

# **CMU Education and Operations 2020-21**

## **Learning and Living Well in an Era of Pandemic**

A Framework for CMU Students, Staff, and Faculty

### **Pandemic Response and Recovery Committee**

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The information herein is current  
at the time of publication  
and subject to change.

The CMU Pandemic Response and Recovery Committee consists of:

- Dr. Cheryl Pauls, President
- Terry Schellenberg, Vice President, External
- Dr. Jonathan Dueck, Vice President Academic and Academic Dean
- Charlie Peronto, Director of Student Life
- Julene Sawatzky, Campus Planning and Facilities Development Manager
- Stephanie Penner, Registrar
- Kevin Kilbrei, Director of Communications and Marketing

## Welcome

From Dr. Cheryl Pauls, President

### **Welcome to the broadly spaced weave of the CMU learning community 2020-21.**

The by-line to this manual, *Learning and Living Well in an Era of Pandemic*, asserts with courage and trust that each CMU student, staff and faculty member is committed to participating in the CMU community in ways that promote the health, safety, and well-being of all.



**CMU has determined that it is safe and indeed good for education and community life to happen on its spacious Shaftesbury campus for education in 2020-21.** With the formidable challenges of COVID-19 continuously surrounding us, you may wonder why the CMU learning community is making use of the campus this year. Here are a few reasons:

#### **In-person education is strongly beneficial to students.**

- In-person education strongly benefits the quality of student learning, helps strengthen the relationships that cultivate a healthy community, and provides a context to practise many forms of academic, spiritual, mental, emotional, artistic, and physical health.

#### **It is imperative that people learn together how to live in safe and healthy ways.**

- Many health authorities state that pandemic conditions may persist for several years. It is imperative that people learn how to live with the virus in ways that respect the safety of all. A university with the capacity to do such learning together is vital not only to the well-being of that learning community but also to society at large.

#### **The CMU Shaftesbury Campus is spacious and can support education in ways that are safe at this time.**

- It is possible to limit who is on campus to students, staff, and faculty, and to spread out during class time and during the times in between classes when students study and interact socially. It is significant that CMU rarely has large classes of 50–70, and primarily small ones under 25 and medium ones of 25–50.

#### **All members of the CMU learning community will share in the responsibility of the “health, safety, and well-being of all,” both on and off campus.**

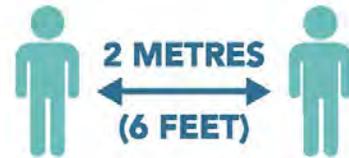
- Emergency provisions are currently common to the jurisdictions of political and health authorities, and to the social contracts that order the comings and goings of the lives of everyone globally. CMU’s conviction is that every student, staff, and faculty member will take ownership of our shared responsibility, exercise it with diligence and care, and practice accountability towards collective health.

**In the face of the gravity of the pandemic’s threat, the very act of registering in CMU classes, or working at the university, denotes a commitment to practice the principles, and protocols outlined in this ‘Education and Operational Framework for 2020-21.’**

# COVID-19 NOVEL CORONAVIRUS



## What does social (physical) distancing look like?



### Safe to do

- Spending time with household members *(so long as they are not sick or have not returned to Manitoba in the past 14 days when they should be self-isolating)*
- Outdoor physical activity *(e.g. walking, running, biking, hiking)*



- Visiting a park as long as physical distancing with non-household members is maintained
- Getting groceries and other goods delivered including take out
- Using technology to chat with family and friends
- Sitting at a bonfire with your neighbors as long as physical distancing with non-household members is maintained

### Use Caution and Consider the Situation

- Spending time with extended family members and friends\* *(if they are not sick or have not returned to Manitoba in the past 14 days when they should be self-isolating)*
- Attending group gatherings, outings or events\*
- Going to playdates\*
- Visiting grocery stores, retail outlets, pharmacies
- Visiting restaurants or patios with extended family members or friends
- Visiting a library, community centre or public gathering place

\*Where possible, move your gatherings, activities or events outdoors



### Reduce the Risk



- Stay home if you are sick, even if you only feel a little unwell.
- When you are with others outside your household, gather in outdoor settings where possible, and maintain physical distancing except for brief exchanges.
- Limit the number of people that you come in contact with at this time to continue to reduce the spread of COVID-19.
- Avoid sharing personal items such as food or drinks.
- Practice proper cough etiquette.
- Practice proper hand hygiene.

JUNE 2020

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## Background Notes

### CMU is Attending to the Protocols of Manitoba Health

This Education and Operational Framework and its implementation are overseen by the CMU Pandemic Response and Recovery Committee (PRRC). This committee will continue to consult with Manitoba Health, and the Framework will be updated as health guidelines and clinical best practices continue to evolve. The Framework pertains to how the campus is set up and restricted, and how all students, staff, and faculty members will behave on it.

CMU has worked closely with Manitoba Health, which has provided CMU with Canada's guidance for post-secondary institutions during the COVID-19 pandemic, available at: [www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/guidance-documents/covid-19-guidance-post-secondary-institutions-during-pandemic.html](http://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/guidance-documents/covid-19-guidance-post-secondary-institutions-during-pandemic.html).

The Manitoba Government has established a mechanism to approve this plan and to welcome international students to the university for 2020-21 school year. CMU is engaged in regular dialogue with the Provincial Department of Advanced Education, Skills and Immigration to ensure the university's plan continues to meet requirements and to verify ongoing adherence to federal requirements.

### The CMU Learning Community Extends Beyond Those Who Will Be on Campus This Year

Some individuals will choose to participate in the CMU community only virtually throughout the year due to their unique situations of health and life, even as most people are on campus most days.

- The trajectory of the virus and ongoing research on its transmission may result in directives from health authorities that create changes to this Framework document, including, if necessary, closing the education buildings and residences at 500 and 600 Shaftesbury Blvd. In such an event, relationships with peer students, as well as faculty and staff, that are formed prior to that date would inform the quality of education and interaction that would continue virtually—both in and out of class.

### CMU is Rooted in Longstanding Commitments and Traditions of Community Well-Being

In this pandemic time, as all times, CMU draws on commitments to the health and well-being of all persons and indeed all living things. These are expressed in the CMU Mission Statement and Four Commitments, and in the primary purpose statement from the Act of the Province of Manitoba through which the university operates. These articulations, as stated below, guide and direct the education activity (teaching, research, and service) and the culture (ethos, operations, and policies) of the university's learning community.

- **CMU Mission Statement** – Canadian Mennonite University is an innovative Christian university, rooted in the Anabaptist faith tradition, moved, and transformed by the life and teachings of Jesus Christ. Through teaching, research, and service CMU inspires and equips women and men for lives of service, leadership, and reconciliation in church and society.
- **Four Commitments** animate this mission:
  - Educating for Peace-Justice
  - Learning through Thinking and Doing
  - Generous Hospitality, Radical Dialogue
  - Modeling Invitational Community

- **Purpose Statement** from the Act of the Province of Manitoba (Mennonite College Federation, MCF Act)
  - *“...to further the intellectual, spiritual, moral, physical, and social development of, and a community spirit among, its students, graduates and staff for the betterment of society, consistent with a Christian perspective rooted in the Anabaptist Mennonite tradition.”*

### Manitoba Context Regarding COVID-19

The first people with COVID-19 were identified in Manitoba in mid-March, 2020. Local governments, health authorities, industry, and educational institutions have been working in conjunction to help flatten the curve and create a healthy space for all Manitobans to live and learn. As a result of business, travel, and other restrictions, universities, colleges, and schools closed in mid-March to help ensure the safety for all involved. CMU moved to a virtual model for the remainder of the winter term.

The Manitoba Provincial Government continued to monitor the situation for the remainder of March and April and developed several phases to re-open the Province gradually and safely. On May 4, Phase 1 was introduced to Manitobans, and we have seen Phases 2, 3, and 4 also developed and implemented in the Province. At the time of this writing, the Province of Manitoba is in Phase 4, as introduced on July 25. Inter-provincial travel is now possible in western Canada, many businesses have seen limited re-openings, and CMU continues to follow all the Provincial guidelines.

#### Government of Manitoba Resources

COVID-19 Updates

[www.gov.mb.ca/covid19/updates](http://www.gov.mb.ca/covid19/updates)

Restoring Safe Services

[www.gov.mb.ca/covid19/restoring](http://www.gov.mb.ca/covid19/restoring)

COVID-19 Restart Plan

[www.gov.mb.ca/covid19/restart](http://www.gov.mb.ca/covid19/restart)

Provincial guidelines are focused on reducing the risk of spread of the virus and ensuring safety for everyone. Several simple, individual actions can directly reduce the risk of community spread. Respecting physical distancing, washing your hands frequently, gathering in small groups only, and wearing a non-medical mask. Contact tracing has also become a key element in helping to slow the spread of the virus. It is most important that we remain committed to each other and vigilant in doing everything we can to reduce the spread of the virus to our friends and family. We are seeing an increase in rate of infections of individuals under the age of 40, and in Canada they accounted for 60% of the new people with COVID-19 identified in July.

You may want to note that the Manitoba government has implemented a new pandemic response tool that uses the colours green, yellow, orange, and red. At each level, public health officials have a range of restrictions that could be imposed on different sectors, including post-secondary institutions. Manitoba will update the provincial response level in response to the spread of the virus and other public health indicators. Information on Manitoba's Pandemic Response System is available at: [www.gov.mb.ca/covid19/restartmb/prs/system/index.html](http://www.gov.mb.ca/covid19/restartmb/prs/system/index.html).

The Province of Manitoba is currently in Response Level Yellow (CAUTION), with travel restrictions to Northern Manitoba. Please also note that as of September 28, Winnipeg Metropolitan Region is in the Level Orange: RESTRICTED.

**We look forward to seeing you at CMU and invite your awareness of CMU plans in the pages that follow.**



Canada's Chief Public Health Officer, Dr. Theresa Tam, has expressed concern about pandemic 'fatigue' as the number of young people who have COVID-19 has grown substantially. She urges all to not let our guard down at this crucial time. Dr. Tam has also stated that vaccine or not, we need to be prepared to deal with the presence of the novel corona virus and prevention of further spread, for years to come.

[Chief public health officer warns of pandemic 'fatigue' as COVID cases surge among young people](https://www.cbc.ca/news/politics/tam-young-people-covid19-virus-fatigue-1.5662206)

[\*www.cbc.ca/news/politics/tam-young-people-covid19-virus-fatigue-1.5662206\*](https://www.cbc.ca/news/politics/tam-young-people-covid19-virus-fatigue-1.5662206)

[Even if there's a vaccine, pandemic may persist for years to come: Tam](https://www.ctvnews.ca/health/coronavirus/even-if-there-s-a-vaccine-pandemic-may-persist-for-years-to-come-tam-1.5050584)

[\*www.ctvnews.ca/health/coronavirus/even-if-there-s-a-vaccine-pandemic-may-persist-for-years-to-come-tam-1.5050584\*](https://www.ctvnews.ca/health/coronavirus/even-if-there-s-a-vaccine-pandemic-may-persist-for-years-to-come-tam-1.5050584)

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## Overview of Responsibilities, Requirements, and Commitments

### To be on campus students, staff, and faculty must:

1. Be symptom-free, as monitored daily and personally
2. Complete mandatory training and self-isolation as required
3. Respect physical distancing and campus space usage
4. Practice diligent hygiene
5. Wear masks where required
6. Respect contact tracing and CMU guidelines for community health, safety, and wellness
7. Use of prox cards at each door each time assists us in maintaining safety

### CMU is committed to the following:

1. Implement guidelines from health authorities to safeguard the well-being of all students, staff, and faculty
2. Provide engaged hybrid teaching and learning, in-person and virtual, for all students
3. Increase activities that support mental, emotional, spiritual, and physical health
4. Designate expansive student-only spaces for study and connection
5. Provide training for all students, staff, and faculty for on-campus return
6. Ensure that clear occupancy limits in all campus spaces are followed
7. Limit the size of indoor and outdoor gatherings
8. Increase sanitization and hygiene protocols
9. Supply all students, staff, and faculty with two non-medical reusable cloth masks
10. Lock all campus buildings and restrict campus access for outside guests
11. Provide clear signage throughout the campus
12. Ensure clear contact tracing protocols are in place

## Health and Well-Being: A Shared Responsibility

Given the complex strains of the COVID-19 pandemic, it is the responsibility of all students, staff, and faculty to support the health, wellness, and thriving of all. Recreational, artistic, creative, and spiritual opportunities for expression are central to mental and physical well-being.

### Wellness Activities

- Creative wellness activities, as organized by Student Council, have been scheduled in Gallery exhibit spaces within the Mennonite Archives and Gallery building.
- New recreational activity programming will be available to all students and include shared activities such as walking, running, cycling, yoga, visual art, and dance.
- All students, staff, and faculty are encouraged to allot time each week to wellness activities unrelated to their study and work.

### Community Gatherings

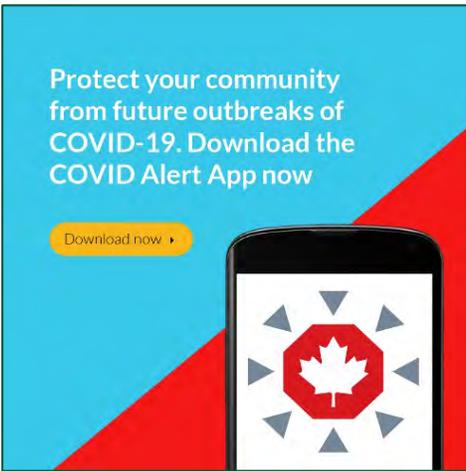
- **Chapels and Forums** – Spiritual formation is an integral aspect of learning and working at CMU. Chapels occur weekly on Tuesdays in the Laudamus Auditorium; Forums take place on Fridays in the former CMU Chapel. Both gatherings adhere to physical distancing protocols that ensure a maximum number of in-person attendees. To ensure wide availability, Forums and Chapels are livestreamed with recordings available for viewing later. Singing and wind instrument playing in Chapel will not take place for the foreseeable future.
- **Small Groups** – Students are encouraged to participate in small groups throughout the year. Each group does not exceed 12 members and takes place in spaces that can accommodate physical distancing for every member.
- **Wednesday Night Worship** – Wednesday Night Worship embraces new and creative ways to engage students in worship.

### Supports and Mental Health

- **Counselling** – In-person and virtual student supports are available, including increased counselling services. Students wishing to book an appointment with a counsellor are asked to contact the North Side receptionist at 204.487.3300 or email [counselling@cmu.ca](mailto:counselling@cmu.ca). Counselling services are free for all CMU students and confidentiality is always maintained.

### Tutoring

- Student studying, tutoring, and the Peer Assisted Learning (PAL) program are offered to CMU students free of charge in the Marpeck Mezzanine.



Protect your community from future outbreaks of COVID-19. Download the COVID Alert App now

Download now →

Canada now has a free exposure notification smartphone app, **COVID Alert** (available for iOS and Android). CMU recommends that all students, staff, and faculty use the app.

[www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19/covid-alert.html](http://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19/covid-alert.html)

## Campus Spaces that Promote Well-Being: Highlights

- CMU provides opportunities for all residence and commuter students to safely make meaningful connections while on campus, and ensure each student is connected if they are unable to come to campus. Commuter students are welcome to use any student designated space or resource on campus except for the Dining Hall and residence buildings.
- A spacious campus facilitates safe CMU education and operational activity. This includes new uses of space, fully taking advantage of all rooms. Each space has been coded in a map so that the campus can be accessed and explored in new ways by students.  
(see Appendix A – Space Use Map)

- **Great Hall** – A re-energized space with a focus on eating with friends. Space is set up to facilitate those that bring food into the space, as well as an expanded offering from the Blaurock Café.



- **MHC Gallery** (Mennonite Archives and Gallery Building) – As the MHC Gallery has been closed for the year, the main floor and Mezzanine of the Mennonite Archive and Gallery have been repurposed. The main floor has become a quiet and contemplative study space and the classroom on the second floor has become a wi-fi-free student wellness space used by Student Council to host a variety of activities such as visual art. The gallery is accessible through the basement tunnel from South Side to the building as the exterior doors are locked.
- **Old Library Spaces** – The old library rooms, located in the tunnel to the MHC Gallery are available to students this year for the specified purposes of student wellness and co-curricular engagement. One room is designated as a painting/art space for programming primarily facilitated by Student Council, the other as a rest (hammocks) and quiet recreational space (yoga, prayer, meditation, etc.).
- **Marpeck Library and Mezzanine** – Notably, access to the CMU Library has been restricted by prox card this year. “The mezz” is off limits to anyone without CMU identification This allows students to have exclusive access to this space, essential during an era of pandemic. The CMU Library will return to normal hours when the campus re-opens.
- **Prayer Room** – A large space has been designated for prayer and meditation.
- **Re-purposed Rooms**
  - **Laudamus Auditorium, Heritage Lounge, Large Boardroom** – In order to safely facilitate some vocal and wind music education, these spaces are being used exclusively for these activities.
  - **Chapel and Conference Room** – CMU has re-purposed these larger spaces with primary use as classrooms.

## Academics

*Note: The Academic Planning Committee (FAPC), tasked by Senate, produced the following guidelines, where were ratified by Senate on July 9, 2020.*

### Hybrid Classes

**CMU is offering hybrid classes in the 2020-21 school year.** A hybrid class is a class in which in-person and online work are required, both for in-class work (class meetings, lectures, discussions) and out-of-class work (assignments, group work, readings, etc.). With one or two exceptions, CMU undergraduate courses on the CMU Shaftesbury Campus are offered, this academic year, as hybrid classes.

