- Teaching staff may also wish to refer to [Supporting Course Resiliency: Best Practices for Teaching Staff](#)

According to the World Health Organization, 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

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.