

Return to Campus - FAQs for Faculty

Updated: August 17, 2021

Sheridan is working toward a gradual and safe re-opening of our campuses. We look forward to welcoming you when it is your turn! We hope this document helps answer the questions you have. Should you have additional questions, please discuss with your Associate Dean.

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Health and Safety

What guidelines do Occupational Health and Safety (OHS) have for on-campus learning (e.g., physical distancing, room occupancy, vaccine mandates, relaxed restrictions, etc.)?

Many of the health and safety protocols Sheridan implemented at the beginning of the pandemic will remain in effect for Fall Term. To learn more, [please click here](#).

Effective this September, **Sheridan will require everyone who comes to campus to demonstrate that they are fully vaccinated**. An option will exist for individuals to apply for an exemption. Those who are not vaccinated will be provided with information on vaccines and required to participate in routine, rapid antigen testing. Sheridan will offer vaccination for all members of the community through our Health Centre. Details about implementation will be available in the coming weeks.

The requirements that have been relaxed for the gradual return of students and employee are physical distancing in the classroom and room occupancy in some classrooms. Other campus spaces will continue to adhere to existing distancing and occupancy requirements. Regulatory changes from the province and local public health units continue to be monitored to ensure the ongoing protection of our community.

To help faculty return to the classroom and in-person instruction, standard operating procedures (SOPs) have been developed in consultation with OHS. These SOPs are unique to each Faculty, taking into consideration the work environment and program needs. These guidelines can be accessed through your department leaders.

Campus access will continue to be controlled through the use of designated entrances, with active screening protocols in place. Both employees and students will continue to be required to complete the COVID-19 training module and will need to complete the daily self-assessment through the Sheridan Alert! App and show their results to enter a building.

How are health and safety protocols being enforced/monitored on campus?

In accordance with COVID-19 Campus Policy, all Sheridan community members have a shared responsibility of taking care of one another and themselves to support teaching, learning and business operations.

At Sheridan, we believe the best initial approach is education and awareness. However, in the event where it is necessary to escalate the response:

- a. Students who violate this policy or associated procedures/guidelines may be subject to sanctions under the Student Code of Conduct – Adjudication and Appeals Procedure and/or applicable legislation.
- b. Employees who violate this policy or associated procedures/guidelines may be subject to disciplinary action, up to and including dismissal, subject to applicable collective agreements and/or legislation.

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- c. Any other Sheridan community member (i.e., volunteer, consultant, contractor, or visitor) who violates this policy or associated procedures/guidelines, may be removed from campus and may not be permitted on Sheridan property in the future.

If wilful disregard to this policy is observed by a Sheridan community member, or a person on Sheridan property jeopardizes the health and safety of another person, the member can report non-compliant behavior to Security on-line via the "Report Suspicious Activity" form on Sheridan Security's website or on the Sheridan Alert App.

How will health and safety information be shared with faculty and students?

All students and employees who are required to come to campus during the current semester must complete mandatory training to ensure they are aware of the relevant health and safety protocols.

- **STUDENTS:** Are required to watch the [Sheridan COVID-19 Student Safety Video Module](#) and complete a quiz in SLATE.
- **EMPLOYEES:** It is a requirement for all employees onsite to complete the Occupational Health & Safety COVID-19 training located on [Sheridan Central](#). After you watch this video, you must fill out the "Form" below it which is tracked by Occupational Health and Safety Services (OHS).

Additionally, Sheridan Central's [Return to Campus Page](#) and Sheridan's dedicated [COVID-19 Webpage](#) will contain necessary information and will be updated regularly.

Are vaccines required for those working/learning/living on campus?

The health and safety of members of the Sheridan community remains a priority. Sheridan has followed the direction and recommendations of public health throughout the pandemic.

Sheridan [announced](#) that vaccines would be required for students in high-risk or high traffic settings, such as those who intend to participate in varsity athletics or live in Residence, with the option to apply for exemptions on medical and religious grounds.

Effective this September, **Sheridan will require everyone who comes to campus to demonstrate that they are fully vaccinated.** An option will exist for individuals to apply for an exemption. Those who are not vaccinated will be provided with information on vaccines and required to participate in routine, rapid antigen testing. Sheridan will offer vaccination for all members of the community through our Health Centre. Details about implementation will be available in the coming weeks.

In a recent survey, approximately 90% of Sheridan's students indicated that they intended to be vaccinated prior to the start of term. Additionally, vaccination rates in our local communities are rising every day. In early August, an employee engagement survey was circulated and trending results are showing that 86% of staff intend to be fully vaccinated by start of term (Ref: Aug. 6, 2021).

Can I ask my students or colleagues if they have been vaccinated for COVID-19?