### Online Toolset

**Hybrid classes are supported with a common, sensible online toolset.** Every course has a **Moodle** site ([moodle.cmu.ca](https://moodle.cmu.ca)), including the syllabus, a gradebook, and contact information for faculty and students involved in the course, as well as other tools (Moodle or linked) at the instructors' discretion. Every class also has access to CMU's **Office 365**, an online office suite with which students can collaborate on classwork and meet, using **Teams** videoconferencing. And, every class has access to **Zoom**, an online videoconferencing platform, to use for online all-class meetings, or small-group or individual meetings with the professor. All class recordings are to be treated with respect; Unauthorized recording, distribution, and sharing of these files is not acceptable beyond the academic use by the user.

### Continuity Plans

**Every class has continuity plans for individuals and for the course.** These plans are posted on each syllabus (available on Moodle and at the Registrar's Office).

- **Individual continuity plans** describe how the professor and student will work together to ensure continued learning for students who, for reasons related to COVID-19 (as documented in the "in-person class requirements" section below), cannot come to campus temporarily.
- **Course continuity plans** describe how professors and all the students in each class will interact and complete course work if public health directives mandate the closure of campus.



## Workload Guidelines

**Guidelines for student workload for hybrid classes** are the same as those applying to in-person classes, with the exception that out-of-class and in-class work are understood more flexibly, as part of one larger “basket of time.” For in-person classes, CMU prescribes the number of in-class hours students and faculty spend together and suggests the number of hours students can expect to work out of the classroom. For hybrid classes, CMU takes the total number of hours (in-class and out-of-class) that are required and suggested for in-person classes, and understands it as an overall number of hours students can expect to spend on a course (online, in-person, out-of-class, in-class) on a given week.

For further details, please see the published Academic Planning Committee Report available here: [bit.ly/33YXGlz](https://bit.ly/33YXGlz).

## In-person Attendance Guidelines

Within a flexible hybrid learning model, CMU students are responsible to be present in class throughout the year, unless they are unable to attend for one of the following reasons:

- Is sick with a cold or flu, or having other COVID-19 like symptoms
- Is immuno-compromised or otherwise at health risk
- Lives with a child or a family member who is at health risk
- Is facing discomfort related to pandemic risks
- Learns online given inability to come from another country
- Has COVID-19 impacted childcare responsibilities

**Students who meet one or more of the criteria listed above and seek exemption from attending classes in person must complete the online studies form available at [www.cmu.ca/onlinestudiesform](http://www.cmu.ca/onlinestudiesform).**

## Music Performance and Skills Activities

Music performance and skills activities involving singing or playing wind instruments present different conditions for sharing space than do other academic activities due to the force of air expulsion involved. Due to these factors, activities involving singing and playing of wind instruments are taking place at a five-metre physical distance while wearing masks, for periods of no longer than 30 minutes (of singing or wind playing), with a one-hour cleaning and rest time between these activities for the spaces in which these activities take place.

The use of shared items or equipment should be avoided if possible. Equipment that must be shared will be cleaned and disinfected before and after each use where possible and users should perform hand hygiene before and after each use. This applies to music equipment and shared spaces such as desks.



### Practicum and Other Practical Learning Experiences

- Practical learning experiences may take place if the risk of infection can be mitigated for all participants.
- The maximum number of people in a practical learning space at one time, with appropriate physical distancing between all individuals, will adhere to Manitoba Health standards applicable at the time.
- If two or more individuals are required to come within two meters of one another for the purpose of instruction, practice, or undertaking examinations, additional protections must be instituted such as engineering controls (barriers or partitions) or use of masks by all individuals in close contact.
- The time that individuals are in close contact should be kept to a minimum.

The use of shared items or equipment should be avoided if possible. Equipment that must be shared will be cleaned and disinfected before and after each use where possible and users should perform hand hygiene before and after each use. This applies to communications equipment and shared spaces such as desks.

### Menno Simons College Campus and Academic Programs

Menno Simons College (MSC) campus access during the pandemic for staff and faculty reflect the operating framework for MSC, at which CMU faculty and staff deliver CMU majors in Conflict Resolution Studies and International Development Studies in the context of University of Winnipeg (UW) degree programs (and therefore, primarily, for UW students).



The operational frameworks of both CMU and of UW, then, are relevant to CMU's programs on the MSC campus:

- For UW students, and for faculty and staff interactions with UW students, UW campus access (and pedagogical and online environment) protocols apply. See UW's published updates on COVID-19 and UW operations at [uwinnipeg.ca/covid-19](http://uwinnipeg.ca/covid-19). These guidelines apply to all online and in-person interactions between faculty and/or staff and UW students (including all MSC undergraduate majors).
- Faculty and staff must follow UW protocols while on the UW campus.
- Because cleaning and facilities staff at the MSC campus are UW employees, faculty, and staff should also follow UW protocols while on the MSC campus.
- For MSC faculty and staff work taking place at the Shaftesbury site, CMU protocols apply.
- And for faculty and staff work with other CMU departments and divisions, CMU online-environment tools and protocols apply.

## Being on Campus: Responsibilities, Requirements, and Commitments

### Be Symptom-Free, as Monitored Daily and Personally

**Being On Campus** – As a general assumption, students, staff, and faculty are encouraged to be on campus according to their regular schedule when they are well and while symptom free, and to not be on campus when they are not well. This means not attending when a person:

- Is sick with a cold or flu, or having other COVID-19 like symptoms
  - Is immuno-compromised or otherwise at health risk
  - Lives with a child or a family member who is at health risk
  - Is facing discomfort related to pandemic risks
  - Learns online given inability to come from another country
  - Has COVID-19 impacted childcare responsibilities
- **Notification Protocol** – For purposes of potential contact tracing, students, staff, and faculty are required to submit the online notification form available on the CMU website when they will not be present on campus for class, work, or any other regularly scheduled activity. The form may be found at [www.cmu.ca/notificationform](http://www.cmu.ca/notificationform).
  - **Self-Screening** – To reduce the potential risk of COVID-19 to the community, students, staff, and faculty must complete the Manitoba Health COVID-19 online screening tool daily before they come onto campus or leave their residence room. Recommendations from the shared health screening tool must be followed. The Manitoba Health COVID-19 online screening tool found at [sharedhealthmb.ca/covid19/screening-tool](http://sharedhealthmb.ca/covid19/screening-tool).



# COVID-19

## NOVEL CORONAVIRUS

COVID-19 Screening Questions

**Symptom and exposure screening questions (check all that apply)**

| Do you have a new onset, or worsening, of any ONE of the following symptoms?  | Yes                      | No                       |
|---|--------------------------|--------------------------|
| • fever > 38°C or think you have a fever or chills  | <input type="checkbox"/> | <input type="checkbox"/> |
| • cough   | <input type="checkbox"/> | <input type="checkbox"/> |
| • sore throat/ hoarse voice   | <input type="checkbox"/> | <input type="checkbox"/> |
| • shortness of breath/ breathing difficulties   | <input type="checkbox"/> | <input type="checkbox"/> |
| • loss of taste or smell  | <input type="checkbox"/> | <input type="checkbox"/> |
| • vomiting or diarrhea for more than 24 hours   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>If "yes" to any one of the above, DO NOT ENTER</b>   |                          |                          |
| Do you have a new onset, or worsening, of any TWO of the following symptoms?  | Yes                      | No                       |
| • runny nose  | <input type="checkbox"/> | <input type="checkbox"/> |
| • muscle aches  | <input type="checkbox"/> | <input type="checkbox"/> |
| • fatigue   | <input type="checkbox"/> | <input type="checkbox"/> |
| • conjunctivitis (pink eye)   | <input type="checkbox"/> | <input type="checkbox"/> |
| • headache  | <input type="checkbox"/> | <input type="checkbox"/> |
| • skin rash of unknown cause  | <input type="checkbox"/> | <input type="checkbox"/> |
| • nausea or loss of appetite  | <input type="checkbox"/> | <input type="checkbox"/> |
| • poor feeding (if an infant)   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>If "yes" to any two of the above, DO NOT ENTER</b>   |                          |                          |
| Exposure history  | Yes                      | No                       |
| <b>1.</b> Have you been in close contact (within two metres/ six feet for more than 15 minutes) in the last 14 days with a confirmed COVID-19 case?   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>2.</b> Have you been exposed to COVID-19 in a work or public setting?  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>3.</b> Have you travelled outside of Canada, or within Canada, east of Terrace Bay, Ontario in the past 14 days?   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>4. A.</b> In the last 14 days has anyone living in your household travelled outside of Canada, or within Canada, east of Terrace Bay, Ontario? If yes, proceed to question 4B. If no, do not complete 4B or 4C.  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>B.</b> IF YES to 4A, is your household traveller exempt from self-isolation (quarantine) requirements ( <a href="http://www.manitoba.ca/covid19/soe.html">www.manitoba.ca/covid19/soe.html</a> )? If no, proceed to question 4C. If yes, do not complete 4C. | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>C.</b> If NO to 4B, have you been in close contact with the household traveller in the last 14 days since their return from travel?  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>If "yes" to question 1, 2, 3, or 4C - DO NOT ENTER</b>   |                          |                          |

If the checklist advises you Not to Enter: stay home, isolate and refer to the online COVID-19 Screening Tool at <https://sharedhealthmb.ca/covid19/screening-tool/> or call Health Links – Info Santé at 204-788-8200 or toll free at 1-888-315-9257 for further guidance.

Up to date information on COVID-19 can be found at: [www.manitoba.ca/covid19](http://www.manitoba.ca/covid19)

## Complete Mandatory Training and Quarantine or Self-Isolate as Required

Quarantining and self-isolation is one way everyone can help slow the spread of this virus in their community and protect friends, family, and health care workers.

- Before accessing the campus for the upcoming academic term, **all staff and faculty must complete health and safety training**, and commit to adopt the practice of procedures and protocols for the safe return to campus—including cleaning practices, physical distancing, good hygiene, mask wearing, and traffic flow patterns. Further training will be scheduled through the year as appropriate.
- Before arriving on campus, **students must attend an online webinar** on health and safety introducing all practices of cleaning, physical distancing, good hygiene, mask wearing, traffic flow, and more. All students will also participate in in-person training in September. Further training will be scheduled through the year as appropriate.

### Self-Isolate if Symptomatic

- If screening reveals COVID-like symptoms, the student or employee must stay home or will be moved to a private self-isolation room on or off campus. As soon as possible the individual with symptoms must go for COVID-19 testing, and may return to campus only after (a) they have received a negative test result, and (b) they have experienced no symptoms for 24 hours.
- **Students, staff, or faculty** who are symptomatic, must complete the online notification form ([www.cmu.ca/notificationform](http://www.cmu.ca/notificationform)) to indicate a work from home or sick day for contact tracing purposes and stay home until they receive a negative test result and symptoms have cleared.
- **If a student, staff, or faculty member resides with an individual who is symptomatic, awaiting COVID-19 test results, or has tested positive for COVID-19, they must not come on campus.**
  - **If the household member has tested positive for COVID-19, Manitoba Health will direct next steps.**
  - **If the symptomatic household member receives a negative test result, other household members may return to campus if they are symptom-free, even though the person with symptoms needs to stay home further until their symptoms are gone.**
- **Additional Details for Residence Students**
  - If a residence student has been directed to self-isolate by the Manitoba Health's online Self-Assessment Screening Tool, CMU has designated five private rooms for this purpose, each with its own bathroom. If more than five students need to self-

### Self-isolating when living with others

If you have travelled as a household, or if all members of your household have been in contact with someone with COVID-19, you can quarantine together without restrictions within the home.

**If you are the only household member who has travelled, or the only one in contact with a person being tested for COVID-19 or has COVID-19, do not come to the CMU campus. You must quarantine from the rest of your household and follow Manitoba Health protocols.**

This means staying in your own room or on a separate floor and avoiding contact with other members of your household. If possible, use a separate bathroom. If sharing a bathroom, it should be cleaned frequently. If you need to leave your room or floor, wear a medical mask and stay at least two meters from other members of your household. You should also avoid contact with pets that live in your home.

You should not have any visitors in your home during this time. If you live alone, arrange to have groceries and supplies dropped off at your door to minimize contact with others.

*Taken from Public Health Factsheet: Self-Isolation & Self-Monitoring for Returning Travellers and Contacts of Cases*  
[www.gov.mb.ca/asset\\_library/en/coronavirus/factsheet-isolation-selfmonitoring-returningtravellers-contacts.pdf](http://www.gov.mb.ca/asset_library/en/coronavirus/factsheet-isolation-selfmonitoring-returningtravellers-contacts.pdf)

isolate, CMU will place them in off-campus housing, with meal service, until they are cleared to return. Apartment students with roommates must self-isolate in one of the designated rooms.

- Students in self-isolation must stay in one of these rooms until they receive a negative test and have been symptom free for 24 hours. These students will have their meals delivered to them at no additional cost.

### Quarantine Before the Term Begins if Travelling from Eastern Canada or From Outside Canada

- **As of August 8, 2020, Manitoba Health requires anyone traveling into Manitoba from Eastern Canada (anywhere east of Terrace Bay, ON) or from another country, and who is not displaying any symptoms of COVID-19, to quarantine for 14 days.** This includes students, staff and faculty who have travelled either internationally or into Eastern Canada 14 days before arriving in Manitoba. Please check Province of Manitoba requirements well in advance of your planned travel date for all quarantine requirements.
- Students who will be living in dormitory rooms and who wish to quarantine on the CMU Shaftesbury Campus need to arrive not later than August 24 if they plan to quarantine on campus. Students may quarantine off campus with family or friends, in accordance with the [quarantine](#) requirements from Manitoba Health. Students who begin their quarantine later than August 24 can only do so off-campus and need to begin attending class online. Dorm students who quarantine on campus beginning August 24 and who are enrolled in the full meal plan for 2020-21 will receive meals free of charge for the quarantine period. These meals will be delivered to their rooms. Please contact Charlie Peronto at [cperonto@cmu.ca](mailto:cperonto@cmu.ca) if you wish to quarantine on-campus.
- Students living in on-campus apartments are permitted to quarantine in their assigned apartments. Their quarantine period needs to begin on August 24 so that their apartment mates can move in on September 7. Students quarantining in apartments can choose to be responsible for their own groceries (delivered) or to purchase a meal service plan from CMU for those 14 days (with meals delivered to their room). The meal plan (available only from Food Services) costs \$350 and will cover all meals for the full 14 days. Please contact Charlie Peronto at [cperonto@cmu.ca](mailto:cperonto@cmu.ca) if you wish to quarantine on-campus.
- Students living off campus must quarantine off campus and follow the guidelines from [Manitoba Health](#) (see sidebar on previous page). CMU will direct students to temporary accommodations and appropriate food service. Please contact Sandra Loepky at [sloepky@cmu.ca](mailto:sloepky@cmu.ca) for a safe arrival plan which has more information.



## Protocols for a Positive COVID-19 Test for Students, Staff, and Faculty

We should assume that there will be people who receive a positive test for COVID-19 within our CMU community. This does not necessarily mean that there will be a significant interruption to CMU education and operations. We have instituted a robust system of health protocols that go beyond current Provincial recommendations. Scenario planning has allowed CMU departments to be prepared for mitigating risks in coordination with Manitoba Health.

- Students, staff, and faculty who test positive for COVID-19 will be contacted by Manitoba Health with further instructions.
- CMU will work with Manitoba Health regarding the potential for community spread and will follow their instructions.
- All persons who test positive must cooperate with Manitoba Health's contact tracing efforts (the process of gathering information about everyone the individual came in contact with prior to testing positive for COVID-19).
- For students: The Director of Student Life will work with Academic Offices on return-to-study plans as required for students in isolation and/or recovery.
- For staff and faculty: Supervisors will work at return-to-work plans as appropriate.
- For students living in residence:
  - The student will be moved to a quarantine room where they will isolate until cleared by Manitoba Health.
  - While in isolation and/or recovery, residence students will be supported with meal delivery and other appropriate assistance measures.

## Respect Physical Distancing and Campus Space Usage

- **Current Research** – Present understandings of COVID-19 state that droplets emitted in the air while breathing and talking are significant forms of transmission. It is imperative that all persons respect physical distancing guidelines at all times.
- **Physical Distancing**
  - All teaching, learning, living, and social spaces are set up to meet physical distancing guidelines of two meters between all individuals when seated, standing, or walking alongside others in all indoor and outdoor spaces on campus. Passing by in hallways in closer proximity is not considered a health risk.
  - Maximum occupancy limits are posted in all spaces and additional distancing barriers have been placed in some areas. Furniture has been arranged to support appropriate physical distancing—students, staff, and faculty are asked not to re-arrange furniture without prior approval from the Hosting Department or the PRRC.
- **For Faculty and Staff**
  - To reduce unnecessary interaction in office spaces, please utilize mailboxes regularly.
  - All shared utensils have been removed from staff lounges. Please wash and keep a set in your office or bring utensils from home.
  - There will be no staff lunches provided in the Dining Hall this year
  - Faculty are not permitted to re-arrange classroom furniture which has been set up to ensure appropriate distancing



- **For Students**
  - Students are to hand in assignments and forms for faculty, Student Life, and the Registrar's Office entirely with electronic submissions.
  - Students should use online payment as much as possible and make in-person payments at the North and South Side reception desks.
- **Engagement in the Community**
  - It is critical that all persons in the CMU community respect Manitoba Health guidelines when off campus in the broader community.

