



UWI  
ST. AUGUSTINE  
CAMPUS

# COVID-19 BUSINESS CONTINUITY POLICY & GUIDELINES

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## 1. Objectives

This **COVID-19 Business Continuity Policy and Guidelines** document has been established with the following objectives:

1. To clarify operational guidelines for the campus closure defined below, as a result of the emergency response of The UWI St. Augustine Campus (UWI STA) to the coronavirus (the virus) pandemic and existence of the coronavirus disease 2019 (COVID-19);
2. To minimize the risk of the infection of the coronavirus to staff, students and other stakeholders of The UWI STA;
3. To minimize the risk of UWI STA becoming a node of transmission;
4. To establish Protocols for:
  - a. managing suspected or confirmed cases of COVID-19;
  - b. communication during the period of campus closure;
  - c. establishing implementation procedures for the Alert 3 Measures under Section 3; and
  - d. preparing for the Alert 4 Measures under Section 3.
5. To outline the pandemic response arrangements that will best ensure the health and safety of the campus community and reduce the level of compromise to the business of The UWI STA after the pandemic is behind us.

The UWI STA's first priority at this time is the health, safety and welfare of members of the campus community and in particular, our students and all employees during the COVID-19 pandemic. A significant consideration here is that a too great negative impact on business continuity could compromise the institution's ability to meet its responsibilities, with a knock-on impact on employment.

The document is to be read in conjunction with the information shared previously with the campus community on the pandemic response arrangements for the COVID-19 disease. These guidelines are intended to remain in place for an initial period to April 20, 2020. This document will be updated as necessary to include any guidance received from the Ministry of Health, the Ministry of Labour, our Union partners and our other key stakeholders. The Campus has initiated discussions with the OWTU, Estate Police, WIGUT and the Student Guild. These discussions will inform our approach and we look forward to their support and collaboration.

## 2. Definitions

<b>Campus Closure</b>	For the purpose of this policy and the guidelines described herein, campus closure will refer to a period of limited campus operations consequent to the absence of face to face teaching, when students will not be on-campus, but during which academic delivery will proceed remotely, responsibilities to students and staff discharged and all of the ancillary processes that support our business in a modified form performed within appropriate health and safety protocols.
<b>COVID-19</b>	COVID-19 is the infectious disease caused by the most recently discovered coronavirus, previously called the Novel Coronavirus. The coronavirus is part of a family of viruses that includes some common cold viruses, SARS and MERS.
<b>Isolation</b>	This refers to the separation of a person or group of people known or reasonably believed to be infected with a communicable and potentially infectious disease from those who are not infected to prevent spread of the communicable disease. Isolation for public health purposes may be voluntary or compelled by the state.
<b>Pandemic</b>	A pandemic is the worldwide spread of a new disease. An influenza pandemic occurs when a new influenza virus emerges and spreads around the world, and most people do not have immunity. Viruses that have caused past pandemics typically originated from animal influenza viruses <sup>1</sup> .
<b>Quarantine</b>	In general, this refers to the separation of a person or group of people reasonably suspected to have been exposed to a communicable disease but not yet symptomatic, from others who have not been so exposed, to prevent the possible spread of the communicable disease. Staff under quarantine for possible COVID-19 might be asked to stay home and avoid going out in public for a period of 14 days. Isolation and quarantine are currently the most effective ways of stopping the spread of the virus.

<sup>1</sup> [https://www.who.int/csr/disease/swineflu/frequently\\_asked\\_questions/pandemic/en/](https://www.who.int/csr/disease/swineflu/frequently_asked_questions/pandemic/en/)



<p><b>Personal Protective Measures</b></p>	<p>The Ministry of Health has advised that personal protective measures are the most effective tools for prevention of COVID-19 infection. The recommended personal protective measures are:</p> <ul style="list-style-type: none"> <li>a) Avoiding large gatherings and following social distancing protocols maintaining a distance of at least 6 feet from other persons;</li> <li>b) Washing hands with soap for at least 20 seconds – <ul style="list-style-type: none"> <li>• before touching the face;</li> <li>• after using the bathroom;</li> <li>• before, during and after preparing food;</li> <li>• after coughing and sneezing;</li> <li>• when caring for persons who are sick;</li> <li>• before eating;</li> <li>• after handling animal waste; and</li> <li>• when hands are dirty.</li> </ul> </li> <li>c) Using hand sanitizers.</li> <li>d) Touching the face only just after washing or sanitizing.</li> <li>e) Thoroughly cooking meats and eggs.</li> <li>f) Coughing, or sneezing into a disposable napkin and immediately discarding it after use. If a napkin is not available, it is recommended that persons cough or sneeze into their upper sleeve, not their hands</li> </ul>
<p><b>Social Distancing</b></p>	<p>This refers to the protocols associated with maintaining distance (6 feet) from others when possible and, accordingly, the avoidance of congregate settings and mass gatherings.</p>

### 3. Limitations and Assumptions

The pandemic is expected to create important impacts based on the following assumptions:

- A change in the way the campus conducts business for the foreseeable future;
- A change in the methods and modes of work;
- A sharp increase in workers being away from work owing to:
  - A lack of available transportation;
  - Infection and/or quarantine of workers;
  - The need to care for children away from school because of the Pandemic; and
  - Other Pandemic Related reasons
- It may disrupt the operation of systems and logistics used by The UWI STA;
- The UWI STA will have to make operational changes to reduce the risk of infection in the workplace;
- Contractor services may be affected by staff shortages and also by a reluctance to expose their employees to risk of infection;
- The effective delivery of services may be affected because of staff shortages which will affect the administration of benefits and other key operational areas inter alia.

