Residence Guidebook
COVID-19 Updates

(Appendix B of your Residence Agreement)

Updated June 23, 2020

Please note: You are responsible for knowing all policies, regulations, and guidelines outlined in this guidebook. St. Paul’s University College reserves the right to modify or change these policies at any time.

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1. **COVID-19 Response**

Due to the ongoing COVID-19 pandemic St. Paul’s University College is taking measures based on recommendations provided by local public health units to ensure the safety of our students, staff, and community members.

At the time of writing, the federal Government of Canada and the provincial Government of Ontario have implemented physical distancing measures and other mandated lockdown procedures. The ongoing nature of the situation and the potential for strengthening or loosening of government orders has led the College to adapting a flexible approach to our policies and procedures.

The policies and procedures laid out in this version of the Residence Guidebook are intended to take into account the current restrictions and outline potential changes that might occur based on the loosening or strengthening of lockdown and physical distancing measures. It may not account for situations and may be amended regularly. The College commits to informing students of any significant changes to the policies and procedures outlined further.

This version of the Residence Guidebook will be in effect until public health units have indicated the threat of COVID-19 is no longer a concern.

Each area of the Residence Guidebook that has been amended will include [COVID-19] in the header to provide an easy way for readers to find affected policies. The affected policy will be in bold for ease of reference.

If you would like to discuss any of the policies or details regarding the College’s decisions, please contact Steve Prentice, Director of Student Life.

2. **COVID-19 Policies**

To promote the safety of our community we have implemented several specific policies that will be in place to some degree during the COVID-19 pandemic:

- All students arriving from outside of Canada will be required to self-isolate for 14 days. If possible, this self-isolation may occur in the residence but it is the responsibility of the student to arrange housing during this time.
- Students who have symptoms or have been exposed to or contract COVID-19 will be required to self-isolate for 14 days. If possible, this self-isolation may occur in the residence and if not, the College will provide assistance in securing appropriate accommodations.
- Students must register all guests into the building regardless of the length of stay. The College may limit the number of guests allowed throughout the building at any one time.
- Students are encouraged to wear masks and practice physical distancing when not on their floors.
- Common rooms and areas may be temporarily closed throughout the year, without warning, based on the recommendations of public health.
- In the event that the number of COVID-19 cases exceeds the College’s capability of running, the College will close the residence and students will be asked to return home.
- The College may cancel activities and events or limit the number of participants based on the recommendations of public health.
- Watson’s Eatery may reduce or limit the hours or scope of operations throughout the year based on the recommendations of public health.
- Unsanctioned events and activities that violate any physical distancing measures will result in fines and/or penalties.
3. **GREETINGS FROM THE PRINCIPAL**

Welcome, and thank you for choosing to be part the St. Paul’s community!

As U of W students, you have joined one of the most innovative and dynamic universities anywhere on the planet. It’s also a pretty large university. St. Paul’s will offer you the warmth, support and sense of belonging that are typically found in smaller communities. I am also new here, just like you. Yet I’ve already seen enough of St. Paul’s to I know that our faculty and staff are fine people who will do everything possible to support you and to make your experience here both memorable and successful.

St. Paul’s is home to two special institutions. One is the Waterloo Indigenous Student Center, which provides academic and cultural support to UW’s Indigenous students and also helps the rest of us to better understand Indigenous culture and issues. The other is GreenHouse, a nationally-recognized social enterprise incubator that helps students develop to develop ventures and innovations that will further social or environmental progress. I hope you will make time to visit both of these institutions to see what you might learn from them.

I myself spent three of my four undergraduate years in residence. While my classes were very interesting, it was in residence that I really had fun and forged friendships that have lasted a lifetime. I encourage you to be an active member of our community and take full advantage of all that St. Paul’s has to offer. You won’t regret it!

Best wishes,

Richard Myers, PhD
Principal
St. Paul’s University College
4. **WELCOME TO ST. PAUL’S RESIDENCE!**

Students living at St. Paul’s are among the best and brightest the University of Waterloo has to offer. They form a caring community that strives for academic excellence and personal growth and development. Living in residence is one of the most incredible experiences you can ever have. You will have the opportunity to meet new people and make new friends, try out different activities, and attend a wide range of events.

The Residence Life Team, Living-Learning Communities, and various St. Paul’s student led groups, will be your guides throughout the year. They will be planning activities and events, hosting workshops, providing information about resources on campus, and letting you know how you can get involved with them. We encourage you to get involved here and connect with as many main campus resources as possible.

While having fun is certainly a high priority, it is important to remember that you are here to succeed in your program of choice. St. Paul’s students are held to high standards and we have high expectations of the fantastic individuals in the community. The Residence Guidebook introduces you to living in residence life and lays out policies and procedures you are expected to know as a resident. Please take some time to read through it and ask questions if you are unsure of what something means.

We look forward to getting to know you better throughout the year!

Sincerely,

Steve Prentice
Director of Student Life
St. Paul’s University College
5. **QUICK RESOURCES**

5.1 Your room/contact info/address

ROOM # _____
190 Westmount Rd. N
Waterloo, On
N2L 3G5

5.2 Important Numbers and Contacts

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>St. Paul’s University College</td>
<td>519-885-1460</td>
</tr>
<tr>
<td>St. Paul’s Emergency/After Hours Number</td>
<td>519-591-8994</td>
</tr>
<tr>
<td>Campus Police (On campus)</td>
<td>519-888-4567 ext. 22222 OR 519-888-4911</td>
</tr>
<tr>
<td>Emergency Services</td>
<td>911</td>
</tr>
</tbody>
</table>

5.3

5.4 Important Dates *accurate at time of writing*

**Fall 2020**
- Fall Move In: September 4
- Classes Start: September 8
- Thanksgiving Day (University Closed): October 12
- Study Days (University Open – no classes): October 13 – 16
- Lectures End: December 7
- Exams Begin: December 9
- Exams End: December 23
- Residence Shut Down: December 24 – January 3

**Winter 2021**
- Winter Move In: January 4
- Classes Start: January 5
- Family Day (University Closed): February 15
- Study Days (University Open – no classes): February 16 – 19
- Good Friday (University Closed): April 2
- Lectures End: April 6
- Exams Begin: April 9
- Exams End: April 24
- Residence Shut Down: April 25 – May 1

**Spring 2021**
- Spring Move In: May 2
- Classes Start: May 3
- Victoria Day (University Closed): May 24
- Canada Day Observance (University Closed): July 2
- Lectures End: July 28
- Civic Holiday (University Closed): August 2
- Exams Begin: August 3
- Exams End: August 16
- Residence Shut Down: August 17
5.5 10 Important College Rules for Living in Community

1. Respect Quiet Hours and the needs of those around you.
2. Smoking (including vaping) must be in the designated smoking area.
3. Legal and respectful use of alcohol and cannabis.
4. Cannabis is not permitted anywhere on the University of Waterloo campus.
5. No sports in the hallways.
6. No sleeping in Common Areas.
7. Dishes stay in Watson’s.
8. No bare feet outside of the residence wings.
9. Illegal substances will not be tolerated.
10. Vandalism, theft, and violence towards others will result in eviction.