### Practice Diligent Hygiene

- **Handwashing** – Students, staff, and faculty must wash and/or sanitize their hands frequently, including each time they enter a building, washroom, or other space. Hand sanitizer is available in all buildings at all entries and near common areas.
- **Surfaces** – Students, staff, and faculty using shared surfaces and equipment must sanitize their hands prior to use (photocopiers, door handles, study spaces, etc.) and again after use of a common area. Wipes and spray will be provided for use on contact areas (both in residence areas, study areas, and public spaces).
- **Cleaning** – Increased frequency of cleaning and disinfection of high-traffic areas and high touch surfaces will be scheduled.
- **Supplies** – Students living on campus are encouraged to bring ample supplies of hand soap, hand sanitizer, additional non-medical masks, and prescriptions/medications to last the duration of the term.
- **Impact** – Some people have allergies and other intolerances to some sanitizers and cleaners. Please contact the Hosting Department with any concern regarding particular cleaning products. Hosting will work with you to find appropriate solutions to minimize such impact and will ensure that required training is in place to use these products.

### Wear Masks as Required

Public health authorities state that the proper use of non-medical masks can help prevent the spread of COVID-19 by acting as a barrier to droplets from landing on surfaces. Masks are not to be considered as an alternative to maintaining physical distancing or adequate cleanliness and hygiene habits, but as an important additional measure of protection for those with whom one is in proximity.

CMU is issuing all students, staff, and faculty two non-medical, reusable cloth masks. All persons are always expected to have a mask with them, and to bring a clean mask daily. Masks can be hand-washed, laundered, or sanitized in boiling water each evening. Reusable masks will be available for sale at North and South reception for community members in need of masks.

#### The World Health Organization gives tips on how to wear a mask

A fabric mask can act as a barrier to prevent the spread of the virus. However, it must be used correctly and always combined with other measures to protect yourself and everyone else. Here is how to wear a cloth mask safely.



[youtu.be/9Tv2BVN\\_WTk](https://youtu.be/9Tv2BVN_WTk)

### Three Reasons to Wear a Mask

- **Humility** – you do not know if you have COVID-19 as people can spread the disease before they have symptoms
- **Kindness** – you do not know if the person you are near has a child battling cancer, or cares for an elderly mom. While you might be fine, they may not.
- **Community** – I want my community to thrive, businesses to stay open, employees to stay healthy. Doing your part helps us all.

### When Masks are Mandatory

Students, staff, faculty, and guests must wear masks when:

- In all indoor classes and hallways
- Entering campus buildings
- In meetings and Community Gatherings
- Present in CommonWord, Marpeck Mezzanine, Mennonite Gallery and Archives
- Teaching in indoor spaces on campus
- Waiting in line to be served in the Dining Hall, and when exiting the Dining Hall
- Waiting in line at folio café
- Using any on-campus printer station (includes CMU Library, North Side Computer Lab, or South Side Printing Station; Poettcker Hall printer station is closed for this year)
- Using any on-campus washrooms
- Interacting with other students, staff, or faculty
- In athletic competition

Masks will be worn by all Food Services staff in the Dining Hall and folio café.

### When Masks are Optional

Though recommended, students, staff, and faculty may optionally wear masks when:

- In outdoor classes
- Sitting in the library (where no talking is permitted)
- In study carrels in the MHC Gallery
- Eating or drinking in the Dining Hall, folio café, Staff-Faculty Lounges, or the Blaurock Café

### When Masks are Not Required

Students, staff, and faculty may freely choose to not wear masks when:

- Staff and faculty are alone in their offices
- Students are in their dormitory floor or apartment
- Practicing a musical instrument alone

#### Mask requirements at CMU

CMU is creating a safe and welcoming environment for all students, staff, and faculty and this includes the use of face masks for all involved. Research has been completed on the type, description, material, and shape of the best masks and CMU is following the Government of Canada's health guidelines and the best research gathered from experts. For approved use on the campus, face masks must include the following elements and need to adhere to the guidelines, per safety protocols for all on campus.

- At least two layers of tightly woven fabric
- Contains no openings, valves, tears, or holes
- Is tight fitting, covers the nose and mouth fully
- Is fastened with ear loops or ties, and is clean and dry

Please note that any other masks, shields, or dividers have not been approved for on-campus use at this time. You are encouraged to review the Government of Canada's guidelines for face masks and their correct usage.

**Remember: proper face mask usage, physical distancing, and regular hand washing are the keys to slowing the spread of COVID-19.**

[www.canada.ca/en/public-health/services/publications/diseases-conditions/covid-19-safely-use-non-medical-mask-face-covering.html](http://www.canada.ca/en/public-health/services/publications/diseases-conditions/covid-19-safely-use-non-medical-mask-face-covering.html)

## Respect Guidelines for Community Health, Safety, and Wellness

- **Respect Guidelines** - All community members will respect the guidelines for each space that they occupy on campus. Every classroom, lounge, and study space has been given a designation that can be found both posted in every space and in [Appendix B – Public Gatherings and External Events](#) of this document.
- All campus buildings are locked and accessible only by students, staff, and faculty by prox card.
  - There is no guest or public access to CMU buildings except where otherwise designated. Do not hold the door open for others who do not swipe their own card. This may feel inhospitable, but instead it is an act of care for others, both those entering the building by prox card and those who are trying to enter without one.
  - Public access is restricted to 11:00 AM – 3:00 PM, Monday – Friday and *only* to the folio café and CommonWord Book and Resource Centre.
- **Contact Tracing** – Protocols for accurate, contract tracing for all persons on campus are in place:
  - Prox card access to campus produces a history of all cards that are swiped. **It is imperative that everyone swipe their own prox card each time they enter a building.** This record of information is needed for contact tracing in the event of a COVID-19 occurrence. Multiple cards can be swiped in close succession without doors closing and locking in between.
  - Each department will oversee consistent tracking of all employees within its unit.
- **Support Each Other** – All community members are encouraged to gently and courageously remind one another to follow protocols for the well-being of all. Further, please contact Charlie Peronto (Director of Student Life) at [cperonto@cmu.ca](mailto:cperonto@cmu.ca) or Julene Sawatzky (Campus Planning and Facilities Development Manager) at [jusawatzky@cmu.ca](mailto:jusawatzky@cmu.ca) with your questions or suggestions.
- **Reduce Stigma** – CMU will reduce and address stigma around COVID-19 in both language and actions. By using humanizing and people-first language and providing accurate and up-to-date information regarding COVID-19, we can help keep ourselves and others safe. All members of the CMU learning community are expected do their part in reducing both the spread of COVID-19 and the stigma attached to it.



## COVID-19 Case Management at CMU

In the event of a confirmed case of COVID-19 connected to CMU, Manitoba Health will lead the response and ensure appropriate supports are in place to coordinate the response. CMU will follow the guidance of Provincial public health officials and support compliance from community members.

Manitoba Health may:

- Request records that identify staff, faculty, students, volunteers, and visitors who have been on the CMU Shaftesbury Campus during a specified timeframe
- Contact staff, faculty, students, volunteers, and visitors if they have been in close contact with a confirmed or probable COVID-19 case at CMU, and confirm whether they need to self-isolate or self-monitor, and when they may safely return to campus.
- Require those who may have been connected to COVID-19 to undergo testing according to established public health guidelines.
- Confirm the need for the CMU Shaftesbury Campus, or portions thereof, to be closed for a period.

CMU will:

- Follow the recommendations of Manitoba Health to determine the need to transition some or all on-campus activity to remote learning or work scenarios for a period of time (likely 24-48 hours).
- Follow the recommendations of Manitoba Health to deep clean/sanitize potentially impacted campus spaces.
- Support contact tracing efforts by Manitoba Health.
- Initiate the resumption of all on-campus activities after appropriate cleaning, contact tracing, and consultation with Manitoba Health has occurred.
- Communicate internally and externally with all CMU community members and stakeholders following the lead of local and Provincial public health officials.
- Through the President's Office ([presidentsoffice@cmu.ca](mailto:presidentsoffice@cmu.ca)), the Pandemic Response and Recovery Committee (PRRC) will email all students, staff, and faculty as required to communicate how and when activities at CMU will be resume. Please watch for updates in your CMU email.



## Campus Residences

### General Guidelines

- **Restricted Access** – Poettcker Hall Dormitory, Concord Hall Dormitory, and Katherine Friesen Apartments are open only to students who live on-campus, with minimal exceptions by permission. These residence buildings are locked and accessible only by prox card. Those entering must use the designated entrances. **It is imperative that everyone swipe their own prox card each time they enter their dormitory or apartment building.** Move-in and signing of leases are contactless for 2020-21.
- **Occupancy Limits** – The number of occupants in dormitories is limited and there are no shared residence rooms.
- **Shared spaces** – Measures to reduce the use of shared spaces are in place, including allocation of washroom stalls, showers and sinks, staggered mealtimes, and occupancy limits placed in shared lounge spaces.
- **Staff Access** – Only Food Services, Residence, IT, and Maintenance staff are permitted to enter residences and only for emergency and maintenance purposes. Whenever possible, Maintenance staff will provide 24-hours' notice whenever maintenance repairs are needed in the residences. Staff or other repair personnel will wear a mask and gloves for the time of the repair.
- **Sanitization** – Cleaning stations have been installed in all shared washrooms, lounges, and laundry rooms throughout these residences, and students are required to wipe down surfaces after each use. Residence cleaners have adopted an enhanced cleaning and disinfecting schedule for all shared spaces and high-touch surfaces.



### Poettcker Hall Dormitory

- **Occupancy** – All dormitory rooms are single occupancy only.
- **Restricted Floor Access** – Poettcker Hall dormitory floors and washrooms are open only to the occupants of the floor.
- **Dormitory Guests** – For 2020-21 dormitory floors are closed to outside guests. The only exception to this requirement is that other members of the residence program may be invited into the residence room of a student on another floor. Both the student host and guest visiting from another floor are requested to wear a mask. Student guests can only enter between the hours of 1:00 PM–11:00 PM.
- **Washrooms** – Washrooms are reserved only for the occupants of each floor. Each washroom stall, sink, and shower have been assigned to specific students. Each washroom has a reduced number of sinks to ensure social distancing requirements are met. Each student must sanitize their stall, sink, and shower after its use. Signage will be added to each bathroom with clear instruction regarding how to use the space. Students are to sanitize their hands before entering the washroom.
- **Lounges** – Gatherings of more than two people should occur in the lounges. Lounges in Poettcker Hall have reduced occupancy and clear signage for using the space. All lounges are to be sanitized after they are used. Sanitization stations are present in every lounge.

- **Poettcker Hall Printer Station** – The Poettcker Hall printer station is closed. Please use the printer station in the CMU Library, North Side Computer Lab, or the South Side Printing Station for your printing need. Masks are mandatory when using any printer station.

### Concord Hall Dormitory

- **Maximum Occupancy** – All dormitories are single occupancy only.
- **Dormitory Guests** – For 2020-21, dormitory floors are closed to outside guests. The only exception to this requirement is that other members of the residence program may be invited into the residence room of a student on another floor. Both the student host and guest visiting from another floor are requested to wear a mask. Student guests can only enter between the hours of 1:00–11:00 PM.
- **Washrooms** – Each washroom is to be used by only one person at a time. After every use, students must sanitize their stall, sink, and shower. Signage will be added to each bathroom with clear instructions on how to use the space.
- **Lounges** – Gatherings of more than two people should occur in the lounges. Lounges in Concord Hall now have reduced occupancy and clear signage for using the space. All lounges are to be sanitized after they are used. Sanitization stations are present in every lounge.

### On-Campus Apartments

- **Restricted Access** – The apartment buildings on the CMU Shaftesbury Campus are closed and will always be locked.
- **Apartment Guests** – Apartment guests are allowed only by invitation of the occupants of each apartment and must be registered with the Residence Director before entering the building. Guests in student apartments must wear a mask while in the apartment building hallways.
- **Lounges** – These are to be used only by CMU residence students and are closed to outside guests.

### Food Services

- CMU is mitigating the risk of infection spread in its Dining Hall through the following measures:
- Multiple, staggered meal service times that reduce the number of people in the Dining Hall at any one time.
- As necessary and desirable, diners are permitted to take their meals to other areas for consumption.
- Posted signs encourage physical distancing, manage the flow of people, and divert people from high-traffic areas. Chair and table configurations maintain appropriate physical distancing; tables and chairs are not to be moved.
- Physically distanced seating and line-ups for service are in place. Where physical distancing cannot be maintained (e.g. between staff who serve food, and diners) additional protections are instituted including engineering controls (barriers or partitions) and the use of PPE by servers.
- All food is being served by staff in individual portions. No self-serve buffets or food stations are permitted.
- No staff or faculty are taking any meals in the Dining Hall.
- Delivery to rooms only for those in self-isolation or quarantine.



### Continuity Planning

Continuity planning is an important aspect of being on campus during a pandemic. While it currently is safe to be open according to Manitoba Health's guidelines, there are various scenarios that demand alternate plans be pre-constructed to ensure continuation of curricular and co-curricular programming at CMU, should such need arise.

The PRRC will follow closely all pandemic related developments and communicate the enactment of respective Pandemic Continuity Scenarios with 24- to 48-hours' notice for implementation. The crucial elements that CMU is monitoring include the behaviour of all on campus, guidelines from Manitoba Health, the confidence in our CMU contact tracing, and the daily posted Manitoba Test Positivity Rate.

Such need to enact continuity plans could arise with larger numbers of people with COVID-19 in Manitoba or elsewhere with concern to Manitoba Health. It may also occur if there were to be a person with COVID-19 on campus, although likely only if there were a significant outbreak of people with COVID-19. CMU will fully cooperate with and follow all Manitoba Health protocols in any of these events.

If Manitoba returns to full closure or Phase One of opening, CMU likely will close dormitories, food services, and offer all classes online. Students would be offered appropriate refunds for unused portions of fees and be requested to return home. CMU would seek to accommodate all students who cannot return home or who otherwise have no safe place to go.

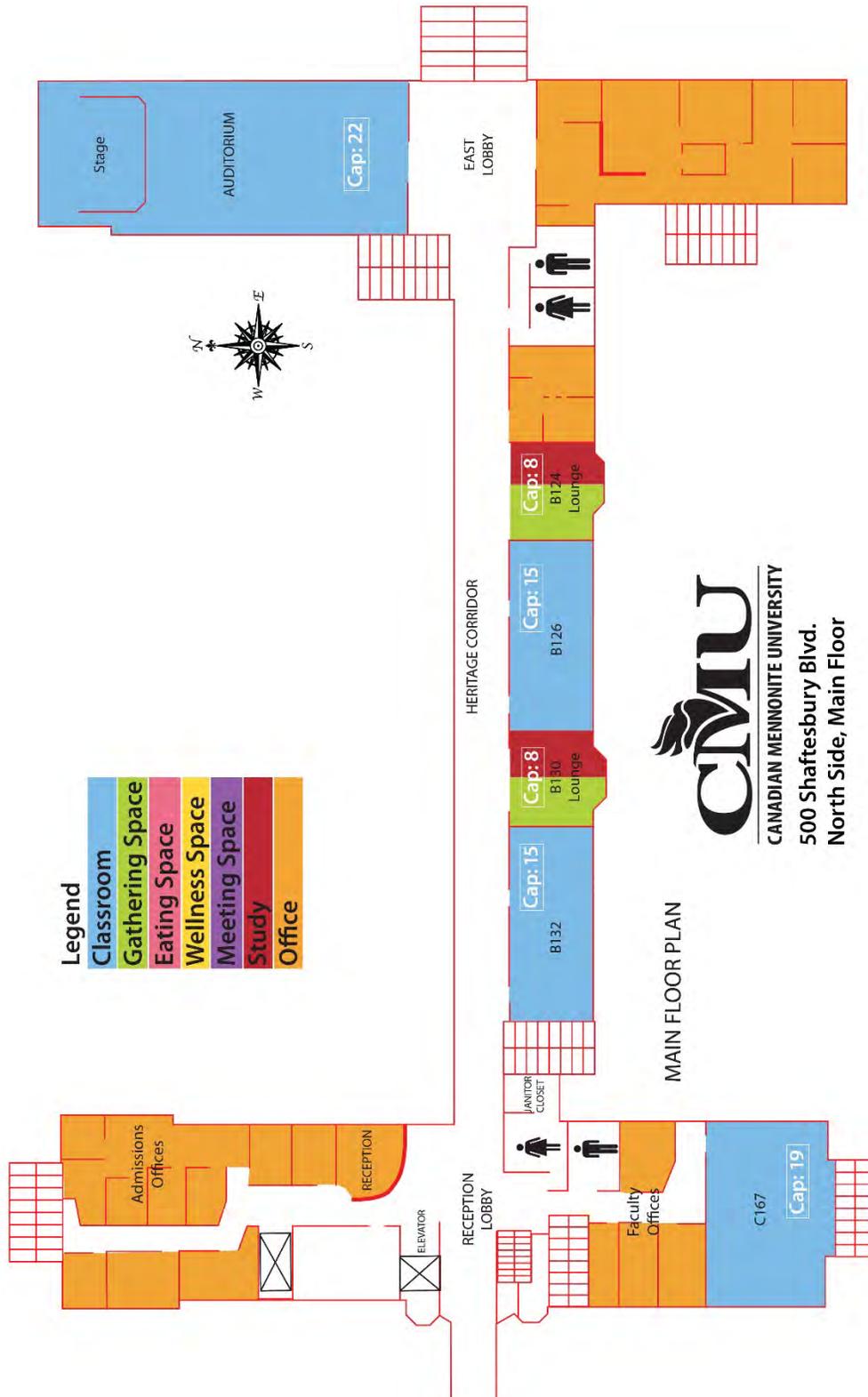
Each university department will submit a form that outlines the department-specific protocols it will follow in each of five different scenarios. This form will be sent to each department head and is due back to the PRRC by September 4, 2020.



