

Global Email to Sheridan Faculty

Subject: Clarification Regarding Students Reporting COVID-19 Symptoms and Diagnoses

Dear colleagues,

The summary below, followed by more detailed information, is intended to clarify the procedure to follow in reporting COVID-19 cases, and outlines additional measures to ensure the safety and wellness of on-campus Sheridan community members.

Summary:

If a student remotely (e.g, via SLATE) reports COVID-19 symptoms or a diagnosis to you:

1. Direct them to contact the Student Health Centre by calling 905-845-9430 ext. 5153
2. Send an email to the Student Health Centre Manager at tammy.datars@sheridancollege.ca with the following text: "Student [name, number] reported a health concern to me. I told them to follow up with you at ext. 5153."

NEW! If a student reports COVID-19 symptoms or diagnosis to you in person:

1. Ask the student to immediately leave campus.
2. Direct them to contact the Student Health Centre by calling 905-845-9430 ext. 5153
3. Send an email to the Student Health Centre Manager at tammy.datars@sheridancollege.ca with the following text: "Student [name, number] reported a health concern to me while they were on campus today. I told them to immediately leave campus and to follow up with you at ext. 5153."

Please be assured that Occupational Health and Safety Services (OHSS), together with the Sheridan Student Health Centre and Facilities Management, is following clearly-defined procedures in consultation with public health agencies.

If a student remotely reaches out to you via SLATE or other means to disclose to you that they have COVID-19 symptoms or a positive diagnosis, please direct them to contact the Student Health Centre by calling 905-845-9430 ext. 5153.

As an additional mitigative measure to ensure that the student does in fact connect with the Student Health Centre, we are now asking that you email the Student Health Centre Manager at tammy.datars@sheridancollege.ca with the name and student number of the reporting student. In order to meet privacy protection regulations, please simply state in your email "Student [name, number] reported a health concern to me. I told them to follow up with you at ext. 5153."

The OHSS and Student Health Centre will determine any necessary follow-up steps, including the possible need to cancel classes or notify classmates. If you don't receive a directive from OHSS, please proceed with your classes as scheduled.

Should a student disclose symptoms to you while on campus, they should be directed to immediately leave campus and to contact the Student Health Centre by phone. As per above, please send a follow-up email to the Student Health Centre Manager with the name and student number of the reporting student. Your email should state: "Student [name, number] reported a health concern to me while they were on campus today. I told them to immediately leave campus and to follow up with you at ext. 5153."

I understand that, given all of the additional pressures of teaching in our present environment, this extra step of contacting the Student Health Centre is asking a lot. We are working to find solutions that track and enforce compliance of public health measures while balancing the privacy rights of our students and our legislated obligations to protect those rights. We continue to educate students regarding our policy and procedures and appreciate all of your efforts to do the same. Non-compliance with our COVID-19 policy and procedures will be adjudicated under the Student Code of Conduct as deemed appropriate.

Be assured that we are closely collaborating with local public health agencies and undertaking contact-tracing measures to ensure that any close contacts are followed up with as soon as possible, so appropriate safety measures are taken.

Should a student in your class report being diagnosed with COVID-19, please exercise flexibility to support their ability to meet their academic requirements:

- Work with the student to reschedule labs, tests, etc., when they are well enough to resume their studies and/or access campus (for on-campus courses).
- If the learner has missed an on-campus component, consider if it can be done via video (or an alternative format) or if an alternative method of assessment is possible.
- If the learner is well enough, provide them with alternative/supplementary work in preparation for their return to class (virtually or on-campus).

We appreciate your patience as we navigate these challenging times. If you have any questions, please contact me directly at Kathryn.cameron@sheridancollege.ca.

Sincerely,

Kathryn Cameron, PhD
Chief Risk Officer