



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

## INTERNAL COMMUNIQUÉ

# Update on Operations Due to Extended Campus Closure

Dear Students,

Following the announcement at Monday's Press Conference, during which the Honourable Prime Minister confirmed that all schools are to remain closed until April 20, 2020, the Campus Management has developed business continuity plans to guide alternative ways of working during this period of Campus Closure.

*Reminding that Campus Closure refers 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, business will proceed to supporting remote academic delivery to ensure that responsibilities to students as well as staff are discharged, and all of the ancillary processes that support our business in a modified form are performed within appropriate health and safety protocols.*

The expectation, therefore, is that following this week's critical planning, all Departments have established workflows that will guide operations at present up until April 20, subject to any further COVID-19 developments and Government mandates. In many cases, these arrangements require all members of staff to remain flexible and discharge key functions of the Campus in-person and remotely. The established approaches to business continuity vary, as leaders make decisions on how we can continue to deliver our work.

Please note the following updates and reminders on our operations:

### **Campus Access**

The North and South gates of the Campus remain closed and access shall only be through the secondary Admin gate. Research students and Lecturers will be permitted to enter the Campus, provided they are in possession UWI ID cards or letters of

authorization by Deans. Members of the public will not be allowed on the Campus during this period.

### **Events and Activities on Campus**

All on-Campus events, conferences, workshops, sports, and other activities have been cancelled or postponed indefinitely.

### **The Alma Jordan Library**

The Campus Librarian, supported by staff working remotely, is making a number of services available electronically including recorded sessions and webinars. Please visit the libraries online at <https://libraries.sta.uwi.edu/>

All fines for loaned items during the closure period will be waived retroactively from March 14 until the Campus reopens. Any concerns or questions can be directed to [cas@sta.uwi.edu](mailto:cas@sta.uwi.edu).

### **The Bursary**

The Bursary has established a roster to maintain critical operations for payroll, preparation of Purchase Orders (PO) and processing of suppliers' payments. Departments are to prepare POs for approval and complete timesheets for wages, as per the Bursary schedule. Departments should liaise with their respective Accounting Supervisors and Financial Managers for further guidance.

Suppliers/Contractors will only be able to collect payment at the Bursary on **Wednesdays and Fridays** during the normal hours of operations, 9 am – 2 pm.

### *Student Accounts*

All holds have been removed from student accounts so that students can gain access to the MyElearning platform in the Student Portal at <http://my.uwi.edu>

Additionally, all outstanding payments will be deferred until the Campus reopens on April 20, 2020. This is subject to any further COVID-19 developments. Queries should be directed to the Bursary using the relevant email contacts listed at <https://sta.uwi.edu/registration/procedure.asp#STEP6>

### **Human Resources**

HR continues with recruitment activities and Collective Agreement Provisions will be convened. A separate HR Policy document will be shared with all Deans and Heads of Department shortly to clarify issues like Pandemic Leave and guide the operations.

### **Admissions – Undergraduate and Postgraduate**

Student Affairs (Admissions) and the Office for Graduate Studies and Research continue to accept applications from prospective students online. The Applications Process has been revised to allow prospects to submit documents. This information is now available on the Campus website.

Prospective students should be reminded to visit the applications portal at <https://sta.uwi.edu/apply> which includes links to both the Undergraduate and Postgraduate Admissions websites.

### **Essential Services**

Essential services will be maintained, inclusive of Campus IT Services(CITS), the Occupational, Safety, Health and the Environment (OSHE) Unit, Health Services Unit (HSU), Halls of Residence staff (inclusive of Hall Supervisors, Assistants and Cleaners), Estate Police Services, and the Division of Facilities Management (DFM). These areas are deemed critical specific to the current needs of the Campus in the face of this global health crisis. This extends to critical essential activities (ongoing experiments, attendance to livestock etc.) in some Departments as well.

Sanitation will be maintained in public spaces on the Campus. Garbage collection and disposal, as well as outsourced landscape works, will also be maintained. Service providers in all these areas are required to respond to emergencies as they arise.

### **The Division of Student Services and Development (DSSD)**

The DSSD continues to provide valuable support to students in Career Services, Financial Aid, Academic and Disability Support Services, Hall Accommodation, and Counselling Services. For all student services related questions/concerns, students can email [studentservicesanddevelopment@sta.uwi.edu](mailto:studentservicesanddevelopment@sta.uwi.edu).

### **Marketing and Communications (M&C) Office**

All official communication with stakeholders is being developed and disseminated from the M&C Office. This includes communication for the internal Campus community (staff and students), the general public, and the media. Queries can be sent via email to [Marketing.Communications@sta.uwi.edu](mailto:Marketing.Communications@sta.uwi.edu).

The Campus COVID-19 website at <https://sta.uwi.edu/covid19> is being updated regularly with the advisories and other key information to guide us at this time.

I thank you for your understanding during this period of adjustment.

Marketing and Communications

*on behalf of*

**Professor Brian Copeland**

Pro Vice-Chancellor and Campus Principal