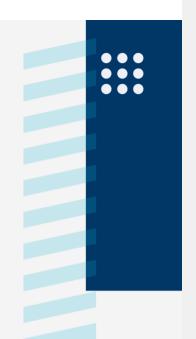
A MESSAGE FROM:

Kathryn Cameron, PhD **Chief Risk Officer Risk Management**



Return to campus: What employees need to know

March 2, 2022

Dear colleagues,

Sheridan is preparing to welcome more students and employees back to campus starting Monday, March 7. With public health and safety protocols still evolving rapidly, we recognize there are varying levels of comfort with the reopening and a move away from mandates from the provincial government. At Sheridan, we continue to focus on our shared responsibility to maintain the health and safety of our community. Please note there are some changes to our protocols.

Campus Access

Based on community feedback, we have simplified the entrance process.

Everyone is still required to use a designated campus entrance. Please complete the Sheridan Alert app at home to determine whether you should come to campus. When you arrive at the door, effective March 7, you will need to: • Tap your one card. Tapping your one card confirms that you have completed

- and passed the COVID-19 screening on the Sheridan Alert app. Wear a medical mask or N95 mask. If you don't have your own medical-
- grade mask, Security will provide one at check-in. Information on obtaining an N95 mask can be found below. Cloth or fabric masks are not allowed because they are not as effective. To accommodate more people on campus, access hours have been extended at

some campus entrance locations. Please check the **Campus Access page** for door information.

Vaccinations

Sheridan, will maintain a COVID-19 policy.

To provide certainty to students and employees, Ontario's 24 colleges, including

and re-affirms our commitment to our collective responsibility to keeping our campuses safe. Visit our **Return to Campus** page for further instructions. Any employee who has not upload their vaccination records/approved exemption to

Synergy will not be permitted on campus. Exceptions will be made if the manager

All employees are required to upload their vaccination records to Synergy Gateway, a secure document management platform that ensures data integrity and security

determines that the employee's duties on-campus are essential Sheridan services. Following manager approval, these employees will be required to undertake weekly on-campus rapid antigen testing. Failure to complete antigen testing may result in disciplinary action, up to and including termination. Please upload your vaccine documents as soon as possible to Synergy, allowing 3 to 5 business days for issuance of the compliance certificate. While you are no

Instructions on how to retrieve vaccination receipts from Ontario are here. Sheridan continues to offer vaccinations at our Health Centres.

N95s will be available to all employees who must work on campus in your faculty

Please note, there are two different models of N95 masks available on campus (3M

longer required to show your Synergy certificate upon entry, compliance will

or department office. Please drop by your faculty or department office to pick up a few masks so that you have access to back-up masks in case of loss or damage.

N95 Masks and Fit Testing

continue to be monitored.

1870+ and 9205+), both NIOSH-approved. According to the manufacturer, these N95s are "disposable, but not single use, so they can be used many times" and replaced when "damaged, breathing becomes difficult or contaminated with blood or body fluids." Please see the N95 Information and Instructions for how to properly don, doff, reuse and store the masks. Further, OHS Services has arranged to temporarily provide optional N95 mask fittesting to employees on campus. Employees can still wear a Sheridansupplied N95 without a fit-test.

a.m. to 5:00 p.m. on all campuses: TRA Campus – C230 (HR Boardroom) • DAV Campus – H153 EDGE space

Fit-testing will be available from Monday, March 7 to Friday, March 11 from 8:30

- If you wish to participate in the optional fit-testing, you must book an
- appointment here. Each session is expected to take about 20 minutes. Walk-ins will not be accepted. You will be fit-tested to Sheridan-issued N95s (i.e., do not

• HMC – B290 EDGE

By participating in this optional fit-test for an N95 mask, you are acknowledging you are in good health and do not have any known conditions that may affect your ability to safely use an N95 mask. If you have any health conditions or concerns about using a N95 mask, please consult with a health care professional. **Wellness Supports**

bring your own, personally acquired N95 masks). Also, you must be clean-shaven.

has been developed to provide supports and guidance as you navigate returning. Please utilize Sheridan's many wellness programs including mental health care such as the Employee and Family Assistance Program and other related supports.

Thank you for your on-going cooperation and commitment to keeping our

emotions for different people. A Return to Campus: Well-being Resources Guide

Subscribe to our email list.

Lastly, we recognize that the return to the "new normal" will evoke different

Kathryn Cameron, PhD Chief Risk Officer Risk Management

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