

# Sheridan

Updated: August 11, 2021

## COVID-19 Student Health and Safety Video – In-Person Learning

In keeping with Sheridan's commitment to health and safety, faculty teaching courses with an in-person component will be required to embed the COVID-19 Student Health and Safety video into their applicable SLATE course(s) prior to the first day of classes. Impacted faculty will be added to a Virtual Community which provides detailed instructions on how to incorporate the prepared materials (i.e. video and integrated quiz) into their relevant SLATE sections. Additionally, students are required to complete an attestation that they have completed the training. Kindly provide 5-10 minutes at the start of your classes, for the first three days, to allow students time to watch the video and complete the quiz.

You may access the Virtual Community through the following link: [Sheridan Student COVID Training](#).

If you are experiencing any technical difficulties, please contact Peter DeCourcy [peter.decourcy@sheridancollege.ca](mailto:peter.decourcy@sheridancollege.ca) in the Centre for Teaching and Learning.

## Mandatory Attendance Tracking

To assist with the potential for Public Health Contract Tracing we are asking all faculty to maintain a record of attendance for each in person class (date and time) along with the names and student numbers of all students who attended that specific class. Faculty are to maintain these records and provide to Occupational Health and Safety/Sheridan Student Health Centre when requested.

## First Day Welcome Information/Script

Faculty are ***strongly encouraged*** to share this information on the first day of class. If helpful, please feel free to read out the following script which was designed to assist with your communication.

Welcome!

I am happy to have you here and am looking forward to the term ahead. I hope you are as well. I know that you might have questions, so I would like to take a few moments to go over some health and safety information with you before we get started today.

The College has put many health and safety measures in place to help keep us all safe and I would like to review some of them with you. This information can be found on the COVID-19/Return to Campus microsite, which is accessible from the Sheridan College home page.

A Sheridan-issued medical mask is mandatory while on campus. The medical masks will be available at the designated campus entrances from Security during sign in. (Read if applicable: Additionally, eye protection must be worn in the classroom/lab at all times.)

In common spaces, physical distancing is also required. There are signs around campus to help remind everyone to stay six feet apart, wherever possible.

The College has enhanced ventilation and cleaning protocols in place. Air flow to every room has been increased and is entirely replaced with fresh air every 10 minutes or less. All the

high-touch common areas, such as hand railings, elevator buttons, etc. are cleaned at least twice daily. At the beginning and end of class, please use the disinfectant wipes provided to clean your space and any equipment.

This is very important, if you feel sick, please stay home. If you are unwell and think you might have COVID-19, the College is asking students to notify The Sheridan Student Health Centre at 905-845-9430 ext. 5153 to maintain the safety of our community. The Sheridan Student Health Centre will advise you on next steps. When you inform the Sheridan Student Health Centre, you're keeping everyone safe because Sheridan can inform others to monitor for COVID-19 symptoms, take measures to clean and disinfect, and work with Public Health as needed. Please know that Sheridan will not share your name or other identifying information in our notification to other Sheridan members.

If the College becomes aware that any students or staff are potentially at high risk, they will communicate that to you directly via your SLATE e-mail. Sheridan will treat every potential COVID-19 case seriously, with the Sheridan Student Health Centre or Occupational Health and Safety taking the lead and working with Public Health.

With all that's going on, please keep in mind that there could be rumours or inaccurate information circulating. All official Sheridan communication regarding COVID-19 will be posted on [www.sheridancollege.ca/covid-19](http://www.sheridancollege.ca/covid-19). If you hear of anything that concerns you, please let me know.

I know that's a great deal of information to take in. I appreciate your cooperation in helping to keep the Sheridan community safe.

Before we begin class today, I would like to provide everyone with 10 minutes to watch the COVID-19 training video in SLATE and to complete the quiz that follows. If you have already done the training, you may use this time for other quiet activities.

Thank you.

# Sheridan

## FAQ and Resource Document for Faculty/Instructors Engaged in In-Person Teaching

Please note that an email ([careandwellness@sheridancollege.ca](mailto:careandwellness@sheridancollege.ca)) and confidential phone line (905-815-4009) have been set up for COVID-19-related inquiries and concerns.

*\*Please note: Do not include a student's name or personal details in email subject lines.*

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### 1. Can I ask my students if they have been vaccinated for COVID-19?

