

## 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. In most cases, this will also be your Start Date.

### 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)	700 University Ave. Mini-Auditorium
8:30 – 9 a.m.	<b>Registration and Documentation Collection</b> <b>Breakfast</b>	
9 a.m. – 12:15 p.m.	<b>Orientation Session</b> <ul style="list-style-type: none"> <li>✓ Welcome and Introductions</li> <li>✓ About Sinai Health</li> <li>✓ Working at Sinai Health</li> <li>✓ Safety at Sinai Health</li> <li>✓ Wrap-Up and Mandatory Learning Instructions</li> <li>✓ Meetings with Union Representatives (if applicable)</li> </ul>	
12:15 p.m.	<b>Collect ID Badge</b>	600 University Ave. Mount Sinai Hospital
Afternoon	<b>Mandatory Onboarding eLearning Curriculum</b>	Offsite/ Home

## Orientation Details

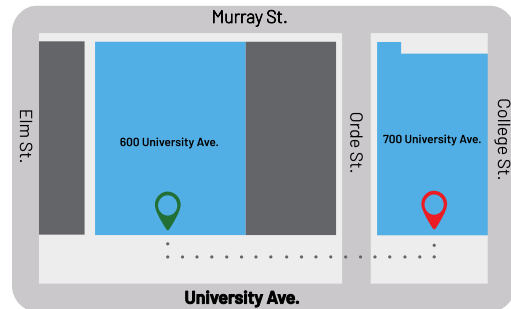
### Start time

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 at Mount Sinai takes place at:

700 University Avenue  
(Ontario Power Generation building)  
Mini-Auditorium, Mezzanine Level  
Toronto, Ontario  
M5G 1X6



Located on the southwest corner of University and College, 700 University Ave. is **one block north of Mount Sinai Hospital** and steps from Queen's Park subway station. Information on getting to and parking at Mount Sinai can be found [here](#).

Upon arrival to 700 University Ave., take the elevator to the Mezzanine level and follow the signs to the Mini-Auditorium.

### 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

- ✓ Completed New Employee Documentation Package and supporting documentation
- ✓ 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.**