Limitations, which can hamper the effective execution of the Guidelines include, but are not limited to:

- The change in the Alert Level (widespread across Trinidad & Tobago);
- A change in government policy with respect to the pandemic;
- The availability of necessary cleaning material for disinfection;
- The availability of personal protective equipment (PPE);
- The availability of resources dependant on others such as:
  - Critical Suppliers of UWI vehicles;
  - Generator Servicing;
  - Fuel;
  - Transport of Employees;
  - Central Stationery Stores, DFM, Selected Cleaners – Cleaning and Disinfecting the Workplace

The UWI STA has established its own Pandemic Alert Levels (Table 1), within the WHO framework, and is currently operating under Alert Level 3.

**Table 1: UWI’s Pandemic Alert Framework**

Alert Level 1	No cases in Trinidad and Tobago
Alert Level 2	Virus isolated in Trinidad and Tobago
Alert Level 3	Outbreaks in Trinidad and Tobago
Alert Level 3(a)	Outbreaks on the STA Campus
Alert Level 4	Widespread across Trinidad and Tobago



## 4. Mitigation Measures

In order to reduce the spread of the virus at the campus, it is necessary to:

- Clean the workplace to reduce exposure to the virus from contaminated surfaces;
- Ensure that appropriate disinfecting agents are available;
- Frequently clean surfaces (desks, work stations, equipment, telephones, door knobs);
- Take **personal protective measures** (as previously defined)

## 5. Governance

The Campus Executive Management Team (CEMT) will guide the campus community on the appropriate protocols to be applied during the period of Campus Closure. A Campus Incident Management Team (COVID-19) has been established, reporting into the CEMT to lead on operational aspects of the pandemic response.

The Campus Incident Management Team has developed a **Pandemic (COVID-19) Response Plan** and will maintain regular communication with the (CEMT) and other key stakeholders, to report on the implementation of emergency response activities.

The Marketing and Communications Office is primarily responsible for all official communications within the campus community as it relates to the emergency response activities.

### 5.1 Emergency Calls

All emergency numbers including the COVID-19 Hotlines once available and the numbers of the Campus Incident Management Team (COVID-19) will be communicated to staff and students via online methods and will be posted on the wall on entry into buildings.

### 5.2 Communication in Pandemic Related Situations

Employees must contact the Dean or Head of Department/Unit, or substitute officer, in the following pandemic related situations:

- Where an employee has contracted the virus;
- Where a member of an employee's household has contracted the virus;
- On suspicion that a co-worker has contracted the virus;
- Where the employee is experiencing difficulties with child care;
- Where the employee has difficulties with transportation to and from work; and
- For clarification on work procedures and protocols.

The type of communication to be used includes E-Mail, text messaging Apps (WhatsApp), SMS text messaging and Voice calls as the situation permits.

### **5.3 Continuity of Business-essential Operations**

Face-to-face communication must be avoided unless absolutely necessary. Meetings and normal communications during work hours may be facilitated via:

- Conference calls;
- Video Conferences (Skype and Zoom);
- Email;
- Text messaging Apps (WhatsApp or Text Message); and
- Voice calls.

Given the objective to reduce the level of compromise to the business of The UWI STA while pursuing appropriate health and safety protocols, the critical functions necessary for fulfilling this objective and the persons, or offices required to perform them must be identified. Examples of critical functions are listed, but are not limited to, the functions under Table 6.

In all other cases, the usual functions that drive the business of The UWI STA and campus will continue to the extent possible, prioritising remote modes of work.

## **6. Protocol to Minimize the Risk of Infection to Employees**

### **6.1 Alternative Working Arrangements**

Alternative work arrangements and social distancing protocols are essential to minimize risk of infection to employees and to cater for instances where travel restrictions and other challenges prevent persons getting to work. These arrangements involve the ability to work from home where possible, the implementation of rosters with reduced working hours and an on-call roster.

Alternative working arrangements are aimed to ensure business continuity by addressing critical tasks, plant monitoring, reporting and accomplishment of priority activities and the performance of general business functions as far as possible remotely. Deans and Directors, in consultation with Heads of Department where applicable, must identify the alternative working arrangements appropriate for their faculties, or departments, ensuring that the Registrar and Principal are informed, using the template provided at APPENDIX III – Alternative Work Arrangements.

### **6.2 Hygiene, Cleaning and Infection Controls**

The UWI STA will ensure that:

1. Staff required to wear personal protective equipment, which include gloves and facemasks, are trained in their appropriate use;
2. Cleaning and maintenance staff are trained in the appropriate procedures to disinfect work stations and surfaces before the start of their work day/shift;
3. Staff and students are reminded about *personal protective measures* and kept well informed about the COVID-19 virus via communication from Marketing and Communications, posters and signs;
4. A clean and disinfected work area is maintained and adequate supplies of personal protective equipment and cleaning/ disinfecting supplies are provided as necessary; and
5. An adequate cleaning schedule is provided.

All employees must ensure that:

1. Equipment and/work stations, including but not limited to computers, chair arms, desks, telephones and tools, that they use are properly sanitized before and after use;
2. Personal protective equipment provided are worn before the start of the work shift/day and during the day.

## **7. Protocol to Minimize the Risk of The UWI STA becoming a Node of Transmission**

### **7.1 Estate Police, Employees and Students**

The UWI STA Estate Police are required to report any suspected case immediately to the Dean or Head of Department and record its details. Refer to APPENDIX IV – Novel Coronavirus (COVID-19) Screening Questionnaire for Contractors & Visitors.

Employees and students have the responsibility to maintain *personal preventative measures*, disinfect and clean work -stations and report illness.

### **7.2 Contractors**

Contractors must ensure that all their employees and subcontractors are equipped with sanitation items to protect themselves from contracting the virus. They must also communicate with The UWI STA to identify meeting hours and safe practices to safeguard all of the workers on the project. All *personal preventative measures* must be adhered to by contractors and their teams.

