

## Important reminders for employees at the Trafalgar Campus - Halton Region

**November 27, 2020**

Dear Sheridan employees,

As case counts in Halton continue to rise, we anticipate there will be unfortunate occasions where members of the Sheridan community test positive for COVID-19. Sheridan College and Halton Region 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. If you need assistance, please email the office at [onecard@sheridancollege.ca](mailto:onecard@sheridancollege.ca).

All people entering the campus are expected to conduct themselves respectfully and professionally. Disrespectful and aggressive behaviour will not be tolerated and anyone failing to act appropriately will be required to immediately leave campus.

### Contact tracing

Given the numerous safety measures in place at Sheridan, including daily screening, mask requirements, physical distancing, enhanced cleaning and disinfection, and increased ventilation, on-campus interactions are generally deemed to be low risk. Therefore, in the event of an exposure on campus, after an investigation by Halton Region Public Health and/or Sheridan College, **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 SLATE email. Please be sure to check your SLATE account regularly.

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.

Please continue to follow the guidance as outlined below:

- Only have close contact with people in your household.
- Stay at least two metres (six feet) away from those outside your household.
- Wash your hands often with soap and water or hand sanitizer.
- Sneeze or cough into your elbow or a tissue.
- Get plenty of sleep, physical activity and eat nutritious foods to support your immune system.
- Download the COVID Alert app to be anonymously notified if exposed to someone who has tested positive for COVID-19 in the last 14 days.

### 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. **Visit a local [assessment centre](#) to get tested**. 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. Testing is free, and you do not need an Ontario health card. Please visit the [provincial website](#) to find your closest location to get a COVID-19 test.

4. While waiting for your test results, **you must remain in self-isolation until your test results come back**. Sheridan also requires that **asymptomatic household members (children, parents, roommates etc.), must also self-isolate** and not attend campus until COVID-19 has been ruled out in the household.

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. Please be reminded that 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  
Halton Region Public Health