



Sept. 9, 2020

Dear colleagues,

Over the course of this academic year, we hope to welcome our UTM community back to campus—gradually. Guided by recommendations from health experts at all levels of government, our phased return will maintain an unwavering commitment to the wellbeing of our students, faculty, librarians, staff and neighbouring residents.

Most of our students will continue to learn remotely, at least in the Fall, but a limited number will still come to campus. Their return creates an increased need for some staff members to provide in-person support. Accordingly, we want to share the plans and protocols that will help safely welcome members of our community back to UTM.

### **Returning to UTM campus**

We are prioritizing return-to-campus for those who work directly with students, those involved in research activities, those required for physical operations, and those needed to help limit the virus's community transmission. Other administrative staff who wish to return to campus for other activities may do so with the approval of their manager and a divisional re-entry plan.

To help ensure everyone's safety on campus, we have instituted specific public health measures, such as physical distancing and the use of face masks in all common-use spaces, including classrooms.

In an effort to minimize the spread of COVID-19, administrative staff who can work remotely are encouraged to continue doing so. Managers are asked to be flexible and continue to communicate often with staff as the academic year begins.

### **Updates to Re-Entry Plan Approval Process**

Divisions must use the [COVID-19 General Assessment Tool \(GAT\)](#) to build Re-Entry Plans for their units and offices.. Each unit is responsible for completing and submitting a **GAT & Employee Return to Campus Tracker** to the CAO's office for review and approval for all spaces where staff will be located. This will ensure an appropriate review and assessment is conducted by HR, FMP, and EHS.

Questions regarding re-entry plans should be directed to the [UTM CAO's office.](#)

Finally, we want to thank all of our staff, faculty and librarians for their hard work and creativity during these challenging times. We are grateful for the extraordinary efforts you've made to ensure that the Fall term will offer a safe, enriching and successful experience.

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