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Weekly Newsletter

NEWS & EVENTS | Monday, March 30, 2020 | 12:00 pm



Essential Service Employees

As we've been communicating since last week, the University has been scaling

The union has been asking for a list of which positions and individuals have been deemed critical for on-site operations, but as of yet, the University has not provided one. Communication from managers to individual members has been a bit confusing. Your union reps have been working hard to answer individual questions as they're coming in. Once we have a list of who is still on campus, we can communicate with those members directly and check in on them.

Members who are **required to come to campus for critical work** should be **receiving a formal letter** from management or from HR. If your manager is asking you to come in and you're not sure of the situation, inquire about your letter to determine if you have been deemed critical or not.

The letters are boiler-plate and are not specific to individual situations (which is causing a lot of confusion).

- For example, they say *“Unless and until you are notified otherwise by your manager, you are required to continue to work on-site at the X building, X department.”* This doesn't necessarily mean that you need to be on-site everyday. Most departments are rotating staff, so people are only required to come in some of the time. Connect with your direct manager to find out how this is being implemented in your department and what the expectations are.
- You may already have been off work due to sickness, self-isolation and/or childcare and have filled in the self-declaration form. The letter about your status does not override your personal situation. If you are off due to one these reasons, you are not required to come in. Connect with your manager to make sure they know that you are not able to come in at this time. If your situation changes and you are able to report to work, inform your manager.

If you do need to come into the office.

- You have the right to a safe workplace. Many members have been in touch with us asking about specifics in their area – social distancing, personal protective equipment, cleaning, etc. If you have questions about

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- If you are concerned about taking public transit, talk to your manager to see what kind of arrangements can be made for taxi chits, free parking, etc.
- You may be asked to take on some duties that you don't normally do. As long as there are no safety concerns, we think that it is a good idea to be flexible with these requests. You may be helping out with the tasks of a member who is home sick and cannot come in.
- If you find yourself working alone on-site, please note that the University has [Working Alone Guidelines](#). Members can also register to receive regular check-ins from the Campus Police Communication officers. Members on each campus will need to register for this service. More information is available by clicking on your campus site.

[UTSG](#) 416-978-2323

[UTM](#) 905-828-5200

[UTSC](#) 416-287-7022



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