

To: All Sheridan Faculty
Date: October 23, 2009
Subject: H1N1 Flu Virus – Student Absence Reporting

Today Sheridan students will be receiving a message related to the H1N1 Pandemic including instructions regarding the reporting of absences from classes during the pandemic period. Students have been instructed to:

1. Communicate directly with their faculty if they are unable to attend class or to meet an assignment deadline due to illness in order to avoid academic penalty. (It is assumed that a reporting protocol has been established between faculty and their students and that this protocol will continue.)
2. Self-report any absenteeism related to influenza-like illness through a direct link in Access Sheridan (see screen shot of reporting page attached). Students will report whether they themselves are experiencing flu-like symptoms, or whether they are absent due to responsibility as the primary caregiver for someone with influenza-like illness. (This information is being collected for statistical purposes to enable any required reporting and decision making*.)

Institutionally we have determined that it is necessary to waive the requirement that students procure a doctor's note in support of absenteeism during the pandemic period. Should you have a requirement to determine if absenteeism is a result of the flu, a formal request to your Associate Dean is required. The Associate Dean will determine whether follow up with the Registrar's Office (where the reported data for students will be held) is warranted before requesting the information.

It is appreciated that you will need to work with your students and possibly with your Associate Dean to plan make up classes or tests should that be necessary. If you have questions, concerns, or are dealing with a specific situation related to flu related illness, please contact your Associate Dean who will assist in resolving the issue and will have the opportunity to check in with other parts of the College to share best practices, learning from each other.

Everyone can do their part to reduce the spread of the flu by following this directive:

It is critical that members of the Sheridan community stay home from school/work and limit contact with others if they have influenza-like symptoms, in order to prevent the spread of illness. Do not return to school/work until you are symptom-free and you feel well enough to resume normal activities. If you have the opportunity, you are encouraged to reinforce this message in your classroom. Sheridan's Pandemic Plan is posted on our website in the Spotlight Sheridan section.

Under separate cover, instructions for reporting your own absenteeism as an employee will also be issued today.

*"Information on this form is being collected a) to ensure that students with influenza-like symptoms or who are caring for immediate family members with influenza-like symptoms are not subject to academic penalty due to their absence, b) to assist the College in making operational decisions, and c) to disclose the information in compelling circumstances that affect the health and safety of others. This information is being collected under the Ontario Colleges of Applied Arts and Technology Act, 2002, the Occupational Health and Safety Act, 1990, and the Occupiers Liability Act, 1990. Questions about this collection may be directed to *[employee title or name] *at *[business phone number] *or *[business address]."

cc. Deans, Associate Deans, UCC, Office of the Registrar, Pandemic Steering Group