

DATE: March 15, 2020

MEMORANDUM TO: Pilon School of Business (PSB) Office Administration Health Services and Executive Students

SUBJECT: Student Field Placement and COVID-19 Update

Dear PSB - Office Administration Students:

As Sheridan continues to monitor the COVID-19 issue with a particular view of supporting your safety and well-being, we have made the difficult decision to cancel all field placements within the Office Administration Program in PSB. Effective immediately, please do not attend your field placement until further notice. We understand that this decision has many implications and may cause an emotional reaction.

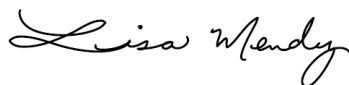
At this time, we would like to remind you of the student resources Sheridan has to support your health and well-being. Please visit <https://www.sheridancollege.ca/life-at-sheridan/student-services> to see the support services offered at Sheridan.

We are committed to supporting you and your learning now and in the future. As such, we have already engaged with the faculty and begun to assess and design a plan for completion of your term. You will receive more information from your Field Placement Coordinator in the near future.

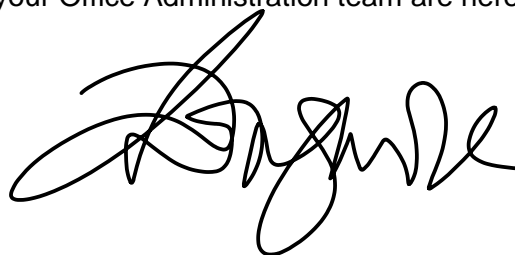
For up-to-date information regarding Sheridan's response to COVID-19 and for links to public health information, please see Sheridan's [COVID-19](#) webpage.

As always, the Pilon School of Business and your Office Administration team are here to support you.

Kind regards,



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