

Good afternoon, USC!

Here are your updates for the week of November 15th-19th

Important Information:

Holiday Closure: The USC will be closed as of December 10th, 2021!! Enjoy this extra time off :)

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.

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.

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.

..Budget documents have now been distributed to relevant staff.

COMMUNICATIONS

If you missed getting your new headshot taken on October 28, please email creative@westernusc.ca to schedule a time with our photographer, Kurt. We're asking all staff to get an updated headshot, even those who already have an existing one!

INFORMATION SYSTEMS:

Windows 11. The new Microsoft OS has been available on compatible computers as a free update for a month now, with relatively few reported issues. If, like me, you have been holding off waiting for the major bugs to be squashed, we are getting closer with the Nov 10th "Patch Tuesday" release. We likely will not be installing on eligible office computers until late this year or early next, but if you are feeling adventurous and want to try on your home computer, the update can be found under the normal Settings > Update & Security menu. No fear if you are not ready -- Windows 10 will be supported until Oct 14th, 2025.

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:

The InfoSource will remain open until December 21st on reduced hours - Monday to Friday 9 a.m. to 4 p.m.

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.

Curbside Pickup: There are still items from September for curbside pickup. Karen will update the pick-up lists and share it with you in case you need to notify individuals that have to pick up items.

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

RESERVATIONS & BUILDING SERVICES:

UCC Building Closure: The UCC will be closing and locked as of 7 p.m. on December 2nd and reopening as of 6:30 p.m. Sunday, January 2nd. Please see your senior manager if you need access during that time and they can arrange for access through Sue.

Conference Rooms: As the USC is closing up for the December break, the Conference Rooms will be unavailable after December 10th.

Mustang East Lounge and West Lounge Study Area: Study tables will be added to the Mustang West Lounge for December 10th. The West and East Lounges will remain open until 7 p.m. on December 21st.