

**Good afternoon, USC!**

**Here are your updates for the week of November 1st-5th**

**Important Information:**

**Lunch Room:** With capacity restrictions lifting in Ontario, we are now able to lift our capacity limit of one person at a time in the lunchroom. We will still ask that staff don't use the lunchroom as a place to eat unmasked and sit but there will be no further capacity limits required to use the lunchroom, appliances or grabbing a coffee. As always, please ensure you are masked when you are indoors and using communal spaces.

**International Travel:** With travel restrictions lifting, I know many staff members are considering international travel. Please make sure you consider checking into travel bans or advisories when travelling outside of the country. The USC provides medical insurance for out of province and out of country travel, please see more information in the [USC Staff Benefit Booklet](#) on page 28. Please consider looking into travel interruption and cancellation insurance when travelling outside of the province and country as the USC's medical travel insurance does not provide coverage for quarantining or other COVID related travel interruptions. The USC will be providing more information in the coming weeks regarding procedures around international travel.

**Purple Lanyards:** A new purple lanyard has arrived to differentiate full time staff from members of the CIA team. This will help our EA at the front desk know whether or not you are required to use the IPad to swipe in. In addition, you will receive an email on how these lanyards can make the process of utilizing our conference rooms even easier. Please make sure to switch to the new lanyards once you have received it.

**Office Supplies:** All office supplies (including computer paper and toner) can be received through the Executive Assistant at the front desk. Please do not go into Finance for the key to the supply cupboard. The EA will track and inform Karen of any items that may need to be restocked. Please continue to contact Karen directly if you have specific supplies that you wish to order.

**No Executive Assistants:** The EAs were given fall reading week off, in order to recharge before finals. If you have any guests coming into the office, please notify them that they will need to check in through SwipedOn. Coffee will likely not be available until 10am this week, so please plan accordingly.

## Departmental Updates:

### 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>

### FINANCE

Remember to CHECK your USC mailbox (340 Suite) for incoming AP invoices. Also, please drop off your AP and AR details in the same (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. OCTOBER 2021 AP invoices and EOD detail to be submitted, ASAP.

...and the dreaded "B" word ..... **BUDGET** ... yes, budget season is rapidly approaching ... more info in the upcoming weeks .....

### INFORMATION SYSTEMS:

**Guest wifi Accounts.** Western recently made changes to their wifi network to allow any registered staff member to create temporary access to UWO wifi for guests on campus. If you are bringing someone into the UCC and they need wifi, you can now pretty easily get them set...

1. Go to the Sponsor sign In page:  
[https://clearpass.wireless.uwo.ca/quest/quest\\_users.php](https://clearpass.wireless.uwo.ca/quest/quest_users.php)
2. Login with your Western user ID and password
3. Select 'Create Account' on the top left.
4. Under 'Guest's Name' Enter the name of the guest.
5. Under 'Email Address' Enter the email address of the guest. This needs to be a valid email address.
6. Under 'Auto Email' Select to send them a 'Visitor account receipt' email containing a username and password.
7. Under 'Account Activation' Enter the date and time the account will be activated. Leave this blank if you want the account activated now.
8. Under 'Expires After' Select the amount of time the account will have wireless access for. The default is four hours with a maximum of 12.
9. Accept the 'Terms of Use' and then select 'Create'

10. The guest will then receive a 'Visitor account receipt' email from [guest-sponsor@uwo.ca](mailto:guest-sponsor@uwo.ca) with a password and wifi login instructions.

### **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 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).

Please remember your purple lanyard when using the conference rooms so that our staff do not have to ask for vaccination verification.

### **INFOSOURCE:**

**Poppy Boxes:** Poppy boxes will be on display at USC services and some UCC tenants until November 11. Please let Karen know if you run out of poppies for the duration of the poppy box run.

**Reflection Space:** Students are able to book a spot in the reflection space, Room 249 (Purple Store's former office). They must show their vaccination passport and government ID. They are able to book space for any duration but are limited to five spots and individual booking only.

**Cheque pickup:** Karen will review cheques that haven't been picked up and notify the department to let them know which recipients need a second reminder.

InfoSource hours during Fall Break are Monday to Friday, 9 am to 4 pm.

If you have any questions, please feel free to email us at [infosource@westernusc.ca](mailto: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.