

A MESSAGE FROM:

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Reminder: compliance with healthcare directives

October 1, 2021

Colleagues,

I'm writing today as a reminder regarding the enforcement of campus access precautions effective October 4 and 15. These measures are in response to COVID-19 and the Province's *Postsecondary Health Measures Framework for Fall 2021*.

Effective Monday, October 4, any individual who cannot demonstrate compliance will be unable to attend campus. Employees will only be permitted access to campus if:

- They can show their VACCINATION COMPLIANCE CARD from Synergy, or
- They have been participating in weekly rapid antigen testing.

This means, at Security check-in, **you will be asked to produce** a digital version or print-out of your **vaccination compliance card from Synergy** or a copy of a recent **negative rapid antigen test taken within the past calendar week**. If you are not able to produce required documentation, you will be asked by Security to meet with a representative from HR.

After speaking with the HR representative, employees who do not have the required documentation but are willing to immediately participate in a rapid antigen test will be permitted access to the testing room on campus. Following a negative test, they will be permitted access to the rest of the campus for the duration of that calendar week. A new rapid antigen test must be taken the following calendar week if campus access is to continue. **This option will only be available between 9 a.m. - 5 p.m. (Monday to Friday)**. Employees without proper documentation arriving outside this time will be denied access to campus. You must enter at the B-wing doors at each campus for rapid antigen testing.

Effective October 15, there will be greater precautions in place for accessing campus. Specifically, employees will only be permitted access to campus if:

- They can show their VACCINATION COMPLIANCE CARD from Synergy, **or**
- They have a Sheridan approved accommodation to not be vaccinated **and** are participating in weekly rapid antigen testing.

Please note, **to be fully vaccinated by October 15, you must have received the full series of a COVID-19 vaccine by Friday, October 1**, as per the [Ministry of Health](#).

Employees who do not intend to comply must not attend campus and must immediately notify their manager and hr@sheridancollege.ca.

Any employee who does not intend to be vaccinated by October 15 and who is ineligible for an accommodation must contact their manager and hr@sheridancollege.ca in order to arrange coverage for on-campus duties. Any employee who is required to be on campus and has not submitted proof of vaccination and who also does not have a vaccine accommodation from Sheridan will likely be placed on unpaid leave effective October 15 for the portion of their duties that cannot be performed remotely.

Providing Proof of Vaccination

Employees who are experiencing challenges uploading proof of vaccination are asked to review the instructions below.

Please visit www.synergyhelps.com, create a support ticket, and notify your manager if the issues persist.

The link to upload your vaccination record was shared through an email sent by helpdesk@synergygateway.com, which may be shown in your inbox as "helpdesk" with a subject line of "Your access to Verified".

If you have forgotten your password or cannot find the original email from Synergy Gateway, please follow the steps below:

- Go to verified.sgappsserver.com
- Select the "Forgot Password/Resend Password" link and follow the instructions.
- Enter your email address that was used to create your account in the "Request Password" popup window.
- IMPORTANT: In the email field use name@sheridanc.on.ca email address NOT your name@sheridancollege.ca address when requesting a password.
- Check your email for 'helpdesk@synergygateway.com' with the title: "Your Access to Verified".
- Open the email and select the "ACTIVATION" link.
- Follow the instructions to reset your password.

Accommodation

Individuals may seek vaccine accommodation for medical/disability, creed, or other grounds protected under the Ontario Human Rights Code. To begin the process to apply for accommodation, please download a fillable form from the Synergy Gateway platform.

Rapid antigen testing

Employees who need to come to campus but have not uploaded vaccine records – including anyone who has applied for or received vaccine accommodation from Sheridan – must participate in onsite, rapid antigen testing for COVID-19. A negative test result will be required to gain access to campus. Testing will be required once per week and can take up to 30 minutes. Our partner, Global Health Solutions, is on campus to perform the testing and to administer follow-up testing should a testing result come back positive. Additional information about rapid antigen testing, including locations at each campus, can be found [here](#).

Obtaining a vaccine

Sheridan will continue to offer COVID-19 vaccines for all employees and students through our Health Centres. Sheridan is also working with public health units in Peel and Halton to bring mobile vaccine buses to our Davis and Trafalgar campuses.

Our community has shown a steadfast desire to keep our campuses safe throughout the pandemic. However, it will take all of us to meet the standard in the Province's *Postsecondary Health Measures Framework for Fall 2021* and operate safely. Therefore, I must remind you that failure to comply with precautions could result in discipline up to and including termination.

As always, thank you for everything you do to support our students and one another.

Ryan Piper
 Vice President, Human Resources