

Return-to-Work / to- Study Guide for JWL Staff & Students in 2021

Updated 1 February 2021



JESUIT WORLDWIDE LEARNING
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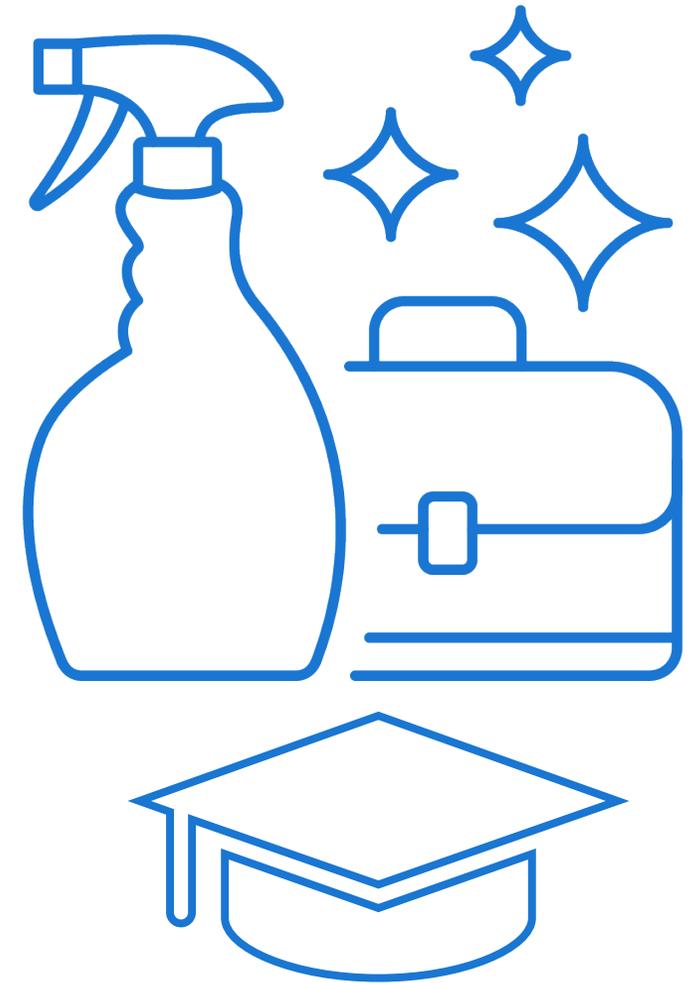


The new normal

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:

- All staff, students and visitors entering our CLCs and offices will be screened for COVID-19 symptoms and possible exposure.
- 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.
- Operating hours have been modified to allow for staggered work/study shifts to reduce the number of people in the CLCs at one time.
- Study space layouts and seating arrangements are revised to allow for social distancing.
- Meeting rooms, classrooms and other communal areas have reduced seating and capacity limits.
- Travel remains restricted to essential travel only.
- **ALL staff, students and visitors in ALL JWL CLCs are required to wear a face mask that always covers their mouth and nose, at all times.**



What you can do:

- Stay home or go home if you are sick.
- Maintain social distancing practices in the work/study space.
- 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–this is required for ALL JWL CLCs.**
- Avoid touching your face.
- Replace handshakes with head nods and waves.
- Avoid using other staff or students' phones, desks, or other work 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 a stressful 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?

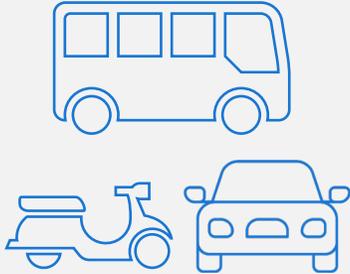
We expect all staff to report to work at our operational locations unless there is a legitimate reason for continued telework. Such reasons are - regulations implemented by local government officials mandate continued work-from-home, staff with a compromised immune system or caregiving responsibilities that prevent them from returning to the workplace temporarily. Currently, many local governments have imposed work-from-home and as such JWL Staff is expected to comply.



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, UNHCR and CDC. We are implementing practices such as staff/student health screenings and social distancing practices to keep our work/study places healthy.

Frequently Asked Questions, cont.



What if I can't get to work or the CLC to study?

It is likely that some staff and students will have to change their normal commuting practice. Using mass transit may not be an option or may be considered too risky for some. You should take steps now to identify all potential options for a safe commute. If you have difficulty with transportation to work, please discuss this with your CLC Coordinator or Office Representative.



How will staggered work/study shifts impact me?

We will continue to stagger the start and end times of students in shifts to reduce the number of people coming and going at any particular time. Each CLC Coordinator and Office Representative will continue to discuss and manage these schedules for each individual location.

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? YES!

JWL is requiring all staff and students to wear a mask in the CLCs and CLC's offices. If you have a medical condition that restricts you from wearing one, please speak with your CLC Coordinator or JWL's human resources.

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, JWU will immediately inform all in that location of the possible exposure. Staff and students who have been potentially exposed will be sent home and asked to telework/study for 14 days. A thorough cleaning of the work/study space used by the infected individual will be conducted after the area has been closed off for at least 24 hours.

WE CARE....

For your safety and ours, please wear a mask in our Community Learning Centers!

This is a requirement to enter!