Make sure to review all of the policies outlined in the Guidebook before you arrive.

5.6 Campus Map

https://uwaterloo.ca/map/?basemap=D#map=16/43.4690/-80.5405

6. ABOUT ST. PAUL’S

6.1 Affiliation with University of Waterloo

St. Paul’s is a not-for-profit institution that exists to serve the University of Waterloo community. At St. Paul’s, we support Waterloo and its students by:

- Teaching and providing support for Waterloo courses, including the International Development Program, a Minor in Human Rights, and the Canadian and Indigenous Studies program;
- Providing residence to Waterloo students of all faculties, including La Bastille (the French floor), the Environment Living-Learning Community, the Indigenous Residence Community and the Women in Engineering Living-Learning Community;
- Providing modern, on-campus Apartments and Suites for Waterloo graduate students and their families;
- Offering the Waterloo Indigenous Student Centre for the University of Waterloo and its students;
- Providing GreenHouse, a unique live-in community that mentors students to implement projects they are passionate about.

6.2 Mission

St. Paul’s mission is to research and teach the knowledge, skills and values needed to address complex local and global development issues.

6.3 Core Values

We believe that:

- Scholarship, responsible service and a spirit of innovation are necessary to preserve the world for future generations;
- Education is enhanced by learning in a community of students, faculty and staff; and
- Diversity of perspectives, culture, and faith traditions is essential to a contemporary education.
7. **RESIDENCE LIFE**

7.1 **Residence Life Team Roles**

7.1.1 *Director, Student Life*

**Steve Prentice**
Residence life is under the leadership of the Director of Student Life, who works with the Residence Life Coordinator (RLC) and Dons. Functioning as a team, they keep the residence running smoothly and in the best interests of all students. The Director holds authority and responsibility for all aspects of residence life, including admission and dismissal of students.

7.1.2 *Residence Life Coordinator*

**Elizabeth Fletcher**
The Residence Life Coordinator (RLC) is an employee of the College, chosen for their commitment to working with the students and the ability to deal effectively with a multitude of situations. The RLC’s responsibilities are:
- To encourage the students’ personal development within the community of St. Paul's as a whole.
- To ensure that the quality of residential life at the College is maintained and that an atmosphere conducive to study and personal growth is provided.
- To offer supervision, counsel, and support to residents and Dons.
- To support the Director in making decisions affecting residence life.

7.1.3 *Dons*

**St. Paul's Don Team**
Dons are senior undergraduate students who are part-time employees appointed by the College and exercise legitimate authority on behalf of the College. Their responsibilities are:
- To build community on their assigned floors through intentional programming, connecting, and relationship building.
- To exercise due authority in order to preserve the best interests of individuals and the floor as a whole.
- To act as resource persons for students in the residence, especially when students feel the need of more assistance than they can obtain from fellow students and friends.
- To interpret residence policies.
- To deal with emergencies. Dons are trained and equipped to handle minor injuries and illness. They must be notified even in cases where an ill or injured student seems able to cope.
- To maintain security and access. The Don-on-Duty assists students and guests who have misplaced their keys, regulates access to recreational and other areas, etc.
7.1.4 Peer Leaders

St. Paul’s Peer Leader Team

Peer Leaders are upper year students who provide guidance for first year students in one of the St. Paul’s Living-Learning Communities. St. Paul’s is home to three Living-Learning Communities, all of which have unique Peer Leaders. Peer Leaders are responsible for:

- Providing 1-1 support for students in their Living-Learning Community.
- Running events and activities that are directly related to the theme of the Living-Learning Community.

7.2 Activity Council Executive and Student Led Teams

The Activity Council Executives (ACE) is a voluntary student organization that is formed each year by the resident students to responsibly use and manage the Activity Council fee to run college wide events, support extra-curricular involvement, and build a sense of community throughout the community. ACE members often represent the student body on key initiatives. ACE is established in September of each year, generally through a nomination and election process.

ACE, along with other members of the Residence Life Team, often oversees the support of other student groups and teams at St. Paul’s such as the St. Paul’s Green Team and the Inter-College Council.

7.3 St. Paul’s Student Union

All St. Paul’s residents are provided a membership to the St. Paul’s Student Union as part of their residence fees. The Student Union holds elections each March to determine its executive members for the following year. The Student Union represents the interest of all St. Paul’s students at all levels of College administration and leadership.

7.4 Campus Liaison Officer

St. Paul’s participates in the Waterloo Campus Police Liaison Program that helps integrate the services of the Campus Police into the St. Paul’s community life. An officer has been assigned to St. Paul’s and encouraged to participate in our community. The officer is available to answer questions, provide information and share knowledge. St. Paul’s Waterloo Campus Liaison officer is Dan Legault.

7.5 Student Refugee Support Program

Each year St. Paul’s supports a refugee student living at the College for their first and second year of studies at Waterloo. St. Paul’s undergraduate residents have the opportunity to contribute towards this support through the voluntary $25 refugee levy added to their residence fees. St. Paul’s was the first residence on campus to partner with the Waterloo Student Refugee Program (SRP), part of the World University Service of Canada (WUSC). WUSC has been successfully enabling refugee students from all over the world to continue their education in Canada. Support of a student refugee is one way St. Paul’s works towards fulfilling our vision to shape a just and humane world. For more information visit wusc.ca.
7.6 Faculty of Environment Living-Learning Community (ENV LLC)

University of Waterloo’s Living-Learning Community for first-year students in the Faculty of Environment is located at St. Paul’s. The Living-Learning Communities are small groups of students from the same faculty that live together in the same residence. Living-Learning events encourage students and professors to interact outside of the classroom. The Peer Leaders run fun activities with academic focus to help you be successful in your courses.

7.7 Women in Engineering Living-Learning Community (WiE LLC)

The Women in Engineering Living-Learning Community is a program is a unique program that supports female identified engineering students in their first year at the University of Waterloo. Students in the WiE LLC live in clusters throughout the residence and are supported by Peer Leaders. The WiE LLC creates a strong sense of belonging for students who may feel underrepresented in their program or Faculty.

7.8 La Bastille French Language and Culture Floor

Students on La Bastille represent students from all over the world who want to maintain aspects of their French culture or improve or maintain their French language skills. Activities and events are organized for the floor and students are encouraged to speak French when they are on the floor.

7.9 GreenHouse Social Innovation Community

GreenHouse is a student community living at St. Paul’s working on creating ventures that seek to solve problems in the local and global community. For information about GreenHouse and their students visit https://uwaterloo.ca/stpauls/greenhouse.

7.10 Indigenous Residence Community

The Indigenous Residence Community works with the Waterloo Indigenous Student Society to provide support for indigenous identified first year students. Students live in close proximity with one another, are invited to activities and events, and have an upper year Peer Leader who meets with them on a regular basis.