### **7.3 Visitors**

Visitors to the campus are discouraged. Where persons do visit the campus, they must follow *personal preventative measures*, including, but not limited to washing their hands before coming into contact with any campus resource such as pens, clipboards, computers, chairs and other common items.

## **8. Protocol for Management of Suspected or Confirmed Cases**

In the event that an employee has reported to work and is suspected of having the virus the steps listed below should be followed:

1. The employee, or Dean/ HOD must contact the COVID-19 national health authority for guidance and inform the Registrar of the suspected case;
2. The employee must leave the workstation where requested to do so by the Dean/HOD, or any other person designated by the Dean or HOD;
3. If it is not possible for the employee to leave the work station, the employee must be isolated in an isolated room which lessens the risk of contamination and provides a means of communication between the isolated employee and the campus authorities and await suitable alternative method of transport to leave the Campus.
4. The Dean or Head of Department must make the requisite arrangements to locate adequate transport such as an ambulance and communicate with the employee;
5. The employee's workstation and equipment must be sanitised before anyone else can utilise the spaces using, as far as possible, selected Cleaners or personnel assigned to cleaning tasks;
6. The employee should seek medical advice as early as possible and relay the information to the Dean or Head of Department.

Where an employee has tested positive for the COVID-19:

1. Employees who have come into contact with the worker are required to go into isolation and be tested for the virus if symptoms arise;
2. The Dean/HOD must communicate with identified members of the Campus Incident Management Team (COVID-19) to inform them about the case;
3. Where staff become unavailable due to COVID-19, duties may be assigned to other staff or identified substitute officers as necessary in order to ensure that business continuity is not severely compromised.

## 9. Protocol for Critical Processes, Tasks and Systems

The global COVID-19 pandemic is expected to create significant challenges and delays in the accomplishment of projects and normal operating activities. However, The UWI STA will continue to deliver educational services to its students and provide services to support this delivery.

The critical campus areas and equipment have been identified as follows:

- The Halls of Residence
- The Old Administration Building
- CITS
- Lloyd Brathwaite Building
- Security Building
- Division of Facilities Management
- Emergency Standby Generators
- Electrical Supply and Distribution Systems o Potable Water Systems o Fire Alarm Systems
- Control and Monitoring Systems

Arising from this, specific critical activities have been identified to ensure business continuity at the least compromised level, including, but not limited to, adequate planning, communication, the preservation of health, safety and welfare, the protection of campus property, the maintenance of contractual and outsourcing arrangements and the availability of resources.

The following critical tasks have been identified:

1. *Critical Routine Tasks* - (Table 2) are activities required to maintain day to day operations at an adequate level;
2. *Critical Priority Tasks* ( Table 3) are activities that must be completed to ensure continuous operation, and the delivery of critical services to avoid shutdown of critical areas; and
3. *Critical Emergency Tasks* (Table 4) are activities that will be required to address hypothetical emergency situations or incidents that pose risk to operational continuity.



**Table 2: Critical Routine Tasks (sample)**

ACTIVITY	JUSTIFICATION	RESOURCES REQUIRED
Weekly checks on Generators	Critical in the event of a power outage to maintain essential equipment on the Campus	Two (2) Members of the DFM Maintenance Team
Pay sheets Purchase Orders Issuing of Supplies Memos and Processing of Invoices		

**Table 3: Critical Priority Tasks (sample)**

ACTIVITY	ESTIMATED COMPLETION DATE	JUSTIFICATION	RESOURCES REQUIRED

**Table 4: Critical Emergency Tasks (samples)**

EVENT	JUSTIFICATION	ACTION PLAN	RESOURCES REQUIRED
Power Outage	Power outage may result in complete shutdown of the Main Administration Building	Generators shall need to be refuelled and monitored continuously. Investigation to determine possible causes and damages. Implementation of immediate action to rectify the issue needs to be developed.	Two (2) Members of DFM in the first instance to investigate and additional members, if required, to repair/ rectify the problem internally
95 % of the Bursary Staff become infected	Inability to run the payroll and conduct necessary financial transactions to keep The UWI STA running	Identify staff with experience and training in financial and accounting experience who are not infected to report to duty	Access to PeopleSoft and HR Staff who are aware of employees possessing the necessary skills

## 10. Response Measures

**Table 5 - Measures for Alert Level 3 (non-exhaustive)**

<b>ALERT LEVEL 3 - MEASURES</b>	<b>RESPONSIBILITY</b>	<b>UWI ACTION</b>	<b>STATUS</b>
Communicate pandemic status to all employees.	Dean or Head of Department/Unit	Meeting on March 13 2020	Completed
Focus on maintaining critical services Facilities	Dean or Head of Department/Unit	Priority Routine Tasks and Critical Activities identified and scheduled	Ongoing
Remind all employees to stay home if they have influenza symptoms.	Head of Department/Unit	Marketing and Communications communiqué	Completed
Continue social distancing and COVID-19 screening (based on symptoms) of employees.	Estate Police / Health Services Unit	Established Rosters for reduced working hours and rotations	Ongoing
Provide daily absentee reports to HR.	Dean or Head of Department/Unit, Administrative Assistant	To be compiled and submitted to HR	
Eliminate all non-essential face to face meetings.	CEMT, Deans or Head of Departments/Units	Determine essential communications and establish alternate communication measures	
Implement “Work at Home” for Critical Support Staff	Dean or Head of Department/Unit	Critical Staff and Critical Support Staff identified	
Provide transportation to employees as necessary where public transportation to affected areas are impacted.	Dean or Head of Department/Unit, Security Dept	As Required	