- Answer: No, vaccination status is personal health information, and it is not appropriate to ask anyone to disclose personal health information.

### 2. What can/do I say to my student who is not wearing a mask?

- Answer: Remember that some students may have a medical exemption from wearing a mask. Sheridan's Student Health Centre and Occupational Health and Safety Teams will endeavour to ensure some form of face-covering (e.g., face shield, a cloth wrapped around nose and mouth, etc.) is worn by those who require an accommodation. Be respectful when communicating with someone who is not wearing a mask. If they indicate that they are exempt, do not ask them why. If they are not exempt, remind them of our shared responsibility for health and safety, and that masks are mandatory on Sheridan Campuses.
- Who do I contact: If sending an email to the student, copy your Associate Dean.
- Next Steps: Students requesting accommodation due to disability-related reasons should contact ([askanadvisor@sheridancollege.ca](mailto:askanadvisor@sheridancollege.ca)).
- Script/Email: IF NOT EXEMPT: As you know, health and safety is a shared responsibility. Sheridan has a COVID-19 Policy in place that requires the use of a Sheridan-issued medical face mask on campus. This measure is in place to keep us all safe. If you do not follow these rules, I am going to have to ask you to leave the class. If you need a mask today, we can provide you with one. If you require an accommodation due to disability-related reasons, you should contact ([askanadvisor@sheridancollege.ca](mailto:askanadvisor@sheridancollege.ca)).

### 3. I don't feel comfortable teaching my class because a student is exempt from wearing a mask. What can I do?

- Answer: Masks are just one of the health and safety measures that can help to reduce the risk of COVID-19. Measures at Sheridan include increased air exchanges and filtration, cleaning and disinfecting frequencies, distribution of hand sanitizers, signage to encourage frequently hand washing / hand sanitization, mandatory COVID-19 Training, screening for campus access, and contact tracing. Additionally, for students requiring a mask accommodation, Sheridan's Student Health Centre and Occupational Health and Safety Teams will endeavour to ensure some form of face-covering (e.g., face shield, a cloth wrapped around nose and mouth, etc.) is worn. If you continue to have health and safety concerns, please speak to your Associate Dean.
- Who do I contact: Associate Dean
- Next Steps: Once you have contacted your Associate Dean, they will work with you to identify next steps.
- Script/Email: N/A

#### 4. When should I contact Security if someone is not adhering to Health and Safety measures?

- Answer: If you have explained the importance of following the health and safety protocols (e.g., wearing a mask, hand washing/hand sanitization, frequent cleaning of surfaces, etc.) and the student still will not comply, you may ask them to leave the class. If a student is disruptive or not following the rules, you can ask them to leave. If you require assistance, contact Security at 905-815-4044 or ext. 4044 from a Sheridan landline telephone. Also, familiarize yourself with the Sheridan Alert! App, which houses important emergency contact information and an option to fill out a security report. Please keep in mind that some students may have a medical exemption from wearing a mask but will don a different type of face covering (e.g., face shield). Always be respectful when speaking to someone who has an accommodation and may not be wearing a mask.
- Who do I contact: Security, if necessary.
- Next Steps: If Security was contacted, the situation may be further investigated through the Student Code of Conduct by the Student Rights and Responsibilities Office, if necessary.
- Script/Email: N/A

#### 5. What do I do if a student says they are not feeling well or appears ill while in class?

- Answer: Anyone who is feeling ill should not come to or be on campus.

If the student is already on campus, please show compassion and ask the student if he/she/they are feeling okay, ensure they are wearing a mask and, if not, ask the student to wear one. Keep in mind that some students may be using an alternative to a mask. Please ask the student to leave campus immediately. Students taking public transit can be directed to Security for a taxi chit.

If the student is not yet on campus, ask the student to complete the COVID self-screening assessment with honesty on the Sheridan Alert App. The student should follow the direction of the screening.

- Who do I contact: Security, if assistance is needed by the student to leave campus.
- Next Steps: Advise the student to leave campus immediately and to contact their health-care provider or Sheridan Student Health Centre at 905-845-9430 ext 5153. Faculty are asked to academically support the student during their isolation requirements as needed.
- Script/Email:
  - Email to the Student:
    - I understand/It appears you are not feeling well. I am sorry to hear that. The College is asking anyone who is ill to remain at home, so I would ask that you go home now/stay home.
    - If you took public transportation, is it possible for a family

member to pick you up? If not, Sheridan can offer you a cab ride home. Please go to directly to the Security desk and they will provide you with a taxi chit.