8. FACILITIES & SERVICES

8.1 Alumni Hall [COVID-19]

Alumni Hall is a multi-purpose room that serves as a large meeting space, classroom, and special event venue. Alumni Hall is available for quiet study at all times unless booked. Students are welcome to use the piano in Alumni Hall if it is not being used for study or for a booked event. A maximum capacity will be displayed on the exterior of the room to indicate how many students may use the space based on physical distancing recommendations.
8.2 East Wing Kitchen [COVID-19]

Adjacent to the laundry room on the first floor of our East Wing is a small kitchenette area with a sink, microwave and wall oven. Students who wish to use the kitchen facilities must bring their own cooking or baking supplies and utensils. Please keep the area clean so that all students can enjoy the facility. The kitchen may be temporarily shut down based on the recommendations of public health.

8.3 Edward Jackman Reading Room [COVID-19]

This room on the main floor near the Indigenous mural is available for quiet reading. It is named for the Rev. Ed Jackman, whose generous donation made the room possible. Quality literature is available for students to borrow. A maximum capacity will be displayed on the exterior of the room to indicate how many students may use the space based on physical distancing recommendations.

8.4 Elevator

St. Paul's has an elevator to connect the main floors to the East Wing and the Green Wing. Students with restricted mobility should use the lift instead of the stairs for safety. The West Wing does not have elevator access.

8.5 Games Area [COVID-19]

The games area in the Watson’s Student Centre provides games equipment such as board games, pool, ping pong, and foosball. This equipment is provided for students by the Activity Council. Please report missing or damaged equipment using a Maintenance Request Form and submit this to the Student & Guest Services Centre. A maximum capacity will be displayed on the exterior of the room to indicate how many students may use the space based on physical distancing recommendations.

8.6 Green Wing Kitchenettes [COVID-19]

Each residence floor on the Green Wing has a kitchenette with sink, microwaves, and induction stove tops for student use. All residents have access to all kitchenettes. Pots and pans for the induction burners are provided by the College. Students wishing to use the kitchenettes must bring their own utensils and cooking supplies. Students are responsible for cleaning up after themselves. Dishes and other belongings left unattended will be removed. Please be mindful of the adjacent residence rooms and keep noise to a reasonable level. The Kitchenettes should not be used after quiet hours. Cooking equipment will not be provided during the COVID-19 pandemic due to the difficulties of ensuring safety and proper cleaning.

8.6.1 Allergies

Due to the nature of living in a residence community, the College cannot guarantee that any area of the College will be free from allergens, including residence rooms. Any common cooking area has the risk of exposure to allergens. If you have a serious allergy please speak with the Dons and the other students on your floor to alert them of your allergy. If you know someone on the floor has an allergy please be mindful when you are preparing food and clean up appropriately.
8.7 GreenHouse Incubation Space [COVID-19]

Students have access to the GreenHouse Incubation Space, located adjacent to the Watson’s Multipurpose Room. This area can only be accessed with a key fob and may be restricted for GreenHouse activity periodically. All students may access the GreenHouse area during their designated open times. **A maximum capacity will be displayed on the exterior of the room to indicate how many students may use the space based on physical distancing recommendations.**

8.8 Internet – ResNet

St. Paul’s provides wireless internet to all common areas and residence rooms and all dorm rooms at St. Paul’s are wired for internet. Internet is supplied through ResNet, a self-setup internet program provided by the University of Waterloo. The guidelines, along with detailed information on ResNet is available at [http://uwaterloo.ca/housing/technology/internet/equipment-setup](http://uwaterloo.ca/housing/technology/internet/equipment-setup)

A ResNet package, including a description of the connection process, is provided when you move in. Note: The use of ResNet is governed by the current user policy of uWaterloo not St. Paul’s University College. If you have a problem with the ResNet in your room email [spresnet@uwaterloo.ca](mailto:spresnet@uwaterloo.ca).

Waterloo and St. Paul’s University College reserve the right to terminate an internet connection without notice as a result of misuse. Reinstatement of the connection is at the discretion of St. Paul’s.

8.8.1 Routers

Routers are not allowed in the residence as they disrupt the wireless internet throughout the building. This can cause the internet to become slow or unresponsive for other residents. Students who have a router active will be asked to remove it. Ongoing use of a router will result in penalties.

8.9 Laundry [COVID-19]

A commercial laundry room is located in the East Wing of the residence. The laundry machines are activated using loadable laundry cards. Laundry cards can be loaded at the card dispenser in the laundry room. Purchasing loadable credit is a final sale and no refunds will be given for balances remaining on the card. Report any machine breakdown or malfunction using a Maintenance Request form. **A maximum capacity will be displayed on the exterior of the room to indicate how many students may use the space based on physical distancing recommendations. Students may be required to schedule use of the laundry facilities.**

8.10 Mail / Packages / Deliveries [COVID-19]

Mail and packages and large items will be kept in the Student & Guest Services and you will be notified by email if you have mail or packages to be picked up.

St. Paul’s accepts mail/packages/deliveries during business hours for the convenience of students. However, St. Paul’s is not responsible for lost or stolen mail/packages/deliveries, even if St. Paul’s has signed for them.

St. Paul’s will mail letters on your behalf, however, Canada Post mailboxes are located at the Student Life Centre, as well as Westmount Rd N & Longfellow Drive (across from Conrad Grebel).

St. Paul’s will only hold mail after a student leaves if a written request is submitted before leaving and then only for two weeks. It is the responsibility of the student to make necessary arrangements for proper...
forwarding of all mail.

8.11 Photocopier

A public photocopier is located near the student mailboxes. The copier accepts WATCARD payment only. The machine does not accept overheads and does not do double sided or colour copies.

8.12 Recycling

St. Paul's has a comprehensive recycling system. There are blue bags in each residence room for cans, bottles, boxes, and paper. When the blue bag in your room is full please take the recyclables to the recycling depot located in the garbage enclosure in the parking lot.

8.12.1 E-waste

Disposable batteries, rechargeable batteries, cellphones, computers, monitors, printers, printer cartridges and compact fluorescent light bulbs can be dropped off at Student & Guest Services for recycling. Please use these facilities and stay alert to opportunities to reduce waste.

8.13 Room 118 [COVID-19]

Room 118 is a multi-purpose room used for meetings, events, classes, playing instruments, and student study. There is a piano in the room that students are welcome to play. This room may be booked periodically. A maximum capacity will be displayed on the exterior of the room to indicate how many students may use the space based on physical distancing recommendations.

8.14 Staff Rooms

The Staff Kitchen (STP 224) is for exclusive use for St. Paul's staff and faculty.

8.15 Student & Guest Services [COVID-19]

The Student & Guest Services team is ready to assist you and answer your questions. The Centre is open from 8:30 a.m. to 4:30 p.m. Hours may be adjusted based on physical distancing recommendations.

8.16 TV Room [COVID-19]

The TV Room is available 24 hours a day for watching television and videos. Please enjoy the TV Room at an appropriate volume level, and close the doors if disrupting others. All TV Room functions can be controlled using the touch screen wall panel. Sleeping overnight in the TV Room is not permitted. A maximum capacity will be displayed on the exterior of the room to indicate how many students may use the space based on physical distancing recommendations.

8.17 Waterloo Indigenous Student Centre

The Waterloo Indigenous Student Centre is located at St. Paul's. The Centre is a space dedicated to Indigenous education for University of Waterloo students, faculty and staff. The Centre provides culturally relevant information, facilitates the sharing of Indigenous knowledge, and provides support services for all members of the University of Waterloo’s community including Indigenous and non-Indigenous students.
staff, and faculty. Students are welcome.

