

Global email – all employees

Subject: What you need to know before coming to Sheridan

Dear Sheridan Community,

Over the past eight months, Sheridan has collaborated with local public health authorities to develop detailed COVID-19 health and safety plans that have allowed some in-person activity to resume while respecting the Ontario framework for re-opening the province.

Sheridan continues to take its guidance and direction from our public health partners on all matters related to COVID-19 case reporting and management. Given that our multiple locations (Davis Campus, HMC Campus, Trafalgar Campus, Mississauga Daycare and the Screen Industries Research and Training Centre) exist in different municipalities (Brampton, Mississauga, Oakville, and Toronto) Sheridan will implement the guidelines associated with the public health unit that has the most conservative approach deemed by community case counts. Currently, this is the Region of Peel - Public Health Unit.

As part of our shared responsibility to protect the health and wellbeing of our community, please do not come to Sheridan if any of the following circumstances apply to you:

1. You are experiencing [COVID-19 Symptoms](#);
2. You have been tested for COVID-19 and are waiting for the test results;
3. You tested positive for COVID-19 and have not completed your self-isolation requirements as directed by public health;
4. You have been in close contact (e.g. being less than 2 metres away in the same room or area, living in the same home) with someone in the last 48 hours before they developed COVID-19 symptoms and/or they are awaiting COVID-19 test results;
5. You have been in close contact (e.g. being less than 2 metres away in the same room or area, living in the same home) with someone within the 14 days after they developed COVID-19 symptoms and/or they are awaiting COVID-19 test results;
6. You or a person you live with has been advised by a public health unit or a health care practitioner to get tested for COVID-19;
7. A public health unit has identified you as a “close contact” of someone who currently has COVID-19;
8. A public health unit or a health care Practitioner has told you that you should currently be self-isolating (i.e. staying at home);
9. You have received a [COVID Alert](#) exposure notification on your cell phone;
10. You have travelled outside of Canada in the last 14 days;
11. You live with someone who has travelled outside of Canada in the last 14 days and the traveler is unable to self-isolate (i.e. keep a 2m distance from you and others in the same household); or
12. You live with someone who has travelled outside of Canada in the last 14 days and the traveler has developed COVID-19 symptoms, regardless of the traveler’s ability to self-isolate.

Understandably, there are serious concerns regarding attendance at work when sick, exposed to COVID-19, or when returning from travel abroad.

For employees working on-site, please note that should you travel outside of Canada for personal reasons, you will need to factor the required self-isolation period *upon your return to Canada* into your vacation/leave of absence request.

For employees required to work on-site, where work from home cannot be provided, and who do not have access to sick leave, Sheridan will provide up to 2 days paid leave, for the purpose of obtaining a COVID-19 test. This temporary benefit will act as a bridge to the newly announced federal programs available to address [sick leave](#), and [Employment Insurance](#) for employees that have been exposed to COVID-19 and unable to work. To access the 2 days paid leave, please contact the Workplace Abilities Office ([workplaceabilities@sheridancollege.ca](mailto:workplaceabilities@sheridancollege.ca)) for details on the process.

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

For more information or if the above circumstances apply to you, please contact Occupational Health at 905-845-9430 ext. 2515 or by email at [ohsservices@sheridancollege.ca](mailto:ohsservices@sheridancollege.ca).

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

Sincerely,

Kathryn Cameron, PhD  
Chief Risk Officer & Chair, Emergency Operations Centre