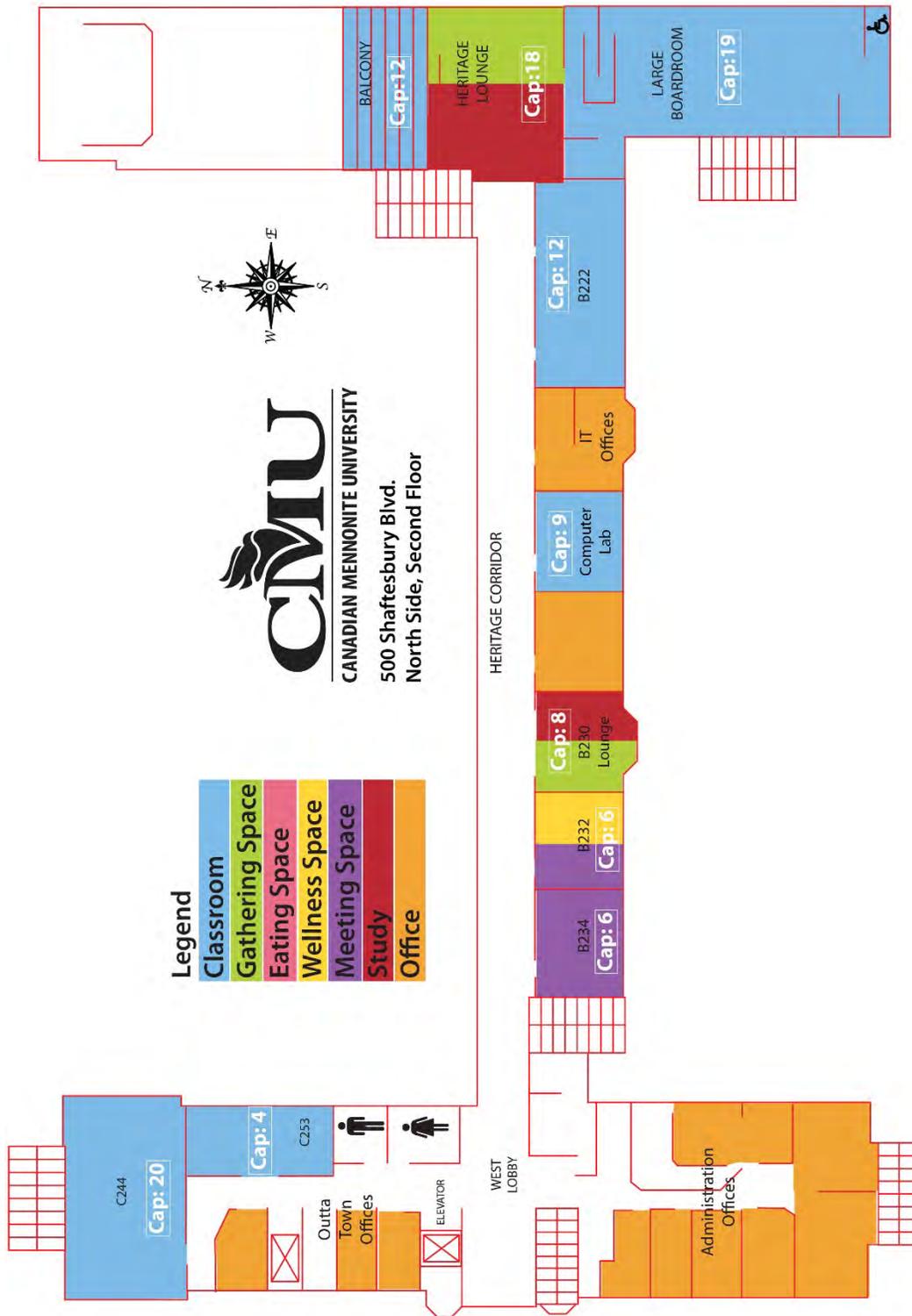
# Appendix A – Space Usage Maps

## North Side

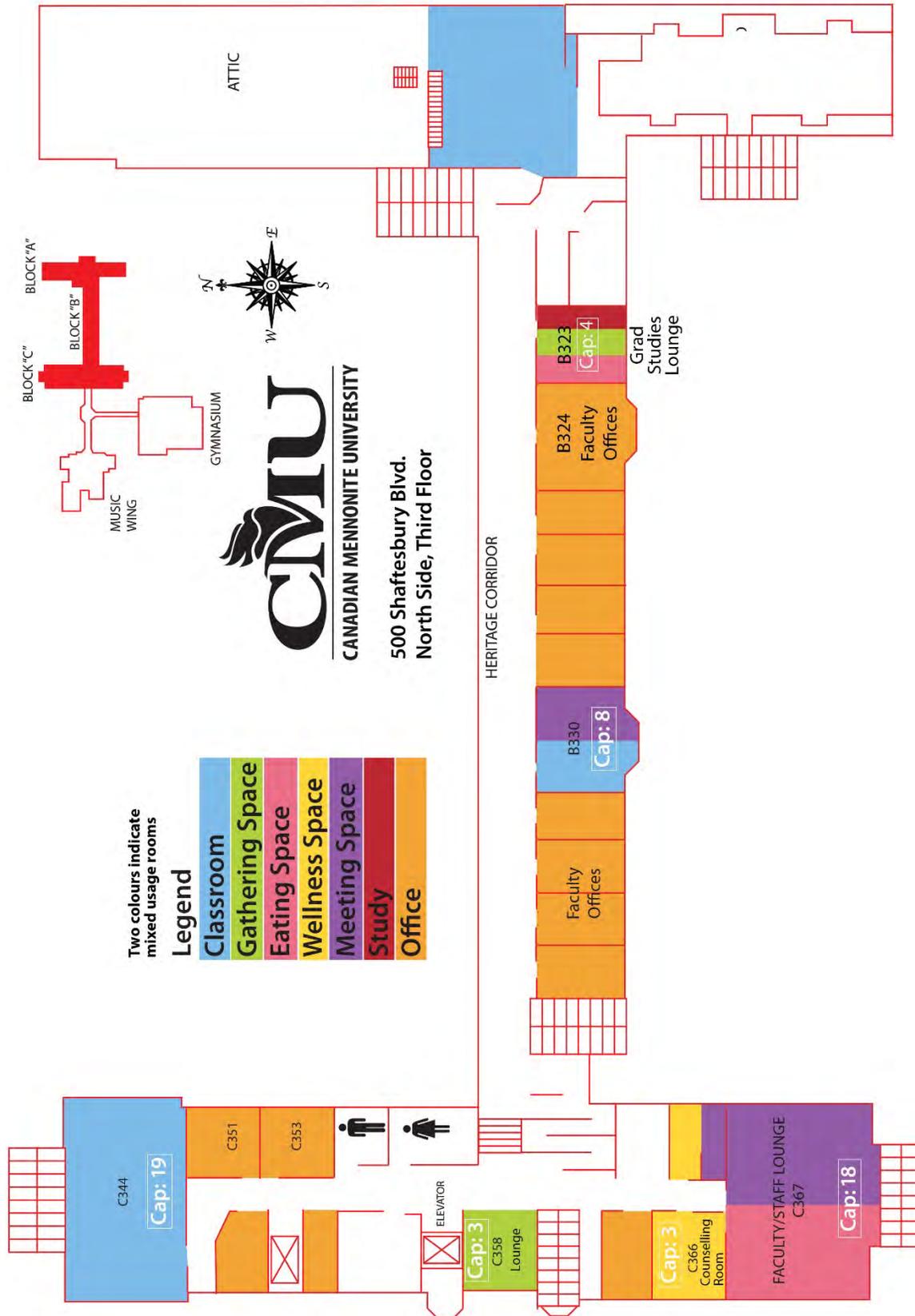
### North Side – First Floor



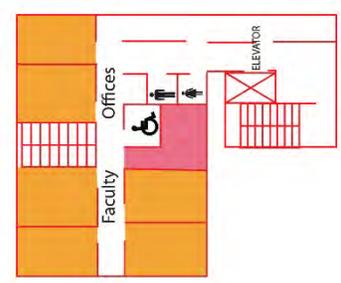
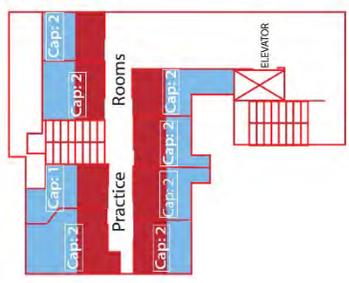
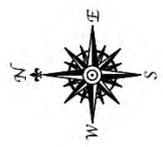
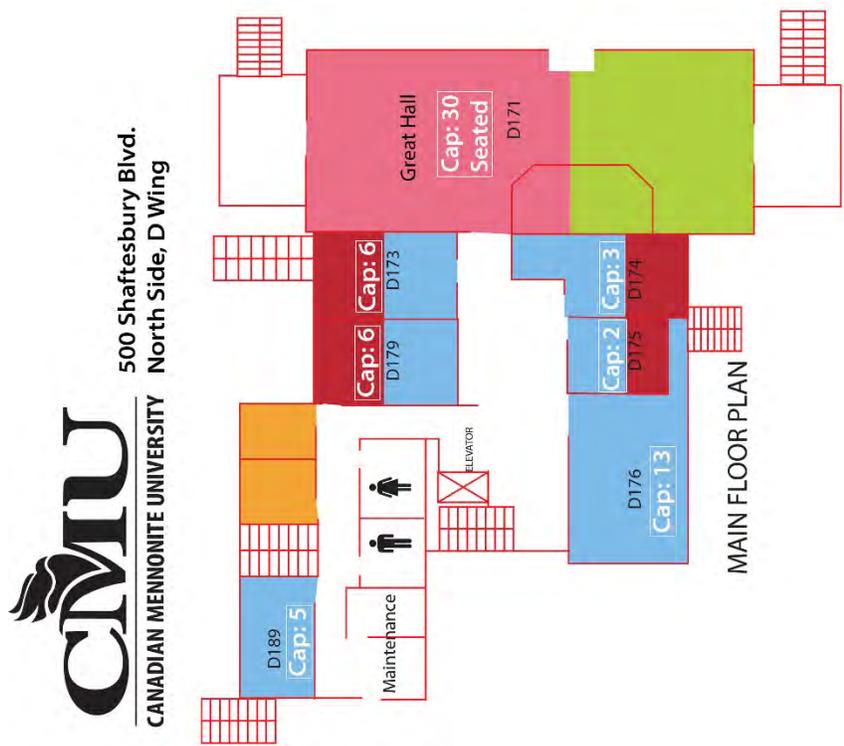
## North Side – Second Floor

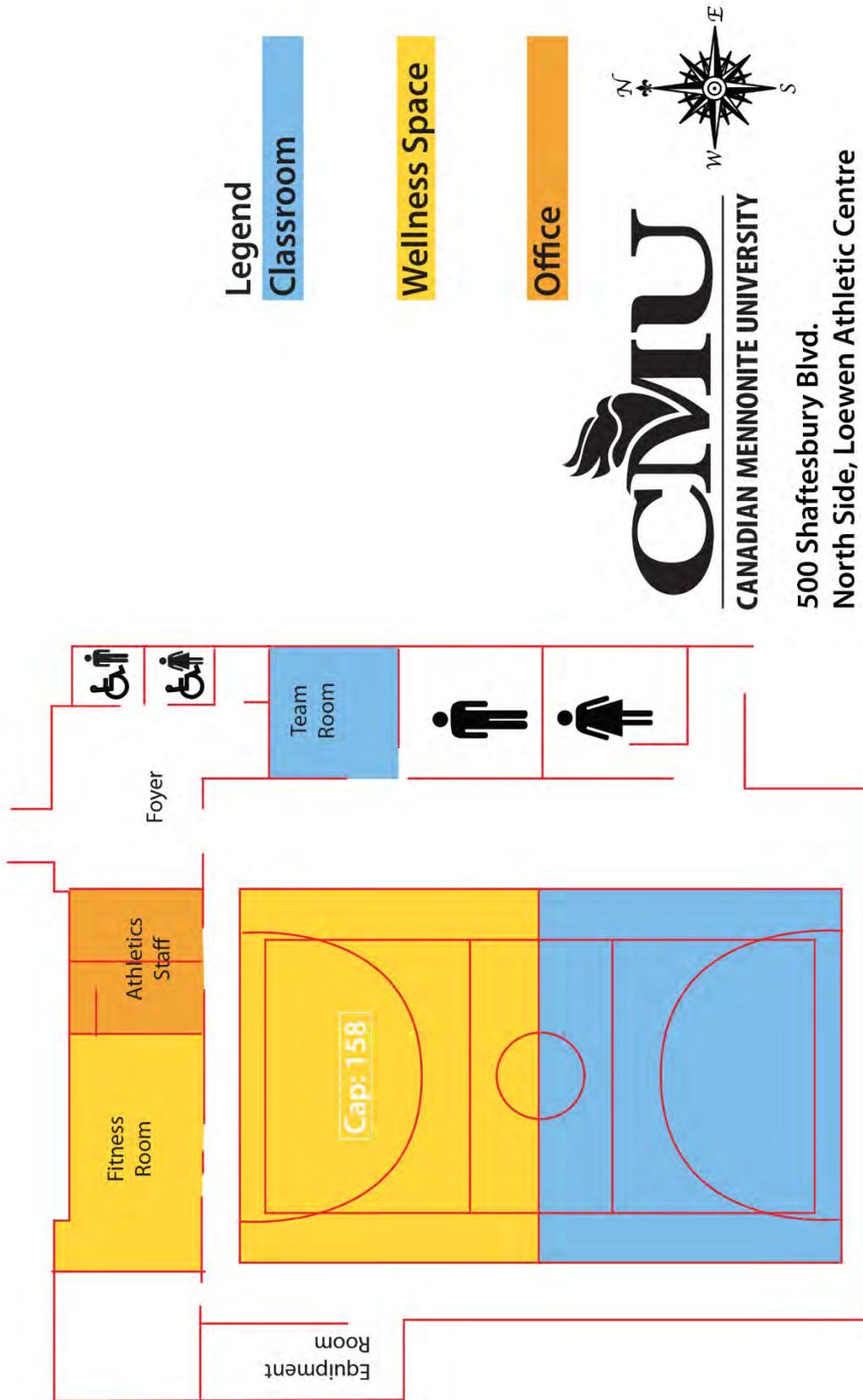


North Side – Third Floor



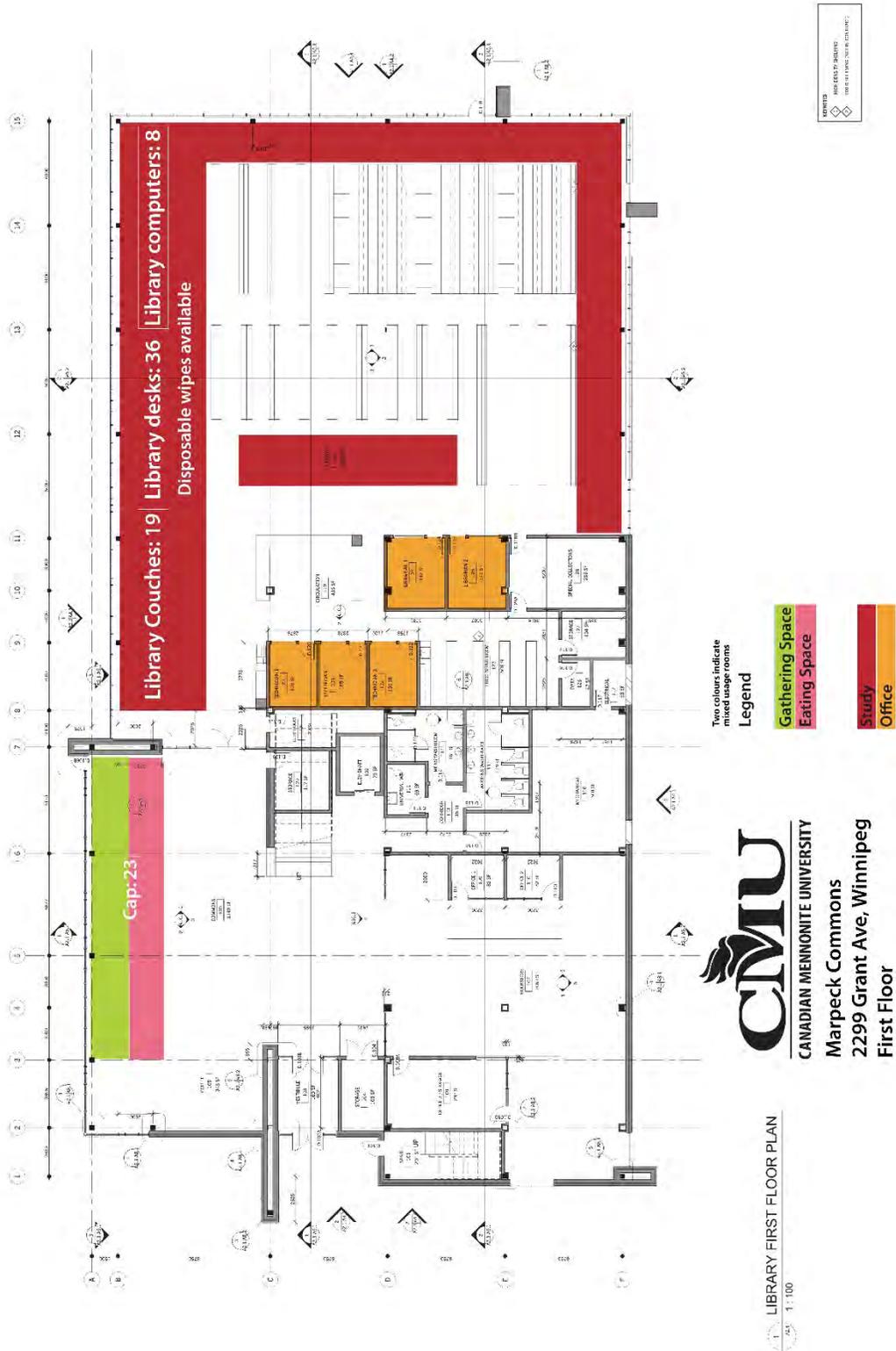
## North Side – School of Music (D Wing)