8.18 Watson’s Multipurpose Room [COVID-19]

Adjacent to Watson’s Eatery is the Multipurpose Room, used as a lounge and event space for all students. Furniture may be moved throughout the space but must not block exists or pathways. The College has the right to move furniture back to its original space or to new space as it sees fit.

There are three study rooms that are free to use for individual or group study. A maximum capacity will be displayed on the exterior of the room to indicate how many students may use the space based on physical distancing recommendations.

8.19 Waterloo Shuttle Service [COVID-19]

The On Campus Shuttle runs out of Waterloo Police & Parking Services from 7 p.m. till 2 a.m. daily. The Shuttle will pick up students, staff and faculty on campus and take them to other locals on campus at no cost. The On Campus Shuttle stops at all bus stops around ring road.

The Off Campus Shuttle runs out of Turn Key Desk in the Student Life Centre. Students go to the TurnKey Desk and sign up in advance for rides that leave on the hour between 7 p.m. and 1 a.m. This service is provided 7 days a week and you are required to show your WatCard. The Turnkey Desk can be contacted at 519-888-4434.

The shuttle may not run during the COVID-19 pandemic due to the campus closure. Please check with the Turn Key Desk before accessing this service.

8.20 Watson’s Student Centre [COVID-19]

This community hub contains Watson’s Eatery, the St. Paul’s cafeteria, the Games Room and the TV Room. Watson’s is named for Bill Watson & Jeanne Elgie-Watson, generous benefactors of the College.

Events may be held in the Watson’s Student Centre provided the event organizer receives permission from the College. A maximum capacity will be displayed on the exterior of the room to indicate how many students may use the space based on physical distancing recommendations.

9. CONTACTS & DIRECTIONS

9.1 Useful Contacts

9.1.1 In Case of Emergency:

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire &amp; Ambulance</td>
<td>911</td>
</tr>
<tr>
<td>Waterloo Police/Security</td>
<td>519-885-4911 or 519-888-4567, ext. 22222</td>
</tr>
<tr>
<td>Poison Control Centre</td>
<td>1-800-268-9017</td>
</tr>
</tbody>
</table>

9.1.2 For Information & Appointments:

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waterloo Health Services</td>
<td>519-888-4567, ext. 33544</td>
</tr>
<tr>
<td>K-W Health Centre Crisis Team</td>
<td>519-742-3611</td>
</tr>
<tr>
<td>Grand River Hospital</td>
<td>519-749-4220</td>
</tr>
</tbody>
</table>
9.1.3 General Information:

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>St. Paul’s University College</td>
<td>519-885-1460</td>
</tr>
<tr>
<td>St. Paul’s Automated Attendant</td>
<td>519-772-8700</td>
</tr>
<tr>
<td>University of Waterloo</td>
<td>519-888-4567</td>
</tr>
<tr>
<td>Waterloo Ombudsperson</td>
<td>ext. 32402</td>
</tr>
<tr>
<td>Waterloo Counselling Services</td>
<td>ext. 32655</td>
</tr>
<tr>
<td>Waterloo Sexual Harassment Office</td>
<td>ext. 33541</td>
</tr>
<tr>
<td>Waterloo 24/7 Turn-key Desk</td>
<td>ext. 84434</td>
</tr>
</tbody>
</table>

9.2 Directions to St. Paul’s From 401 Hwy

- Hwy 8 West to Hwy 7 East
- Hwy 7 East becomes 85 North
- exit University Avenue West
- Pass University of Waterloo
- Right on Westmount Road North
- Take first driveway on Right
- Proceed left to St. Paul’s University College
- 190 Westmount Road North

10. FEES

Student & Guest Services Centre is open to receive payments during office hours. You are responsible for the following:

- Residence fees including meal plan
- Activity Council fee
- Voluntary Levy (Refugee Student Support)
- Super Single washroom cleaning fee if selected

These fees are included in the Residence Agreement you signed.

10.1 Payment of Fees

The balance of your fees owing to St. Paul’s and the non-refundable deposit for either the Fall, Winter or Spring term must be paid on the due dates stated on your Residence Agreement. If you have any questions concerning the payment of your fees, please contact the Student & Guest Services Centre. If payment has not been received in full by the due date set out in your Residence Agreement, your outstanding account will be charged a late fee by the College at the rate of 1.5% per month levied on any outstanding fee balances paid after the due date and at the beginning of each new month they remain outstanding. Students who fail to pay their residence fees by the date outlined on their respective Residence Agreement will have their Quest accounts placed on hold with the Registrar’s office preventing course registration, grade viewing and graduation until fees are paid. Students will be charged a fee for cheques returned to St. Paul’s identified as NSF (Non-Sufficient Funds).
10.2 Non-Refundable Deposit

The residence fee deposit(s) is non-refundable once received.

10.3 Non-Refundable Residence Fees

The total fee balance set out in the Residence Agreement is not refundable and becomes payable upon delivery of an executed copy of the Residence Agreement. In other words, once a Resident Agreement is signed a student is agreeing to pay the fee balance amount(s) even if he/she does not move in, or moves out, or vacates the dormitory room prior to the end of the semester/term, or does not return for the second of two terms. The College, at its discretion, may grant an exception in the case of a student who must academically or medically withdraw from the University of Waterloo

11. FOOD SERVICE [COVID-19]

Based on physical guidelines recommendations, Watson’s Eatery may:

- Reduce or limit the hours of operation throughout the year based on the recommendations of public health.
- Modify how food is served to students, particularly to limit self-serve stations.
- Limit the number of students allowed to enter the serving area.
- Require take out or pick up options.
- Prohibit access to the serving area if students are not following physical distancing procedures.

11.1 General Information

Convenient food service, including resident meal plan service, is provided at Watson’s Eatery in the Watson’s Student Centre at St. Paul’s University College.

11.2 Meal Periods

<table>
<thead>
<tr>
<th>Weekdays</th>
<th>Hot Breakfast</th>
<th>7:30 a.m. – 10:30 a.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>Continental Breakfast</td>
<td>7:30 a.m. – 11:30 a.m.</td>
</tr>
<tr>
<td>Lunch</td>
<td>Hot Entree</td>
<td>11:30 a.m. – 1:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>Culinary Table</td>
<td>11:30 a.m. – 2:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>Fresh Grille</td>
<td>11:30 a.m. – 4:00 p.m.</td>
</tr>
<tr>
<td>Dinner</td>
<td>Hot Entree</td>
<td>4:00 p.m. – 6:30 p.m.</td>
</tr>
<tr>
<td></td>
<td>Culinary Table</td>
<td>4:00 p.m. – 6:30 p.m.</td>
</tr>
<tr>
<td></td>
<td>Fresh Grille</td>
<td>4:00 p.m. – 7:00 p.m.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Weekends &amp; Holidays</th>
<th>Continental Breakfast</th>
<th>8:30 a.m. – 11:00 a.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>Hot Entree</td>
<td>11:00 a.m. – 2:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>Fresh Grille</td>
<td>2:00 p.m. – 4:05 p.m.</td>
</tr>
<tr>
<td>Brunch</td>
<td>Hot Entree</td>
<td>11:00 a.m. – 2:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>Fresh Grille</td>
<td>2:00 p.m. – 4:05 p.m.</td>
</tr>
<tr>
<td>Dinner</td>
<td>Hot Entree</td>
<td>4:00 p.m. – 6:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>Culinary Table</td>
<td>4:00 p.m. – 6:00 p.m.</td>
</tr>
<tr>
<td>Time</td>
<td>Location</td>
<td></td>
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<td>-------------------</td>
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<td></td>
</tr>
<tr>
<td>4:00 p.m. – 6:00 p.m.</td>
<td>Fresh Grille</td>
<td></td>
</tr>
</tbody>
</table>

