

## SIIT- Extended Closure to June 1<sup>st</sup>, 2020

In accordance with recommendations from the Province of Saskatchewan and SIIT's Board of Governors, **all of SIIT's facilities will remain closed to the public until June 1<sup>st</sup>, 2020.**

### **Information for Students**

**Program Completion-** There will be no classroom delivery of programs between now and June 1<sup>st</sup>, 2020. We are making every effort to ensure that you are able to complete your program on or before your scheduled completion date. Your instructor will be available by phone or email to discuss the status and plan for your program.

**Student Services-** Student counsellors and learning specialists are still available to work with you remotely. If you are unsure of who to contact, please email [supportservices@siit.ca](mailto:supportservices@siit.ca) and someone will reach out to you.

**Awards-** Selections for SIIT Awards will continue into the first week of April. If you are selected to receive a scholarship or bursary, we will contact you by April 15, 2020 to determine your current address and banking information. For electronic payments we will need either a void cheque or a pre-authorized deposit form, which can usually be obtained through online or mobile banking apps. If you are not able to provide the account information, we will mail a cheque to you.

**Convocation-** Our Convocation Ceremony originally scheduled for June 2020 **has been postponed** and will be rescheduled for a later date.

### **Career Centre Services**

Career Centres at all locations will be closed to the public until further notice. Career Centres will continue to provide services to both job seekers and employers by telephone and online – please contact your local Career Centre to be referred to a Job Coach and stay tuned to your local Career Centre Facebook page for updates.

### **Information for Staff**

**Facilities Update-** Though SIIT's various locations across the province will remain closed, preventive maintenance and ongoing monitoring will occur at our facilities. This will ensure our physical assets are protected and maintained in an operational state. Prior to June 1<sup>st</sup>, Staff must receive clearance from their supervisor and Vice President prior to entering any SIIT site.

If you have essential personal items or training/teaching items that you need to pick up from your office/campus please do so by 6 p.m Friday, April 3<sup>rd</sup>. Any employee entering the worksite must practice social distancing, (max 10 people in a room) remaining 6 feet apart from others, must not bring along family or friends, and must not enter if they are feeling ill. Please ensure that all doors are properly closed and locked upon your exit. The health and safety of our staff is top priority, so if you do not need to gather any items, please do not come in.

Also note that due to closure, parking spot rental fees will not be charged beginning April 15<sup>th</sup> 2020.

**Human Resources Update-** Staff will continue to work from home until June 1<sup>st</sup>, 2020 and will continue to receive direction from their immediate supervisor regarding work-from-home expectations. Travel is not allowed. Events and in person meetings should be cancelled/ rescheduled until further notice.

Staff should resume tracking and reporting of work hours as of April 6, 2020 on your regular attendance spreadsheet.

Please continue to utilize our Employee & Family Assistance Program if you are experiencing stress or anxiety at 1-800-663-1142 or [www.homeweb.ca](http://www.homeweb.ca). Homewood Health will continue to offer online counselling services and a large amount of online resources for SIIT staff.

**Finance Update-** The Finance team are working remotely and are available during business hours by email and Skype. Payroll is processing in accordance with the scheduled pay days.

Accounts Payable- Items for payment should be sent to [accountspayable@siit.ca](mailto:accountspayable@siit.ca). AP will be sending out contracts and invoices to managers by email, and we ask that you provide your approval by return email including the supplier name and amount being approved. Contracts and invoices are being processed daily, with cheque runs being done weekly and electronic EFT payment batches twice a week or as needed.

**IT Update-** IT has been working hard to ensure a smooth transition to working from home. Please follow these guidelines to ensure the fastest possible service.

Regular requests- Please send an email to [itsupport@siit.ca](mailto:itsupport@siit.ca). Staff have been responding to most requests within 15 minutes. (*Regular requests include VPN connection issues, password change assistance, help with accessing Skype or Zoom, requesting access to a directory folder, etc.*)

Urgent Issues- (*i.e. "Help...I am hosting a Zoom meeting with an external stakeholder and lost my connection!"*) Please send a Skype message to one of the IT team (Kevin Caisse, Ruby Delorme, Rae Fraser, Carey Pillar).

Cybersecurity- Please continue to confirm unexpected emails from colleagues before clicking on attachments or links, do not click on links asking you to change your password, and forward any suspicious emails to [phishing@siit.ca](mailto:phishing@siit.ca). If you haven't yet completed SIIT's required cybersecurity online training, please do so.

#### **Further Updates:**

We appreciate your hard work during these challenging times and applaud your resilience. It is impressive how quickly our staff and students have adapted to the realities of social distancing and working from home. We thank you for doing your part to flatten the COVID-19 curve.

In partnership with the FSIN, the Saskatchewan Health Authority, the Government of Saskatchewan, and other post-secondary institutions, SIIT will continue to mitigate risk and determine next steps. The health and safety of our staff and students remains our greatest priority. We look forward to our expected return date of June 1<sup>st</sup>, 2020. If the opportunity presents, we may return to regular operations at an earlier date.

Urgent inquiries can be directed to Lorian Kennedy, Director of Strategic Initiatives at 1-877-282-5622. Messages will be reviewed daily. Regular operational updates will be available to the public on SIIT's Facebook page.

**Riel Bellegarde**  
**President & CEO**  
**Saskatchewan Indian Institute of Technologies**