No, vaccination status is personal health information, and it is not appropriate for you to ask anyone to disclose personal health information. Such information will only be available to those who have a bona-fide reason to collect and use the information.

Will there be a COVID testing protocol?

Sheridan will continue to have an antigen rapid-testing program on our campuses.

Faculty and students will be responsible for cleaning personal space before and after each class. Can you please share how that process currently works for faculty who are already teaching on campus?

Everyone at Sheridan has a shared responsibility for keeping the campus a healthy and safe environment. Wiping down surfaces before and after each use is one of the ways to protect against the spread of COVID-19.

In classrooms and labs, students are provided with wipes to clean their desks or workspaces before and after use. There are wipes readily available in classrooms, and faculty are encouraged to provide students with a few

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seconds to wipe down the desk before they place their items. After class, students are also required to wipe down the area they touched before leaving the class. This requirement is embedded in the SOP and faculty members monitor the students' behaviour.

This is not to replace the thorough cleaning and disinfecting that is done campus-wide on a daily basis by Facilities, but to supplement it with individual participation in caring for the health and safety of our community.

How will the hand sanitizer and wipes be monitored? Who will supply? How do we guarantee that they won't be taken after each class?

The use of hand sanitizers is a recommended behaviour on campus, as part of our shared responsibility for maintaining the health and safety of our community.

The sanitizers and wipes are supplied by Facilities. Wipes are to be used to clean surfaces before and after use.

Over the past academic year, theft of sanitizers and wipes has not been a problem. Most common space hand sanitizers and wipes are wall-mounted. If they are in a classroom, due to its heavy use, there are multiple units supplied.

If your classroom, lab or studio requires more, please contact Facilities to replenish the supply.

Will there be more outdoor spaces for use on campus?

Yes. Facilities Management will be erecting tents and outdoor furniture on our campuses for employee and student use.

Personal Protective Equipment

Will faculty be expected to teach with masks and shields?

Masks have been part of Sheridan's health and safety process since the onset of the pandemic and are required. Sheridan will be providing ASTM-rated (American Society for Testing Materials) medical masks each day at the security check in process.

In keeping with updated public health guidance, eye protection is recommended where the 2m distance cannot be maintained. Sheridan will be providing eye protection, through the faculty departments, for students and employees who wish to use them. Additionally, spare eye protection will be available at security. In programs, where eye protection is required as part of their regular curriculum (e.g., PN, STC, Chemistry etc.) there is no change to existing practices.

What type of mask will faculty and students be issued?

Following public health and Ministry of Health guidelines, Sheridan will be providing ASTM-rated medical masks. They are available in one size.

Who is responsible for the monitoring of mask wearing, and how will enforcement occur?

All Sheridan community members have a shared responsibility to take care of one another and themselves to best support teaching, learning and business operations.

In classroom spaces, faculty are asked to remind students of this responsibility.

Sample script: 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 require an accommodation due to disability-related or other human rights reasons, you should contact askanadvisor@sheridancollege.ca.

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For students who do not have an accommodation and have been informed of the importance of following the health and safety protocols, but will not comply, they may be asked to leave the class. Likewise, 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.

In common spaces, messages on TV monitors and security personnel will remind students of their responsibilities.

Will students and faculty be allowed to remove their masks in class to eat or drink?

No, eating is not allowed in classrooms, labs or studio spaces. Drinking is only allowed when 2m distance can be maintained from every person (if there is not a rule that prohibits drinking or eating in the lab, such as a chemistry lab).

Designated food and beverage areas are available on each campus.

Can I remove my mask in my workspace?

All employees who are seated at their own workspace (i.e. an office or cubicle), may remove their face mask if they are separated from others by a physical barrier. This barrier must be large enough to create a distance between the breathing zones of the people on each side of the barrier. For more information on physical barriers, please refer to the [COVID-19 Physical Barrier Dimensions and Installation Guideline](#).

Accommodation Requests

How do I request a mask accommodation?

- To request an accommodation, you are required to outline the functional restrictions and limitations of your disability. A disability diagnosis does not need to be specified or confirmed by a medical practitioner. Students requesting accommodation due to disability-related reasons should contact (askanadvisor@sheridancollege.ca).
- Employees requesting accommodation due to disability-related reasons should refer to the Workplace Accommodation Policy and contact the Workplace Abilities Office (workplaceabilities@sheridancollege.ca).
- Other requests for accommodation will be addressed as needed.
- Further information about the duty to accommodate is available by contacting the Centre for Equity and Inclusion (equity@sheridancollege.ca).

What reasons would an individual be granted an exemption from wearing a mask in class?