- I would also encourage you to contact your health-care provider or call the Sheridan Student Health Centre at 905-845-9430 ext 5153.
- Should you require self-isolation, I will work on a way to facilitate your learning during that time. I will be in contact with you soon to discuss how we will do that. I hope you feel better soon.

## 6. How should I respond to coughs/sneezes and other day-to-day occurrences in class?

- Answer: No response should be needed for the odd cough or sneeze. All students should be wearing a mask (unless they are medically exempt and wearing an alternate face covering) and practicing hand hygiene. If there is persistent coughing or sneezing, follow the Next Steps and Script/Email from Question 4.

## 7. What do I do if a student calls to inform me that they've developed symptoms today and they were on campus yesterday?

- Answer: Immediately email the student and ask them to remain at home and provide them with guidance for next steps outlined in the script below.
- Who do I contact: The student, who disclosed symptoms to you.
- Next Steps: Advise the student to seek medical advice using the script/email below. Faculty are asked to academically support the student during their isolation requirements as needed.
- Script/Email:
  - Email to the Student:
    - I understand you are not feeling well. I am sorry to hear that. The College is asking anyone who is ill to remain at home
    - I would also encourage you to contact your health-care provider or call the Sheridan Student Health Centre at 905-845-9430 ext 5153
    - Should you require self-isolation, I will work on a way to facilitate your learning during that time. I will be in contact with you soon to discuss how we will do that. I hope you feel better soon.

## 8. What do I do if a student calls to inform me that they were ill yesterday, but they are on campus today?

- Answer: Whether the student should be on campus if they were ill yesterday will be assessed on a case-by-case basis. Ask the student if they have been cleared by a health professional for return to campus. If not, encourage the student to contact their health-care provider or call the Sheridan Student Health Centre at 905-845-9430 ext 5153.
- Who do I contact: The student, who disclosed symptoms to you.
- Next Steps: Advise the student to seek medical advice using the script/email below. Faculty are asked to academically support the student

during their isolation requirements as needed.

- Script/Email:
  - Email to the Student:
    - I understand you are not feeling well. I am sorry to hear that. The College is asking anyone who is ill to remain at home
    - I would also encourage you to contact your health-care provider or call the Sheridan Student Health Centre at 905-845-9430 ext 5153
    - Should you require self-isolation, I will work on a way to facilitate your learning during that time. I will be in contact with you soon to discuss how we will do that. I hope you feel better soon.

### 9. What do I do if a student calls to inform me they've been in contact with someone who 'may' be positive for COVID-19?

- Answer: The student should seek advice from a healthcare practitioner. If they continue to pass the Sheridan Alert App Self-Screening, they are able to attend campus. People who are fully vaccinated are not required to isolate after an exposure and should self monitor for symptoms. If they develop symptoms, they should isolate immediately and contact their health-care provider or call the Sheridan Student Health Centre at 905-845-9430 ext 5153. (NOTE: Do not ask the student if they are vaccinated or not.)
- Who do I contact: The student, who disclosed their possible exposure.
- Next Steps: Advise the student to seek medical advice using the script/email below. Faculty are asked to academically support the student during their isolation requirements as needed.
- Script/Email:
  - Email to the Student:
    - Thank you for letting me know of your possible exposure.
    - I would also encourage you to contact your health-care provider or call the Sheridan Student Health Centre at 905-845-9430 ext 5153.
    - If you continue to pass the Sheridan Alert App Self-Screening, you are able to attend campus.

### 10. If a student thinks they may have COVID-19, has been tested and is waiting for results, what should they do? What should I do?

- Answer: The student should remain at home while waiting for the test results. If the student tests positive, they should report their diagnosis to the Sheridan Student Health Centre at 905-845-9430 ext. 5153.
- Who do I contact: The student, who disclosed they are awaiting test results.
- Next Steps: Advise the student to contact the Sheridan Student Health Centre if they test positive. Faculty are asked to academically support the student during their isolation requirements as needed.
- Script/Email:
  - Email to the Student: I understand that you are concerned that you have COVID-19 and were tested for COVID-19. While waiting for the results, I ask that you please take care of your health and stay at home. If you test positive, please contact the Sheridan Student Health Centre at 905-845-9430 ext. 5153 and they will give you instructions on when you can return to campus. I

will work with you to support your learning as needed during your isolation. I will be in contact with you soon to discuss how we will do that. I hope you feel better soon.

