

Return-to-Work / to- Study Guide for JWL Staff & Students in 2022

Updated 1 June 2022



JESUIT WORLDWIDE LEARNING
HIGHER EDUCATION AT THE MARGINS

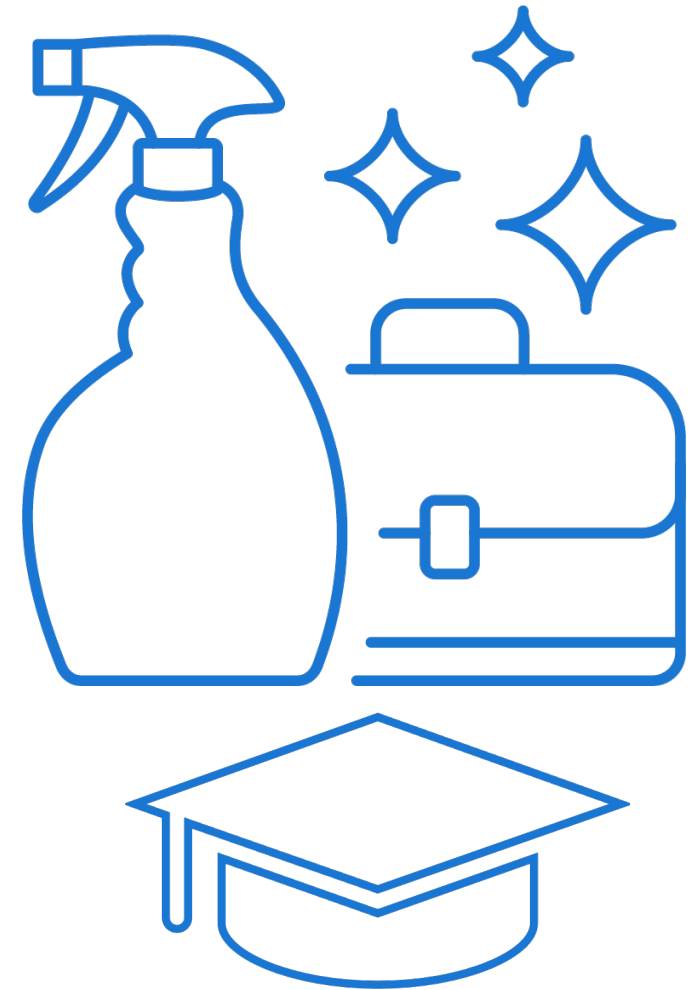


The new normal

As we continue the “new normal” in our work and/or study place, we understand that many staff members and students continue to be concerned about safety and the changes to policies and procedures that JWL have implemented given the pandemic. We want everyone to be assured that we are taking your concerns and the well-being of our staff and students seriously.

What we are continuing to do:

- Common areas and frequently touched surfaces are to be cleaned daily. Cleaning supplies will be available, and staff/students are encouraged to clean and disinfect workspaces throughout operating hours.
- Hand sanitizer is provided throughout the CLCs and offices.
- Social distancing is encouraged.
- Staff and Students who have cold or flu like symptoms should stay at home and will be asked not come to the CLCs or offices
- ALL staff, students and visitors in ALL JWL CLCs will be encouraged to wear a face mask that covers their mouth and nose; however, it will not be a requirement **unless local jurisdiction requires it.**

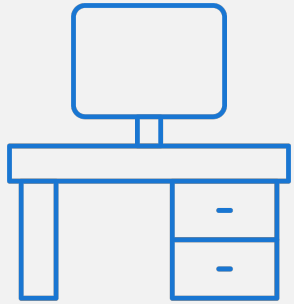


What you can do:

- Stay home or go home if you are sick.
- Follow cleaning product instructions when cleaning your work and study areas.
- Wash your hands frequently or use hand sanitizer
- Wear a mask that covers your nose & mouth.
- Avoid touching your face.
- Avoid using other staff or students' phones or other work/study equipment.
- Talk to your CLC Coordinator or Office Representative if you have concerns specific to your circumstances, such as a health condition that places you or someone in your household at high risk.
- Follow all JWL policies and practices.
- **Be kind.** Understand that this continues to be an unusual time for everyone, and an extra bit of kindness right now can go a long way.



Frequently Asked Questions



For Staff - Can I continue to work from home?

We expect all staff to report to work at our operational locations and during operations standard hours unless there is a legitimate reason for continued telework.



Is it safe to return to the office or CLC?

JWL continues to take every precaution to ensure our work/study places are safe. We are following governments' official health and safety guidelines as well as guidance from the WHO and UNHCR.

Frequently Asked Questions, cont.



What should I do if I feel sick?

Staff and Students who feel ill should notify their manager or CLC Coordinator and not come to the office or CLC. If you are already there and begin feeling sick, you should notify your manager or CLC Representative and go home immediately.



Do I have to wear a mask at JWL's CLC?

JWL no longer requires staff and students to wear a mask in the CLCs and CLC's offices unless local jurisdiction requires it. Mask wearing is optional in all JWL CLCs and offices, however JWL encourages for those who a medical condition to wear a mask.

Frequently Asked Questions, cont.



How will positive cases of COVID-19 be handled in the Office or CLC?

Despite all precautionary measures, there is always a risk of exposure to communicable diseases. Should a staff member or student contract COVID-19 and expose others in our office or CLC, JWL will immediately inform all in that location of the possible exposure.

Staff and students who have tested positive for COVID-19 will be asked to stay at home for a minimum of 5 days or until they have no symptoms for at least 48 hours. A thorough cleaning of the work/study space used by the infected individual will be conducted.