

March 22, 2020

To: Students Participating in a Winter Term Co-op or Internship

Subject: Winter Term COVID-19 Update

Hello Winter 2020 Co-op & Internship Students,

I wanted to follow-up on my communication of March 13 and I hope you are doing well.

Please know our entire team is here to support you and will continue to be available to assist you as we are all working remotely off campus during this unprecedented time.

Since my email, many of you have connected with your Co-op Advisors to let them know that your work-term is proceeding and you feel safe to continue doing so, has been converted to remote work from home, is on hold for a few weeks or ended early. We are tracking all of these changes and ask that you continue to keep us updated. It's important you keep us informed, so we're better able to help and support you.

Your well-being, health and safety is our priority. We ask you comply with the advice being issued by public health officials regarding COVID-19. In most cases this means you should not be going into the workplace and you should be practicing social distancing. If you are unable to find a solution with your employer that enables to you follow public health official advice, you should inform your employer and your Co-op Advisor immediately.

We want you to be safe and **you will not be penalized academically should you decide to stay home** from your work-term. Your Co-op Advisor may try to negotiate alternate work arrangements such as remote work (from home or elsewhere) with your employer. We will also support you in negotiating an early end to your work-term if that is your decision.

While each student and employer situation will be different, our intent is to support you and identify solutions for your work-term even if it has been shortened as a result of COVID-19.

We are all operating in a rapidly changing environment and recognize that difficult decisions are being made. We appreciate that you have been communicating with us and continue to be patient while we all work out the best way to move forward together. Our co-op team is here to help you.

Stay safe and take care!

Cory