**Spring**

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 a.m. – 10:30 a.m.</td>
<td>Continental Breakfast</td>
</tr>
<tr>
<td>11:30 a.m. – 1:30 p.m.</td>
<td>Lunch</td>
</tr>
<tr>
<td>11:30 a.m. – 4:00 p.m.</td>
<td>Fresh Grille</td>
</tr>
<tr>
<td>4:00 p.m. – 6:00 p.m.</td>
<td>Dinner</td>
</tr>
<tr>
<td>11:30 a.m. – 6:00 p.m.</td>
<td>Culinary Table</td>
</tr>
<tr>
<td>4:00 p.m. – 6:00 p.m.</td>
<td>Fresh Grille</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Weekends &amp; Holidays</td>
<td>Closed</td>
</tr>
</tbody>
</table>

**11.3 The Meal Plan**

- Full Meal Plan card holders are entitled to 5 swipes per day;
- Unused swipes expire at the end of each day, they do not carry forward, and are non-transferable;
- Your assigned meal card is required to obtain all meal plan services, no exceptions. Replacement cards can be purchased from the Student & Guest Services Centre for $10.

**How It Works**

- Your meal card will be scanned every time that you acquire any food or beverage product;
- 1 Meal Swipe = 1 main entrée/food product plus a beverage, side dish and dessert;
- The meal card is only usable by the registered card holder and is non-transferable. Violation of this is theft and will be treated accordingly;
- Food acquired through the meal plan must be consumed in Watson’s Student Centre, and can only leave Watson’s Student Centre if authorized.

**Extras**

- Retail items are not included in the meal plan and can be purchased at the cash register;
- Vending machines are available 24/7;

**11.4 Pack Lunches & Late Dinners**

Pack lunches and late dinners are provided when a resident submits a Pack Lunch or Late Dinner Request Form by 2:00 p.m. for the next day. If you order a pack lunch or late dinner, that counts as one swipe. When your pack lunch or dinner is prepared, 1 swipe will be deducted. The Late Dinner and Pack Lunch fridge is located beside the tray return racks. Do not take any meals out of that fridge unless you have ordered one as this is theft from your fellow residents.

**11.5 Special Dietary Needs**

Special dietary requirements may be catered to by the food service staff, although food preparation according to religious prescription or medical requirements cannot be guaranteed. Please speak to the Chef Manager to complete a Food Accommodations Agreement.

**11.6 Dishes & Cutlery**

The removal of dishes or cutlery from the Watson’s Student Centre is not permitted.
11.7 Guest Meals

Guests are more than welcome to come and purchase a meal at any time. Visitors who are not on a St. Paul's meal plan must pay for meals, and residents cannot get food from the dining room for guests, they must purchase their food. Guests pay at the till using cash, debit or credit. Meals taken by residents for guests on their meal plan will be considered theft and treated accordingly. Guests can also purchase a retail food meal plan and the details can be found on our website at: https://uwaterloo.ca/stpauls/food-services/food/meal-plans

12. GUIDELINES & POLICIES

12.1 General Expectations [COVID-19]

The ideal of the St. Paul's community is that students act maturely, interact sensibly, do not engage in misconduct, and make a meaningful contribution to the life of the College. Students are expected to treat each other, and other members of the community, with dignity and respect. Proper decorum pertains to both language and action, at the College, on-campus and at St. Paul's functions that are held off-campus. In any residential community, rules and regulations are needed to ensure the efficient operation of the residence and the maximum enjoyment and satisfaction of all members. As a close-knit community, rules and regulations and policies and guidelines at St. Paul's are expected to be upheld by all residents. Where necessary, violations of St. Paul's rules, regulations, and/or policies are enforced with fines, discipline, and expulsion.

It is expected that students will support all physical distancing measures outlined by the College or set out by the governments of Ontario or Canada. Failure to follow physical distancing measures may result in refusal of service, fines, or other penalties.

12.2 Student Issues & Discipline

Any matter concerning residence life that needs reconciliation must be dealt with in the following manner:
1. Discuss the issue with the person you are in tension with;
2. Discuss the issue with your Don;
3. If the Don cannot assist you, they will seek additional support from the Residence Life Coordinator;
4. If the Residence Life Coordinator cannot assist you, they will seek the support of the Director of Student Life.

If discipline is necessary, it is up to the discretion of the Director of Student Life to fine a student, or in an extreme case, to expel the student from the College. In the latter case, the student must leave the College immediately, surrendering all keys to the Residence Life Team staff. The expelled student must still fulfill their contracted obligation to pay residence fees until the contract expires.

12.3 Sanctions

Sanctions are outcomes that can occur if a student is found to be in violation of St. Paul's policies and guidelines. The sanction is determined by the Residence Life Coordinator or Director of Student Life based on the unique circumstances of the incident. Sanctions can include, but are not limited to, the following:
- Monetary fine;
- Written assignment;
- Community Service;
12.4 Fines

Fines are one type of sanction that may be issued for inappropriate behaviour of any student who does not abide by the policies and guidelines of St. Paul's University College. Fines must be paid directly to Student & Guest Services Centre according to the terms stipulated by the Director of Student Life. Students who fail to pay their fines will have their Quest accounts placed on a hold with the Registrar’s Office preventing course registration, grade viewing and graduation until fees are paid. Any student who repeatedly receives fines will be placed on a Behaviour Contract.

12.5 Behaviour Contract

In cases of repeated behavior issues or circumstances deemed to be extreme, the Director may enact a Behaviour Contract with the student. A Behaviour Contract outlines the expected behavior adjustments required to remain in residence. Failure to sign the contract or abide by the terms of a Behaviour Contract will lead to expulsion from residence without refund.

12.6 Expulsion from residence

In cases of extreme risk to the safety and wellbeing of the community, or upon breaching the terms of a Behaviour Contract, a student may be expelled from the residence. The student forfeits any payments to the College and must hand in all keys immediately, or at another time agreed to by the Director.

12.7 Appeals

An appeal can be made regarding the outcome of student issues or discipline. Appeals can be made if there is a procedural irregularity or new information is presented. The first appeal must be to the individual who made the decision. Further appeals can be submitted to the Director of Student Life. Appeals regarding decisions made by the Director may be made to the Principal. The Principal's decision will be final on all matters. During the appeal process the original decision shall stand and the student is expected to uphold the details of that decision.