## 11. If a student has a confirmed case/has tested positive for COVID-19, what do they need to do? What do I need to do?

- Answer: Please ask the student to follow all directions provided by Public Health, including directions for self-isolation, and to let Sheridan know by calling the Sheridan Student Health Centre at 905-845-9430 ext. 5153. The Sheridan Student Health Centre will provide the student a clearance note based on an assessment by a medical professional. Please email Tammy Datars, Senior Manager, Student Healthcare Services regarding the student health concern.

You can continue to hold in-class activities. If there are steps to be taken (e.g., cancelling class), you will be informed by Sheridan's Occupational Health and Safety Services (OHS). If you do not hear from OHS, it is because the student's COVID-19 diagnosis does not place you or your students at a high risk of exposure.

Please do not share the medical diagnosis of a student with anyone except Tammy Datars, who is a regulated healthcare professional. After asking the student to contact Sheridan Student Health Centre and e-mailing Tammy Datars, you do not have a further duty to report your student's diagnosis to other students or employees. That duty and responsibility rest with the Local Public Health Unit who will investigate and be in touch with the Sheridan Student Health Centre and/or OHS. Please allow them to coordinate and carry out their job.

The local Public Health Unit may, based on their investigation, communicate directly with certain Sheridan employee(s) and student(s) regarding cases. In addition, Peel and Halton Region Public Health Units and Sheridan have on-going and frequent communication. If there are additional steps to be taken, you will be informed by Public Health Unit(s) and/or Sheridan.

If you have questions and concerns due to the student's disclosure/confirmed COVID-19 case, please contact OHS at [ohsservices@sheridancollege.ca](mailto:ohsservices@sheridancollege.ca).

- Who do I contact: The student who disclosed COVID-19 diagnosis and then Tammy Datars, Senior Manager, Student Healthcare Services
- Next Steps: Continue to hold in-class activities as scheduled. Ask the student to contact the Sheridan Student Health Centre. Faculty are asked to email to Tammy Datars, Senior Manager, Student Healthcare Services using the script/email below. Faculty are asked to academically support the student during their isolation requirements as needed.
- Script/Email:
  - Email to the Student I am very sorry to hear about your diagnosis. Please be sure to follow the directions provided by Public Health and self-isolate. If you have not already done so, I would ask you to follow up with the Sheridan Student Health Centre at 905-845-9430 ext. 5153 who can provide you with additional support and tell you when you can return to campus. I will work with you to support your learning



as needed during your isolation. I will be in contact with you soon to discuss how we will do that. I hope you feel better soon.

- Email to Tammy Datars ([tammy.datars@sheridancollege.ca](mailto:tammy.datars@sheridancollege.ca)):
  - Subject Line: Student Health Concern
  - Body of Email: Student [name, student number] reported a health concern to me today. I told them to immediately leave campus and/or self-isolate, and to follow up with you at ext. 5153

## 12. If one of my students has a confirmed case of COVID-19, do I have to cancel classes? For how long?

Answer: Given the numerous safety measures in place, (including daily screening, mask requirements, enhanced cleaning and disinfection, and increased ventilation and high vaccination rates in our community) on-campus interactions are generally deemed to be low risk for COVID-19. Therefore, even if a student in your class has COVID-19, in most cases, you can continue to hold in-class activities.

However, please remain flexible as each situation will require a different response. Any response to a confirmed COVID-19 case on campus will be directed in consultation with the local Public Health Unit, Sheridan's Student Health Centre and Occupational Health and Safety Services (OHS). The Associate Dean will be informed as required. You will be provided direction as to whether the class will be cancelled and/or the type of communication that will take place based on direction from Public Health.

If you continue to have health and safety concerns please review these with your Associate Dean.

- Next Steps: Continue to hold in-class activities as scheduled. Wait for further instruction from your Associate Dean/OHS. If you have any questions as to your personal health please follow up with an email to [ohsservices@sheridancollege.ca](mailto:ohsservices@sheridancollege.ca).
- Who do I contact: Associate Dean or OHS
- Email/Script: N/A.

