

Global email to staff

March 18, 2020

Subject: Updates on Campus Entry, Term Delivery, Exams, Pay, and more

Dear Colleagues,

Please find the latest updates below regarding Sheridan's response to the COVID-19 pandemic.

Exterior Door Access – Effective March 18, most exterior campus doors will be locked, similar to the procedures we use during holiday closures. To access campus on weekdays from 8 am – 5pm, use the following entrances:

- Trafalgar: B wing main entrance and C20 (across from the Conference Centre and Residences) only
- Davis: B wing main entrance only
- HMC: B wing west entrance in front of municipal lot; A wing east entrance across from Square One parking lot only

On weekdays before 8am and after 5 pm, as well as on weekends, employees must call security from an emergency phone or by calling 905-815-4044 to request entry to our buildings.

From the inside, please rest assured that push doors will continue to open to the exterior for safety reasons. Under no circumstances, as per usual, should doors be propped open either inside or outside the buildings.

Security remain on site 24/7 and can be reached via the Sheridan Alert App (downloadable from the Sheridan Security website), by calling 905-815-4044 from outside of Sheridan, or via ext. 4044 from a Sheridan phone.

Campus Entry and Sign-In Procedure –

Individuals requiring access to campus will see an illustrated poster designed to help people self-assess and declare that they are able to be in public because they do not meet the conditions for self-isolating. Individuals who exhibit symptoms and do not choose to leave may be asked to do so and will be encouraged to call Telehealth.

This procedure applies to all individuals – employees, students, contractors, vendors and any visitors. Everyone who arrives on campus will be required to sign in at Security. Please ensure you have your OneCard with you.

Winter Term Delivery & Exams - The remaining four weeks of the winter semester (March 23 – April 17) will be completed in an alternate delivery format. **There will be no in-person final**

examinations. For students who do not have home computers, Sheridan is currently exploring ways to provision access to laptops.

Continuity of Pay: All employees including part time, casual and student workers will be paid for their normally scheduled hours up until April 5, whether or not their services are required.

Sheridan Shuttle - Our Sheridan shuttle bus service will continue to run until end of day Friday, March 20, after which point it will be cancelled until further notice.

Bookstores and Xerox – While the physical locations for the Bookstores are closed, they are still operating online. [Click here](#) for links to their online stores. Similarly, Xerox orders can be sent to Ivelina Nikolov at Ivelina.Nikolov@xerox.com

Faculty and Research Offices: The physical offices of the Faculty of Animation, Arts and Design (FAAD), Faculty of Applied Science and Technology (FAST), Faculty of Applied Health and Community Studies (FAHCS), Pilon School of Business (PSB), Faculty of Humanities and Social Sciences (FHASS), Continuing and Professional Studies (CAPS), Centre for Teaching and Learning (CTL), Sheridan Research and our research and incubation centres (CAMDT, Centre for Elder Research, CMI, CMTP, EDGE, and SIRT) are closed, but continue to operate remotely. **Teams are still working and available.** Please be assured that all areas are connected virtually to answer calls and emails; they remain able and ready to help faculty, students and industry/community partners throughout the disruption.

I fully appreciate that this is a very different way of teaching and learning than what is most familiar to many of us. To reiterate what's been said many times, we're taking these extraordinary measures to flatten the curve and reduce the risk of transmission.

As always, I thank you for your ongoing patience and understanding.

Sincerely,

Janet Morrison
President and Vice Chancellor