

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.
- Sheridan Community Members in **pre-approved activities** (e.g., classes, appointments, etc.).

*For the purposes of campus access, essential service employees include IT, Facilities, Security, and Occupational Health and Safety.

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.
- You must wear a non-medical mask or a face-covering to access the campus. In workspaces or classrooms, you must wear a Sheridan issued medical mask.
- You will be required to present your OneCard upon entry to the College and you must have your OneCard displayed at all times while on campus.
- Leave immediately and self-isolate if you become ill while on campus.

Access Requirements

1. Request for Access

- A) Students and other Sheridan Community Members in **pre-approved activities** (such as classes, appointments, etc.) are **exempt** from the need to Request for Access.
- B) **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**.
- C) **Non-essential service employee** requests for access must be approved by their manager **and** by Security. Please note the following steps:
 - i. Send a campus access request to your manager.
 - 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. Your name will be forwarded to OHS by Security to request and confirm completion of the COVID-19 Health and Safety at Sheridan Training (see #2 in the next page for more information).

- iv. You will receive confirmation of permission to access campus from Security.
- D) **Visitor access to Sheridan** (e.g., contractor, consultants, etc.) requests must be approved by your manager **and** by Security. Please note the following steps:
- i. A campus access request for a visitor 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 the visitor will be visiting.
 - iii. Security will confirm with you that your visitor has completed the COVID-19 Health and Safety at Sheridan Training (see #2 for more information).
 - iv. You will receive confirmation of permission for your visitor to access campus from Security.

Important: College employees hiring **contractors** to provide service or perform work must follow Sheridan's [Contractor Health and Safety Program](#) requirements **prior to requesting access for them**. At minimum, Appendices B and C of the [Contractor Health and Safety Program](#) must be retained by the Sheridan employee who hires the contractor.

Notes:

- Please **wait** until confirmation of permission is received 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 35 minutes. The training will provide:

- Brief information on COVID-19 and the importance of individual behaviour;
 - New and existing measures in place at Sheridan in response to COVID-19;
 - Guidelines for employees while on campus (e.g., how to wear and care for a mask); and
 - Resources for more information on COVID-19.
- A) **Sheridan employees** can access the training on Occupational Health and Safety Services' Sheridan Central [page](#). Employees will be required to acknowledge the completion of training [here](#), which can also be found right under the training video.
- B) **Visitors** (e.g., contractors, consultants, etc.) 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.
- D) **Students** are required to watch the Sheridan COVID-19 Student Safety Video Module and complete a quiz in SLATE. The video is also available on YouTube [here](#) for students without access to SLATE.



Please note:

- completion of the COVID-19 training does **not** guarantee access to campus as there are other entry restrictions currently in place (e.g., COVID-19 Self-Assessment). **Failure to confirm training has been completed will result in denial of access to the campus.**

3. Security Sign-In

Everyone coming to campus must follow the following process:

- A) Complete a daily COVID-19 Self-Assessment using the **Sheridan ALERT!** App and follow the instructions provided at the end of the assessment. Download the [Sheridan ALERT!](#) App for free from the App Store or Google Play.
- B) Everyone must wear a mask (medical or non-medical) and enter through one of the [designated entrances](#) (scroll down on the webpage for specific locations). Read Sheridan's COVID-19 Entry Requirements signage (a copy is [here](#)).
- C) Check-in with Security by:
- Showing the result of your COVID-19 Self-Assessment; or verbally confirm your answers to the screening questions; and
 - Presenting your OneCard or access confirmation e-mail. Security may ask further questions about where you may be while on campus.
- D) Tap your OneCard on the card reader at the designated entrance.
- E) If you are a visitor, obtain a Sheridan issued medical mask from a security screening station at a [designated entrance](#). Students and employees can obtain their Sheridan issued medical mask in class or in the offices or workspaces.



4. While on Campus

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

- Practice physical distancing. Always maintain at least a 2m (6 ft) distance from others.
- Wear Sheridan issued **medical mask** while in class and in work spaces.
- Wear a mask (medical or non-medical) in common areas (e.g., hallway).
- 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).
- As much as possible, avoid touching any common or shared items.
- Leave the campus immediately and self-isolate if you become ill while on campus.

