



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

## INTERNAL COMMUNIQUÉ

# COVID-19 Business Continuity Policy and Guidelines

Dear Colleagues,

A cross-functional team has worked on the document attached titled [COVID-19 Business Continuity Policy and Guidelines](#). It offers a clear description of what Campus closure entails (as at today), and the mode of operations expected across the Campus. Deans, Directors and Heads have been given guidelines which will support current operations and provide for continuity once we can return to normal. I want to underscore that this is a fluid document and will be strengthened to include other areas as the situation evolves.

**Effective immediately, my expectation is that as far as possible, members of staff will work from home/remotely to complete their requisite tasks for their Faculty or Department. Only critical services that require on-site work will be allowed at this time.**

In this vein, we have created an online form which will be used by Deans and Heads of Department to authorize access to the Campus by specific personnel, during the period of Campus Closure due to COVID-19. Please note that the term “the Campus” refers to ALL sites that comprise the St. Augustine Campus throughout Trinidad and Tobago.

As communicated, during this period the North and South gates of the Main Campus remain closed and access shall only be through the Main Admin gate. Only if **absolutely necessary**, will research students, faculty and staff be authorized by their Head or Dean to access the Campus; and entry will be

permitted only if said persons are able to present to Campus Security their UWI ID card and the authorization form provided by their Dean or Head of Department. Deans and Heads of Departments will complete the authorization form via email (to be shared subsequently) to both the staff member or student, and to the Director of Campus Security. Persons seeking access must produce the completed authorization form to Campus Security upon entry (printed or on an electronic device) along with their physical UWI ID card (no digital copies).

Colleagues, be please guided by this note and the attached policy guidelines. Any questions pertaining to the policy document can be forwarded to the Campus Registrar at [campreg@sta.uwi.edu](mailto:campreg@sta.uwi.edu).

My wish for all of you is to be safe and healthy. And I thank you all for everything you do, and have been doing, to keep our Campus running.

Take care,

Marketing and Communications  
*on behalf of*

**Professor Brian Copeland**

Pro Vice-Chancellor and Campus Principal