

# EMPLOYEE COMMUNICATIONS UPDATE

Dear Humber employees,

We hope you have had a successful Fall semester so far. With the winter holidays approaching, we wanted to let you know about upcoming key dates, update you on the availability of staff and student services and remind you about the health and safety measures that must be followed if you are required to be on campus in the new year.

## Key Dates

- Fall semester grades are due by 6:00 p.m. on December 22, 2020
- Humber is closed for the holiday break as of 6:00 p.m. on December 23, 2020
- Humber reopens at 8:00 a.m. on January 4, 2021
- Academic standing information will be available to Faculties on January 4, 2021
- The Contact Centre, Financial Aid, other Registrar services and the Student Wellness and Accessibility Centre will be closed from December 24, 2020 to January 3, 2021, reopening on January 4, 2021
- The Winter term begins on January 18, 2021

## Travel and Health and Safety Reminders

If you are traveling outside of the province or country during the Winter Break, please ensure you are aware of medical/travel insurance requirements, along with local travel health and safety measures, including the need to quarantine upon your return to Canada.

The Government of Canada continues to advise all Canadians to avoid non-essential travel outside of the country. Anyone returning to Canada is required to self-isolate for 14 days. More information is available [here](#). Please ensure you take the 14-day isolation period into account if you are scheduled to be on campus for the Winter 2021 semester.

Please note that students who are returning from out of country may be required to provide proof of a negative COVID-19 test before returning to campus. Students who live in residence will not be able to quarantine in residence. International students travelling into Canada are to complete the [Travel Letter](#) and [Quarantine Plan](#) forms.

## Access to Campus – December 23 to January 4

Humber campuses will be closed as of 6:00 p.m. on December 23 and reopening on Monday January 4. This year, more than ever, consider carefully whether you or your staff must come to campus over the holidays. Employees who must access campus over the holidays for **essential work only** must have approval from their Senior Dean/Director who, in turn, must notify Public Safety in advance of the closure.

If it is necessary for staff to be on campus during the holidays, please do the following by 5:00 p.m. on Friday December 18th.

- Senior Dean or Director to email [publicsafety@humber.ca](mailto:publicsafety@humber.ca) with the name(s) of the individual(s) scheduled to work or to be on campus during the holidays
- Include the date(s) they will be on campus, which campus, and where on campus they are expected to be
- Once approved, the submitter will receive a confirmation and the details will be shared with the security team
- Those who will be on campus are to call 416-675-8500 upon their arrival and ask the security dispatcher to have a guard meet them at the required entrance.
- Those who are scheduled to come on campus must complete the COVID self-assessment screening on the Humber Guardian app.
- At North Campus, anyone driving to campus is to park in lot 9 and enter through the LRC main entrance.

Students will not have access to campus over the holidays.

## Employee Supports and Resources

We know we are all living, studying and working in challenging times. The health and safety of students and staff is Humber's top priority.

- If you were on campus in the 14 days leading up to the holiday break, AND, you have tested positive for COVID-19, you think you might have COVID-19, or have been in contact with someone who has COVID-19, contact the COVID Reporting Health Team at [covidreporting@humber.ca](mailto:covidreporting@humber.ca) or 416-675-5007.
- For employee resources and supports please check the [HR website](#)
- Please be reminded of the [Employee and Family Assistance Program](#), a confidential service that is part of the Humber benefits plan for full time employees
- Telehealth Ontario can be contacted 24 hours per day 7 days a week to provide health care by phone at 1-866-797-0000.

## Returning to Campus

Please be reminded about the following health and safety measures if you are **required** to be on campus during the Winter 2021 term.

- For the period of January 4 to January 18, campuses will be open though access will be restricted to certain entry points and to essential work only.
- For Lakeshore, anyone requiring access to campus during this period should phone security for access to any of the buildings.
- The University of Guelph-Humber main door will be open as of January 4
- The Centre for Trades and Technology front door will be open as of January 11

## Health and Safety Measures

- All Humber employees scheduled to be on campus are required to complete the [Return to Campus Agreement](#) using DocuSign. This agreement was sent to you by email from [dse@camail.docusign.net](mailto:dse@camail.docusign.net). Please sign and submit this form if you haven't already done so.
- You will need to complete the COVID-19 Self-Assessment Form using the free Humber Guardian app (Apple Store, Google Play Store), before attending campus each day. Take a screenshot of your screening approval in case Public Safety asks to see it.
- Masks are mandatory inside all campus buildings. Please bring a mask with you to campus each day. If you forget, there are disposable masks available at the entryways.
- Physical distancing is required. There are signs around campus to help remind everyone to stay six feet apart, wherever possible. Please follow all posted guidelines, including room and elevator capacities and closure notices, as well as directional signage.
- If you feel sick, please stay home.

We hope you have a nice holiday season and look forward to beginning the Winter 2021 semester. Please continue to check the [Return to Campus](#) and [Updates](#) web pages for FAQs and more information.

Happy Holidays. Be well, stay safe and all the best on the rest of the semester.