<b>ALERT LEVEL 3 - MEASURES</b>	<b>RESPONSIBILITY</b>	<b>UWI ACTION</b>	<b>STATUS</b>
Maintain contact with critical supply vendors to determine their ability to deliver supplies.	Bookshop Manager	List of Critical Suppliers Identified	
Continue to monitor pandemic status through local public health.	CEMT Dean or Head of Department, OSHE	Ongoing process	
Continue frequency of cleaning and sanitization of offices, bathrooms, elevators, pantries, handrails, floors, elevator buttons, etc.	Selected Cleaners, OSHE	List of required resources submitted	
Keep records of employees that have recovered from COVID-19. They will be vital for maintaining operations because of their acquired immunity.	Head of Department/Unit, AA,	Format to be established	
Ensure PPE, emergency supplies, medical supplies, food/arrangements for meals, drinking water for response personnel and operational staff required to stay away from home are put in place. This should be sufficient for at least 1 week and includes two-way radios, chargers, flashlights/ lanterns, batteries, rubber boots, gloves, sleeping bed/cot, first aid kits, water, and shelf-stable food.	Head, Security	List of required resources submitted	

<b>ALERT LEVEL 3 - MEASURES</b>	<b>RESPONSIBILITY</b>	<b>UWI ACTION</b>	<b>STATUS</b>
Maintain contact with critical supply vendors to determine their ability to deliver supplies especially regarding their contingency for distribution to shipping and land transportation	Bookshop Manager/Customs	List of Critical Suppliers Identified	
Protect or relocate vital business records and backup computer data.	CITS, Records Manager, Registry IT, Deputy Bursar, Assistant Registrars, Administrative Officers, AA	Critical Staff and Critical Support Staff identified	
Introduce alternate staff working arrangements such as alternate weeks or daily shifts for critical support staff	Dean or Head of Department/Unit,	Critical Staff and Critical Support Staff identified. Rosters for reduced working hours and rotations	
Remind critical staff to present ID	Security Services	Remind staff on entry to the Main Campus and Campus sites	
Deploy In house and Contracted Security and implement enhance security measures	Security Services	List of required resources identified	
Remind all employees to stay home if they are exhibiting symptoms and advise their line managers.	M&C, Dean or Head of Department/Unit,	Disseminate reminders via email	Ongoing
Continue social distancing and COVID-19 screening (based	Security Services/ Health Services Unit		

<b>ALERT LEVEL 3 - MEASURES</b>	<b>RESPONSIBILITY</b>	<b>UWI ACTION</b>	<b>STATUS</b>
on symptoms) of employees and critical contractors.			
Provide daily absentee reports to HR	Head of Department/Unit, AO, AA, Supervisors		
Eliminate all non-essential face to face meeting	Dean or Head of Department/Unit,		
Maintain “Work at Home” for critical Support Staff	Dean or Head of Department/Unit		
Provide transport to employees as necessary	Security Services		On an as needs basis
Continue to monitor pandemic status through local public health.	All Staff		
Continue frequency of cleaning and sanitisation of offices, bathrooms, elevators, pantries, handrails, floors, elevator buttons, etc.	Selected Cleaners/DFM		

## **11. Management and Attendance of Staff with Critical Priority Functions**

### **11.1 Attendance on Campus**

Where absolutely necessary, staff performing critical priority functions may be required to attend to work physically. Where such staff are required to report to work physically, working hours will be adjusted dependent on the Alert Level as described by these guidelines.

Special care will be taken for staff required to work physically to minimise health and safety risks.

### **11.2 Non- Attendance**

Situations may arise that may prevent an employee performing critical priority functions from reporting to work physically, as a result of:

#### **Illness**

- Where an employee is sick it is strongly advised for that employee to take a sick day and contact a medical care facility for further action.
- If the employee is found to be positive for the COVID-19 virus that employee must immediately contact the Supervisor and remain at home.
- The Supervisor must immediately contact the Dean or Head of Department/Unit.
- Non-attendance would be recorded and maintained by the Dean or Head of Department/Unit and HR.

#### **Childcare**

- Employees are required to make arrangements for childcare.
- If this is not possible, alternative arrangements shall be made if applicable.

#### **Local Travel**

- In cases where travel is ill advised or where the persons who rely on public transport are unable to report to work, alternative work arrangements and/or arrangements to provide transportation may be considered.

**Other Reasons**

- Where the employee is reluctant to attend work as a result of fear, or other challenges, alternative arrangements may be made as appropriate.
- Critical staff with children, those with high-risk conditions, who are more vulnerable to COVID-19, and those using the public transport would need to identify themselves to the Dean or Head of Department/Unit.



## 12. Use of UWI Vehicle for Critical staff

Employees at The UWI STA should utilize UWI vehicles for movement around the Campus facility and for transportation of tools, etc. as well as for the conducting of business, including but not limited to, delivery of document (i.e. memos, pay sheets, invoices), equipment for repair, collection of materials and supplies from DFM and CCS.

1. Before an employee enters the vehicle for any purpose it is his/her responsibility to sanitize the vehicle with anti-bacterial spray paying attention to the:
  - Steering wheel
  - Door handles (inside and outside)
  - Gear stick and handbrakes
  - Radio and AC unit buttons
  - Do not utilise AC
  - Indicator and windscreen wipers lever
  - Arm rests
  - Rear view mirrors and the side mirrors adjustment buttons
  - Any other that seems fit to the employee to safe guard himself or herself
2. Employees must use clean gloves when using the vehicle and ensure to change their gloves when re-entering the vehicle.
3. In the case where there are two (2) or more persons using the vehicle at the same time:
  - There should be one (1) designated driver to avoid cross contamination
  - All employees must ensure that the vehicle is sanitized
  - All employees must wear clean gloves before entry into the vehicle.
4. Where possible, attempts shall be made to limit the errands to one (1) destination a day to reduce the amount of contacts.
5. All non-business stops are restricted unless under special circumstances and permitted by the Dean or Head of Department/Unit.

