

Good afternoon, USC!

Here are your updates for the week of October 4th-8th

Important Information:

Lunchroom:

As more people return to work we know that there are some questions regarding the lunchroom. You can use the lunchroom to prepare your food, however you can not eat in the lunchroom as your mask must be worn at all times. Currently only one person can access the lunchroom at a time. Please make sure to clean up after preparing your food.

In order to keep the space tidy, our newly hired Executive Assistants will be tasked to throw away anything left in the fridge on Friday evenings that isn't in a package with a marked expiry date (salad dressings and items of that nature will remain until they expire). If you do not want your items thrown out, please make sure to bring them home with you on Friday.

RM340 Suite copier codes, please reach out to Karen Savino.

Discount Stickers: Please stop by Infosource to pick up your discount sticker for USC Operations for the 2021/2022 school year! Use the promo code **USCSTAFF21/22** to receive your 15% discount for online purchase at the Purple Store.

Space Cut Through: We are currently planning to welcome the CIA to our space on September 28th. They will be able to book out a desk in Room 315. Although I know many of us love to cut through 318 to PAD or to the hallway outside of 315 we will all need to refrain from using this to ensure we aren't walking directly beside students as they are working. With covid we are just trying to give everyone as much space as possible :) If you have questions about the CIA space don't hesitate to ask Val or Kate.

Executive Assistant: The Executive Assistants who will be covering the front desk of the 340 suite will start training next week, with full coverage beginning the week of October 4th. More information will come in regards to how they can best assist you, once training is complete.

Departmental Updates:



The Purple Store

Lululemon has arrived at The Purple Store!

We are excited to announce our newest partnership. Starting this week, we will be offering a clothing line exclusive to The Purple Store. Visit us [online](#) to check it out!

PEOPLE AND DEVELOPMENT:

Wellness Program:

Just a friendly reminder that if you would like access to a Headspace account you can enroll for free using this link! Headspace is a wonderful app that has guided meditation sessions, workouts, podcasts, and playlists created to help you focus while doing work!

<https://work.headspace.com/universitystudentscouncilofwesternuniversity/member-enroll>

EAP:

Please see attached to the IC e-mail the latest edition of the Family Services Thames Valley newsletter as well as a poster for a program that they are running virtually regarding effective parenting during a separation or divorce. To register, contact the Intake Department at 519-336-0120 Ext. 244. Please note that this is a different number from the one that you would call if you are looking for counselling at the local centre. That number is 1-844-720-1212.

FINANCE

There is currently no Main Office Reception. For those who require access to the Accounting Department please knock. This will alert the Accounting Staff (specifically Tanee) that you are entering and give her time to mask. Remember to check your USC mailboxes for incoming AP invoices. Also, please drop off your AP and AR details to the 340 suite mailbox.

Please reach out to the Finance team regarding deposits and payments. We will do our best to accommodate your financial needs in a timely manner. AP club cheques for pick up will be available at the Info Source.

INFORMATION SYSTEMS:

October is Cyber Security Awareness Month. Western contracted with Canadian security firm Terranova to offer free awareness training for all staff. To log-in, you will first be directed to Western's Single Sign-On service. Once you have entered your Western credentials and have been authenticated, you will be forwarded to the Terranova training platform...

<https://shibidp.uwo.ca/idp/profile/SAML2/Unsolicited/SSO?providerId=https://secure.terranovertime.com/portal/>

Some key suggestions around passwords:

- Long passwords are preferred over short complex ones. A combination of four or more random words (minimum of 15 characters in total) is more secure and easier to remember than an 8 character mix of letters, numbers and special characters. I.e. flyingmonkeyemeraldwitch is better than W1z@rd0z
- Use unique passwords for everything. Using the same password across multiple sites means that should one be compromised, a cyber criminal gets access to all of your accounts. Tying your random words to the site offers a good way to help jog your memory, but you can also consider using a password manager.

<https://www.getcybersafe.gc.ca/en/secure-your-accounts/password-managers>

PRODUCTIONS:

With the introduction of proof of vaccination requirements across many spaces, please remember that this will mean additional staffing is needed to cover events and space bookings. As we welcome CIAs back into the office, and with the increasing amount of interest in holding in-person events, please remind those who you may work with to plan events to be prepared to consider how to implement contact tracing, proof of vaccination, and capacity monitoring.

Additionally, as in-person events resume, please remember that it takes time to book staff to service events; requests for staffing should be made no later than one week prior to the date of the event (preferably two weeks so that we are not scheduling staff on short notice).

Conference Room bookings will now be subject to vaccination verification in accordance with provincial rules as we open up the possibility of external visitors to the space with CIA bookings allowed, so please remember your proof of vaccination and government ID if you are visiting a Conference Room.

INFOSOURCE:

Club Membership Registration: Students are able to register for clubs at InfoSource. They will need to present their student ID and will need to provide their uwo email address for registration. A confirmation email is sent to the student and lists which clubs they joined.

CIA Hot Desk: Last week we started the check-in and check-out process for card access for the CIA and it has been smooth. CIA can book a space through EMS Web or at InfoSource to book a hot desk.

Curbside Pick-up: We now have a new system for curbside pickup for merchandise and prizes. A curbside pickup request form will be available on the USC staff hub. If you have items that will be dropped off at InfoSource, please fill out this request and we will send you a document template to fill out. This will ensure that we have the information required when students pick up their items or prizes and can document what is being picked up.

Courier and deliveries: For deliveries to InfoSource, use Room 173 UCC Atrium in your address. Karen will notify you when packages arrive.

If you have any questions, please feel free to email us at infosource@westernusc.ca.

RESERVATIONS & BUILDING SERVICES:

UCC will be open 24 hours starting August 30th.

SwipedOn: Now that everyone is returning to the building, please remember to sign into SwipedOn when you arrive and update with messages as you move through the day ie - gone for lunch, in a meeting, unavailable. You have the option of creating a customized message such as "Text me on my cell - 519-661-4444". This is an important step to help Karen at InfoSource to be able to see at a glance on the SwipedOn Dashboard what your status is at any time. Visitors who sign in on the Main Office iPad will receive these messages as well. We are effectively replacing the physical sign in/out board with a virtual one.

Conference Rooms & EMSWeb: We are limiting the booking of conference rooms to USC Internal only for at least the month of September. We ask that you reserve them through EMSweb. Here is the link <http://129.100.145.115/emswebapp/> Your username is the first part of your westernusc.ca email and your password is set to your extension. Feel free to reset your password once you have logged on.