

## Important reminders for Sheridan employees at Davis and HMC - Peel Region

**November 27, 2020**

Dear Sheridan employees,

As case counts in Peel continue to rise, we anticipate there will be unfortunate occasions where members of the Sheridan community test positive for COVID-19. Sheridan College and Peel Public Health are in regular communication and will work together to respond to on-campus exposures, identify close contacts, and implement strategies to mitigate further spread of the virus.

### Campus access reminder

While our campuses remain accessible for those attending in-class instruction and staff who are not able to work remotely, everyone must follow the mandatory protocols:

- Bring your OneCard with you each time you come to campus, tap it when you enter campus, and display it at all times
- If you or someone in your house is sick, it is critical you stay home. If you have to be on campus, please contact Occupational Health and Safety Services at [ohsservices@sheridancollege.ca](mailto:ohsservices@sheridancollege.ca) to discuss when you can do so safely.
- Answer the self-screening questions on the Sheridan Alert app with honesty.

If you misplaced or forgot to bring your OneCard, visit [central.sheridancollege.ca/onecard-employees](https://central.sheridancollege.ca/onecard-employees) for more information and instructions on obtaining one. You can also visit the OneCard office Monday through Friday 10:00 a.m. to 2:00 p.m. with government-issued photo ID. Employee OneCards can be mailed upon request. The OneCard office at HMC remains closed, however, you can contact them for assistance at [onecard@sheridancollege.ca](mailto:onecard@sheridancollege.ca).

Please remember that our security and support staff are doing their best to ensure the well-being and safety of our Sheridan communities. Rude or aggressive behaviour will not be tolerated.

### Contact tracing

Given the numerous safety measures in place, (including daily screening, mask requirements, physical distancing, enhanced cleaning and disinfection, and increased ventilation) on-campus interactions are generally deemed to be low risk for COVID-19. In the event of an exposure to COVID-19 on campus, Sheridan College and/or Peel Public Health will conduct an investigation, after which time **we will directly contact individuals** who need to self-isolate due to a high-risk exposure.

These close contacts will be provided specific instructions via your Sheridan email. Please be sure to check your Sheridan email account regularly.

If you test positive for COVID-19, you may receive a letter from Peel Public Health with instructions about how to communicate with others about the positive test result. If you receive a letter, we ask that you **notify Occupational Health and Safety Services** at [ohsservices@sheridancollege.ca](mailto:ohsservices@sheridancollege.ca) immediately and prior to distributing the letters to other Sheridan community members.

Through Sheridan's contact tracing protocols, we can assist you with identifying the recipients and distribution. Should you receive a letter indicating that you were a close contact of someone who tested positive for COVID-19, please stay at home and, if you have to be on campus, please contact Occupational Health and Safety Services at [ohsservices@sheridancollege.ca](mailto:ohsservices@sheridancollege.ca) to discuss when you can do so safely.

All positive cases of COVID-19 that are connected to our campuses during their period of communicability (i.e., the time period when the case can spread COVID-19 to others), including those that are deemed to be low risk to others, will continue to be tracked on our [website](#). Specifically, the website will track cases that were on campus:

- 48 hours prior to onset of symptoms to 10 days after onset of symptoms; and
- 48 hours prior to date of test to 10 days after the test date if the case has no symptoms.

### If you develop symptoms

1. **Self-isolate at home**, and do not leave except to get tested or for a medical emergency. Stay in a room separate from others in your house.

2. As a reminder, COVID-19 is a viral illness that can cause symptoms similar to a cold or flu, and may include:

- Fever  $\geq 37.8^{\circ}\text{C}$  or chills
- Sore Throat
- Tiredness
- Muscle aches
- New or worsening cough
- Loss of taste or smell
- Headache
- Difficulty Breathing
- Runny nose or nasal congestion
- Vomiting, diarrhea, abdominal pain

3. **Inform Sheridan** if you have developed symptoms and have been on campus. Please contact the Occupational Health and Safety Services at [ohsservices@sheridancollege.ca](mailto:ohsservices@sheridancollege.ca).

4. If you believe your symptoms are due to a cause other than COVID-19 such as, a pre-existing or alternate medical condition, contact your primary health care provider for assessment. COVID-19 testing is free, and you do not need an Ontario health card. There are testing locations in Brampton and Mississauga. Please check the [Peel Public Health website](#) for one close to you.

5. While waiting for your test result, **you and your household members (children, parents, roommates, etc.) must remain in self-isolation until your test results come back.**

### 5. Get medical help if you need it.

- CALL BEFORE YOU GO to the hospital or doctor's office to tell them you have COVID-19 like symptoms.
- If you are severely ill and you need to call 911, tell the operator you have COVID-19 like symptoms.

As COVID-19 remains a persistent threat in our community, please continue to maintain physical distancing, wear a mask, and practice good hand cleaning to reduce the risk of future infections.

As situations quickly evolve, please continue to visit <https://coronavirus.sheridancollege.ca> for the most up-to-date information regarding COVID-19 at Sheridan.

We understand that this may be concerning. Confidential employee counselling is available 24 hours per day, seven days per week from our Employee and Family Assistance Program provider, which may be accessed by calling **1.844.880.9142**.

Thank you for doing your part to keep our community safe and healthy.

Sincerely,

Sheridan Pandemic Emergency Operations Centre  
Peel Public Health