6. All vehicles shall have with disinfectant at all times. Drivers, should inform the relevant persons to restock at an appropriate time.

Employees must follow all previous procedures for use of company vehicle and exiting the compound, including completion of relevant forms and other documentation.

## 13. Personal Responsibility

1. All staff are required to take the necessary COVID-19 personal protective measures to prepare themselves and their families to avoid unnecessary exposure to and transmission of the COVID-19 virus. All protocols as articulated by the Ministry of Health and the Ministry of National Security must be observed. This includes the need for self-quarantine for a minimum period of fourteen (14) days in situations where an individual believes he or she has been exposed to the COVID-19 virus and for avoiding large gatherings (more than 10 persons). Employees are required to use personal protective equipment issued to them, inclusive of disposable gloves, masks, etc.
2. Social Distancing has been identified as an effective way to curb the spread of the COVID19 virus. This Business Continuity Guidelines document is therefore premised on the following:
  - a. Limited physical campus operations to cover critical functional areas;
  - b. On-line Teaching: Teaching will move to on-line, virtual instruction, as far as possible, on or before March 23rd, 2020. Deans and Heads are to provide guidance to teaching staff and students on the effective date of on-line implementation and any supporting requirements in keeping with safety requirements;
  - c. Research Activity: As far as is practical, and to the extent necessary, the University's research activities will continue to operate, observing all appropriate faculty and departmental health and safety protocols for the COVID-19 virus. Faculties will determine whether and in what circumstances deadlines for research are to be rescheduled; and
  - d. Limited in-person meetings: In-person meetings are strongly discouraged at this time. Where possible, meeting organizers are to utilize remote technology.
3. As part of the Business Continuity Planning, all Faculties/Department/Units are required to identify critical processes and the staff required to attend physically to critical operational activity, where applicable, in accordance with Section 9 of this document. Business Continuity Plans must satisfy established health and safety protocols and must identify the resources required for on-site operations and those which can be managed remotely. In the case of remote work processes, these will need to be managed in line with the University's Mobile Work Policy (September, 2014). A separate document will be sent to Deans outlining accountability measures for the University's Mobile Work Policy. Rostering of staff may be necessary to ensure adequate coverage for critical processes.

Business Continuity Plans of faculties and units are to be reported to the Campus Executive Management Team immediately. At this time, all Business Continuity Plans are to be activated and monitored regularly. It is expected that the plans will be updated as necessary and in response to guidance from the appropriate governmental agencies, in particular the Ministry of Health and Ministry of Health.

4. Given that the UWI STA's critical functions as described under Section 9 are to be maintained, staff will continue to work to perform these functions as far as possible, prioritising alternative work arrangements. Examples of critical functions include, but are not limited to:
  - a. Teaching and support staff functions through online delivery;
  - b. Sanitisation of campus facilities functions to be performed by DFM and cleaning staff;  
and
  - c. Health and safety functions to be performed by designated staff.

## 14. Employees

In order to minimize risk of infection to the employees while ensuring operational continuity, the following measures have been implemented in accordance with the **COVID-19 Business Continuity Policy and Guidelines**.

## 15. Staff Performing Critical Functions

1. **Staff performing critical functions** must be identified in accordance with Section 9.
2. **Cross Training of Staff** - This is to be encouraged as a business continuity measure and to ensure adequate coverage for critical processes whenever a Critical Functional Staff is not unavailable. Virtual, on-line technology can be used to deliver training and awareness sessions.
3. **Protecting Children** - With immediate effect and in keeping with the Ministry of Labour guidelines, children are not allowed on campus and in any UWI vehicle. Additionally, parents are encouraged to utilize their support systems to ensure that children are adequately supervised. This may involve discussions with their immediate supervisors with respect to the possibility of remote work. In circumstances where both parents are UWI staff, consideration can be given for one parent to remain at home. Consideration will also be given to employees who are primary care-givers for elderly and at risk persons.
4. **Employees with symptoms of respiratory illness** or who believe that they have been exposed to the virus in any way are advised to stay at home and self-isolate as far as is possible. They are required to report their condition to their immediate supervisor, who in turn should report to the Human Resources Division, using the confidential e-mail address: [HR-Pandemic Response@sta.uwi.edu](mailto:HR-Pandemic Response@sta.uwi.edu).

5. **Employees who are deemed to be in the “At Risk”** category for complications related to COVID-19 due to underlying health conditions (diabetes, asthma, pregnant, etc.) are advised to consult with their primary care physician. They are also required to report same to their respective departmental head. Faculties/departments are asked to consider the implementation of protective measures to reduce the possibility of infection. These measures may include – Personal protective equipment, remote work, change in work location, modification of duties for a defined period, reassignment of duties.

## **16. Leave Provisions**

The University will adopt a flexible approach to the application of leave during the pandemic to ensure that it is consistent with the guidelines provided by the Ministry of Labour, Small Enterprise Development.

### **16.1 Attendance Tracking**

Deans, Heads, Supervisors are required to maintain attendance/ records for their respective teams. In the main, these records must include the following:

- Rostering arrangements/Remote Work Arrangements
- Attendance statistics
- Sick leave certification, noting any medical guidance contained on sick leave certificates
- Fit to Work certification

### **16.2 Attendance Tracking**

In keeping with the established health and safety protocols to avoid the spread of the virus, employees are reminded that they can utilize their existing sick leave provisions or other appropriate leave provisions available to them, should they begin to feel ill and/or suspect that they are experiencing symptoms of the COVID-19 virus.