Exemptions may only be granted to individuals for reasons based on protected grounds (i.e., disability, creed, etc.) by the Ontario Human Rights Code. Each case is carefully evaluated by the Workplace Abilities Office, Occupational Health and Safety, and Student Health Services (if applicable). For each case, we will try our best to accommodate the individual's needs up to the point of undue hardship. For those exempted, Sheridan will endeavor to provide alternative protective gear (e.g., face shield, or other face covering) and may implement additional protective measures (e.g., required distancing, rapid antigen testing).

If a faculty member is not comfortable teaching in-person yet, how will this be respected?

While we are looking forward to welcoming our faculty and students back on campus, we do recognize that some individuals may be anxious about the return to campus. Valid accommodations will be considered for faculty and students alike.

As a first step, we encourage you to speak with your Associate Dean, so they have a clear understanding of your concerns and provide you with information regarding what resources are available to you. You are not required to disclose health condition.

If your concerns are related to:

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A) For medical reasons:

Please contact Workplace Abilities. Please complete and return the [Workplace Accommodation Request Form – Disability](#)

B) For Family Status (childcare/ elder care) or other Human Rights Code related grounds. Your HR Business Partner will work with you to understand what options may be available.

Teaching and Learning

If I am teaching in person, do I also need to offer in-person office hours?

While you will still need to be available to support students as you always have, where possible we recommend that you do so through virtual consultations. If there is an urgent need to meet face-to-face, you can utilize meeting rooms where physical distancing can be observed. Facilities Management will post the maximum occupancy of Faculty meeting rooms and the booking process will be outlined in your Faculty SOP.

What requirements will be made of faculty to manage teaching spaces?

Each faculty has a set of standard operating procedures (SOPs) they are required to uphold. These will be provided by Associates Deans to all faculty members assigned to the space.

How will teaching spaces and labs be monitored outside of class times (game design labs are often in use significantly outside of class times)?

Each Faculty will determine how learning spaces, labs and studios are utilized outside of planned teaching hours. We will share information as it becomes available.

Will I be required to deliver a course face-to-face in the fall?

It has always been our intent to return to campus for classes – and all faculty are expected to be available to teach on site – per our commitment to Sheridan students. Recognizing that many students have already planned housing for the Fall, we are taking into consideration a balance between virtual and in-person learning this Fall.

The leadership team is working closely with OTR, Facilities, Student Affairs and OHS to ensure a safe return, including specific safety SOPs that will be shared as soon as possible. This includes masking, mandatory screening, and enhanced cleaning protocols. Early results of our COVID-19 surveys show approximately 90% of Sheridan's students have indicated that they intended to be vaccinated prior to the start of term. Additionally, vaccination rates in our local communities are rising every day. In early August, an employee engagement survey was circulated and trending results are showing that 86% of staff intend to be fully vaccinated by start of term (Ref: Aug. 6, 2021).

We recognize that the return to in-person instruction may also require adjustments from routines established during the pandemic (childcare, home schooling, care of dependents). We encourage you to speak with your leader to discuss arrangements and what accommodations may be available.

Why am I required to teach in person when another faculty member teaching the same course can remain remote? / How did you decide which sections are remote and which are in person?

The guidance received from the Ontario Ministry of Colleges and Universities anticipates that in-person instruction and on-campus activities will be permitted without capacity limits starting in the Fall. Based on this new information, Sheridan sought to re-assess our existing academic plans while still maximizing on-campus delivery to support the student learning and teaching experience with minimal schedule changes.

In certain cases, this will mean your section has been scheduled as in-person instruction for Fall 2021. We do understand that the return to in-person instruction may require adjustments from routine established during the

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pandemic (childcare, home schooling, care of dependents). We encourage you to speak with your leader to discuss arrangements and what accommodations may be available.

Can students choose not to participate in group activities?

While we encourage students to embrace the opportunity to safely interact with their classmates, we also recognize that some individuals may have concerns. Students may request accommodation in cases where they feel they may be at risk studying in person, or working in a group. Students are advised to email registrar@sheridancollege.ca with their request.

As a faculty member, we are urging you to work collaboratively with students to find a meaningful balance in group collaboration activities. Please encourage open dialogue with your students if they do have any concerns about in-person group activities.

What level of engagement should be expected of faculty in the classroom (e.g., visiting student desks, leaving the podium, over the shoulder instruction)?

In a classroom setting, we are urging you to work collaboratively with students to find a meaningful balance in engagement, but it will ultimately depend on the comfort level of the instructor, the level of necessity to be in close proximity to students (e.g., can't facilitate or can't facilitate well the course learning outcomes without working in groups in close proximity), and individual health status.