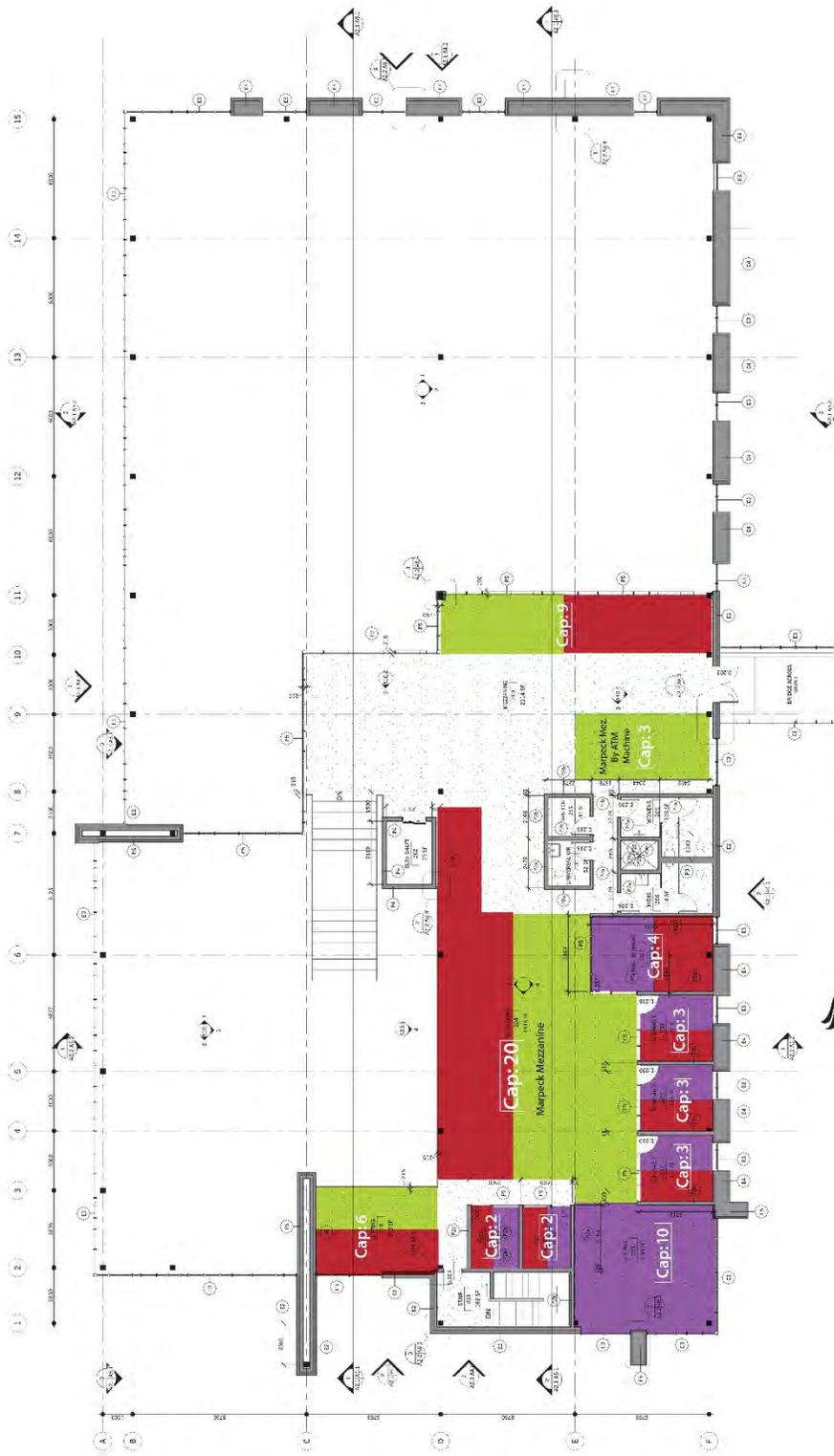


## Marpeck Commons

### Marpeck Commons – First Floor



# Marpeck Commons – Second Floor



Two colours indicate mixed usage rooms

**Legend**

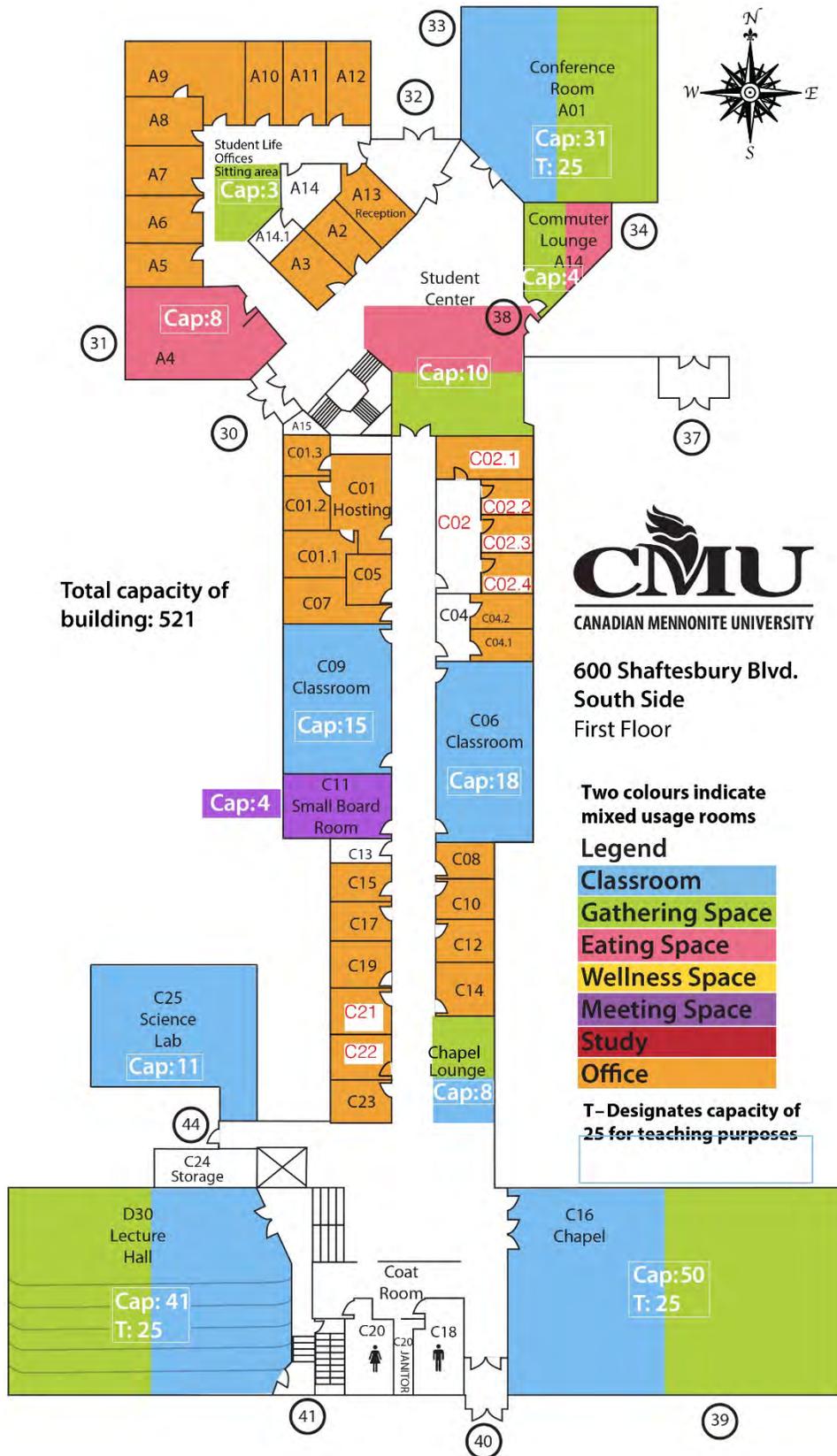
- Classroom
- Gathering Space
- Meeting Space
- Study

