



THE UNIVERSITY OF THE WEST INDIES
ST. AUGUSTINE CAMPUS, TRINIDAD & TOBAGO, WEST INDIES

INTERNAL COMMUNIQUÉ

June 12, 2020

Schedule for Phased Resumption of On-site Campus Operations

June 12, 2020

Dear Colleagues,

As we continue to respond to the evolving COVID-19 situation, our focus remains on ensuring the health and well-being of our staff and students, and contributing to the community-wide effort to “flatten the curve” of the pandemic. The Incident Management Team (IMT) has developed a **Resumption of On-site Campus Operations Plan** and I write to provide an update on the rollout of this plan.

The Campus plan involves **a four phased return to on-site operations** commencing **Monday - June 15, 2020**. It uses a risk-based approach and at each stage, risk assessments and action plans are to be submitted and approved by the Campus Management, the Ministry of Health, and the Ministry of Education.

This phased approach is intended to allow for:

- a. Spreading the burden of cleaning, maintenance and retrofitting mitigation measures over a period of time to ensure that these activities are effectively carried out with the existing resources
- b. The effective review and approval of departmental action plans and monitoring of implementation

- c. The gradual return of the Campus community and the effective attention to any issues that may arise
- d. Effectively facilitating any rollback to lockdown, should this be mandated by the Government in the event of a second wave of infection

To support the plan and the implementation strategies in all these phases, the Campus will:

- a. Provide sensitization training for Deans, Directors and Heads of Departments (HOD) in a range of areas
- b. Provide hygiene and COVID-19 health awareness for all members of staff
- c. Provide sensitization training for all cleaning staff on guidelines established by the CDC / Ministry of Health
- d. Provide face covering to employees
- e. Provide handwashing stations installed outside high traffic spaces
- f. Provide additional PPE to employees whose jobs require same
- g. Enhance cleaning and ensure additional cleaning supplies are available through Central Stationery Stores
- h. Provide guidance through the OHSE Unit on how to improve work space design and signage to support social distancing and additional hygiene measures.

All staff will receive guidance from their HOD with respect to the departmental resumption of on-site operations, relative to each phase. Should you have any concerns or suggestions with respect to these departmental plans for the resumption of duty, these should be directed to your immediate supervisor and HOD. HODs are encouraged to liaise with the Division of Human Resources if there is uncertainty or concerns from their staff.

You are reminded of the **public health guidance** set out by the Ministry of Health that calls for physical distancing, regular handwashing, wearing of masks in public, regular cleaning and disinfecting of frequently touched surfaces daily. We ask for your cooperation with these guidelines.

Please note the following specifics of the resumption for each phase outlined below.

Phase One

Phase One will commence on **Monday, June 15** and involves the continuation of essential work, key administrative functions, and critical research activities. Departments are expected to gradually implement their action plans over a period of two weeks.

Office / Division / Faculty	Department / School / Unit
Office of the Campus Principal	General Office
	Central Stationery Stores

	Marketing and Communications
	Campus IT Services (CITS)
	Campus Projects Office (CPO)
Office of the Campus Registrar	Registry General Office
	Registry IT Services
	Division of Human Resources
	OHSE Unit
	Division of Facilities Management (DFM)
	Estate Police
	Deputy Registrar
Office of the Deputy Principal	Health Services Unit (HSU)
	General Office
Admissions	
Graduate Studies	
Bursary	
ALL Faculty Deans' Offices	Deans' Offices
	Faculty Maintenance personnel

Critical areas of research have been identified based on their work to support the national health care sector, essential services, or importance of their research regionally.

Centre/ Faculty	Department / School / Unit
Centre	Seismic Research
Centre	Cocoa Research
Faculty of Medical Sciences (FMS)	School of Veterinary Medicine
	Clinical Medical Sciences
	Clinical Surgical Sciences
	Para clinical Sciences
	School of Nursing
	School of Dentistry
	School of Pharmacy
	Health Economics Unit
Faculty of Food and Agriculture (FFA)	University Field Station

Phase Two

Phase two is expected to commence on **Monday, June 22** and involves the resumption of additional administrative functions, full resumption of post graduate research activities, final year research projects and completion of outstanding labs to facilitate student completion of their studies.

This is contingent upon the lessons learned and success of the phase one return. Many of these units will be returning to shared spaces that were already occupied during phase one and involves an increase in the population density within office areas.

Office / Division / Faculty	Department / School / Unit
Office of the Campus Registrar	Legal
	Teaching and Learning Complex (TLC)
	Secretariat
Bursary	Procurement Unit

University Office of Planning (UOP)	
Office of the Campus Principal	Campus Office of Planning and Research (COPIR)
SALISES	
Office of the PVC Graduate Studies	
St. Augustine Centre for Innovation and Entrepreneurship (STACIE)	
Faculty of Engineering	Technology Support Unit
Alma Jordan Main Library	West Indiana Collection Unit

Phase Three

Phase three is **carded to commence on Monday, June 29** and involves the resumption of additional administrative functions, the delivery of a limited summer programme, and full resumption of academic units.

Faculty / Administrative Unit	Department / School / Unit
ADMINISTRATIVE UNITS	
Office of the Campus Registrar	Records Unit
	Timetabling Unit
	SAS
	Examinations Unit
Campus Commercial Business Office (CCBO)	Book Store
Management Audit	
Office of the Deputy Principal	DSSD
Institute for Gender and Development Studies (IGDS)	
Centre for Excellence in Teaching and Learning (CETL)	
Office of Institutional Advancement and Internationalization (OIAI)	
Quality Assurance Unit	
Institute of International Relations (IIR)	
Evening University	
Alma Jordan Main Library	
Medical Sciences Library	
ACADEMIC UNITS	
Faculty of Medical Sciences (FMS)	Caribbean Centre for Health Systems
Faculty of Engineering (FOE)	Chemical Engineering
	Civil Engineering
	Electrical and Computer Engineering
Faculty of Science and Technology (FST)	Department of Chemistry
	Life Sciences
	Maths and Stats
	Physics
	Computer and Info tech
FFA	Geography
Faculty of Social Sciences (FSS)	Political Sciences

	Management Studies
	Economics
Faculty of Humanities and Education (FHE)	History
	DCFA
	School of Education
	Modern Languages and Linguistics
Faculty of Sport	Academy of Sport
	SPEC

Phase Four

This phase involves the return of students to halls of residence, classrooms, and selected activities with Campus guidelines and measures stipulated by the Ministries of Education and of Health. The delivery of classes will be in a hybrid modality in which students will be receiving lectures primarily on line, but with an on- Campus presence where possible.

Colleagues, as we work to implement this phased plan, I ask that you stay conscious of the fact that circumstances may change rapidly and the Campus may need to adjust resumption again on short notice. To this end, I also remind you to continue to keep abreast of any new developments as reported by the appropriate authorities.

Thank you for your continued support and resilience as collectively we adjust to our now normal environment.

Professor Brian Copeland

Pro Vice-Chancellor and Campus Principal

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