12.8 Keys

Upon arrival you will receive a key fob for entry into the building and residence floors. You may also receive a room key, mailbox key, a meal card and a loadable laundry card. If you lose your keys or cards you will be charged for a replacement as outlined in your contract. Keys may not be duplicated or lent to another person.

12.9 Roommates

All residents at St. Paul’s with double rooms will be paired with a student of the same gender. Students have the opportunity to select their preferred roommate on the Personal Information Form. Both students must name each other as the preferred roommate. Please note that roommate requests are not guaranteed.

St. Paul's has the right to move a student to a different room if they are of the same contract type. This typically occurs if a student’s roommate is in a co-op stream and vacates their room after the first term of
their contract. This may also occur if the student’s roommate withdraws or is dismissed from their contract, or the room a student is occupying becomes inaccessible due to damage, health concerns, etc.

12.10 Student Room Information

The rooms are allocated by the Director of Student Life before the beginning of the term. The College reserves the right to change your room assignment between terms, or at any time during your stay.

12.10.1 Move In [COVID-19]

You may move into your room at the day and time outlined on your Residence Agreement.

The College may require students to move in during scheduled times to limit the number of students moving in at one time. Move In may be scheduled over multiple days to ensure that surfaces can be cleaned regularly between students moving in. Students may be required to register any guests assisting with Move In. The number of guests may be limited by the College.

12.10.2 Move Out & Extension Requests

You must vacate your room within 24 hours of completing your final examinations, within 24 hours of your last class if you don’t have an exam, or by 10:00 am on the day the residence closes each term, whichever is sooner.

In most cases, students returning to residence the following term may be allowed to store their belongings at the College.

Under special circumstances, students may request a move-out extension by a published deadline. Permission to do so requires completion of a request form by a specified deadline and College approval. Extension requests are granted at the sole discretion of the College and are not guaranteed. Should a move-out extension be granted, you will be required to move-out by 10:00am on the date agreed upon.

12.10.3 Beds

You are provided with a mattress and cover. A pillow, a blanket, and a bedspread sheets and pillowcases are your responsibility. The construction of bunk beds is not permitted without the authorization of the College. No cinder blocks or bricks are allowed to prop up beds. You may bring a bed role for support but may not bring a mattress as they are often contributors of pests.

12.10.4 Furniture

Your room is furnished by the College and includes the necessary furniture for your residence stay. Couches violate fire safety rules, and are not permitted. Note: There must be a 2 foot clearance all around the centre dresser unit in double rooms. Furniture must not be removed from the rooms or from the central areas of the College (i.e. lounges, and common rooms). Damaged items are charged to the resident.

12.10.5 Room Decoration and Care

You are expected to leave your room as you found it with all items belonging to the College in the room. All personal items must be removed. No de-/re-construction or disassembly of any item in the room is allowed. You may decorate your room as you please, as long as you do not cause any damage or display
anything deemed offensive. Use reusable adhesive to hang posters (see poster policy). Packing tape, duct tape, glue, screws, nails, and similar fastening devices may not be used. Residents will be charged for the repair costs for damage done to walls, ceilings, floors and furniture.

12.10.6 Temperature in Dorm Rooms

Every room is individually temperature controlled.

The heating in the double rooms is provided by a combination of the building’s energy efficient boiler and the PTAC (Packaged Terminal Air Conditioner) unit located in each room. The room temperature is controlled by the wall thermostat located just inside the door.

If you are in a single room and have a PTAC unit installed please be conscious of how long it is on for and the temperature that it is set at. 23 degrees is a comfortable level. Please do not open your window if the PTAC unit is running.

The Super Single Rooms are heated and cooled through a high efficiency heating and cooling system that is controlled by the thermostat in each room.

12.10.7 Food

Any food kept in a room must be stored in covered containers.

12.10.8 Electrical Appliances

Rooms are designed only for reasonable levels of energy consumption. Hair dryers, razors, stereos, etc. present no problem if used separately. The laundry room on the east wing is fitted with heavy-duty wiring. You may plug kettles or small appliances into these outlets. Please do not leave these items unattended.

The College does not permit:
- Portable heaters,
- Hot plates, pressure cookers, rice cookers, and other similar cooking devices,
- Washing machines.

The list of prohibited appliances is at the discretion of the College. The purpose of prohibiting items is to ensure safety of the community and to avoid unnecessary energy consumption.

12.10.9 Refrigerators

You may bring your own refrigerator into a room only if it does not exceed the maximum size of 5 cubic feet. Small refrigerators are available for rent at St. Paul’s on a term by term basis. Contact St. Paul’s Student & Guest Services for details.

Refrigerators must be kept clean and removed at the end of your contract. Limit of one fridge per room.

12.10.10 Pets

Pets are welcome to visit but are not allowed to stay in the residence rooms overnight, with the exception of support animals that have been registered with the College. Pets are the responsibility of the resident hosting them. Pets are only welcome as long as the community feels comfortable with them. If any resident, staff, or guest of the College feels threatened or demonstrates a reasonable concern (such as allergies or phobia) the pet will be not be allowed to enter the residence.
All support animals must be identified to the Director of Student Life.

12.10.11 Bed Bugs & Pests

Should a case of bedbugs or other pests be confirmed, no refund or reduction of residence fees will occur and residents will not be relocated due to the increased risk of spreading the pest. Pest eradication can be a lengthy process and it may take repeated actions to treat the issue.

12.11 Insurance

Residents are responsible for carrying insurance against loss of personal possessions. St. Paul’s is not liable for theft or damage of personal belongings.

12.12 Guests [COVID-19]

A student is allowed to have an overnight guest. If a student has a roommate, they may only have a guest if the roommate consents. The right of the roommate who does not wish to host a guest supersedes that of the student who would like to invite a guest. A non-resident guest may occupy a student's room overnight by meeting the following conditions:

- The student host is present at all times,
- has consent of the roommate,
- and completes an Overnight Guest Form (available from a Don, or at Student & Guest Services) and submits it to the Don of the floor before the arrival of the guest.

The host takes full responsibility for the guest and his/her behavior and actions. The guest is subject to all College policies. Guests are not permitted during Orientation Week or the exam periods. St. Paul’s reserves the right to ask that guest to leave anytime during their stay.

There may only be two guests per room, regardless of which roommate completes the Overnight Guest Form.

**Guests will be required to register with the College before entering. The College may limit the number of guests allowed in the residence at any one time.**

12.13 Subletting and Additional Occupants

Subletting of rooms is not permitted and a violation of the residence contract.

Additional occupants of a room are not permitted. Guests found to be occupying a room for extended periods of time will be asked to leave.

Cohabitation of rooms is not permitted, nor is room switching regardless of roommate consent.

12.14 Maintenance & Entry of Rooms

If you need repairs to your room, fill out a Maintenance Request Form and return it to Student & Guest Services Centre, which will facilitate the work and follow up on it in a timely manner. Your Residence Agreement requires you to maintain a clean room and a safe room. Authorized personnel are allowed to enter a student’s room when they believe that emergency conditions or a threat to the health and safety of individuals exist. The maintenance staff has the right to enter all student rooms to make repairs or perform preventative maintenance.
12.15 Early Move-in Request

St. Paul’s does not permit moving in any earlier than the date and time outlined on your Residence Agreement. The College cannot have residents move in early as Residence staff are not present, and scheduled maintenance and housekeeping functions are being performed to ensure a warm welcome.