### **16.3 Fit to Work Arrangements**

Employees who have been on certified sick leave for illnesses related to the COVID-19 virus will be required to present a fit to work certificate on the expiration of their sick leave and await instructions from his/her supervisor prior to return to work.

### **16.4 Pandemic Leave**

The University notes the guidelines provided by the Ministry of Labour and Small Enterprise Development during the press conference held on March 15<sup>th</sup> 2020, as it relates to the management of work during the period of the COVID-19 pandemic. In particular, the proposed creation of a new category of paid leave for public servants, that is “pandemic leave” to accommodate leave for employees who do not have sick leave eligibility, is noted.

Based on the information provided by the Ministry thus far, to qualify for pandemic leave the employee must:

- test positive for the COVID-19 virus and exhaust all their current sick leave;
- fall within a category of employment which is not eligible for sick leave; or
- does not have an adequate support system and as a consequence will need to remain at home with children or as a care-giver.

**The University will provide an update on these pandemic leave guidelines on receipt of notice of its approval by Cabinet and to the extent that it is applicable and/ or needed, may consider the introduction of pandemic leave.**

## **16.5 Vacation Leave**

Employees who wish to apply for vacation leave, can opt to do so after discussions with their respective supervisor. Approval will be at the discretion of the Dean and/or Head of the Department who must ensure that adequate arrangements are in place to cover all critical departmental processes during the period of the proposed vacation leave.



## 17. Remote Work Guidance

Employees are to be guided by the Mobile Work Policy (Approved: September 12, 2014), which is available on The UWI STA intranet. In particular, please note the following as it relates to remote work during this period:

1. Deans and Heads of Department are required to review their operational processes and advise on the feasibility of remote work arrangements.
2. Where remote work is envisaged, Deans and Heads will ensure that appropriate arrangements are in place to support remote work. These arrangements include, but are not limited to the following:
  - a. Establishment of clear communication protocols for on the duration of remote work arrangement.
  - b. Access to appropriate equipment to support remote work
  - c. Establishment and documentation of work plans and mechanisms for review, coordination and submission of work.
  - d. Technology to support remote work. Guidance to be obtained from Campus IT Services, where appropriate
3. Where employees are provided with faculty/departmental equipment, approval for same will be at the level of the Registrar through the Dean and/or Head of Department and appropriate records maintained (fixed asset identification, serial numbers, etc.).
4. The Dean, Head of Department is required to provide the employee with written documentation outlining the terms and conditions under which the equipment is to be loaned during the period of remote work. This documentation should be copied to the Campus IT Services. In addition,
  - a. All applicable policies and procedures must be adhered to during the period of remote/mobile work. These include the following:
    - i. Acceptable Use Policy – Information and Communication Technologies (December, 2016);
    - ii. Information Security Policy (December, 2016); and
    - iii. Information Security Policy Guidelines (October, 2014).Copies of these policies are available on the intranet.

- b. During the period of remote work, employees are responsible for protecting the confidentiality of UWI-STA work.
- c. Employees must ensure that the necessary security measures are in place to avoid theft and/or possible damage to UWI STA equipment. Any damage is to be reported through the Dean, Head of Department.
- d. Employees are to maintain communication with their supervisors during the period of remote work arrangement. This includes participation in meetings and feedback on assigned deliverables.

## 18. Employee Assistance Programme

Families in Action (FIA), our Employee Assistance Provider has activated its remote service arrangements so that employees can continue to receive support during this challenging period.

Please note the following remote contact arrangements:

- **EAP 24 hours Helpline** - (868-628-2333) your calls will be received by a designated helpline counsellor.
- **Remote counselling arrangements** can be made using the on-line platforms (Skype, Zoom and Simple Practice)
- For first time/new clients - appointments can continue to be scheduled by either:
  - Calling the EAP helpline (628-2333)
  - E-mail at: [eap@familiesinaction.net](mailto:eap@familiesinaction.net); or
  - Logon to [myeap.familiesinaction.net](http://myeap.familiesinaction.net) with your username and password to request an appointment.

## 19. Appendices

### APPENDIX I – Critical Suppliers

COMPANY	CONTACT DETAILS	SERVICES/ PRODUCTS
TSTT	824-TSTT	Repairing incoming Fibre Transmission Line
T&TEC	800-TTEC	Provision of services in the event of power outages or major electrical failures

### APPENDIX II – INCIDENT MANAGEMENT TEAM

NO.	NAME	DESIGNATION	EMAIL ADDRESS
PRIORITY A			
1.	Prof. Brian Copeland	Campus Principal	<a href="mailto:Brian.Copeland@sta.uwi.edu">Brian.Copeland@sta.uwi.edu</a>
2.	Dr. Dawn Marie Defour-Gill	Campus Registrar	<a href="mailto:Dawn-Marie.Defour-Gill@sta.uwi.edu">Dawn-Marie.Defour-Gill@sta.uwi.edu</a>
3.	Mrs. Wynell Gregorio	Director, M&C	<a href="mailto:Wynell.Gregorio@sta.uwi.edu">Wynell.Gregorio@sta.uwi.edu</a>
4.	Dr. Neil Singh	Head, HSU	<a href="mailto:Neil.Singh@sta.uwi.edu">Neil.Singh@sta.uwi.edu</a>
5.	Mr. Suresh Maharaj	Director, DFM	<a href="mailto:Suresh.Maharaj@sta.uwi.edu">Suresh.Maharaj@sta.uwi.edu</a>
6.	Mr. Rajesh Kandhai	OHSE Manager	<a href="mailto:Rajesh.Kandhai@sta.uwi.edu">Rajesh.Kandhai@sta.uwi.edu</a>
7.	Dr. Deidre Charles	Director, DSSD	<a href="mailto:Deirdre.Charles@sta.uwi.edu">Deirdre.Charles@sta.uwi.edu</a>
8.	Mr. Nazir Alladin	Head, CITS	<a href="mailto:Nazir.Alladin@sta.uwi.edu">Nazir.Alladin@sta.uwi.edu</a>

