

Significant parts of Brock operation to work from off-site starting Tuesday, March 17

Brock University Communications <universitycom@brocku.ca>

Mon 3/16/2020 2:52 PM

To:

With the COVID-19 pandemic quickly evolving and the need for rapid and dramatic steps in Ontario and across the country, Brock is transitioning to a modified operational model that will see significant parts of the University working from remote locations.

The model will focus on an on-site/off-site model, where some staff will work on-site in a significantly modified schedule and most other faculty and staff will work remotely off-site.

While the Brock campuses in St. Catharines must remain open, it is important to ensure that steps are taken so that the University is doing its part to mitigate risk, encourage social distancing and protect the health and wellbeing of faculty, staff, students and the community.

Effective Tuesday, March 17, the following on-site services will be operating at reduced staffing levels. Minimal on-site staffing will be scheduled to prioritize services and supervisors will be initiating reduced working schedules for the following on-site services:

- Campus Security
- Centre for Pedagogical Innovation
- Facilities Management (maintenance, trades and custodial services)
- Food Services
- Graduate Studies
- Infrastructure Technology Services
- James A. Gibson Library (First floor only)
- Mail Services
- President's, Vice-President's and Deans' Offices
- Registrar's Office
- Research Enterprise
- Residences
- Student Health Services

Services and departments not listed will be moving to full off-site campus operations and supervisors will be directing staff to work remotely from home. For services not listed above, there may be times supervisors will request employees to come to campus for specific duties. The aim will be to keep these exceptions to a minimum.

A guide to creating temporary telecommuting work arrangements will be available in the FAQs on the [Brock COVID-19 website](#).

Additionally, the Hamilton campus will be closed.

Given the evolving situation, please note that periodic updates will be provided which may also result in changes in the schedules and activities of these services.

In the coming days, watch [The Brock News](#) for more details and tips on how to use the tools available to Brock employees for remote operations such as OneDrive and Microsoft Teams, which are available free through Sharepoint.

Employees who will work remotely are encouraged to share any questions with their supervisors.

For a full list of FAQs and the latest updates on Brock's COVID-19 response, [please click here.](#)

Message sent by

Brock University Communications

Located at Mackenzie Chown A 205

universitycom@brocku.ca