

Good afternoon, USC!

Here are your updates for the week of March 9th-13th

Important Dates:

March 10th: Healthy Snack @ 2:30 pm in the Lunchroom

This in from UWO WTS:

As part of our ongoing maintenance of Western's voice systems, Western Technology Services will be upgrading Cisco IP Phone C7942 and Cisco IP Phone C7962 to a newer version Cisco IP Phone 8851 series as these 2 models reached their out of software and hardware support date. Please note that Cisco IP C7945 and C7965 are still supported models and won't be replaced at this time. UCC is on the schedule for April 2020. Cisco IP Phone 8851 Sets have in addition to the already existing features, these advanced features:

- **5 programmable (line) keys on each set**
- **Gigabit Ethernet**
- **Wideband Audio**
- **USB Charging of Smartphone and Tablets**
- **5" high-resolution (800 x 480) WVGA color display**
- **choice of wired, USB and Bluetooth headsets from Cisco third-party vendor partners**

Food Support Services is in need of bags and can openers.

Healthy Lunches:

Healthy Lunches are back with **SOME REALLY TASTY ITEMS**. On this week's menu:

- Cantonese Style Chow Mein with your choice of Chicken, Shrimp or Veg
- Panzanella & Prosciutto Salad
- Blackened Chicken Wrap w/ Garden Salad

Please make your selection for Thursday March 12th [here](#). Please place your order by Tuesday, March 10th at 3:00 PM.

Departmental Updates:

PEOPLE AND DEVELOPMENT

Health and Safety -

Upcoming HR Orientation Sessions:

March 27, 2020

April 24, 2020

May 22, 2020 (a week early due to scheduling conflicts)

June 26, 2020

All sessions will be held in Room 373 at 2:00 p.m. If you require a separate session for your staff, please let Kate or Andrea know. Please also let Kate or Andrea know if you have staff attending the scheduled session so we can be prepared with enough booklets.

COVID-19 Information -

Please keep an eye on the following link for updated information regarding the virus and the Western community - <https://www.uwo.ca/coronavirus/>. For now, short of some travel restrictions, Western is urging people to follow Middlesex London Health Unit suggestions for prevention. These include:

- Stay home when you are sick.
- Wash your hands with soap and warm water often, for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover coughs and sneezes with your sleeve; or cough or sneeze into your elbow or a tissue, then throw the tissue in the garbage.
- Avoid close contact with people who are sick.

- Clean and disinfect high-touch objects and surfaces frequently.

Just a reminder that if you are travelling over the next little while, please **contact Global Excel at 1-866-870-1898** to ensure you will be covered while you are away. Our out of country health insurance policy will not cover you if you are visiting a country that is under a travel advisory. If the country you are visiting comes under a travel advisory while you are there, you are covered for 10 days from the announcement. This is to give you enough time to return home. The policy reads as follows:

The following exclusion is added to Section III – Exclusions of the benefit booklet:

27. Any *sickness, injury* or medical condition *you* suffer or contract, or any loss *you* incur in a specific country, region or area for which the Government of Canada has issued a travel advisory or formal notice, before *your* departure date advising travellers to avoid non-essential travel or to avoid all travel to that specific country, region or area.

If the travel advisory or formal notice is issued after *your* departure date, *your* coverage under the *policy* in that specific country, region or area will be limited to a period of 10 days from the date the travel advisory or formal notice was issued, or to a period that is reasonably necessary for *you* to safely evacuate the country, region or area.

Wellness:

We have heard some great things about the classes that are run by Western so we thought we would put them in the IC incase there was a group of people that were interested in attending.

You can find their full class schedule on their website:

https://www.uwo.ca/hr/safety/wellness/living_well/

If you feel more comfortable going with a group we are going to try and organize going to the classes at the following times:

Zumba: 2nd Wednesday of the month from 12:10-12:50 SSB 3101

Yoga: 4th Tuesday of the month from 12:10-12:50 SSB 3101

FINANCE

Feb 2020 account details have been emailed, please review and update our department on changes or additions. Feb 2020 financial reports to follow this week.

If you are expecting a delivery, please update the front desk. It will reduce the wait time of the delivery company drivers. If you or your employees need a T4 copy send an email our way.

PROMOTIONS PRINT PRODUCTIONS:

USC Promotions Print Production (formerly Creative Services) would like to offer all USC staff the opportunity to print with us!

The process is simple:

1. Email your request to print@westernusc.ca with all of the relevant details (paper selection, B&W or colour, number of copies, etc.) and attach your digital file(s).

2. Pay for the job using credit/debit through our online portal using the Dollar Amount and Quote Number that you'll receive from a Print Production employee.
3. Pick up your completed request at UCC 265 once notified.

This new service will be available as of **January 6, 2020**. All USC Staff (with the USC sticker) will qualify for a **15% discount** for using our services. If you have any questions, please direct them to print@westernusc.ca.

Happy printing!

INFORMATION SYSTEMS

Malicious Excel attachments in emails

Please be aware that there are emails coming to @uwo.ca addresses that contain an Excel file purporting to be an invoice. The attachment contains malicious code that launches a known ransomware variant. To date, our antivirus systems have been preventing the payload from running, but with so many instances of the emails being delivered to inboxes, it is possible a new variant will be created that will slip through.

Please be vigilant about emails that contain links and/or attachments and verify for authenticity before clicking. Remember, "one click can cost you".

Can You Get Coronavirus From a Package Shipped From China?

Are you worried about that up-coming delivery from Amazon or Ebay? According to the CDC's [FAQ page](#) "because of poor survivability of these coronaviruses on surfaces, there is likely very low risk of spread from products or packaging that are shipped over a period of days or weeks at ambient temperatures... Coronaviruses are generally thought to be spread most often by respiratory droplets. Currently there is no evidence to support transmission of 2019-nCoV associated with imported goods and there have not been any cases of 2019-nCoV in the United States associated with imported goods."

FOOD & BEVERAGE

As we near the end of the school year, our calendars are filling up fast! If you are in need of, or catering for an event, please fill out the [catering request form](#) at your earliest convenience. Space AND dates are limited. We look forward to hosting you!

PRODUCTIONS & RESERVATIONS

The Productions and Reservations teams are in the midst of a very heavy March with lots of narrow turnaround windows, so if you need staff/labour support please remember to give lots of notice! This week, Public Arts week takes over the UCC so be prepared for plenty of buskers and art displays, culminating in Fire Fest (March 11 in the Mustang Lounge, Wave, and Spoke - evening) as well as the Freestyle Arts Festival (March 13 in the Mustang Lounge - daytime).