

DATE: March 15, 2020

MEMORANDUM TO: PSB Field Placement Partners - Office Administration Health and Executive

SUBJECT: Student Field Placement and COVID-19 Update

Dear Field Placement Partner:

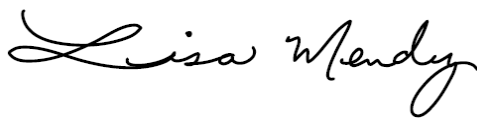
Sheridan has been closely monitoring the COVID-19 issue with a particular view of supporting our student's and the community's safety and well-being. To that end, we have made the difficult decision to cancel all field placements within the Office Administration Health Services and Executive Programs. Effective immediately, students will not attend field placement. While we understand that this decision has many implications, the health, safety and well-being of our students and the community remains our highest priority.

As we transition over the next few weeks, our Field Placement Coordinators will work with you and our students to finalize documentation. We welcome the opportunity to collaborate on strategies to support you and our students during this transitional time.

We would like to take this opportunity to express our sincere gratitude and appreciation for the exceptional learning experiences you have afforded our students. Our community partnerships are invaluable to Sheridan and instrumental to our student's learning and success.

For up-to-date information regarding Sheridan's response to COVID-19 and for links to public health information, please see Sheridan's [COVID-19](#) webpage.

Kind regards,



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