

## Welcome to Sinai Health

Your first day will be focused on welcoming you to Sinai Health, introducing you to who we are and what we do, providing you with essential information to get started and providing time to complete mandatory learning.

See below for what to expect on your first day and what to bring.



## Your First Day

Your Offer of Employment includes the date and location that you have been scheduled for New Employee Orientation.



### Immunization clearance

You must receive immunization clearance from Occupational Health **prior** to your first day

### First day schedule

Time	Agenda item	Location
8 – 8:30 a.m.	<b>N95 Mask Fit Testing</b> (only if required)	Hennick Bridgepoint Hospital Main Auditorium (M.160)
8:30 – 9 a.m.	<b>Registration and Breakfast</b>	
9 a.m. – 12:20 p.m.	<b>Orientation Session</b> <ul style="list-style-type: none"> <li>✓ Welcome and Introductions</li> <li>✓ Senior Leader Welcome</li> <li>✓ About Sinai Health</li> <li>✓ Working at Sinai Health</li> <li>✓ Wrap-Up and Mandatory Learning Instructions</li> <li>✓ Meetings with Union Representatives (if applicable)</li> </ul>	
12:20 p.m.	<b>Collect ID Badge</b>	
Afternoon	<b>Mandatory Onboarding eLearning Curriculum</b>	Offsite/ Home

## Orientation Details

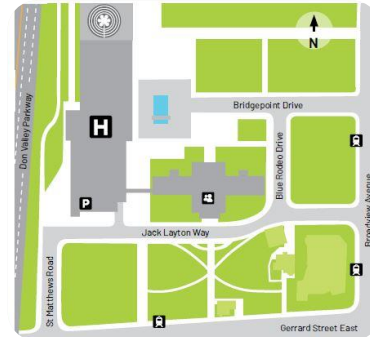
### Start time

Please arrive for registration between 8:30 and 8:45 a.m. If you require a Mask Fit Test you will be notified that you need to arrive at 8 a.m. (see Mask Fit Testing section below).

### Getting there

Orientation takes place at:

Hennick Bridgepoint Hospital  
Main Auditorium (M.160), Main Floor  
1 Bridgepoint Drive  
Toronto, Ontario  
M4M 2B5



Information about getting to and parking at Hennick Bridgepoint can be found [here](#).

Upon arrival to Hennick Bridgepoint Hospital, proceed to the Main floor (M) and follow the signs to the Main Auditorium (M.160).

### N95 Mask Fit testing

Individuals in certain roles must be fitted for an N95 respirator. You will be notified by Occupational Health and Safety, prior to your start date, if you are required to attend N95 Mask Fit Testing at 8 a.m. on your Orientation day. If you require a Mask Fit Test:

- Refrain from eating, drinking (except water), smoking and chewing gum for 30 minutes prior. You will be provided with breakfast following Mask Fit Testing.
- All facial hair must be clean shaven/ removed where the respirator seals to the skin of the face and neck.

### Items to bring to orientation

- ✓ Photo ID (to collect ID badge)
- ✓ Water bottle, snacks (optional)

### What to wear

- There are no specific dress code requirements for your first day.
- Sinai Health is a scent sensitive environment. Please refrain from using, wearing and/or applying scented personal care products while visiting/working at our campuses.

## Mandatory Learning Details

Following Orientation, the onsite portion of the day will be over and you will then need to complete a series of mandatory eLearning modules. These modules should be completed at home (or the location of your choice), and should be completed by the end of your first day.

In order to complete the modules, you will need:

- ✓ A laptop or desktop computer with access to the internet and audio capabilities. If you do not have access to a personal/ home computer or laptop:
  - Find a [Toronto Public Library](#) location with free computer access, or
  - Arrange with your manager to complete eLearning modules on site. Please note, your manager will need to provide you with your Network Access information in order to use a Sinai Health computer.
- ✓ An email address (e.g., a personal email address) to create your account on the eLearning site.

Additional details and instructions on accessing the modules will be provided at Orientation.

## Your First Week

The remainder of your first week will be led by your manager or someone from your team. Your Talent Acquisition representative will provide instructions on where to go on your second day.

**If you have questions about your first day or first week, please contact your Talent Acquisition representative.**