

Date: March 30, 2020

Subject: Keeping everyone safe and informed

Colleagues:

I hope you were all able to get some well-deserved rest this weekend. Without question, working remotely is an adjustment. Drawing on my personal experience, self-care is even more important in times of disruption and stress. It's key to rejuvenating and re-energizing yourself; it helps me stay strong and grounded. These things are important because the pandemic will continue to impact us for a long time, in ways we can't yet forecast. In that context, I'm writing today to highlight two new initiatives aimed at keeping everyone safe and well-informed throughout a period of physical separation that is undetermined in length.

Reporting Symptoms or a Diagnosis to Sheridan

From the very beginning, Sheridan has abided by Public Health directives to respond to the COVID-19 pandemic. As a result of the increased volume of community-based transmissions that we are now experiencing, our local public health authorities have recommended self-disclosure among the Sheridan community to mitigate the further spread of the illness.

While no one is obligated to share a medical diagnosis with Sheridan, we are now asking for voluntary disclosures from employees and students who either have received a confirmed diagnosis or who had symptoms consistent with COVID-19 while they were on campus or in the physical proximity of other members of the Sheridan community.

Please note that this procedure is similar to what has been implemented at universities and colleges across the country. Disclosures can be made through an online tool, which requires a Sheridan single sign-on and can be found [here](#).

A member of our staff will be in touch to determine whether or not there is a risk to the health of others. Our staff will inquire about the dates, times and specific locations you visited.

Your information will enable Sheridan to liaise with our public health authorities, initiate even deeper cleaning efforts in specific locations, and to work with public health to advise students and employees of the times and locations that an 'unnamed person' who was symptomatic or diagnosed was on campus, so that others can decide for themselves if they should self-monitor and seek medical attention.

If a student or employee has informed you that they were symptomatic while on campus, or that they have received a confirmed diagnosis, you do not have a duty to report their diagnosis to others. That duty rests with public health. Please encourage the individual to self-report using the link above so that we can help facilitate that process. Please do not share anyone's medical diagnosis with others.

Sheridan is taking this step in an abundance of caution. While most of us have not been on campus since March 13, and while our physical campus spaces are now closed, our Davis Health Centre was open up until March 27 and some essential staff positions remain on site. Please note that no one with symptoms consistent with COVID-19 should be on campus – not even employees whose roles have been deemed essential.

Sheridan Central

Tomorrow marks an exciting day for Sheridan, with the planned launch of our refreshed intranet – Sheridan Central – for employee audiences only.

Sheridan Central will eventually replace Access Sheridan. It's responsive, measurable, intuitive to navigate, user friendly, and has content customized to specific audience types such as non-teaching staff, academic employees, current students and prospective students.

Most immediately, we hope that this digital collaboration platform will help people stay connected and informed, while working and studying remotely. Most of the FAQs related to how our business operations and functions are changing 'behind-the-scenes' as a result of remote working and learning will now be accessible on Sheridan Central. The [COVID-19 site](#) will be the primary source of information for students and employees about the pandemic and related updates.

In the longer term, it is our hope that Sheridan Central will become an innovative collaboration and engagement tool to enrich our creative and dynamic culture, while aligning with the goals for people-centric technology outlined in our Sheridan 2024 Strategic Plan.

Thank you, as always, for everything you continue to do for our learners and the extended Sheridan community.

Sincerely,

Janet Morrison
President and Vice Chancellor