

Good afternoon, USC!

Here are your updates for the week of August 24th- 28th

Important Updates:

As we head into September, please do a look through all of your documents, presentations, email signatures or anything that could possibly have a USC logo, and update it with the new [USC logo](#) :)

Share your Zoom Personal Meeting Room ID

To facilitate WFH meetings and allow better internal communication, we will be updating the Staff Phone Directory with everyone's Zoom information.

Visit <https://westernuniversity.zoom.us/> and login with your [@uwo.ca](#) account

Under Meetings, click on "Personal Meeting Room"
Click on "Copy Invitation"

The screenshot shows the Zoom web interface for a Personal Meeting Room. On the left is a navigation sidebar with options: Profile, Meetings (highlighted in blue), Webinars, Recordings, Settings, Account Profile, and Reports. Below these are links for 'Attend Live Training', 'Video Tutorials', and 'Knowledge Base'. The main content area has tabs for 'Upcoming Meetings', 'Previous Meetings', and 'Personal Meeting Room' (which is selected and underlined). A 'Start Meeting' button is in the top right. Below the tabs, the meeting details are displayed: Topic: 'Geoffrey Pimlatt's Personal Meeting Room'; Time: 'Add to' with buttons for 'Google Calendar', 'Outlook Calendar (.ics)', and 'Yahoo Calendar'; Meeting ID: '509 603 2371'; Security: 'x Passcode' and 'x Waiting Room'; Invite Link: 'https://westernuniversity.zoom.us/j/5096032371' with a 'Copy Invitation' button.

Paste this link in an email to Karen so it can be included on the Staff Phone List. An updated version of this list will soon be available in the Full Time Staff Resources shared drive.

You should also save this link so you can easily share it when responding to meeting requests.

Before you start sharing this, though, let's set some permissions to make the Meeting Room more secure.

Scroll down to the bottom of the page and click on "Edit this Meeting"

- Check "Enable Waiting Room"
- Set Audio to "Both"
- Uncheck "Enable join before host"
- Optionally, check "Mute participants upon entry"

Click the Save button.

[My Meetings](#) > [Edit "Geoffrey Pimlatt's Personal Meeting Room"](#)

Personal Meeting ID 509 603 2371 [Change](#)

Security Passcode Waiting Room


Video Host on off

Participant on off

Audio Telephone Computer Audio Both

Dial from Canada [Edit](#)

Meeting Options Enable join before host

Mute participants upon entry 

Only authenticated users can join

Breakout Room pre-assign

Record the meeting automatically on the local computer

Alternative Hosts

This will prevent your Zoom meetings from being hijacked by giving you control over who you allow to participate.

Departmental Updates:

PEOPLE AND DEVELOPMENT:

Health and Safety:

COVID-19 Information:

TOWN HALL

Please see the [Town Hall Recording](#) if you were not able to join us or would like to review any of the information that we reviewed.

USC INTERNAL STAFF CONTACT LIST

We are attempting to populate an internal staff phone list to be used only for USC full-time staff. Please let [Andrea](#) know if you have any concerns with your personal phone number being shared for business use. We will continue to use in-office extensions for those working in the office and encourage staff to update their greetings with contact information if they are working from home. Western has advised that staff not forward their work extensions to their personal home or cell phones as it will overwhelm their system. Please advise [Andrea](#) on or before September 1/20 if you have any issues with your personal phone number being shared amongst internal staff as we will send out the updated contact list internally in the next Internal Communication.

FINANCE

Office Supplies:

Employees working from home that require office supplies are asked to fill in a request form. The fillable form on the USC Hub can be completed and submitted to their manager for approval. Supplies can be sent directly to a home address.

<https://westernusc.forms-db.com/view.php?id=271262>

The supply list is based on a discounted contract price list with Monarch Basics and the checklist of items is based on regularly stocked items in the office supply cabinet. No minimum dollar amount is needed for Monarch Basics free delivery. Similar to the absence request form, managers will receive the list of supply items requested. Your manager will return an approval with a cc'd email to Karen.

Only manager approved orders will be sent to Monarch Basics.

When your manager replies to your request with approval, Karen will place the supply order. Monarch Basics will deliver to the address provided on the next business day. If employees have return items, please direct an email to Karen. She will assist with the return process. Monarch will pick up the returns and Karen will ensure credits are posted to the correct expense accounts. This may overlap a month pending the timing with Monarch.

The invoice is emailed to finance and will be matched to the manager authorization from the supply request form to charge the department account line. Credits for returned items will be done similarly. Because each invoice is linked to individual requests, this will also help assess the department office supply needs for future updates and orders.

PROMOTIONS PRINT PRODUCTIONS:

INFORMATION SYSTEMS:

The safety and wellbeing of USC staff is our most important consideration. While providing support, however, it may inevitably become necessary for us to be in your workspace or home to repair your office equipment, or remove the equipment so it can be repaired. Accordingly, we are implementing these procedures to minimize the risk of transmission of infection.

Pre-Support:

Before providing any direct desktop support, we will...

- wash hands thoroughly with soap and water at the closest sink, avoiding any direct touching of surfaces until we arrive at your desk / make use of alcohol based hand sanitizer when running water is not immediately available
- ensure you are comfortable with us in your workspace / home, or make alternate arrangements to receive the equipment
- practice physical distancing, as much as possible within the space available
- before touching any equipment either put on a clean pair of disposable gloves or wipe down your mouse, keyboard, and any other high touch surfaces using a fresh disposable sanitizing wipe
- wear PPE at all times while working on your equipment

Post-Support:

Before ending the support, we will...

- If gloves were not worn, wipe down all surfaces we have touched using a fresh disposable sanitizing wipe
- wash hands thoroughly with soap and water at the closest sink after returning your equipment / leaving your workspace

If you have any questions or concerns, please contact Geoff.

PRODUCTIONS & RESERVATIONS:

We are excited to announce that the boardroom is now going to be available for bookings through EMS. If you need same day bookings for the board room please contact Karen at: karen.savino@westernusc.ca. Karen will also be able to assist you with booking if you are experiencing any technological difficulties.