**CMU**  
 CANADIAN MENNONITE UNIVERSITY  
 Marpeck Commons  
 2299 Grant Ave, Winnipeg  
 Second Floor

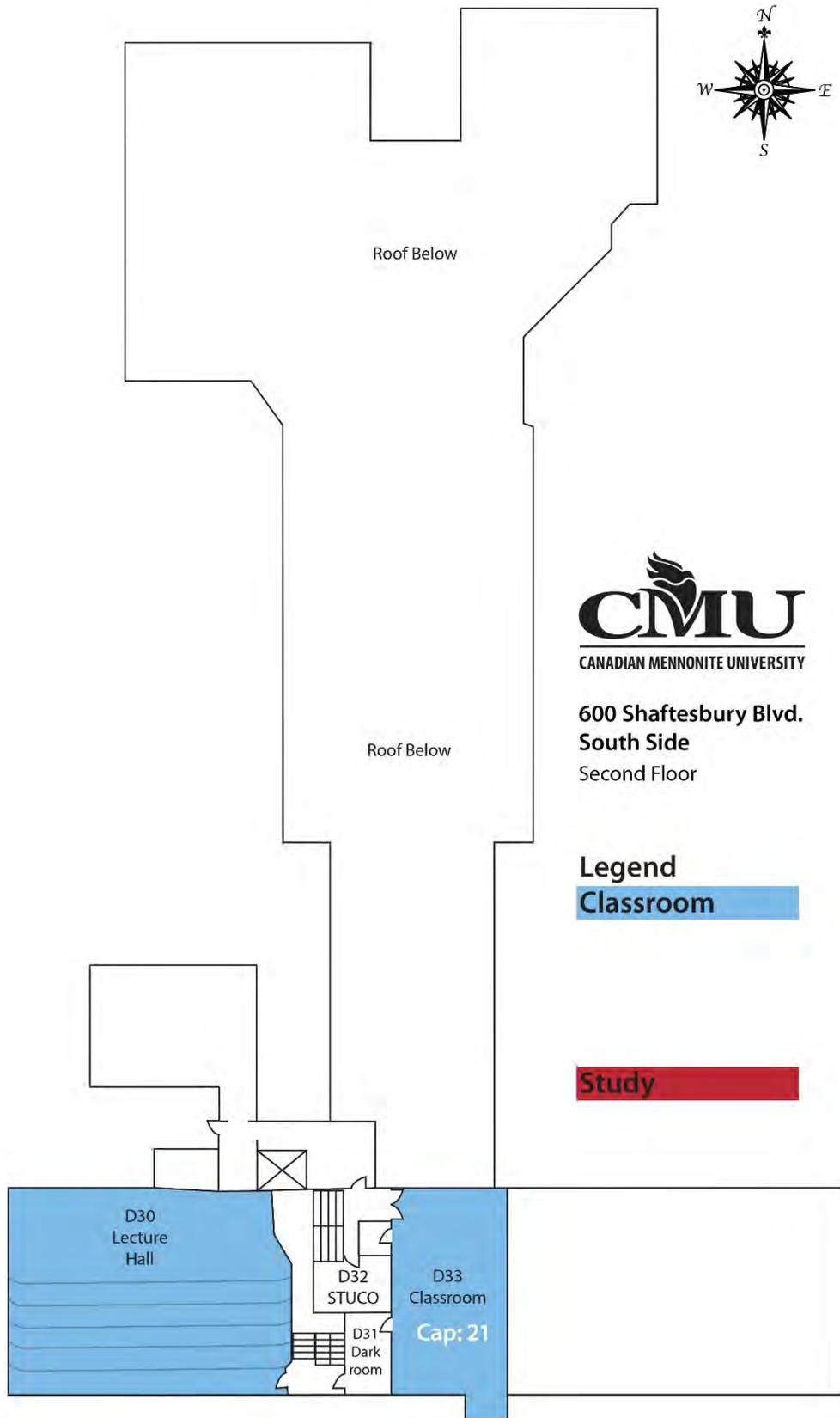
LIBRARY SECOND FLOOR PLAN  
 1:100

## South Side

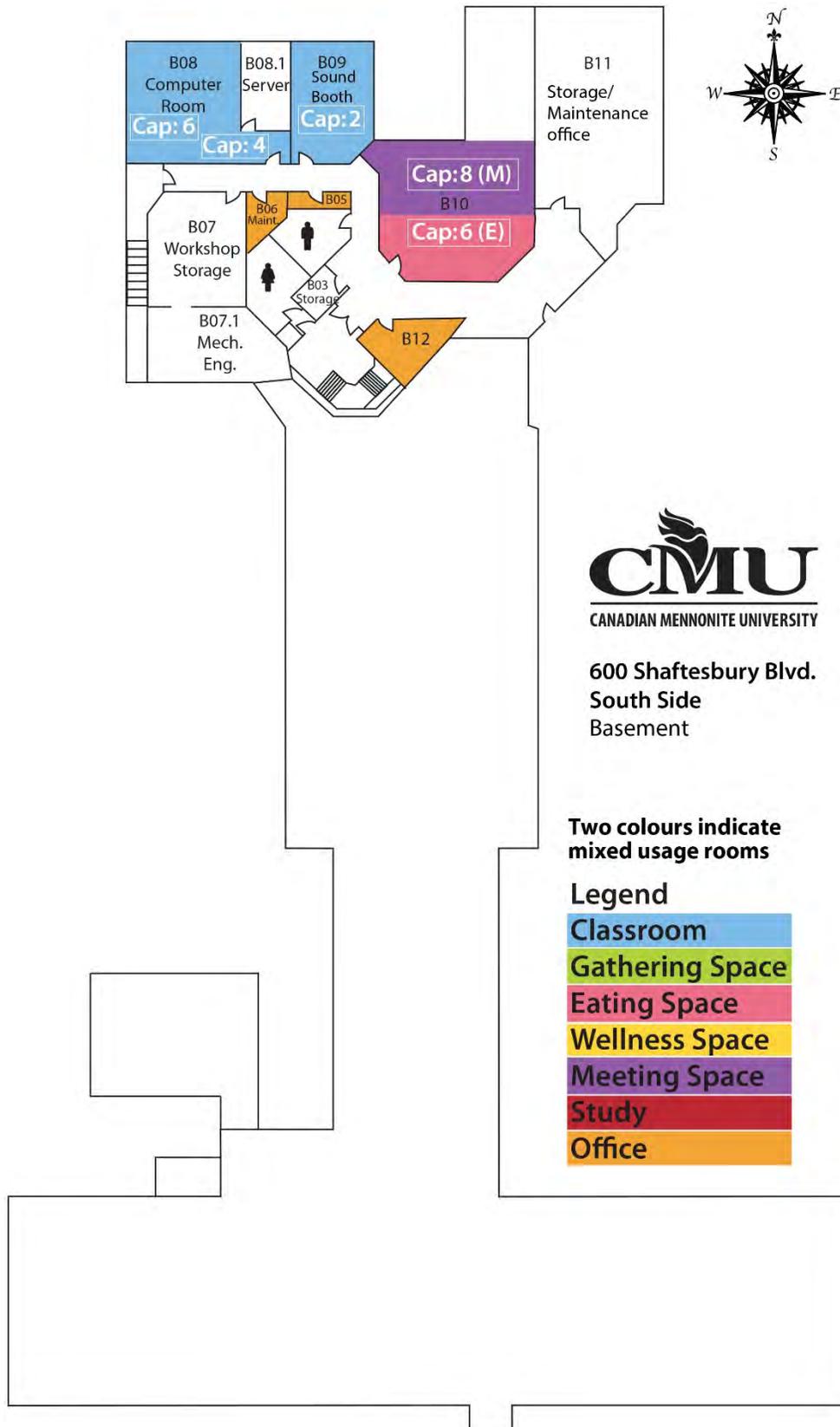
### South Side – First Floor



South Side – Second Floor



## South Side – Basement

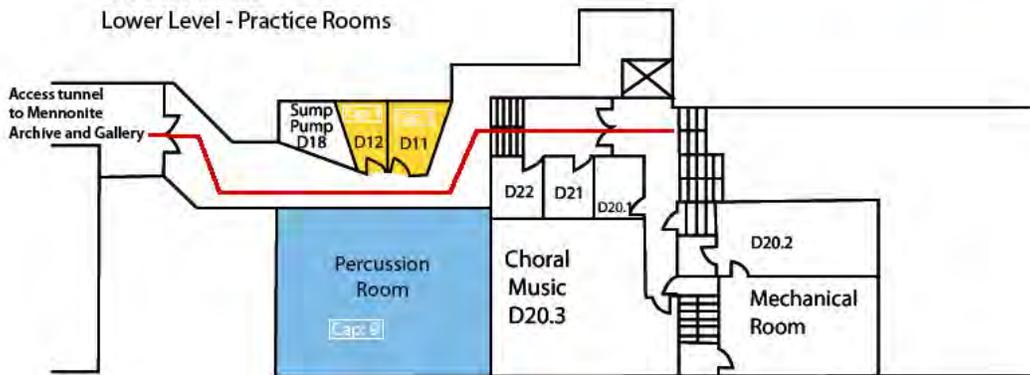




600 Shaftesbury Blvd.  
South Side  
Lower Level - Practice Rooms

Legend  
Classroom

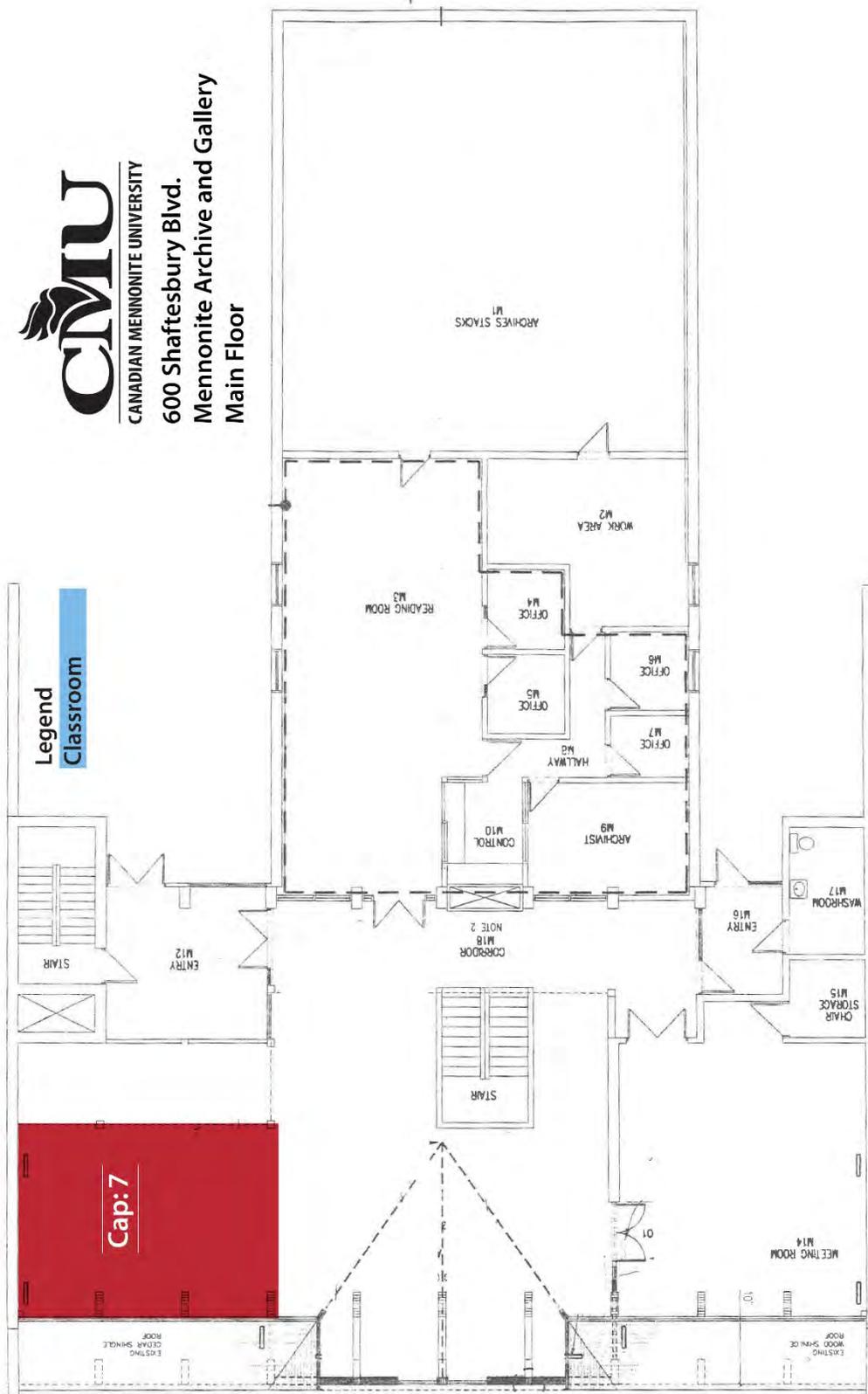
Wellness Space



# Mennonite Archive and Gallery

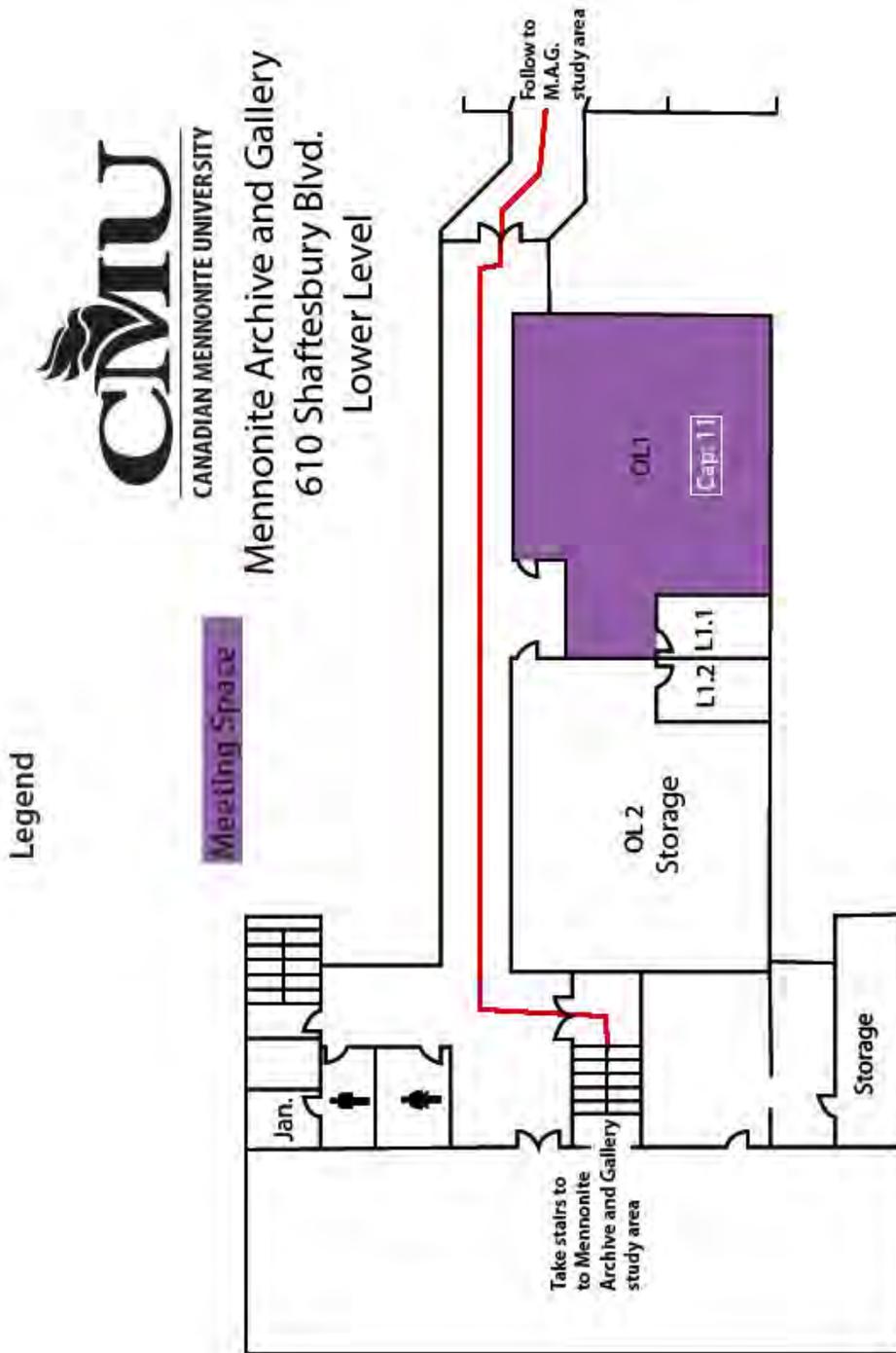
Mennonite Archive and Gallery – First Floor