### APPENDIX III – Alternative Work Arrangements

Functional Area (Section)	Number of Employees within the Section	Type of employee		Critical Function during COVID 19		Suggested Alternative Work Arrangement to encourage Social Distancing		Suggested Alternative Work Arrangement to encourage Social Distancing	Maximum Number of Employees within the section at a time
		Monthly	Daily	Is this a critical function (Yes/No)	Work which can be done Off Site	Details of Work Arrangement to be implemented	Work which can be done On Site	Details of Work Arrangement to be implemented	
Registry									
CITS									
HR									
BURSARY									

Functional Area (Section)	Number of Employees within the Section	Type of employee		Critical Function during COVID 19		Suggested Alternative Work Arrangement to encourage Social Distancing		Suggested Alternative Work Arrangement to encourage Social Distancing	Maximum Number of Employees within the section at a time
		Monthly	Daily	Is this a critical function (Yes/No)	Work which can be done Off Site	Details of Work Arrangement to be implemented	Work which can be done On Site	Details of Work Arrangement to be implemented	
DSSD									
Security Services									
DFM									

Functional Area (Section)	Number of Employees within the Section	Type of employee		Critical Function during COVID 19		Suggested Alternative Work Arrangement to encourage Social Distancing		Suggested Alternative Work Arrangement to encourage Social Distancing	Maximum Number of Employees within the section at a time
		Monthly	Daily	Is this a critical function (Yes/No)	Work which can be done Off Site	Details of Work Arrangement to be implemented	Work which can be done On Site	Details of Work Arrangement to be implemented	
FACULTIES									
M&C									
OSH									

## APPENDIX IV – Novel Coronavirus (COVID-19) Screening Questionnaire for Contractors & Visitors

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Telephone: (H) \_\_\_\_\_ (C) \_\_\_\_\_

Gender: \_\_\_\_\_ Have you visited The UWI STA before? YES  NO

Address: \_\_\_\_\_

County of Residence: \_\_\_\_\_

Nature of business on Campus (specify office/area being visited): \_\_\_\_\_

Please list ALL countries visited in the previous twenty-one (21) days: \_\_\_\_\_

Have you been in contact with a person from or visited any of the affected countries within the last fourteen (14) days such as China, Japan, South Korea, Latin & North America, Europe, Iran, Hong Kong, Thailand & Singapore?

YES  NO

Have you had any direct contact with a person who was diagnosed with the Novel Coronavirus (COVID-19) within the past fourteen (14) days?

YES  NO

If yes, supply details: \_\_\_\_\_

Do you have any of the following symptoms? (Tick ONLY if answer was YES to the previous question)

Fever  Cough  Runny nose  Sore throat  Headaches   
Shortness of breath  General feeling of being unwell

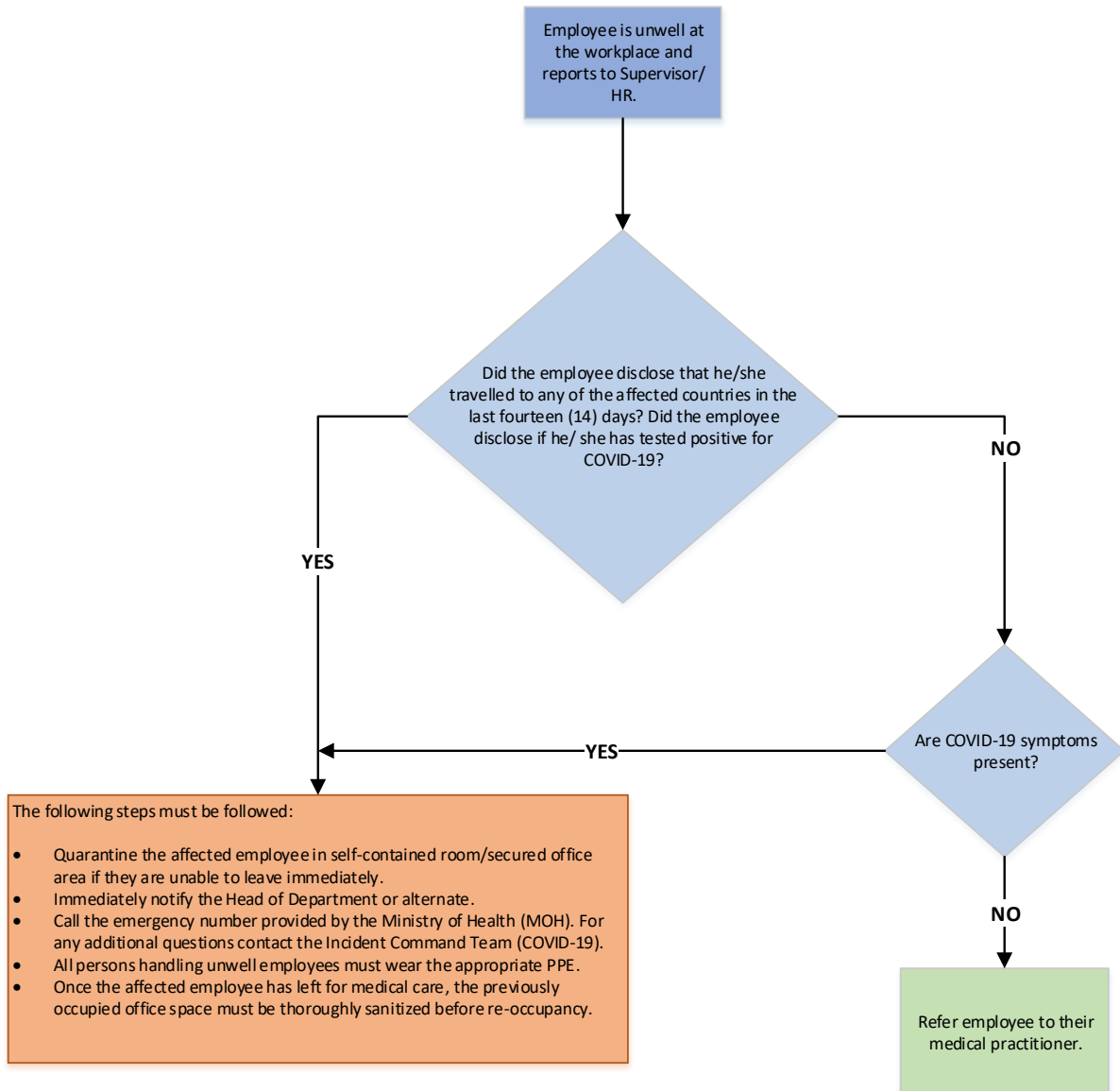
By signing this form I declare that the responses contained herein are true and correct and agree to my immediate removal from any of The UWI STA 's compound should any of my responses herein be found to be untrue and incorrect. I also hereby consent The UWI STA collecting, processing and storing any of my personal sensitive data (as defined in the Data Protection Act 2011) provided in this form, for the purposes of determining the level of my exposure to the Novel Coronavirus (COVID-19) and any further action required to be taken.

