

A MESSAGE FROM:**Kathryn Cameron, PhD**
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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 *onecard*. Tapping your *onecard* 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

To provide certainty to students and employees, Ontario's 24 colleges, including Sheridan, **will maintain a COVID-19 policy.**

All employees are required to upload their vaccination records to Synergy Gateway, a secure document management platform that ensures data integrity and security 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 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 longer required to show your Synergy certificate upon entry, compliance will continue to be monitored.

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

N95 Masks and Fit Testing

N95s will be available to all employees who must work on campus **in your faculty 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. Please note, there are two different models of N95 masks available on campus (3M [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 fit-testing to employees on campus. Employees can still wear a Sheridan-supplied N95 without a fit-test.

Fit-testing will be available from Monday, March 7 to Friday, March 11 from 8:30 a.m. to 5:00 p.m. on all campuses:

- TRA Campus – C230 (HR Boardroom)
- DAV Campus – H153 EDGE space
- HMC – B290 EDGE

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

Lastly, we recognize that the return to the "new normal" will evoke different emotions for different people. A [Return to Campus: Well-being Resources Guide](#) 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 campuses a safe place to learn and work.

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