Remote Work-Integrated Learning –
Employer/Community Partner Expectations

Sheridan is truly grateful to our employer and community partners for hiring/hosting Sheridan students for remote work-integrated learning activities (e.g. co-op, internship, field placement). The health and well-being of our community is always our top priority and we expect all employers/community partners shall:

For Student Safety

1. Abide by all Public Health recommendations under the COVID-19 pandemic to ensure the safety of the student.
2. Approve remote work for the student.
3. Obtain the student’s emergency contact information. If you are ever unable to reach the student, please contact Sheridan directly.
4. Provide the student with contact information (phone and email addresses) for their supervisor, team members and other company employees as required.
5. Provide the student with all company policies and procedures, including information about expected work hours, breaks, lunch break, how to submit requests for time off, how to submit sick time, etc.
6. Provide the student with information about the required methods of communication, maintain their ability to be reached by your organization, a plan for check-ins, meeting expectations, and all other expectations involved with remote work.
7. Ensure the student has the necessary technology for remote work.
8. Consider a review of Sheridan’s additional resources for on-boarding and supervising remote co-op and WIL students for workplace success. https://sheridancollege.libguides.com/EmployersGuideWIL

For Liability Coverage

1. Confirm that your organization has a Commercial General Liability (CGL) policy.
   a. Confirm that your Commercial General Liability (CGL) extends to the student working remote/from home.
   b. Acknowledge that you are responsible for verifying any updates to your Commercial General Liability (CGL), including exclusions for COVID-19.
   c. Confirm that I have Commercial general liability insurance in respect of the Third Party and all obligations and operations of the Third Party, against claims for bodily injury, including personal injury and death, and property damage or loss, indemnifying and protecting the Third Party, their respective employees, servants, volunteers, agents and invitees, to the inclusive per occurrence limit of not less than Five Million ($5,000,000.00) Dollars with a minimum Ten Million ($10,000,000) Dollar annual aggregate
2. If applicable, confirm that my organization has professional liability coverage (e.g. hospitals, legal offices, etc.)

For Workplace Safety/Accident Insurance

1. If the student is in a paid position, confirm that your organization has workplace safety/accident insurance, either WSIB or General Employer’s Liability Insurance coverage or equivalent.
2. If the student is in an unpaid position, sign an:
   a. Employer Insurance Declaration and informed Sheridan if I have/don’t have WSIB.

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