Dear faculty and staff members,

In response to the Government of Saskatchewan's declaration of a provincial State of Emergency yesterday, and in an effort to limit the transmission of COVID-19, the University of Regina is supporting a phased-in plan for employees to work remotely.

A large number of University employees are already working from home, or are in the process of transitioning. All non-critical positions that can work remotely will transition by Monday, March 23.

The University will require only critical services – and the positions associated with them – to remain on campus. The University Leadership Team is working towards clearly outlining which positions are critical and require a presence on campus, and which positions can be performed remotely.

Please note: the University will continue to pay faculty and staff as we assess this rapidly-changing situation.

Examples of critical services staff who will continue working on campus include, but may not be limited to:

- Faculty teaching remotely (in cases where it is not possible for the faculty member to do so from off-campus)
- Student Services staff including those in Custodial, Food Services, and Housing
- Staff in areas such as Security, the Heating Plant, and Information Services

In many instances, full staffing complements may not be required on-site. As staffing requirements become clearer, more information on critical services and positions will be provided at the Faculty/Department/Unit level.

Other critical functions that must continue uninterrupted such as Financial Services, Human Resources (Payroll), and Communications will move off-site. Should the need arise, such units may be reconvened on-campus.

Staff and supervisors are reminded to review the information posted on our website uregina.ca/covid-19/faculty-staff/remote-work.html including guidelines around cybersecurity and working remotely. **The Checklist for Temporary Remote Working Arrangements should be completed by all employees and discussed with their supervisors** uregina.ca/covid-19/assets/docs/pdf/remote-work-checklist.

New on that site is a guide put together by Financial Services on Reimbursement Claims and P-card Statements uregina.ca/covid-19/assets/docs/pdf/Expense-Claim

Employees working remotely will continue to have access to their offices and shared spaces as required. Please bring all access cards, keys and University-issued identification if you are stopping in to refresh files, retrieve documents, etc. Please try to stagger your visits with the rest of your team members and practice appropriate social distancing.

Further faculty and staff updates will be provided as they become available.

Thank you again for your commitment to the University's mission in these challenging times. Please stay healthy and look after yourselves, your families and your colleagues.

Sincerely,

Thomas Chase

Provost and Vice-President (Academic)