

Sheridan

COVID-19 Health and Safety - Campus Access Requirements

In accordance with federal, provincial and local public health recommendations, access to Sheridan's campuses remains restricted. Access will ONLY be granted to:

- **Essential service employees***, who are deemed by Sheridan to carry critical tasks related to maintenance of security and safety for Sheridan buildings and occupants; and
- **Pre-approved** employees or visitors (e.g. contractors, consultants, etc.), who are authorized by their **manager and Security Services**, on a case-by-case basis.

*For the purposes of campus access, essential service employees include IT, Facilities, Security, and Occupational Health and Safety. In addition, select employees from the Chemical Engineering program and CAMDT are considered essential service employees.

IMPORTANT!

- No walk-ins are allowed.
- You need to meet all four (4) Access Requirements outlined below to access the campus.
- Security will try to accommodate the requested date/time for access. However, due to physical distancing and cleaning and disinfecting requirements, it may not be possible to do so.
- Leave immediately and self-isolate if you become ill while on campus.

Access Requirements

1. Request for Access

- A) Essential service employees do not have to request campus access from their manager. However, they are still expected to follow the rest of the requirements and to advise Security in advance of the dates and times they will be onsite.
- B) If you are not an essential service employee, your request for access must be approved by your manager **and** by Security. Please note the following steps:
 - i. A campus access request is sent to your manager by you.
 - ii. If approved, your manager submits a request to Danielle Weddepohl, Director of Security, via e-mail at <danielle.weddepohl@sheridancollege.ca>. The e-mail request must include **a list of room numbers of locations** you will be visiting.
 - iii. Security will confirm that you have completed the COVID-19 Health and Safety at Sheridan Training or your name will be forwarded to OHS Services to request training (see #2 in the next page for more information).
 - iv. You will receive confirmation of permission to access campus from Security.

Please wait until you receive this confirmation prior to coming to campus. Access to campus is carefully scheduled to limit the number of people in any given space at once. Please be sure to only access the campus on the date/time as provided to you by Security.

2. COVID-19 Health and Safety Training

All employees and visitors must complete the online COVID-19 Health & Safety at Sheridan training module prepared by OHS Services, prior to attending the campus. The estimated time needed to complete this training is 16 minutes. The training will provide:

- Brief information on COVID-19 and the importance of individual behaviour;
 - Employees' rights and responsibilities in the workplace; and
 - Resources for more information on COVID-19.
- A) Sheridan employees can access the training on Occupational Health and Safety Services' Sheridan Central page [here](#). Employees will be required to acknowledge the completion of training [here](#), which can also be found right under the training video.
- B) Visitors can access the training on YouTube [here](#). Visitors will be required to acknowledge the completion of training to their point of contact at Sheridan.
- C) Managers of essential service employees will have to complete a live webinar with OHS Services. In addition to the topics above, information on planning and scheduling work on campus during COVID-19 pandemic will be shared.

Please note, the completion of the COVID-19 training does **not** guarantee access to campus as there are other entry restrictions currently in place (e.g. travel history, symptoms, etc.). However, **failure to confirm training has been completed will result in denial of access to the campus.**

3. Security Sign-In

Upon arrival on campus, all employees must go to the main entrance and phone Security (905-815-4044) and read Sheridan's COVID-19 Entry Requirements signage (a copy can be found [here](#)). At sign-in, Security will ask you:

- To confirm your answers to the screening questions regarding symptoms, close contact to individuals with COVID-19 symptoms, or recent travel; and
- To list the room or office locations you will be visiting. This list may be compared to the rooms or office locations outlined by your manager in the initial request.

4. While on Campus

For health, safety and well-being of everyone on campus, while on campus, please:

- Practice physical distancing. Always maintain a minimum of 2m (6 ft) separation from others.
- Limit movement while on campus (i.e. only visit rooms/areas you need).
- Practice good hygiene (e.g., sneeze/cough into sleeve or tissues, wash hands frequently, and do not touch your face with unwashed hands).
- Use the nearest washroom. In some instances, a washroom for use may be assigned to you by Security. If so, please use only that washroom.
- As much as possible, avoid touching any common or shared items.
- Sign-out at Security upon departure from the campus.