

# Operational Continuity

## March 17, 2020

Dear Faculty, Staff & Students,

We continue to monitor the development of the COVID-19 pandemic and work in partnership with various centralized offices at the University on a coordinated response for our faculty, staff and students.

The DLSPH has developed an operational continuity plan to ensure our academic and business activities continue while reducing the risk of transmission. We are observing social distancing guidelines and moving towards telecommuting where operationally possible. Below we have outlined some key areas of operation within DLSPH so you are informed of who you may reach out to for support and/or clarification.

### **DLSPH Advancement**

For the week of March 16-20, 2020, DLSPH Advancement will have a staff person in daily and will then transition to remote operations such that any inquiries should be made to the DLSPH Director of Advancement at [annette.paul@utoronto.ca](mailto:annette.paul@utoronto.ca).

### **DLSPH Communications**

DLSPH Communications has transitioned to remote operations. For all matters related to the website, social media, newsletter etc., please contact: [communications.dlsph@utoronto.ca](mailto:communications.dlsph@utoronto.ca).

Joint Centre for Bioethics Communications has transitioned to remote operations. For all matters related to the website, social media, newsletter etc., please contact: [laurie.bulchak@utoronto.ca](mailto:laurie.bulchak@utoronto.ca).

### **Dean's Office**

The Dean's Office has transitioned to remote operations Mavic Galicia can direct your request according via [dean.dlsph@utoronto.ca](mailto:dean.dlsph@utoronto.ca).

### **DLSPH Divisional Administrative Support**

Divisional Admin Support is transitioning to remote operations. Please note the relevant contacts below:

- Biostatistics Division: [biostat.dlsph@utoronto.ca](mailto:biostat.dlsph@utoronto.ca)
- Clinical Public Health Division: [cph.dlsph@utoronto.ca](mailto:cph.dlsph@utoronto.ca)
- Epidemiology Division: [epi.dlsph@utoronto.ca](mailto:epi.dlsph@utoronto.ca)
- Joint Centre for Bioethics : [jcb.ea@utoronto.ca](mailto:jcb.ea@utoronto.ca)
- Occupational & Environmental Health Division: [oe.dlsph@utoronto.ca](mailto:oe.dlsph@utoronto.ca)
- Social & Behavioural Health Sciences Division: [sbhs.dlsph@utoronto.ca](mailto:sbhs.dlsph@utoronto.ca)

### **DLSPH HR/Finance**

The staff within the DLSPH HR/Finance office will continue to operate with minimal staff onsite and on a rotational basis at present, with the premise of shifting to remote operations. Please note: during this time, the University is accepting email signatures

and scanned copies/pictures of receipts, with the original signature and receipts to be collected at a later time. During this time, you may contact the following staff:

Madeline Salazar ([finance.dlsph@utoronto.ca](mailto:finance.dlsph@utoronto.ca))

- Expense reimbursements
- Invoices / Accounts payables
- Expense reimbursement policies
- Deposits (cheques)

Airie Santiago ([aidarita.santiago@utoronto.ca](mailto:aidarita.santiago@utoronto.ca) OR [timesheet.dlsph@utoronto.ca](mailto:timesheet.dlsph@utoronto.ca))

- Questions regarding
  - o Casual Hires
  - o Post-Doc Hires
  - o Sessional Hires
- Casual Timesheet submissions – please submit to: [timesheet.dlsph@utoronto.ca](mailto:timesheet.dlsph@utoronto.ca)
- Research Grant queries (awarded & administered at UofT)

Pierre Lee ([pierre.lee@utoronto.ca](mailto:pierre.lee@utoronto.ca))

- Questions regarding
  - o Appointed Staff
  - o Status only and Adjunct faculty appointments
- Service Contracts
- Policies and Processes

Robin Hurst ([robin.hurst@utoronto.ca](mailto:robin.hurst@utoronto.ca))

- Paid Academic Appointments
- DLSPH Operations

**Public Health Sciences Graduate Office**

Final Oral Exams (FOE)	Ellen Sokoloff	<a href="mailto:e.sokoloff@utoronto.ca">e.sokoloff@utoronto.ca</a>
Registration, Fees, Funding Package	Ellen Sokoloff	<a href="mailto:e.sokoloff@utoronto.ca">e.sokoloff@utoronto.ca</a>
Fall 2020 Admissions	Ellen Sokoloff	<a href="mailto:e.sokoloff@utoronto.ca">e.sokoloff@utoronto.ca</a>
Winter 2020 Course Evaluations	Alanna McKnight	<a href="mailto:alanna.mcknight@utoronto.ca">alanna.mcknight@utoronto.ca</a>
Winter 2020 Grade Submission	Scarlett Leung	<a href="mailto:scarlett.leung@utoronto.ca">scarlett.leung@utoronto.ca</a> ;
Awards (OGS, Bursaries, School Prizes)	Ellen Sokoloff	<a href="mailto:e.sokoloff@utoronto.ca">e.sokoloff@utoronto.ca</a>
Teaching Assistant inquiries	Whitney McKnight	<a href="mailto:ta.info.dlsph@utoronto.ca">ta.info.dlsph@utoronto.ca</a>
Summer 2020 Timetable and Course Enrolment	Scarlett Leung	<a href="mailto:scarlett.leung@utoronto.ca">scarlett.leung@utoronto.ca</a>
June Convocation	Alanna McKnight	<a href="mailto:alanna.mcknight@utoronto.ca">alanna.mcknight@utoronto.ca</a>
General inquiries	Graduate Office staff	<a href="mailto:grad.dlsph@utoronto.ca">grad.dlsph@utoronto.ca</a>

### **DLSPH IT Office**

For on-line course delivery, via Blackboard Collaborate or Zoom, please contact: [obadiah.george@utoronto.ca](mailto:obadiah.george@utoronto.ca).

For user log-in issues, UofT VPN inquiries, remote desktop connections, access to shared drives, listserv queries, one drive support, user management for generic emails, etc., please contact [it.dlsph@utoronto.ca](mailto:it.dlsph@utoronto.ca).

### **DLSPH Research Office**

The DLSPH Office of Research has transitioned to remote operations and are available to help the DLSPH community with their ongoing research needs. Please reach out to us with questions. We ask for advance notice of deadlines in order to manage priorities.

- Lee Vernich, Post-grant management and general enquiries - [lee.vernich@utoronto.ca](mailto:lee.vernich@utoronto.ca)
- Caroline Godbout, Pre-grant application review and questions - [caroline.godbout@utoronto.ca](mailto:caroline.godbout@utoronto.ca)
- France Gagnon, Associate Dean – Research - [france.gagnon@utoronto.ca](mailto:france.gagnon@utoronto.ca)

**Lastly, please ensure that if you have been issued a fob and/or key(s) to the HSB or Gage Building that you keep these with you at all times to ensure you can gain access to the relevant building(s) as needed.**

All updates will be posted to the DLSPH website here: <http://www.dlsph.utoronto.ca/live-updates-on-covid-19-from-dlsph/>.

Best regards,

Adalsteinn Brown  
Professor and Dean  
Dalla Lana School of Public Health

Robin Hurst  
Chief Administrative Officer  
Dalla Lana School of Public Health