St. Paul’s may allow early move in for students participating in university sanctioned programs such as early Orientation activities and Varsity sports. To be eligible for an early move in you must be registered with that program and arrange move in details with the College in advance of your arrival. The College reserves the right to accept or deny the request at its discretion.

Should you require housing prior to your move-in date St. Paul’s has hotel rooms on-site that you can rent on a nightly basis, subject to availability. For more information, please see our website at: https://uwaterloo.ca/stpauls/guest-rooms-conferences/guest-rooms

12.16 Check-out Procedure

When leaving at the end of the term, you must have your room inspected by a College designate as well as hand in your keys. In the final month of each term, you will have a scheduled unit inspection. The College is not responsible for articles left between terms. If a room is left in unacceptable condition, an additional surcharge will be levied to the student(s) for cleaning, disposal, replacement or repairs.

12.17 End of Term Procedure

Each St. Paul’s student has signed a contract that requires them to move out on the earlier of: (i) within 24 hours after their last exam; (ii) within 24 hours of your last class if you do not have final exams; or (iii) by 10:00 am on the day the residence closes each term. The Residence Life Team will be overseeing the move out of all students. Any student who does not vacate within the aforementioned period will be fined $100 for each day they remain in residence.

Each student will have a mandatory unit inspection scheduled for them before they leave. You will find a checklist posted on your floor of what is required for you to complete before your scheduled inspection. Upon successful completion of your inspection you are free to leave for the term.

12.18 Student Status

All contracted Residents must be registered in a program approved by St. Paul’s with a minimum part-time status or co-op status.

12.19 Being Environmentally Responsible [COVID-19]

Please make it a foremost priority to turn off all lights in areas or rooms that are not in use. Even if you plan to leave an area for only a short while, turn off the lights. The only exception is in areas where security must be of first importance.

Heat and cold air are provided through the energy efficient boiler and cooling systems. Each unit has individual temperature control options. For details on the different systems please see 10.10.4 or request to speak with the St. Paul’s Facility Team.

When showering, consider having a shorter shower to conserve water. The average shower length should be 5 minutes. You might want to shower in the evening to help preserve the hot water since many people will be showering in the morning which is also when Watson’s is using a large amount of water for...
food preparation.

We are still committed to our goal of environmental responsibility but we regret that due to the current situation we may need to increase the number of single-use products used to ensure student safety.

12.20 Dress Code [COVID-19]

It is not permitted to enter the public areas of St. Paul’s without shoes or appropriate dress. Bare feet and bare chests are not permitted in public areas.

Students may be asked to wear masks when in certain common areas or attending events.

12.21 Washrooms [COVID-19]

The West Wing has Male & Female gender designated washrooms provided on each residence floor. Each washroom is cleaned daily (Mon-Fri) and provided exclusively for the gender specified at the washroom entrance. Students may select the gender they identify with; however, they must use that washroom for the entirety of their residence stay.

The East Wing has gender-neutral washrooms available for students. East Wing washrooms are separated into individual units containing a shower, sink and toilet.

Rooms in the Green Wing have ensuite washrooms provided. All washrooms with ensuite washrooms are cleaned on a regular basis by maintenance staff to ensure that they meet the necessary hygiene standards.

Co-ed showering or bathing is not permitted in any washroom.

The College has committed to providing 1 washroom for every 4 students. Students on floors with shared washroom facilities will be assigned a specific toilet, shower, and sink to use.

12.22 Poster Policy

All posters, decorations and wall coverings that residents attach to the walls of their assigned residence room must be affixed by using the non-marking putty product. Use of scotch tape, duct tape, binding tape, glue, nails, screws, nails, tacks and other adhesives is prohibited. Damage to walls, doors, windows, flooring, ceilings, or furniture caused by the Resident or his/her permitted guests/invitees will be repaired by St. Paul’s at the Resident’s sole cost and expense. A package of the putty product will be in your room when you arrive. Additional non marking putty can be purchased from stationary and department stores.

12.23 Noise Level

Quiet hours are 11:00 pm. to 8:00 a.m. during the week (weekdays and Sundays) and 1:15 a.m. to 8:00 a.m. on the weekends (Fridays and Saturdays). Students are required to use earphones for music in order to be respectful of others. Musical instruments are welcome at St. Paul’s, please keep in mind that you are expected to exercise consideration and courtesy in selecting volume levels, hours of practice, etc. Be considerate, by keeping the noise level at a minimum. Note the special exam period circumstances outlined in the “End of Term Procedures” section.

12.23.1 Exam Quiet Hours

During the exam period quiet hours are in place. It is expected that the residence floors become a quiet
environment that is conducive to studying. The following 3 hours are social hours, where music and talking can occur at an acceptable level.

12:00 – 1:00 p.m.  5:00 – 6:00 p.m.  10:00 – 11:00 p.m.

All other times are quiet hours, so please be respectful.

**12.24 Parking**

Parking is available for Residents on a term-by-term basis. Parking permits can be purchased at Student & Guest Services Centre and are sold on a first—come, first-served basis. Refunds are not provided for parking permits. All sales are final. Parking permit holders please review St. Paul’s Parking Regulations found on our website: https://uwaterloo.ca/stpauls/food-services/parking

Daily parking passes, subject to availability, can be purchased from the Student and Guest Service Centre and/or the Pay & Display machine located in front of the main entrance.

All vehicles must display a valid parking permit at all times and park in designated spaces. Violators will be ticketed or towed at their own expense. St. Paul’s takes no responsibility for damages or theft of vehicles or vehicle contents on St. Paul’s property.

**12.25 Bicycles**

Bicycles may not be kept in a residence room or hallways due to fire and safety regulations. In order to significantly reduce the risk of your bike being stolen use a U-lock through the bike frame and front tire. U-locks can be purchased at all bicycle stores and most large department stores.

**13. SECURITY & SAFETY**

**13.1 College Security**

The main entrance doors to St. Paul’s are unlocked from 8:00 a.m. to 8:00 p.m. daily. Residence wings are locked at all times and you need to take your exterior door key fob with you at all times. Never prop outside doors open. If you see someone in the residence area whom you do not recognize, ask him or her why they are here. If the person does not have a legitimate reason for being there, ask them to leave, or call a Don. If you feel threatened or unsafe at any time, remove yourself from the situation and contact Waterloo Campus Police at 519-885-4911. When you are in your room, feel free to leave your room door open with the consent of your roommate. When you leave your room, always lock your door.

It is strongly encouraged that you download the WatSafe App available on most phones.

**13.2 Sexual Violence Policy**

The Management of St. Paul’s University College is committed to the prevention of sexual violence involving student Residents at St. Paul’s University College.

