

A message from Ryan Piper

Vice President, Human Resources



Action required: Updates to your contact information and review of COVID-19 income replacement benefits information

January 7, 2021

Dear colleagues,

Given that Sheridan's multiple locations (Davis Campus, HMC Campus, Trafalgar Campus, Mississauga Daycare, Community Employment Centres and the Screen Industries Research and Training Centre) exist in different municipalities (Brampton, Mississauga, Oakville and Toronto), we continue to implement guidelines associated with the public health unit that has the most conservative measures to reduce the spread and transmission of COVID-19.

In response to a recent directive by Toronto Public Health (TPH) to all workplaces in the City of Toronto, Sheridan must ensure that we have accurate contact information for all employees and that all employees are informed of the income-replacement benefits available for access during the COVID-19 pandemic.

Please ensure that your regular contact information (address, phone numbers and email address) is up to date. In the event of a request for information from TPH or any other public health unit due to COVID-19 case management or tracing needs, we will be required to provide this information within 24 hours. Additionally, Sheridan would like to ensure that at least one emergency contact's details are on file.

Please take a few minutes **before Monday, January 11, 2021 at 5 p.m.** to visit the [Staff Essentials](#) or [Faculty Essentials](#) pages on Sheridan Central, and scroll down to "HR Self Service" to ensure your contact information and emergency contact is complete and updated. A reference document can be found [here](#).

Regarding the COVID-19 income replacement benefits available to staff who are unable to attend the workplace (including virtually) due to COVID-19, a complete guide to the available options is now accessible on the [COVID-19 Employee page](#) under Resources > [Temporary Income Replacement Benefit Protocol](#). Please take some time to review the benefits outlined.

Sheridan appreciates your ongoing cooperation and commitment to maintaining the health and safety of our campuses.

Ryan Piper
Vice President, Human Resources

Sheridan College
1430 Trafalgar Road
Oakville ON L6H 2L1
sheridancollege.ca

Sheridan

Connect with us



You have received this email because you are a Sheridan student or employee.
Copyright © Sheridan College.

1430 Trafalgar Road
Oakville, Ontario | L6H 2L1 CA

This email was sent to .
To continue receiving our emails, add us to your address book.

[Subscribe](#) to our email list.