## 13. If one of my students has a confirmed case of COVID-19, what cleaning and disinfection measures will take place?

- Answer: Once the case is reviewed by a member of Sheridan's Student Health Centre/Occupational Health and Safety Services (OHS), any areas that were impacted would be thoroughly cleaned using protocols that are effective in killing the COVID-19 virus by Facilities Services. There may be a requirement for the faculty member or a technologist to clean and disinfect or discard specialized equipment, tools, or materials. If necessary, these instructions will come from OHS.
- Who do I contact: N/A
- Next Steps: The Facilities team will follow the direction of Sheridan Student

- Health Centre, OHS, and/or Public Health, on a case-by-case basis.
- Script/Email: N/A

#### 14. What do I do if a student reports a classmate for not disclosing that they have COVID-19?

- Answer: Please email the student, who reported to you about the classmate, and ask them to contact the Sheridan Student Health Centre at 905-845-9430 ext. 5153. The Sheridan Student Health Centre will work with Public Health to determine next steps, if any, and liaise with the student(s). If any follow up with you is required, Occupational Health and Safety Services will contact you directly
- Who do I contact: The student, who disclosed their classmate's COVID-19 diagnosis.
- Next Steps: Ask the student, who was exposed to the classmate's COVID-19, to contact Sheridan Student Health Centre. Faculty are asked to academically support the student during their isolation requirements as needed.
- Script/Email:
  - Email to Student:
    - I'm sorry to hear that you're concerned about your classmate's health. If you have not already done so, I would ask you to follow up with the Sheridan Student Health Centre at 905-845-9430 ext. 5153 who can provide you with additional support. If you are requested to self-isolate, I will work with you to support your learning as needed during your isolation.

#### 15. What do I say if a student says they are worried about COVID-19?

- Answer: Remind them that many health and safety protocols have been put in place to help keep the community safe. Direct them to the information on Sheridan's website. If they have specific concerns regarding symptoms or exposure, they can use the self-assessment developed by the Government of Ontario at [covid-19.ontario.ca/self-assessment](https://covid-19.ontario.ca/self-assessment), or speak with someone in the Sheridan Student Health Centre at ext. 5153.
- Who do I contact: You could refer them to [careandwellness@sheridancollege.ca](mailto:careandwellness@sheridancollege.ca), if questions persist.
- Next Steps: No action is required by the faculty at this time.
- Script/Email: N/A

#### 16. I am feeling overwhelmed. Where can I get help?

- Supports are in place for all employees who need them, including Employee and Family Assistance Program (EFAP) services ([www.workhealthlife.com](http://www.workhealthlife.com)), which provides you and your family with immediate and confidential support to help resolve work, health, and life challenges.
- Lifeworks and the Government of Ontario's [AbilitiCBT program](#) is an internet-based cognitive behavioral therapy designed to address anxiety, depression, and anxiety symptoms related to the

uniquely challenging aspects of pandemics.

- Visit the Sheridan Central for a listing of health and well-being resources <https://central.sheridancollege.ca/employee-wellness>

#### 17. Where can students get help if they are feeling overwhelmed?

- All faculty are advised to refer to the recognize, respond, and refer tool that can be found at <https://sheridancollege.libguides.com/ssFacultyToolkit/studentsindistress>. Any students in distress on campus that you cannot manage with the recognize, respond and refer toolkit may be brought to the Security department for a quiet space where other options will be considered.

#### 18. What resources are available for information on COVID-19?

- Answer:

Government of Ontario: <https://covid-19.ontario.ca>

Telehealth Ontario (24 hrs.): 1-866-797-0000

COVID-19 Assessment Centre Locations: <https://covid-19.ontario.ca/assessment-centre-locations/>

Sheridan Updates: <https://coronavirus.sheridancollege.ca>

Peel Region Public Health: <https://www.peelregion.ca/coronavirus/>

Halton Region Public Health: <https://www.halton.ca/For-Residents/Immunizations-Preventable-Disease/Diseases-Infections/New-Coronavirus>

Public Health Agency of Canada: <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html>

Government of Canada – Travel Health Notices: <https://travel.gc.ca/travelling/health-safety/travel-health-notice>