**CMU**  
CANADIAN MENNONITE UNIVERSITY  
600 Shaftesbury Blvd.  
Mennonite Archive and Gallery  
Main Floor



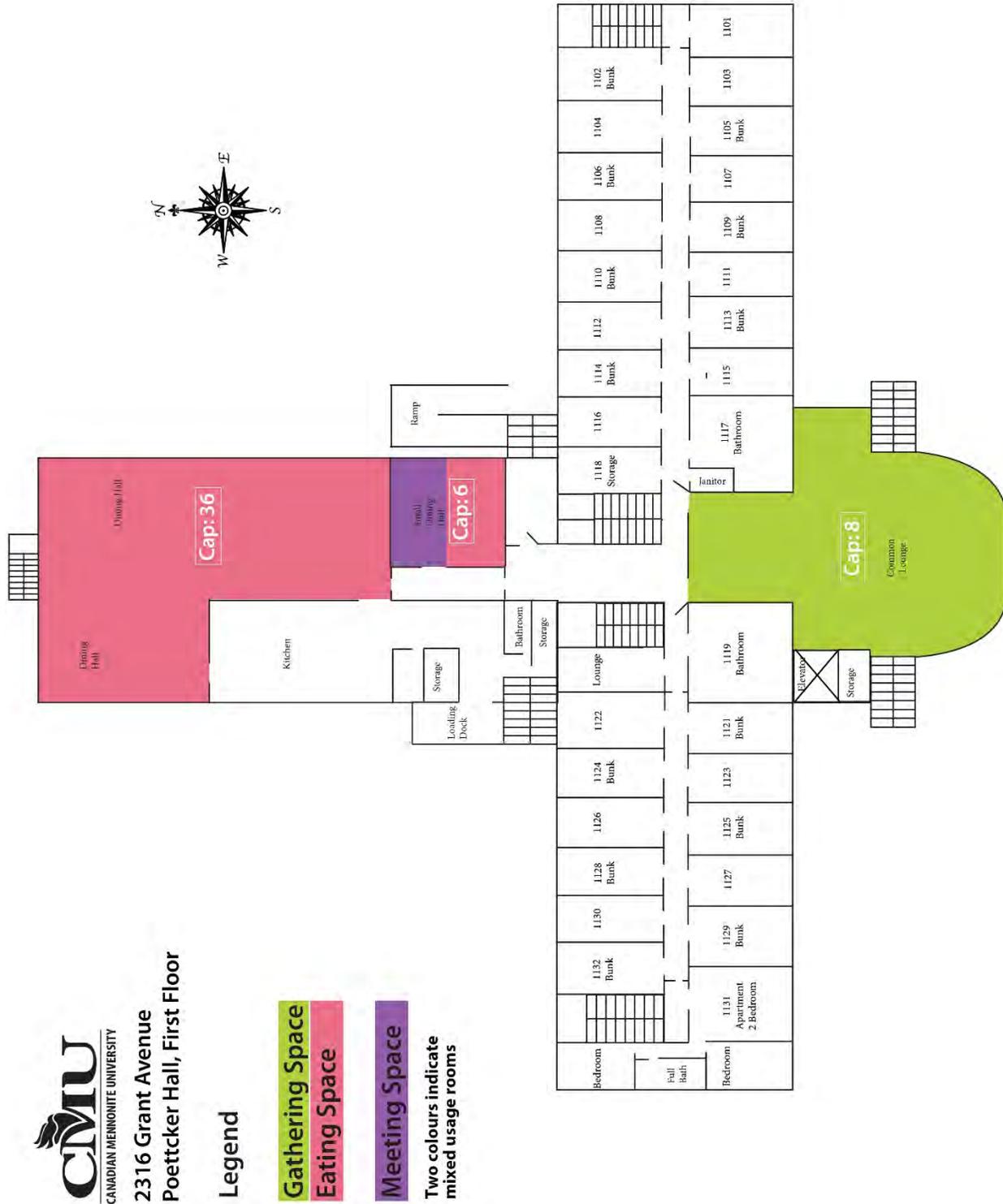


Mennonite Archive and Gallery – Lower Level



# Residences

## Poettcker Hall – First Floor



2316 Grant Avenue  
Poettcker Hall, First Floor

### Legend

**Gathering Space**  
**Eating Space**

**Meeting Space**

Two colours indicate mixed usage rooms

## Poettcker Hall – Second Floor

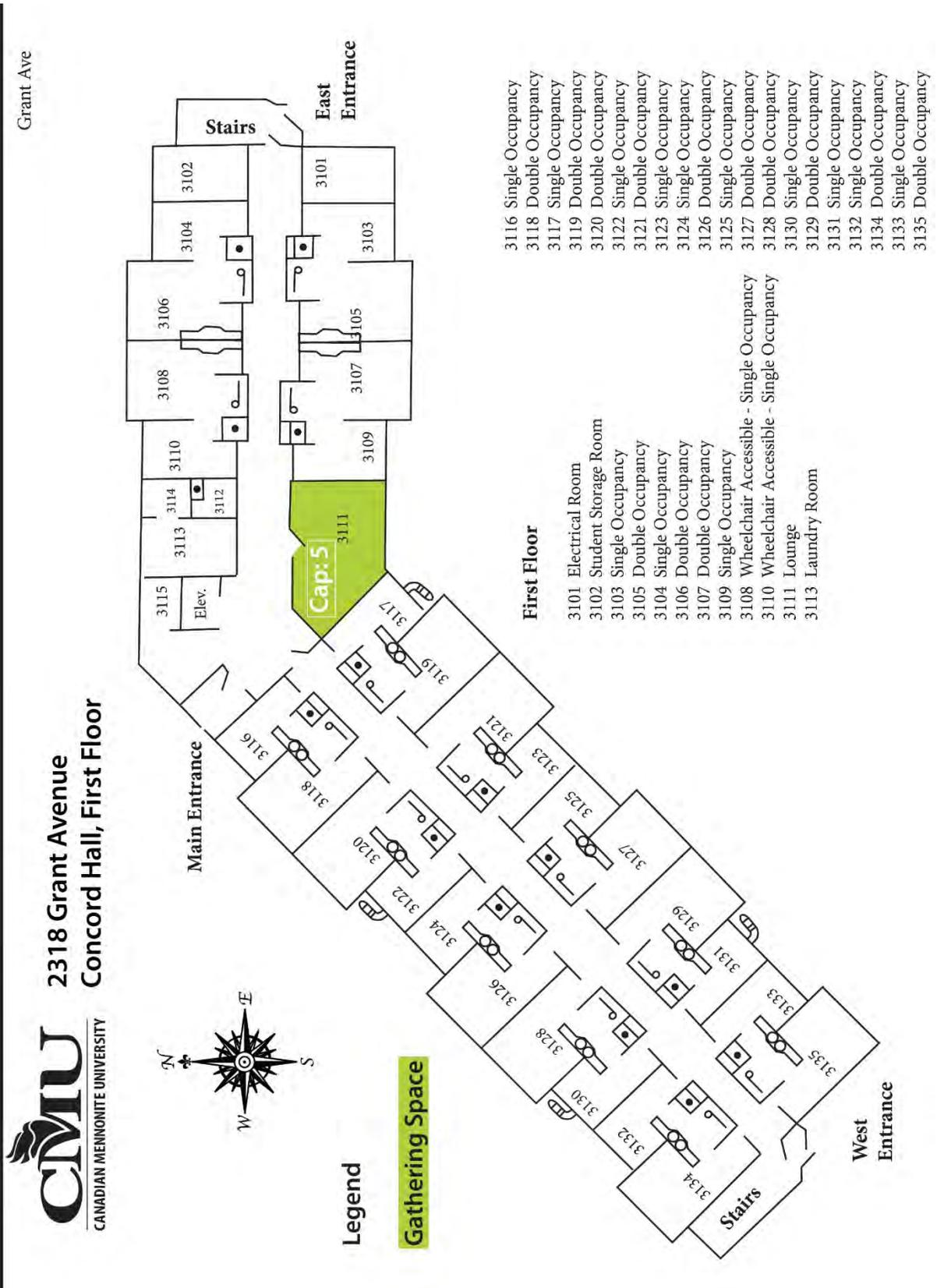


2316 Grant Avenue  
PoettckerHall, Second Floor



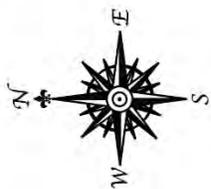


## Concord Hall – First Floor



Grant Ave

**CMU**  
CANADIAN MENNONITE UNIVERSITY  
**2318 Grant Avenue**  
**Concord Hall, Second Floor**



**Legend**

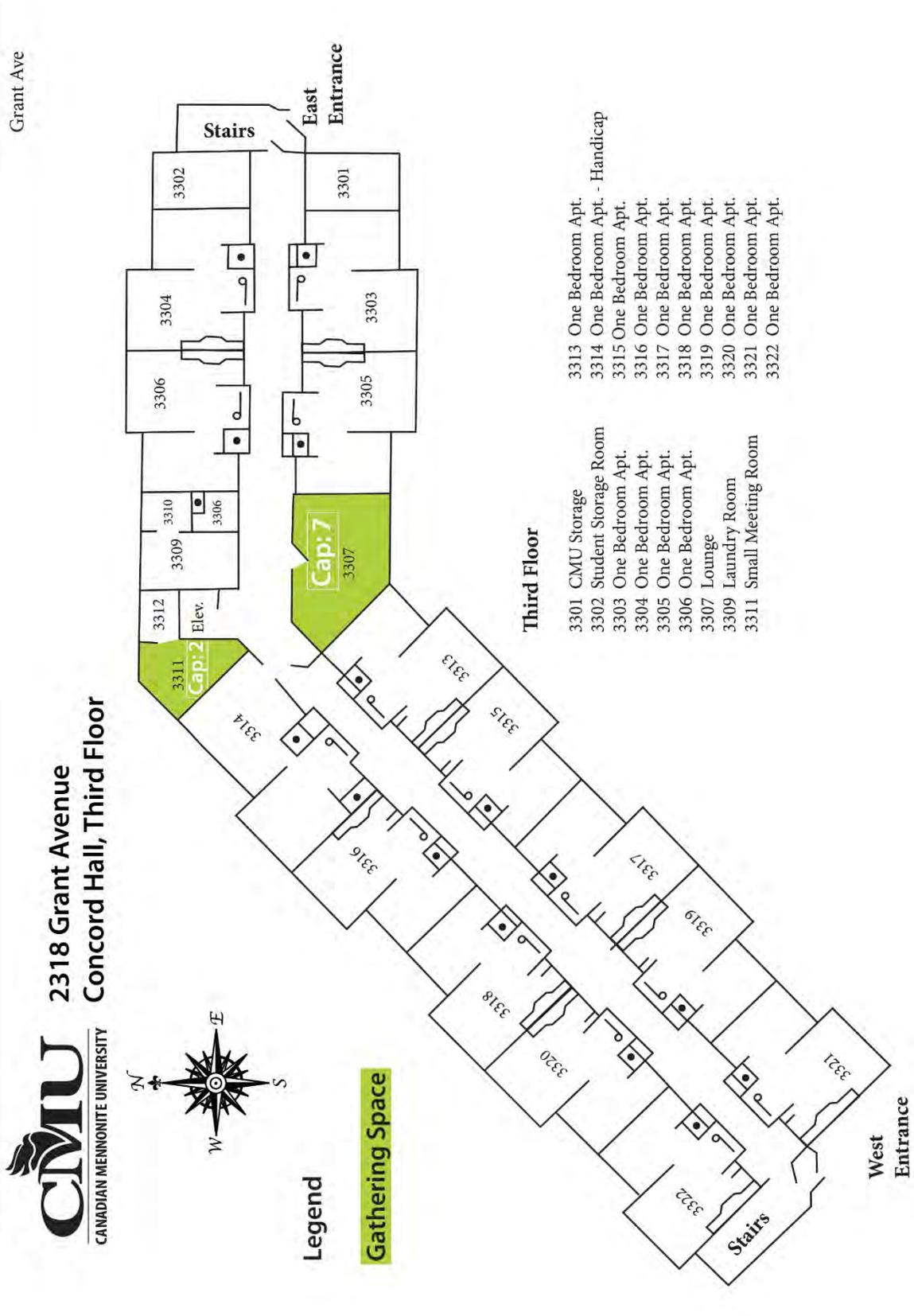
**Gathering Space**



**Second Floor**

- 3201 CMU Storage
- 3202 Student Storage Room
- 3203 Single Occupancy
- 3204 Single Occupancy
- 3205 Double Occupancy
- 3206 Double Occupancy
- 3207 Double Occupancy
- 3208 Double Occupancy
- 3209 Single Occupancy
- 3210 Single Occupancy
- 3211 Lounge
- 3213 Laundry Room
- 3215 Small Meeting Room
- 3217 One Bedroom Apt.
- 3218 One Bedroom Apt.
- 3219 One Bedroom Apt.
- 3220 One Bedroom Apt.
- 3221 One Bedroom Apt.
- 3222 One Bedroom Apt.
- 3223 One Bedroom Apt.
- 3224 One Bedroom Apt.
- 3225 One Bedroom Apt.
- 3226 One Bedroom Apt.

## Concord Hall – Third Floor

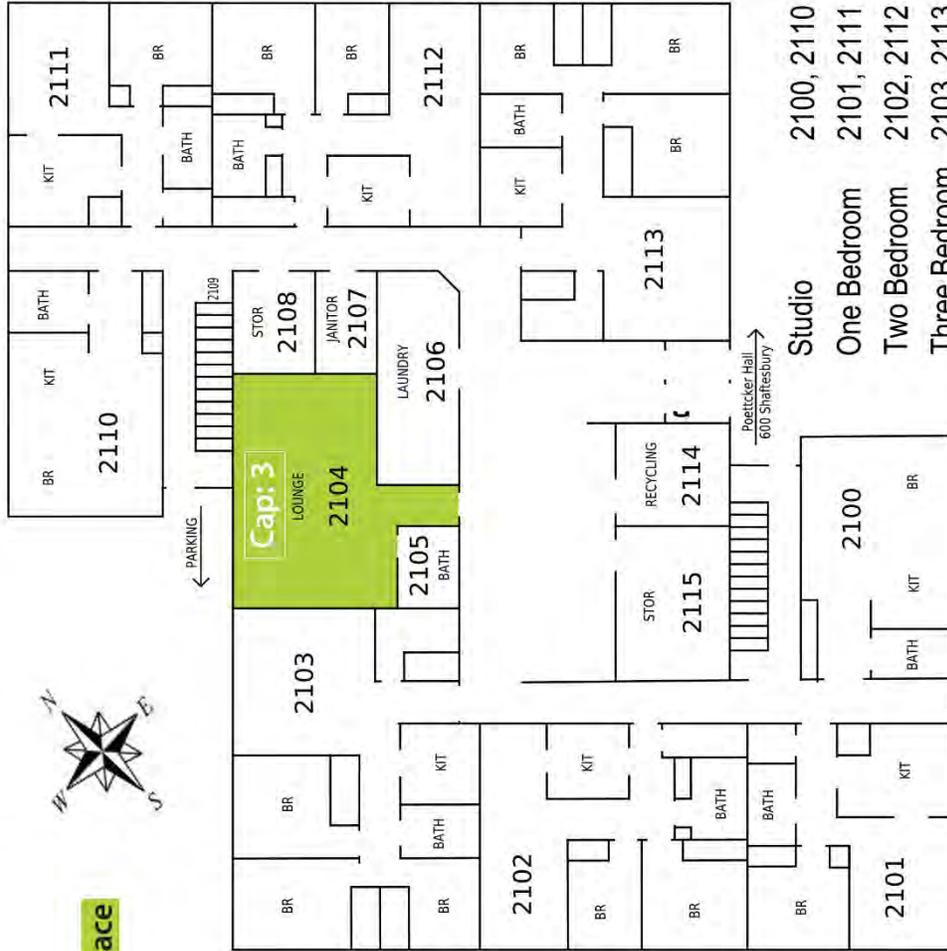




2320 Grant Avenue  
Katherine Friesen Apartments, First Floor

Legend

Gathering Space



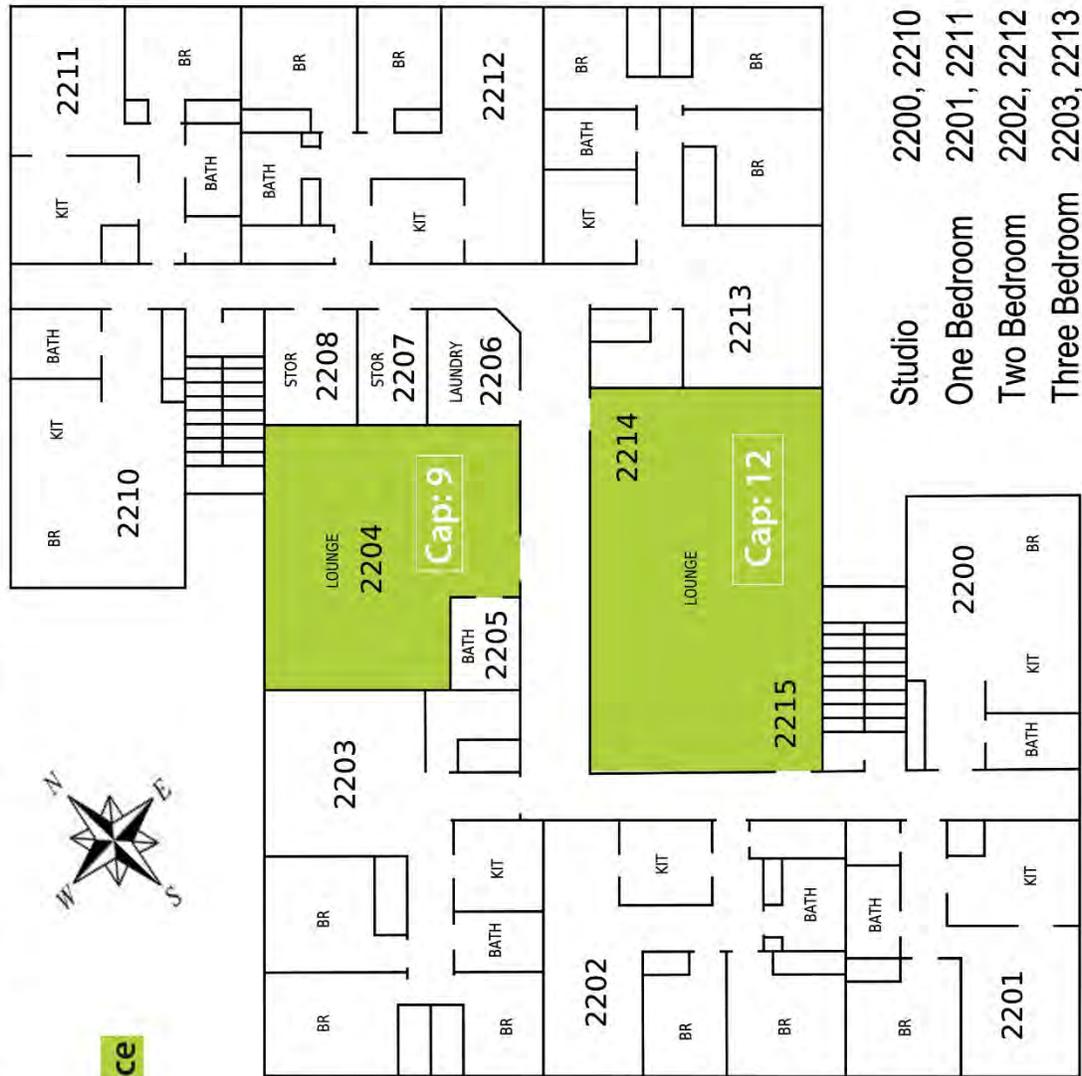
- Studio 2100, 2110
- One Bedroom 2101, 2111
- Two Bedroom 2102, 2112
- Three Bedroom 2103, 2113



2320 Grant Avenue  
Katherine Friesen Apartments, Second Floor

Legend

Gathering Space



- Studio 2200, 2210
- One Bedroom 2201, 2211
- Two Bedroom 2202, 2212
- Three Bedroom 2203, 2213

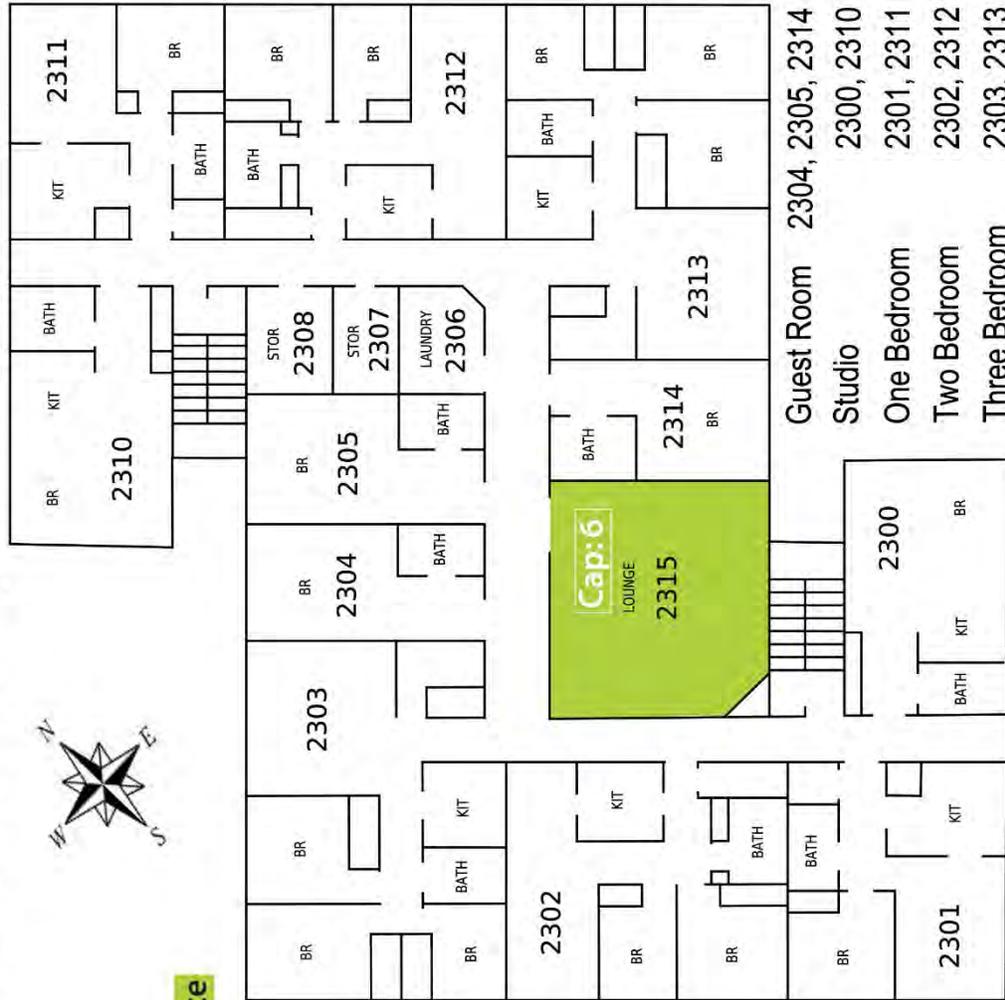


2320 Grant Avenue  
Katherine Friesen Apartments, Third Floor



Legend

Gathering Space



- Guest Room 2304, 2305, 2314
- Studio 2300, 2310
- One Bedroom 2301, 2311
- Two Bedroom 2302, 2312
- Three Bedroom 2303, 2313

### Appendix B – Public Gatherings and External Events

#### Virtual and In-Person Events for 2020-21

There are no on-campus public events for 2020-21, except for an outdoor 2020 graduation in August. All other events will either be suspended or are happening virtually.

- **CMU Graduation 2020** – An in-person graduation, with live-streamed access, occurring outside, on August 26, and adhering to maximum size and physical distancing guidelines
- **Christmas at CMU** – November 28: online only
- **NAITS Symposium** – February 12–13: online event
- **Face2Face** – online only
- **Xplore** – Fall 2020 and Winter 2021 sessions online only
- **Graduation 2021** – likely to be outside
- **Athletics** – no spectators are permitted to attend any athletic events, per Manitoba Colleges Athletic Conference (MCAC) guidelines

#### Suspended On-Campus Events for 2020-21

- Fall@CMU 2020
- Theology and Ecology Conference Fall 2020 – (was to be a collaboration with St. Margaret's Anglican Church)
- J.J. Thiessen Lecture Series
- ReNew Pastors Conference
- Opera and Musical Theatre Workshop
- MHC Gallery exhibitions
- Vespers worship services
- Spring Concert and other music events
- Occasional lectures, poetry readings, concerts, etc.

## Appendix C – Campus Access Exceptions

All campus buildings are locked and accessible *only* to students, staff, and faculty using prox cards. Public access is restricted to 11:00 AM – 3:00 PM, Monday–Friday and *only* to the folio café and CommonWord Book and Resource Centre. Students are not permitted to admit guests onto campus, and faculty, and staff only in keeping with an approved exception (noted below).

