

Sheridan

Continuity of Education Plan (CEP)
September 2021

Health and Safety Protocols

Sheridan is preparing for a gradual and safe return of more students, faculty, and employees by following local, provincial, and federal public health guidelines and workplace safety requirements. We continue to adjust our plans to help protect our community as regulations evolve.

Sheridan Community Members have acted with remarkable flexibility, agility and resilience during an uncertain time. All Sheridan Community Members continue to share the responsibility of taking care of one another and themselves in order to best support teaching, learning and business operations.

Sheridan is committed to doing what is necessary to contain the spread of COVID-19. As such, access to Sheridan campuses will be restored and maintained in a conscious and thoughtful manner to provide a healthy and safe environment for all Sheridan Community Members.

Controlled Access to Sheridan Properties

Since COVID-19 spreads primarily from person-to-person via droplets, Sheridan will control access to our campuses to active students and employees in pre-approved activities (e.g., classes, use of learning spaces or support services, etc.). In all other circumstances a request to access must be approved by Sheridan to observe provincial regulations and public health guidelines regarding the use of space in a post-secondary educational context.

Physical Distancing

Sheridan's Facilities Services and Occupational Health & Safety Services teams reviewed every space on campus for use by Sheridan Community Members. Study spaces, labs, and studios are available for safe in-person activity at limited numbers, while respecting physical distancing and other safety requirements. Common spaces are available for students in between classes, as are bookable spaces for group study. In classroom spaces, physical distancing will be in accordance with Ministry of College and Universities guidance. In the event that stringent physical distancing requirements remain in place, impacted classes will be delivered in an alternate format.

Navigation and Capacity Limit Signage

Signs throughout the buildings are helping avoid congestion and indicate how to safely line-up and wait for classes, the cafeteria, printers, etc. Occupancy limits are calculated based on the size and intended utilization of each space and posted for each space.

Ventilation Upgrades

The airflow and ventilation in our spaces has been analyzed and evaluated, and filtration systems are replaced pursuant to recommendations from the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) for COVID-19. We continue to undertake measures to reduce the risk of airborne contaminants.

COVID-19 Vaccination Requirement

Sheridan will require everyone who comes to campus to demonstrate that they are fully vaccinated. An option will exist for individuals to apply for an exemption. Those who are not vaccinated will be provided with information on vaccines and required to participate in routine, rapid antigen testing.

Masks and PPE

Everyone on campus must wear a medical grade mask at all times, except when eating or drinking (while appropriately physically distanced). Sheridan will provide every person entering the college buildings with a medical mask each time they arrive on campus.

In addition, eye protection is recommended when physical distancing is difficult. Sheridan will provide eye protection to all students and employees.

Mandatory Screening for Campus Access

Everyone coming to campus must pass a daily self-assessment on the Sheridan Alert! app.

COVID-19 Safety Training

All students, employees, and visitors who attend campus must complete mandatory training to ensure they are aware of relevant health and safety protocols.

Cleaning and Disinfection

Sheridan cleans and disinfects frequently touched areas in common spaces at least twice daily and disinfects all Sheridan spaces once daily. In specific labs, studios, and workshops, Sheridan community members are asked to clean equipment and materials before and after each use. Many spaces are disinfected using a new electrostatic spraying system, covering more high-touch areas in a fraction of the time.

Managing Positive Cases and Outbreaks and Contact Tracing

Sheridan has had minimal COVID-19 cases throughout the pandemic. Working closely with local public health units, we continue to enforce strict processes for COVID-19 screening, testing and contact tracing to contain outbreaks and reduce the risk of transmission.

Sheridan, in partnership with the local public health units, conducts contact tracing if there is a suspected or confirmed COVID-19 case on campus. For this reason, every student and employee entering campus must use designated entrances and tap their *onecard*. Students and employees who had an exposure get a notification from Sheridan's Student Health Centre and/or Occupational Health and Safety Services. All contractors performing work on our campuses must complete a screening process and sign in and out of campus when arriving and leaving.

