

TO: Students on a Winter 2020 Work Term

March 20, 2020

Dear Co-op Students,

You are receiving this email because you are currently completing a co-op work term.

As the situation with respect to COVID-19 continues to evolve rapidly, we are communicating with employers, students, other UBC Co-op Programs, and CEWIL, our national co-op organization to determine the best course of action going forward, and how to best serve our students.

I have been in touch with all students currently on a work term, and have information from most of you regarding your current working situation. If anything changes about your work, or you receive any new information from your employer regarding your work status, please update co-op staff ASAP (kin.coop@ubc.ca or Leah or Simone directly)

Should there be any changes in your ability to work at your co-op job due to a workplace shut down, reduced work hours, or your own illness as a result of COVID-19, please be assured you will receive credit for the current work term even if your working hours do not meet the minimum 420 hours for a work term. We are hopeful that should your work hours slow down or stop, it would only be for a short time, and that you will be able to resume your job as usual when it is safe and appropriate to do so. **Please note you are still responsible for all academic requirements for your work term including submitting 5 learning objectives on Symplicity, submitting your work term report on Canvas, and completing your final Self Evaluation on Symplicity.**

We are also investigating the eligibility of co-op students to apply for Employment Insurance (EI) should you be laid off for any period of time. It has been difficult to get information about EI at this tumultuous time, but we will continue to investigate and provide you with updates.

As a reminder, the Co-op Office is currently closed, however staff are working remotely and can be reached via email. Should you require a meeting, we can connect over the phone or via a teleconference platform such as Skype.

Keep in mind there is more to health than just handwashing and social distancing during this challenging time. Below are some mental health resources to assist you:

- UBC Counselling Services information (including phone appointments and details on Empower Me, a service with a 24/7 helpline and online information centre): <https://students.ubc.ca/health/counselling-services>
- Canadian Mental Health Association, Managing Stress and Anxiety: <https://cmhakelowna.com/coronavirus-managing-stress-anxiety/>
- Foundry BC, Tips for When the News Stresses You Out: <https://foundrybc.ca/stories/tips-for-when-the-news-stresses-you-out/>
- Centers for Disease Control and Prevention, Manage Anxiety & Stress: <https://www.cdc.gov/coronavirus/2019-ncov/prepare/managing-stress-anxiety.html>

If you have any questions or concerns, please do not hesitate to contact Leah or myself.

Simone

TO: Students who have a confirmed Summer 2020 Work Term

March 20, 2020

Dear Co-op Students,

You are receiving this email because you have been hired for a summer co-op job.

Though the situation with COVID-19 changes rapidly and causes uncertainty, we are remaining in touch with our employers to monitor their status and how their current summer hires may be impacted by public health measures such as closing organizations to the public and social distancing.

Since we do not know how long the current health issue with COVID-19 will last, or how this might affect the business of employers, we are investigating a variety of flexible options for the summer work term where necessary. This may mean a later work start date, working remotely where possible, or fewer hours per week, while still providing co-op credit for a full work term. If your work is affected by ongoing health concerns, we will do everything we can to negotiate an alternate approach to your work term with your employer, however there is a possibility that your employer may rescind your offer or postpone your offer to a later work term because of a lack of work or funding. We will continue to update you as more information comes available about your particular employer and co-op job.

As with any upcoming work term, we advise you to register for summer classes if you would plan to take classes in the event you don't get a job this summer. If your position moves forward as planned, you can drop your classes at a later date so we can register you for your co-op course.

As a reminder, the Co-op Office is currently closed, however staff are working remotely and can be reached via email (kin.coop@ubc.ca or Leah or Simone directly). Should you require a meeting, we can connect over the phone or via a teleconference platform such as Skype.

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- Centers for Disease Control and Prevention, Manage Anxiety & Stress:
<https://www.cdc.gov/coronavirus/2019-ncov/prepare/managing-stress-anxiety.html>

If you have any questions or concerns, or if you have heard of any changes from your future employer, please do not hesitate to contact Leah or myself.

Simone

TO: Students Seeking Work for the Summer 2020 Work Term

March 20, 2020

Dear Co-op Students,

You are receiving this email because you are currently seeking a summer co-op job.

Though the situation with COVID-19 changes rapidly and causes uncertainty, **we encourage you to continue to apply for jobs**. We will continue to post jobs, accept applications, and arrange interviews (by phone or teleconference platform) for positions that are hiring, although we expect we may see a slow down in postings and interviewing over the next few weeks. **If you are invited for an in-person interview and do not feel comfortable attending based on your own health or the health of someone you live with, please don't hesitate to ask for a virtual interview**. Your health and the health of your loved ones is of primary importance.

We remain in touch with our employers to monitor their status and how their hiring process may be impacted by public health measures such as closing organizations to the public and social distancing. At this point, some employers are transitioning to virtual interviews and continuing with their process. Other employers are pausing their hiring process while they transition to remote work and determine how this situation will impact their business. Unfortunately there are also a few employers who are no longer able to hire for summer due to the current circumstances. We will continue to update the Job Status field on Symplicity job postings with the existing statuses as well as 2 new ones: **Hiring Process Paused** and **Didn't Hire - Unexpected Circumstance**.

Since we do not know how long the current health issue with COVID-19 will last, or how this might affect the business of employers, we are investigating a variety of flexible options for the summer work term. This may mean a later work start date, working remotely where possible, or fewer hours per week, while still providing co-op credit for a full work term. We will continue to update you as more information comes available.

As with any upcoming work term, we advise you to register for summer classes if you would plan to take classes in the event you don't get a job this summer. If you get a job as planned, you can drop your classes at a later date so we can register you for your co-op course.

As a reminder, the Co-op Office is currently closed, however staff are working remotely and can be reached via email (kin.coop@ubc.ca or Leah or Simone directly). Should you require a meeting, we can connect over the phone or via a teleconference platform such as Skype.

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- Centers for Disease Control and Prevention, Manage Anxiety & Stress:
<https://www.cdc.gov/coronavirus/2019-ncov/prepare/managing-stress-anxiety.html>

If you have any questions or concerns, or if your seeking status has changed, please do not hesitate to contact Leah or myself.

Simone