

**Subject:** Update to Employees re COVID-19

**Date:** Tuesday, March 17, 2020 at 12:45:55 PM Eastern Daylight Time

**From:** Information Sheridan

**To:** Sheridan Staff

Dear Colleagues,

Thank you for your tireless efforts over recent days to formulate plans for delivering courses and services to our learners under a completely new operating model.

This email details the latest updates regarding our pandemic response. Please note that Sheridan's plan may differ from other colleges and universities in Canada as each institution is taking actions that align with local incidence and transmission rates, which differ greatly.

### **What's Open and Closed**

- Shipping and receiving offices are open from Monday-Friday from 8am to noon with limited staff. They will hold items in Shipping and Receiving and attempt to contact addressees of deliveries via email to coordinate a time to receive the item(s).
- April shows at Theatre Sheridan are cancelled
- All graduation shows and year end award banquets and ceremonies that were scheduled to take place prior to April 30 are cancelled

### **Alternate Working and Learning Arrangements**

As you are aware, working and learning at Sheridan are transitioning rapidly to remote and alternative models of delivery. Sheridan is not closed as a result of Ontario's declared State of Emergency. We remain open and our academic delivery and business operations will continue.

For individuals who are preparing to work from home, more information will be coming from HR and IT to help you do so securely and responsibly.

Please be mindful that many of our students do not have access to laptops and will require these devices to complete courses that will be delivered through alternative/remote means, especially at a time when libraries and computer labs are closed. We will be working with Managers to determine which employees are able to work on home computers so that Sheridan-issued employee laptops can be recalled for temporary redistribution to students in need.

### **Essential Services**

We have identified a number of essential services that will require employees to be on campus until further notice. This list is being re-assessed on a daily basis. Managers will be in touch with employees in these areas to confirm schedules. They include:

- Security
- Occupational Health and Safety
- Sheridan Health Centres

- Facilities (cleaning and maintenance)

We are currently working through arrangements to allow for remote access to OSAP and Financial Aid and to determine the extent to which Admissions staff need to be physically present on campus. More information will be shared as it becomes available.

### **Self-Care and Kindness**

We understand that this situation is causing anxiety and distress. In addition to the resources and supports that were shared yesterday (and that can be found in the FAQ list on Sheridan's [Coronavirus landing page](#)), the following resource is available for Indigenous employees who are seeking support: <https://www.hopeforwellness.ca/>

We continue to urge every member of our Sheridan community to be kind, avoid speculation and speak out against instances of discrimination based on misperceptions and stereotypes. Please report any such instances to [equity@sheridancollege.ca](mailto:equity@sheridancollege.ca) or call 905-845-9430, ext. 2229. This is key to safeguarding our community during this very difficult time.

### **Continuing and Professional Studies – Winter Term**

All Continuing and Professional Studies classes have been suspended for the week of March 16-20. Starting the week of March 23, all applicable face-to-face classes will transition to online / alternate modes of delivery. We anticipate fully delivering Winter 2020 courses and completing them on time. Withdrawal and refund rules are being waived for this term. If you wish to withdraw, please fill out the form [found here](#).

### **Ongoing Updates**

This situation remains very fluid; you have my word that we will continue to communicate openly and often as things change.

Please continue to visit our landing page [coronavirus.sheridancollege.ca](https://coronavirus.sheridancollege.ca) frequently. It is the primary resource for information regarding Sheridan's response to the COVID-19 pandemic.

These are exceptional times that call for extraordinary measures. I know that the volume and speed of change can be unsettling. Please rest assured that our actions are being taken in an abundance of caution because the health and well-being of our community remains paramount.

Your continued patience and understanding as we navigate this unprecedented situation is greatly appreciated.

Sincerely,

Janet Morrison  
President and Vice Chancellor