



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

INTERNAL COMMUNIQUÉ

Urgent Updates on Campus Operations

Dear Colleagues,

Over the past couple weeks, we have had to make a number of adjustments to our professional and family lives. Our current environment calls for us to be flexible and to adapt to the advisories from our healthcare, safety and security professionals. The latest advisory from the Prime Minister of Trinidad and Tobago, that all 'non-essential' activities will cease effective midnight this Sunday, March 29 now requires yet another action on our part.

Therefore, effective Monday, March 30 – ONLY Campus Security personnel and a few colleagues performing critical roles on site in support of business continuity will be allowed on Main Campus or the Campus sites for the remainder of the Campus Closure period. Other members of staff are expected to work remotely using available virtual platforms and applications as appropriate. Students and members of the public will also not be allowed. Reminding that this Campus Closure period continues officially until April 20, 2020 in the first instance. Should there be any changes, I will advise accordingly.

In this regard, please take note of the following:

- Today – Friday, March 27 and Saturday, March 28 must be used to **retrieve items from Offices** on Main Campus and across the Campus sites that are **necessary to support remote work**. I remind you to observe the guidelines for social distancing and the use of proper and regular hand hygiene when conducting work in your respective offices.

- To facilitate the above, Deans or Heads of Department must submit a request to the Head of Campus Security using the **Authorization Form** (to be sent subsequently) to advise who will be on Campus on each of these two days.
- We have been making a number of services available remotely. I'm pleased to share that **PeopleSoft**, our enterprise Human Resources system, is now available via the Campus COVID-19 website at <https://sta.uwi.edu/covid19/workforce>. You can now have access to payroll, leave management, VPN and other services to assist you with working from home during the Campus Closure period. Previously, this service was only available on-Campus via the Campus Network. This page will be updated as additional services become available. If you encounter any problems accessing this service, please send an email with full details to servicedesk@sta.uwi.edu.

As we continue this journey, please exercise caution and care in how you share information you may receive from different sources. We have seen the panic that can result from misinformation; the latter can be almost as harmful as the pandemic itself. Nationally, the **Ministry of Health** is the primary source of information. Internally, official information will be relayed to your UWI email via the Marketing and Communications Office and posted on our official Campus social media pages on [Facebook](#), [Twitter](#) and [Instagram](#). The Campus COVID-19 website <https://sta.uwi.edu/Covid19> is also regularly updated with advisories and other key information.

Safety protocols for the wellbeing of you and your loved ones are included in our Internal Communiqué of March 2. Yet, it is important that we take care of our emotional as much as our physical state. Please make use of the **Employee Assistance Programme (EAP)** remotely via email to eap@familiesinaction.net or via the 24-hr Helpline at (868) 628-2333 and Ministry of Health's COVID-19 hotline at 877-WELL (9355) as needed.

Thank you, once more, for your collaboration. Please look after yourselves and your families.

I will continue to keep you informed.

Marketing and Communications
on behalf of

Professor Brian Copeland

Pro Vice-Chancellor and Campus Principal