Sheridan will not require instructors to leave the podium or to interact with students one-on-one in a situation that does not allow for a minimum two-metre distance, unless it is a requirement for learning. For example, while instructing hands-on skills, faculty members may have to demonstrate the task to allow students observe in close proximity, or the faculty may have to examine student's execution of the skill in close proximity (e.g., animal care, practical nursing, skilled trades, crafts and design programs, etc.).

On campus labs and studio spaces are likely one of the biggest elements that could be celebrated in announcements to students. How will these spaces operate and be regulated?

At present, lab and studio monitors are being hired. Part of their responsibility will be to ensure there is an adequate supply of PPE and that those individuals using the space adhere to Sheridan's health and safety regulations.

Anyone in the labs or studios is expected to wear a mask and refrain from eating. Designated food and beverage areas are available on each campus.

Cleaning wipes and hand sanitizers will be readily available in all of the learning spaces throughout our campuses.

Should our orientation events be held on campus? Guest lectures? What should be planned for design week?

The Centre for Student Success has planned a virtual orientation for first-year students which will be running on August 30 and 31. Students are also being encouraged to attend one of the many virtual Succeeding@Sheridan workshops and connect with peer mentors through the student-run social drop-ins.

While we continue to be optimistic about more activities taking place on campus, at the moment, it is not advised to host non-academic or course/program related events in-person where reasonably we can do so in a virtual format.

Academic events (e.g., guest workshop on glass blowing) may be held in person where it is optimal to do so based on the need for access to specialized equipment, etc. Faculty will be appraised of SOPs and the criteria required for on-campus in-person activities.

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We are encouraging virtual events, where possible. The special events team is available to support you in hosting virtual events using Teams, WebEx, and Hopin. However, if you are still interested in hosting an event on campus, we encourage you to contact Sheridan's events team at specialevents@sheridancollege.ca to discuss your options.

In some situations, it would be beneficial to enhance classroom technology to maintain distancing (e.g., microphones, cameras, streaming, etc.). How can faculty obtain this sort of technology?

Faculty may submit a request for required equipment or technology to their Associate Dean.

What does "all activities to be contained within the assigned teaching space as possible" mean? Can students use whiteboards for example?

In order to maintain the health and safety of our community, teaching should be contained within the classroom (i.e., do not spill into the hallways or next classroom simply because it's empty).

Capacity studies are specific to a studio/lab where students are paired and each student has their own "space" in a cohort. An example would be Visual Merchandising students who work in groups and they need a 4'x4' space. Those students are to conduct the activities within their assigned space.

Students can use whiteboards if the faculty member wishes for students to have access to whiteboards.

What are the expectations of faculty in managing health and safety protocols? What supervision and management are expected of faculty enforcing health and safety protocols?

To help with maintaining a safe environment for all members of our community, Standard Operating Procedures (SOPs), published health and safety protocols and signage have been shared/posted. In their welcome kits, students have also been made aware of what is required of them when they are on campus.

Faculty can refer to their SOPs. Additional resources and information have been made available to both employees and students through Sheridan's website and on Sheridan Central. Additionally, a [FAQ and Resource Document for Faculty Engaged in In-Person Teaching](#) is available which includes guidance and scripting on how to best handle specific non-compliance situations. If any situation escalates, Security can be called to assist.

Employee Well-Being

What supports and resources are available for employees to support their well-being?

We continue to prioritize the well-being of our Sheridan community as part of our pandemic recovery plan. That is why we recently launched our institutional wellness strategy, Sheridan Wellness: Our Strategy for Community Well-Being, which formally captures our commitment to wellness and provides a clear blueprint for how we'll embed wellness into all aspects of life at Sheridan.

On an individual level, there are many ways we can each improve our positive well-being during this time of uncertainty, such as practicing gratitude, focusing on hopefulness, and prioritizing building strong personal relationships (even in a virtual community).

Our Employee Wellness offers wellness-themed content on an ongoing basis.

Resources for employee wellness include:

- [Work Life Resources \(EFAP\)](#)
- [Wellcan](#) and [Abiliti CBT](#)
- [Living Well Podcast Series \(LifeWorks\)](#)
- [Headspace](#) (available until September 26, 2021)

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- [Workplace Abilities Office](#)
- [Sheridan's Wellness Hub](#)
- [Employee Wellness Site](#)

On an individual level, there are many ways we can each improve our positive well-being during this time of uncertainty, such as practicing gratitude, focusing on hopefulness, and prioritizing building strong personal relationships (even in a virtual community).

Our [Employee Wellness](#) page offers wellness-themed content on an ongoing basis.

If you require this material in an accessible format or with communication supports, please contact the Workplace Abilities Office at workplaceabilities@sheridancollege.ca or 905-845-9430 ext. 2783