Vaccination Clinics and Support

Sheridan hosted a vaccination clinic at the Davis campus in Brampton from May-July 2021. Sheridan is proud to support the vaccination effort and do our part to help the pandemic effort in our communities.

Rapid Antigen Testing

Any individual who does not have valid proof of vaccination will be required to participate in rapid antigen testing on a frequency which will be determined by public health guidelines. Participating in rapid antigen testing will be required for the duration of the time the person is unvaccinated and/or partially vaccinated (e.g., only had 1 dose of a 2-dose vaccine series).

Mental Health and Well-Being Supports

Sheridan understands that this situation can cause anxiety and stress. The Centre for Student Success offers services, supports, and resources to enhance student life. Human Resources has resources and supports available, including confidential counselling through the Employee and Family Assistance Plan, for employees.

Plans for COVID-19 Related Disruptions to Teaching and Learning

Changes to Teaching and Learning Due to Increased Public Health Restrictions

If public health measures require a reduction in on-campus activity, on-campus instruction will be reserved for courses with learning outcomes that cannot be measured or achieved virtually.

Programs in which learning outcomes can be measured or achieved virtually will move to a virtual delivery mode for the required (or mandated) duration.

Changes to Teaching and Learning Due to On-Campus COVID-19 Cases

If a learner or multiple learners in a class are impacted by COVID-19 (due to a requirement for self-isolation or confirmed case), faculty (in consultation with their Associate Deans as necessary) will determine an accommodation plan for an initial period of 10 days. Longer duration accommodations may be required in certain circumstances. Accommodations may include receiving learning materials through the Learning Management System; adjusted assignment due dates; or consideration to extend the semester including awarding incomplete grades until learning outcomes can be achieved (see Sheridan's Grading Policy for more information on incomplete grades). Every situation is unique and accommodations will vary based on circumstances.

If an entire class is disrupted by COVID-19 (due to a requirement for self-isolation or confirmed cases), faculty (in consultation with their Associate Deans as necessary) will determine an accommodation plan for an initial period of 10 days. Longer duration accommodations may be required in certain circumstances. Accommodations may include remote learning; receiving learning materials through the Learning Management System; adjusted assignment due dates; or consideration to extend the semester including awarding incomplete grades until learning outcomes can be achieved (see Sheridan's Grading Policy for more information on incomplete grades). Every situation is unique and accommodations will vary based on circumstances.

Changes to Work-Integrated Learning Due to COVID-19 Cases

Work-integrated learning such as field placements, co-ops, and internships may be impacted by COVID-19. Sheridan will work with industry partners to accommodate learners should the learner or their work-integrated learning environment be impacted by COVID-19. This may include remote work, extending the period of work-integrated learning, or modification of hours. Every situation is unique and accommodations will vary based on the circumstances.

Sheridan's COVID-19 Information

[Sheridan's COVID-19 webpage](#) contains current information and resources for the Sheridan community.

Sheridan's COVID-19 webpage includes the following information:

- Cases on Campus
- Contact Tracing
- Frequently Asked Questions
- Community Email Updates
- How Sheridan is keeping you safe on campus
- Health Resources
- Information for International Students
- Student Support Services
- Remote Learning
- Campus Access – What to Expect
- Campus Services
- Health, Safety and Reporting Protocols
- #SheridanHelps Initiative

Sheridan's Emergency Information and Procedures

Emergency Preparedness and Planning

Sheridan has an Emergency Management Policy and Emergency Management Plan that provides the framework for the organization's emergency response and fosters best practices for emergency management at Sheridan.

Sheridan's emergency procedures are publicly posted on the [Emergency Preparedness webpage](#) and on the [Sheridan Alert! app](#).

Sheridan's students and employees can also access emergency preparedness information on [Sheridan Central](#).