

March 16, 2020

Subject: Closures and Cancellations for Employees

Dear Colleagues,

Leaders from across Sheridan worked throughout the weekend to consider important changes to program and service delivery. Our efforts support calls from public health authorities for 'social distancing' to interrupt the chain of transmission of the virus among the wider community. We are doing our part to protect vulnerable individuals and keep our healthcare system from becoming overburdened.

### **Alternative Delivery for Teaching and Learning**

As previously announced, classes are suspended from March 16-20.

Beginning March 23, classes will resume using alternative methods of delivery. Please note that not all of our programs can be delivered fully online due to their hands-on learning requirements. Professors are working throughout the week of March 16-20 to finalize term completion plans, which will be shared with students as soon as possible.

### **What's Closed**

The following closures/cancellations have been announced

- Our Libraries and Learning Commons spaces are closed until further notice
- Our Teaching and Learning spaces (computer labs, fabrications spaces and studios) are closed until further notice
- The Athletic Therapy and Animal Care clinics are closed until further notice
- Field placements in FAHCS are suspended until further notice.
- Field placement in the Office Administration programs at the Pilon School of Business have been cancelled.
- Sheridan's Childcare Centres are closed from March 14-April 5 inclusive.
- Recreational, sports and fitness facilities are closed until further notice.
- All on campus events, ceremonies and conferences are cancelled until April 30, 2020
- Spring Open House on April 4, 2020 is cancelled
- Campus Tours are cancelled until further notice.

### **What's Open**

- All Sheridan campuses and business operations
- The Campus SafeWalk service will continue
- The Sheridan Shuttle continues to run.
- Food services will be open on campus, with reductions in hours.

- The IT Help Desk continues to operate according to regular hours.

### **Self-Isolation**

Given the increased demands on our public health system, the need for employees to provide medical (sick) notes is immediately suspended.

If you have travelled from anywhere outside of Canada, including the United States since March 11, please self-isolate for 14 days.

If you experience symptoms of COVID-19 (e.g. fever, cough, difficulty breathing), please call Telehealth Ontario at 1-866-797-0000 or your primary care provider's office.

Call ahead prior to visiting any healthcare provider and let them know about your travel history and symptoms (e.g. fever, cough, difficulty breathing) so they can make special arrangements to see you quickly, provide testing, and ensure that they use proper infection control measures.

The Government of Ontario has released the following guide to help you determine if you need to seek further care: <https://www.ontario.ca/page/2019-novel-coronavirus-covid-19-self-assessment>

### **Continuity of Pay**

All employees -- including part time and casual employees as well as student workers who were scheduled to work during the period of March 16-20 -- will be paid for their scheduled hours, regardless of whether their services are used or not. Employees who normally submit timesheets must still do so. Continuity of pay after March 20 will be determined on a weekly basis for part time, casual and student workers.

### **Working Remotely**

College operations continue and campuses remain open. **Effective March 18 and until further notice, however, Sheridan campuses will only be open to Sheridan employees and students and select vendors and will be closed to the public.**

Effective March 18 and until further notice, employees are asked to avoid the campus and only attend if providing a service that requires them to be on-site, as directed by their manager. Employees are still expected to be available for work during their normal hours. Managers will be reaching out to their teams with instructions regarding work arrangements for the weeks ahead.

Any employees who are immuno-compromised should - for the duration of the COVID-19 pandemic – work with their Manager to safeguard their specific health circumstances.

## **Child Care and School Closures**

We understand that many parents and caregivers are experiencing challenges as a result of school and childcare closures. In these instances, efforts will be made in concert with management to accommodate.

## **Self-Care**

We understand that this situation is causing anxiety and distress. Please remember that there are services and resources available to support you. Employees can contact Sheridan's Employee and Family Assistance Provider, Morneau Shepell, 24/7/365 by calling 1-844-880-9142 or visiting [www.workhealthlife.com](http://www.workhealthlife.com)

## **Cleaning**

Sheridan has an extensive pandemic plan and protocols, which were first activated in January and have continued to be in effect and have been escalated as the situation has evolved.

In addition to our regular cleaning protocols, we are conducting a deep clean of our campuses between March 16-20 and have reinforced cleaning and sanitation procedures to ensure Health Canada standards for disinfection are met. Enhanced use of hand sanitizer and gloves is in place. Additional hand sanitizer stations are being installed across our three campuses. Frequency of cleaning public spaces has been enhanced. Dedicated staff members have been assigned for the sole purpose of sanitizing high touch-point areas at all three campuses.

## **Parking Fees**

As a result of the suspended classes from March 16-20, there is no change to long term parking permits (Annual, 1-Semester Winter, 2-Semester Fall/Winter, 2-Semester Winter/Spring) as they already have an extra week added to make them valid for the first week of the following semester. Expiry dates will be extended for an additional week or equivalent to 1 session for FCAPS students for Short-term Permits (Evening Semester, Apprenticeship Permits, and Monthly Permit). Please send all parking-related inquiries, to [parking@sheridancollege.ca](mailto:parking@sheridancollege.ca) or call us at 905-845-9430 (TRA- x2233, DAV- x4412, HMC- x4099).

## **Inclusivity**

Sheridan is a respectful and inclusive community, where we value and celebrate diversity. Our first principles of empathy, inclusiveness, fairness and awareness of the consequences of our actions are our guide for both individual and collective behavior. Please continue to act with compassion and kindness and report any harassing or discriminatory behavior.

## **Ongoing Updates**

Our dedicated [Coronavirus landing page](#) is Sheridan's primary and authoritative resource for updates. Please visit it often as information changes quickly and frequently. Copies of all communications are archived to the site, which also includes a robust FAQ.

Questions regarding our Coronavirus response can be sent to [careandwellness@sheridancollege.ca](mailto:careandwellness@sheridancollege.ca)

A new Coronavirus hotline has been established and can be reached at 905-815-4009. It can also be accessed by calling the main Sheridan number and selecting menu item 6.

Colleagues: this is one of the most unique and challenging situations that Sheridan has had to navigate in its 50+ year history. Due to the highly unpredictable and fluid nature of this pandemic, ongoing changes to our plans should be expected.

Thank you to all of the faculty and staff who have been working tirelessly to respond to these extraordinary circumstances. Your dedication and care for our learning community is consistent with Sheridan's character and deeply appreciated.

We will get through this together. Thank you for your ongoing patience and understanding.

Sincerely,

Janet Morrison  
President and Vice Chancellor