

# Sheridan

## Compliance with healthcare directives

**Email to all employees from Ryan Piper, Vice President, Human Resources**

**September 22, 2021**

Colleagues,

[I wrote all of you on September 3](#) to reinforce the precautions surrounding campus access in response to COVID 19 and the Province's *Post Secondary Health Measures Framework for Fall 2021*. Thank you to the overwhelming majority of you who have complied with the precautions and contributed to keeping the Sheridan community safe.

These are new procedures for Sheridan which had to be launched quickly. Employees for whom Sheridan could not confirm proof of vaccination have still been able to access campus on the good faith belief that they still had uploaded proof of vaccination or will engage in rapid antigen testing as required by Sheridan and the provincial government. Again, that good faith has been well placed in nearly every circumstance.

As we are now in week three and the procedures are more integrated, proof and confirmation of compliance are expected.

Compliance means:

- a. You have uploaded your vaccination records and have obtained a VACCINATION COMPLIANCE CARD from Synergy Gateway that you can show to security prior to entering campus if asked to do so.
- b. You are not fully vaccinated but have undergone weekly rapid antigen testing.

Effective October 4, employees will only be permitted access to campus if they have received their VACCINATION COMPLIANCE CARD from Synergy or have been participating in weekly rapid antigen testing.

Effective October 15, employees will only be permitted access to campus if:

- a. They have received their VACCINATION COMPLIANCE CARD from Synergy **or**
- b. They have an approved accommodation to not be vaccinated and are participating in weekly rapid antigen testing.

**Any individual who is not in compliance will have their onecard suspended in addition to being barred from campus.**

This progressive increase in precautions is to provide employees who intend to comply every opportunity to resolve any challenges uploading proof of vaccination or engaging in rapid antigen testing. Employees who are experiencing challenges uploading proof of vaccination are asked to review the instructions below. Please visit [www.synergyhelps.com](http://www.synergyhelps.com), create a support ticket, and notify your manager if the issues persist. Employees experiencing challenges participating in rapid antigen testing must contact [ohsservices@sheridancollege.ca](mailto:ohsservices@sheridancollege.ca)

**Employees who do not intend to comply must not attend campus and must immediately notify their manager and [hr@sheridancollege.ca](mailto:hr@sheridancollege.ca)**

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**The deadline for uploading vaccination records is October 15.** Anyone who has not submitted proof of full vaccination by that date will be denied access to campus unless they have received a vaccine accommodation from Sheridan. Those with a vaccine accommodation will be required to undertake rapid antigen testing to access campus. **Antigen testing will not be offered to individuals who are not fully vaccinated without an approved accommodation.**

Any employee who does not intend to be fully vaccinated by October 15 and who is ineligible for an accommodation must contact their manager and [hr@sheridancollege.ca](mailto:hr@sheridancollege.ca) so coverage for on-campus duties can be arranged. 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**

The link to upload your vaccination record was shared through an email sent by [helpdesk@synergygateway.com](mailto: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](https://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](mailto:name@sheridanc.on.ca) email address, NOT your [name@sheridancollege.ca](mailto: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 antigen testing, including locations at each campus, can be found [here](#).

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## 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. Please remember that in order to continue to access campus after October 15, you will need to be fully vaccinated or have a Sheridan approved accommodation with weekly participation in rapid antigen testing. This means that anyone without an approved accommodation will need to have their second shot of a COVID-19 vaccination no later than October 1.

## Next steps

Given the highly fluid nature of this pandemic, Sheridan may be required to make further changes to our policy and procedures. As information becomes available, we will continue to share it with you. In the meantime, please visit our [COVID-19 FAQs](#) about fall term, where we have provided all of the details that are currently known. Employees can also review our [Return to Campus page](#) on Sheridan Central for additional resources.

I am personally proud that the vast majority of employees are doing what they can to keep Sheridan safe. However, it will take all of us to meet the standard in the Province's *Post Secondary Health Measures Framework for Fall 2021* and operate safely during the pandemic. 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