Signature: \_\_\_\_\_

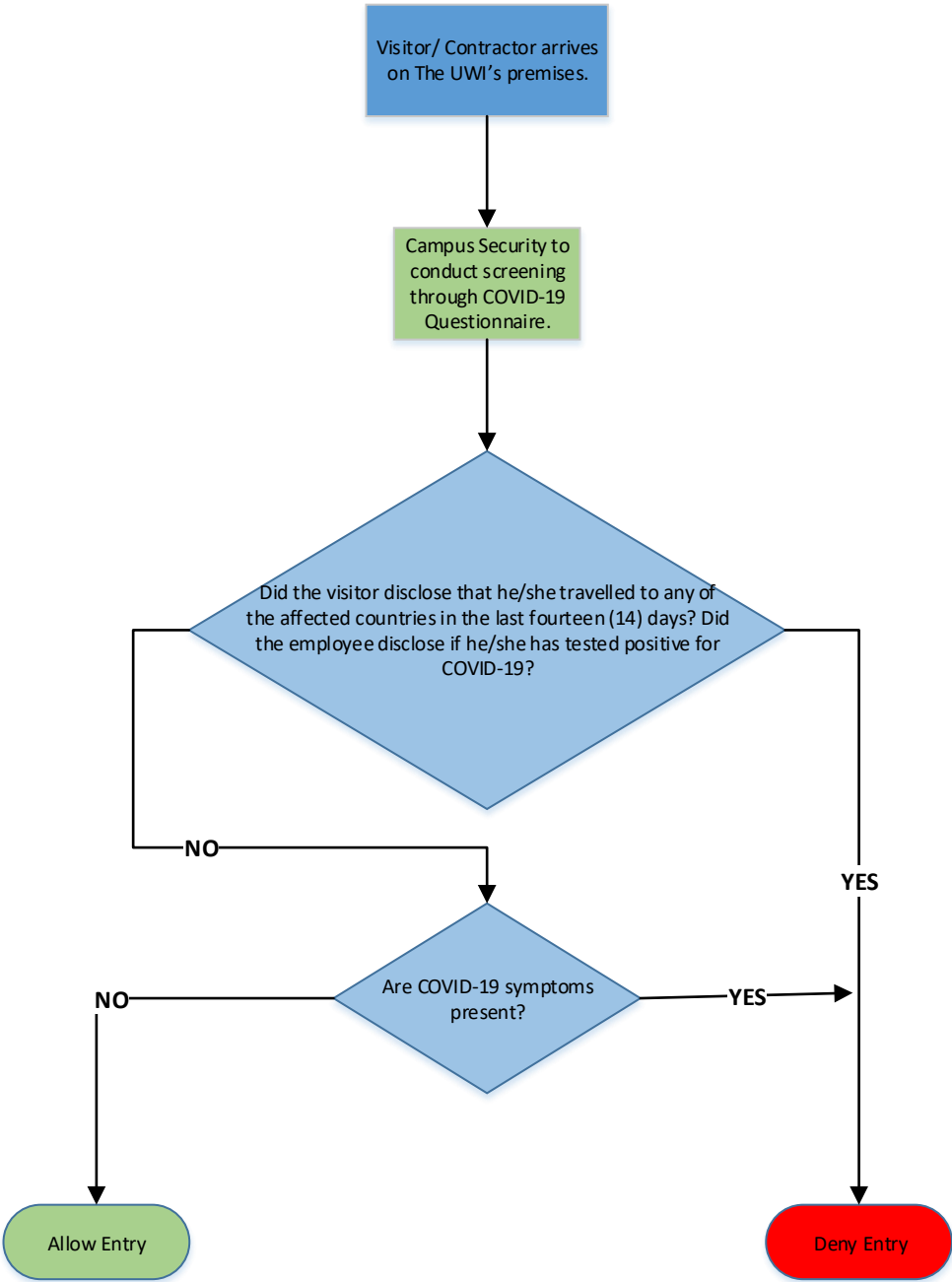


## APPENDIX V - Screening Procedure for Employees and Visitors

### Screening Procedure for Management of all unwell employees on The UWI's premises



**Screening Procedure for Visitors and Contractors on The UWI's premises**



**Screening Procedure for Management of all unwell employees outside of The UWI's premises**