Sexual Violence is defined as any sexual act or act targeting a person’s sexuality, gender identity or gender expression, whether the act is physical or psychological in nature, that is committed, threatened or attempted against a person without the person’s consent, and includes sexual assault, sexual harassment, stalking, indecent exposure, voyeurism and sexual exploitation.

St. Paul’s University College student Residents are University of Waterloo students, and are therefore

St. Paul’s University College will refer all Sexual Violence matters to the appropriate University of Waterloo practices listed in Policy 42.

### 13.3 Restricted Areas

Residents must refrain from entering restricted areas which include: roof tops, window sills, walls, trees, roof access doors, electrical rooms, boiler rooms, service closets, storage areas, Watson’s Eatery kitchen, and any area with restricted access due to emergencies, maintenance, or security reasons. The staff kitchen, staff offices, staff copy & mail room, and staff meeting room are also restricted unless participating in a sanctioned College activity or meeting.

### 13.4 Fire / Smoke Detectors

It is against the law to modify, disconnect or block a fire / smoke detector and any student found doing this will be fined. The fine will be issued to both roommates in double rooms, and the individual resident in single and super single rooms. Be smart, don’t tamper with the smoke alarms designed to keep our community safe.

College staff will also complete an unscheduled fire alarm inspection each term.

### 13.5 Smoking / Alcohol / Drugs

#### 13.5.1 Smoking

The entire College is a smoke free environment. Smoking is also prohibited on St. Paul’s property except in the designated smoking area. The designated smoking area is located at the picnic table between the west wing and the apartment building. This policy applies throughout the year in all weather. You must dispose of smoking garbage appropriately in the containers provided. Smoking in the residence will result in fines, expulsion or both.

Vaporizers, e-cigarettes, or similar products that produces vapour or smoke will be treated as smoking.

#### 13.5.2 Alcohol & Cannabis

It is one of the ideals of St. Paul's to educate students in establishing mature and responsible habits in their consumption of alcohol and Cannabis. All students are expected to be moderate in the consumption of alcohol and cannabis and to respect those who do not consume alcohol or cannabis. As an institution, St. Paul's abides by the Liquor Control Act, Liquor License Act of Ontario, and the Cannabis Control Act.

- Only persons aged 19 or over are legally allowed to consume alcohol and cannabis;
- There is a fine or sanction for underage drinking or impairment on St. Paul’s premises. Repeat occurrences will result in escalating fines, sanctions or expulsion from the residence;
- Residents who host under age persons and/or serve alcohol or cannabis to underage persons will receive sanctions;
- Residents who are under the age of 19 who have alcohol or cannabis in their possession will have it confiscated and receive sanctions;
- Consumption of alcohol or cannabis by of-age individuals is restricted to residence rooms;
St. Paul’s University College  Residence Guidebook

- Kegs and the storage of large amounts of alcohol are not permitted in any residence room (over 26oz of liquor, or 24 cans/bottles of beer/student);
- Alcohol may not be sold in the residence without a Liquor Permit;
- Participation in drinking games or imitation drinking games (ie “Water Pong”) or any activity that promotes rapid consumption of alcohol is prohibited in the residence or on the residence property;
- Drunken misbehavior regardless of age will not be tolerated and will result in sanctions.

13.5.3 Drugs & Illegals Substances

Use or possession of illegal drugs will result in police involvement and a sanction which may include the immediate expulsion from St. Paul’s. The community of St. Paul's has a moral responsibility to protect the rights, welfare and safety of individuals against the destructive effects of illegal substance use. This includes use of illegal drugs away from the residence and then returning to St. Paul’s.

13.6 Fireworks and Weapons

The use of firecrackers, fireworks, smoke bombs or similar explosives is prohibited by law. Any use of these articles on St. Paul's property will not be tolerated and may result in immediate sanctions, which may include the expulsion from St. Paul’s. It is forbidden to have firearms and/or other weapons or replica firearms and/or knives on campus. Failure to comply with the preceding may result in immediate expulsion from St. Paul’s and/or the matter being referred to the police.

13.7 Health Emergencies

https://uwaterloo.ca/health-services/

University of Waterloo Health Services can be contacted at 519-888-4096 and is open Monday-Friday with a doctor on call at all times.

Where the situation warrants, seriously ill or injured students should be taken directly to Emergency at:

Grand River Hospital  519-749-4220
St. Mary’s Hospital  519-744-3311

13.8 Fire Safety

No fire setting in or around the College is permitted. The burning of candles or incense is not permitted. Fire exit and residence doors must not be blocked to prevent entry or exit. Bicycles may not be kept in a residence room or hallways due to fire regulations. In case of fire it is important to empty the building quickly and in an orderly manner to avoid panic. There are unannounced fire drills each term. Know alternate exit routes from your floor.

Fire exit locations are posted on each floor.

In Case of Fire:
- Sound the fire alarm;
- Leave the building immediately;
- Make certain windows and doors are closed behind you;
- Go to the form-up area identified by your Don at the beginning of the term;
- Do not re-enter the building until permission is given by the Fire Department.
13.9 Campus Lockdown

You will be notified of a lockdown procedure through one or more of the following:

- Pop-Up Notice on your UW networked computer;
- University of Waterloo website;
- Text message to registered cell phones;
- Voice mail broadcast;
- In person notification by police.

If a lockdown occurs, secure an area as follows:

1. Move immediately to the nearest room you feel is safe with as many people as possible;
2. Lock and barricade the door;
3. Turn off the lights or maintain minimal lighting;
4. Cover all windows with blinds, curtains, etc.;
5. Keep back from windows and doors;
6. Lie flat on the floor or take cover out of sight;
7. Turn off cell phones except to report injured people;
8. Keep calm and quiet; and,
9. Stay in the room until police arrive. Remember it may be several hours before you can be safely evacuated.

If someone is injured follow these steps when safe to do so:

- Call 911 or 519-888-4911 or ext. #22222, from a hard-wired line if possible.
- Place a sign in an exterior window to identify the location of the injured people.
- Call 911 or UW Police 519-888-4911 or ext. #22222 for all campuses. You may access www.uwaterloo.ca for information.

For further information on this procedure please visit:

13.10 Major Crime

Do not endanger the lives of others by acting as a police officer or private investigator:

- If possible call Campus Police (519-888-4911) for help and inform college administration immediately;
- Co-operate with the criminal if necessary;
- Note physical key features of criminal;
- Take direction from police or college official;
- Make no statement to media or public about the incident;

13.11 Life Threatening Emergency

If you witness an accident or incident with probable death do the following:

- Call 911;
- Apply first aid or CPR, if possible;
- Inform College administration;
- Write down name of additional witnesses;
- Comply with police and medical staff.

13.12 Severe Weather Warning

Listen to the radio for weather warning. Follow these precautions:
• Gather flashlights, batteries, blankets, and a battery-operated radio, and first aid kit;
• Make sure exits are not obstructed or locked;
• Meet in STP 105 or the basement of your floor;
• Comply with the instructions given by Residence Life Team;
• Do not leave STP 105 or the basement until permission has been given by College authority.

13.13 Electrical/Water Failure

• Alert the Student & Guest Services Centre or a Don of the kind of failure;
• The Residence Life Team will keep students informed as to the duration of the failure.