

ΜΕΜΟ

TO:	Students 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 professor**. Do not come to class. **Non-conjoint students** are also asked to contact the Registrar's Office: <u>registrar@wycliffe.utoronto.ca</u>

Conjoint Students: Since we are encouraging you to stay at home if you are unwell, the University is temporarily suspending the need for a doctor's note or medical certificate for absences because of cold or flu-like symptoms, or due to self-isolation requirements. Instead, you will need to record these absences through the Absence Declaration tool on ACORN. The tool can be found in the ACORN Profile and Settings menu. You should record each day of your absence as soon as it begins, up until the day before you return to classes or other academic activities. The University will use this information to provide academic accommodation and to monitor overall absences.

Absences for other illnesses should continue to be documented through the Verification Of Illness (VOI) form and normal divisional process.

While we will make every effort to provide needed academic accommodation, you are responsible for meeting course requirements as determined by your instructors.

To receive emergency messages from the University on your mobile device, we encourage you to provide additional contact information in the <u>UTAlert system</u>.

IMPORTANT: Please refer to the Frequently Asked Questions on COVID-19.

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.