- **Guests** – Guests on campus are welcome when invited and accompanied by a CMU staff or faculty member, or during public access hours (11:00 AM – 3:00 PM, Monday–Friday, in folio café and CommonWord only). CMU requires guests to wear a mask while on campus—and masks must be worn by staff and students if meeting with a guest on campus. All departments must maintain a centralized log of all persons for whom they approve campus access that do not have prox cards. The record must include name, date, time, and location of access.
- **CommonWord Bookstore and Resource Centre and folio café** – CommonWord and folio, along with Marpeck main floor washrooms, are open to the public Monday to Friday, 11:00 AM – 3:00 PM only. Marpeck Commons main entrance doors are open during those hours; however, the CMU Library, second-floor mezzanine, and pedestrian bridge are closed to all members of the public at all times.
- **Move-in Day** – Each residence student may have two guests or parents assist in the move-in process as long as they wear masks and proceed directly to the student’s room and depart directly after move-in.
- **Enrolment** – On-campus visits by prospective students and parents, along with small groups of high school students, are continuing in strictly limited numbers and managed by the Enrolment Department.
- **Athletics** – CMU Blazer varsity teams will practice, compete, and host visiting sports teams.
  - Visiting teams will be let into the Loewen Athletic Centre via the North Side Main Entrance, and are not permitted to use locker rooms
  - Spectators will not be permitted for indoor athletic events but are invited to outdoor soccer events.
  - The fitness room is accessible by appointment only to ensure social distancing is possible within the space. All equipment must be sanitized after use.
- **Centre for Resilience** – Centre for Resilience residents have controlled access to their campus area.
- **Long-Term Tenants** – CMU’s three long-term tenants (located at 500 Shaftesbury Blvd) have appropriate access through prox cards and are following all CMU safety protocols and Manitoba Health guidelines.
- **Community School of Music and the Arts (CSMA)** – Students enrolled in the CSMA on evenings and weekends, have access to the music wing *only*, via the west entrance doors where individual instructors receive the students from their parents or guardians. Parents may not enter the building.
- **Deliveries** – All deliveries for the Shaftesbury campus are to be directed to the North Side Main Entrance, with some specific exceptions. Delivery personnel are to call North or South Side reception as posted to receive the delivery. All delivery persons entering the buildings are tracked in a log by the respective receptionist or department receiving the delivery (in the case of Marpeck specific deliveries.)
- **Rental Groups** – During the school year, rental opportunities are limited to weekends and only to those spaces not reserved for student access 24/7. Students are notified of any rental groups on campus and are requested to keep distance from those areas during these times. All rental groups must sign a COVID-19-related waiver and follow strict health and safety

protocols, including a diligent cleaning regime following the group's departure, as overseen by the Hosting Department.

- **Maintenance** – Externally contracted persons will wear masks and gloves and be accompanied by CMU staff members.

## Appendix D – Policies for CMU Employees

CMU is committed to empower employees to fulfill the responsibilities of their role during this era of pandemic. To that end, CMU is allowing employees to work from home, adopt flexible work schedules, and take sick days for their own and their dependents' health. Work from home and flexible work schedules are to be determined between the employee and their supervisor. In keeping with the CMU Personnel Policy, employees for whom working from home is not possible, personal days may be used as added flexibility during this time. The policies below are available at the following public folder:

<\\adminserv\Public\Policies\Policy Library>.

The following updated assumptions and policies provide a framework to new ways in which we work. Generally, employees are expected to be present on-campus throughout the year to fulfill their job requirements, unless they are unable to attend for reasons listed below:

- Is sick with a cold or flu, or having other COVID-19 like symptoms
- Is immuno-compromised or otherwise at health risk
- Lives with a child or a family member who is at health risk
- Is facing discomfort related to pandemic risks
- Learns online given inability to come from another country
- Has COVID-19 impacted childcare responsibilities

**For tracking purposes, each staff and faculty member must submit the online notification form available on the CMU website when taking a sick day, work-from-home day, or personal day.**

**The form may be found at [www.cmu.ca/notificationform](http://www.cmu.ca/notificationform).**

### Sick Leave Policy

Historically, sick days have only been approved for employees. The updated policy, approved on August 12, 2020 by President's Council, allows for employees to use up to 10 days annually to care for a child, partner, or spouse. This policy will be reviewed in August of 2021, please advise Human Resources or a member of the Human Resource Committee should you have questions or a response to this policy.

### Work-From-Home Policy

While some work from home arrangements have always existed, the need for more flexibility has increased due to the pandemic. This policy facilitates a formal process for work-from-home plans that may result from pandemic considerations regarding self-isolation, childcare, health concerns, reducing congestion in the workplace, or other approved scenarios.

### Flexible Work Time Policy

In addition to increased flexibility during the pandemic era, CMU is committed to recruiting and retaining qualified employees while also being sensitive to the needs of employees' well-being and familial needs. With approval, appropriately managed flexible work arrangements can help to meet these objectives.

## Appendix E – Quick Links for Students, Staff, and Faculty

### Notification Form

**All students, staff, and faculty** who are symptomatic, must complete the online notification form to indicate a work from home, or sick day for contact tracing purposes, and stay home until they receive a negative test result and symptoms have cleared.

[www.cmu.ca/notificationform](http://www.cmu.ca/notificationform)

### Government Resources

- **Province of Manitoba COVID-19 Updates** – [www.gov.mb.ca/covid19/updates](http://www.gov.mb.ca/covid19/updates)
- **Province of Manitoba Restoring Safe Services** – [www.gov.mb.ca/covid19/restoring](http://www.gov.mb.ca/covid19/restoring)
- **Province of Manitoba Restart Plan** – [www.gov.mb.ca/covid19/restart](http://www.gov.mb.ca/covid19/restart)
- **Health Links** – 204.788.8200 or toll-free 1.888.315.9257
- **Manitoba Health Online COVID-19 Self-Screening Tool** – [sharedhealthmb.ca/covid19/screening-tool](http://sharedhealthmb.ca/covid19/screening-tool)
- **Manitoba Health Self-isolation Requirements** – [www.manitoba.ca/asset\\_library/en/coronavirus/factsheet-isolation-selfmonitoring-returningtravellers-contacts.pdf](http://www.manitoba.ca/asset_library/en/coronavirus/factsheet-isolation-selfmonitoring-returningtravellers-contacts.pdf)
- **Government of Canada COVID Alert Smartphone App** – [www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19/covid-alert.html](http://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19/covid-alert.html)
- **Government of Canada COVID-19 Updates** – [www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html](http://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html)
- **Government of Canada Mental Health & Substance Abuse Support Portal** – [ca.portal.gs](http://ca.portal.gs)

### Quick Links and Resources for Students

- **On-Campus Counselling** – In-person and virtual student supports are available, including increased counselling services. Students wishing to book an appointment with a counsellor are asked to contact the North Side receptionist at 204.487.3300 or email [counselling@cmu.ca](mailto:counselling@cmu.ca). Counselling services are free for all CMU students and confidentiality is always maintained.
- **Klinic 24-Hour Crisis Line Counselling Service** (crisis/suicide intervention) – 204.786.8686
- **Moodle** – [moodle.cmu.ca](http://moodle.cmu.ca)
- **CMU Student Portal** – [portal.cmu.ca/NetClassroom7/Forms/login.aspx?ReturnUrl=%2fnetclassroom7%2fDefault.aspx](http://portal.cmu.ca/NetClassroom7/Forms/login.aspx?ReturnUrl=%2fnetclassroom7%2fDefault.aspx)

### Quick Links and Resources for Staff and Faculty

- **Published Fall Academic Planning Committee Report** – [bit.ly/33YXGlz](http://bit.ly/33YXGlz)
- **University of Winnipeg COVID-19 Updates** – [www.uwinnipeg.ca/covid-19](http://www.uwinnipeg.ca/covid-19)
- **Human Resource Policies** (sick leave, work-from-home, flexible work time, etc.) – [\\adminserv\Public\Policies\Policy Library](http://\\adminserv\Public\Policies\Policy Library)
- **Staff and Faculty Personnel Requisition Form** – [\\adminserv\Public\Policies\Policy Library\Personnel Policies\Personnel Forms\Personnel Requisition - Fillable Version.pdf](http://\\adminserv\Public\Policies\Policy Library\Personnel Policies\Personnel Forms\Personnel Requisition - Fillable Version.pdf)

## Appendix F – Manitoba Travel and Arrival Protocol for International Students

# Guide to Safe Travel and Arrival for International Students during COVID-19 - Fall 2020/Winter 2021



*Adapted and revised with permission from MCIE – September 28, 2020*

### Welcome Message and CMU's Commitments

Canadian Mennonite University (CMU) is ready to welcome international students for the 2020-21 school year. International students traveling to Canada and Manitoba must follow government regulations for the COVID-19 pandemic to keep travellers and communities safe. This includes a mandatory 14-day quarantine requirement upon entry into Canada. This document outlines what international students must do while traveling and once you arrive in Manitoba to meet these requirements.

CMU is committed to the safety and support of all international students arriving this year. CMU is committed to the following:

- to assist in the safe arrival of all incoming and new international students,
- to direct international students to safe and appropriate self-isolation/quarantine facilities in conjunction with the Province of Manitoba, and
- to provide support for students physical and mental wellbeing both in quarantine and afterwards.

CMU is also committed to supporting international students should an outbreak occur. Please see CMU's Education and Operational plan at [www.cmu.ca/2020-21framework](http://www.cmu.ca/2020-21framework) for more details.

CMU is committed to reducing and addressing stigma around COVID-19 in both language and actions. By using humanizing and people-first language and providing accurate and up-to-date information regarding COVID-19, we can help keep ourselves and others safe. All members of the CMU learning community are expected do their part in reducing both the spread of COVID-19 and the stigma attached to it.

CMU is also committed to being an inclusive community that embraces and celebrates the rich diversity of cultures, ethnicities, and religious expressions that are represented within the university community and beyond. It is expected that all students, staff, and faculty will care for the interests and dignity of one another through relationships based in mutual respect. CMU is committed to being a place that is free of all forms of racialized discrimination. The act of registering in CMU classes denotes personal assent to this commitment.

The following statements guide CMU's commitment to anti-racism:

- CMU adheres to the principles of the Canadian Charter of Rights and Freedoms, and the Canadian Human Rights Act. These documents prohibit discrimination based in "race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, disability, and conviction for an offence for which a pardon has been granted or in respect of which a record suspension has been ordered."
- CMU is a Christian university in the Anabaptist tradition. The Shared Convictions of Mennonite World Conference are formal statements of belief and practice that connect CMU with Anabaptist/ Mennonite communities worldwide. These convictions include that of becoming "peacemakers who renounce violence, love our enemies, seek justice, and share our possessions with those in need." Further, these convictions commit us to "transcend boundaries of nationality, race, class, gender, and language."
- CMU is a signatory to the Manitoba Collaborative Indigenous Education Blueprint, which includes a commitment to "valuing diversity, fostering cultural safety, and promoting a campus free of racism."

## Travel Safe

### Before You Travel

**1. Print and read through this entire *Guide to Safe Travel and Arrival for International Students During COVID-19* document prior to departure and re-read the relevant sections as you make your way to Canada.**

**2. Use the Checklist and Personal and Arrival Information form provided to make sure that you do not miss any important items.**

You will be asked to submit your Personal and Arrival Information sheet to the Coordinator of International Student Programs a minimum of 10 business days prior to your arrival in Canada for approval.

**3. Confirm the location of your 14-day quarantine accommodations**

Once you have booked your long-term housing arrangements (ex: homestay, residence, private housing), contact them to confirm whether you are able to quarantine there for 14 days upon arrival to Canada. Some accommodation providers may allow you to safely quarantine in this space, while others may require you to complete your 14-day quarantine prior to moving into your accommodations.

- In the event you are eligible to move-in upon arrival to Canada, provide your accommodations provider confirmation on your arrival date/time. Confirm with them if they provide transportation from the airport to your accommodations upon arrival to Winnipeg.

In the event you are required to quarantine before moving into your permanent accommodations, provide your accommodations provider confirmation on your arrival date/time, along with your plan for 14-day quarantine.

**Please note that CMU is unable to provide on-campus quarantine housing for incoming students.**

- **Residence Students** – Students with approved on-campus housing can move into their on-campus accommodation **after** they have completed their 14-day quarantine.
  - This housing does not extend to family members travelling with the student. CMU does not have the capacity to provide guest rooms for family members at this time.
- **Commuter students** – Students who choose to live off-campus are responsible for finding their own housing in advance of their arrival in Canada. This includes both quarantine accommodations and long-term housing. A rental information resource sheet is available upon request from the Coordinator of International Student Programs.
- **Short-term accommodations for quarantine** – Students who need to book hotels are recommended by CMU to book with Hyatt House Hotel as it is near the university and we may be able to provide meal service at a small cost to the student to this location only. Additional hotel options are listed at end of this guide.

### 4. Make a plan for your meal service during quarantine before you arrive.

- Some hotels offer room service.
- Students can choose to order their own meals using food delivery services such as:
  - UberEats – [www.ubereats.com](http://www.ubereats.com)
  - Door Dash – [www.doordash.com](http://www.doordash.com)
  - Skip the Dishes – [www.skipthedishes.com](http://www.skipthedishes.com)
- Students may also choose to have groceries delivered to their door using grocery delivery services.
  - Save On Foods – [www.saveonfoods.com](http://www.saveonfoods.com)
  - Superstore – [www.realcanadiansuperstore.ca](http://www.realcanadiansuperstore.ca)
- Limited meal plans may be available through CMU Food Service. This is dependent on location of quarantine location. Please contact Sandra Loeppky [sloeppky@cmu.ca](mailto:sloeppky@cmu.ca) for information on enrolling in this plan at least 10 business days prior to your departure.

### 5. Book airport pick-up services in advance

CMU is unable to provide transportation for new international students to their quarantine locations on or off-campus. While the use of buses, taxis or hotel shuttles by travelers who are not experiencing symptoms (e.g., cough, fever, sore throat, runny nose) of a respiratory illness is NOT recommended. If you do not have access to a private vehicle, this could be considered provided you follow all requirements as outlined under the advice for vehicles for hire (e.g., taxi drivers) and their passengers, specifically the requirement related to transporting one fare at a time (e.g. people from the same household).

**Transportation Advice for those using hotel shuttle or taxis –**  
[www.gov.mb.ca/covid19/restoring/transportation.html](http://www.gov.mb.ca/covid19/restoring/transportation.html)

Only one student can be in a hotel shuttle or taxi from the airport to the hotel. The only exception is if the students have co-arriving immediate family members (where they resided together). Sharing a fare with others is not allowed.

If using a hotel shuttle or taxi, students should expect and ask for the following guidelines to be followed:

- Students will be screened by drivers for symptoms of COVID-19 or exposures prior to entering the vehicle.
  - Passengers experiencing symptoms of a respiratory illness (e.g., cough, fever, sore throat, runny nose) that do not have access to a private vehicle, are advised to call Health Links–Info Santé at 204.774.6581 to assist with developing a plan to get to a health facility.
- Open the vehicle windows (weather permitting) and use the vents of the vehicle to bring in fresh air from outside (avoid using the recirculated air option of the vehicle).
- Passengers should use an alcohol-based hand sanitizer before entering the vehicle and avoid touching the interior of the vehicle as much as possible.
- Everyone in the vehicle should avoid touching their face, practice good cough etiquette, avoid touching high-touch areas and clean their hands before and after getting in and out of the vehicle

- Limit contact by:
  - Loading and unloading your personal belongings (e.g., suitcases, briefcases) by yourself and placing items directly into the trunk of the vehicle not in the backseat.
  - Sitting in the back seat only on the passenger side.
  - Be prepared for cashless transactions using a credit or debit card (with tap ability if possible)
  - Dispose of waste in a closed bin.

## 6. Understand your responsibilities as a traveler entering Canada, including requirements for quarantine upon arrival

Read the information located on the Government of Canada's website –

[www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/latest-travel-health-advice.html](http://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/latest-travel-health-advice.html)

- This website lists important information about requirements for mandatory quarantine upon arrival including:
  - You must quarantine in a place where you will have no contact with vulnerable people, such as:
    - people 65 years or older, or
    - people with underlying medical conditions
  - You will need to confirm you have a suitable place to quarantine where you will have access to basic necessities, such as food and medication.
  - You must wear a non-medical mask or face covering while traveling to the place you will quarantine.
  - Further, you must:
    - go directly to your place of quarantine, without stopping anywhere, and stay there for 14 days
      - do not go to school, work or other public areas and community settings
    - monitor your health for symptoms of COVID-19
    - arrange to have someone pick up essentials like groceries or medication for you
    - do not have visitors
    - stay in a private place like your yard or balcony if you go outside for fresh air
    - keep a distance of at least two arms lengths (approximately two metres) from others

As mandated by the Manitoba Department of Public Health, students in quarantine will not be permitted to leave their assigned living area except under very limited circumstances. These include:

- Exiting when building evacuation is required (fire alarm sounds, or as instructed by accommodation staff where applicable)
- If students become symptomatic, or feel unwell, they are not to leave their living area, but are instructed to use the MB Health Self-Assessment Tool found at: [sharedhealthmb.ca/covid19/screening-tool](http://sharedhealthmb.ca/covid19/screening-tool).

- If students experience a medical emergency (severe shortness of breath, severe allergic reaction, or any symptoms that cannot wait for a return phone call), they are instructed to dial 911.
- If students leave their assigned living area for any legitimate reason:
- A non-medical mask or face covering must be worn
- Hands should be washed, or hand-sanitizer applied before and after they leave their quarantine living area.
- All students in quarantine are required to monitor themselves for symptoms at least twice per day and keep appropriate records. Detailed self-monitoring instructions will be emailed to the student, prior to arrival as needed

### **Non-compliance with quarantine**

- Non-compliance with the 14-day quarantine mandatory means that you are subject to fines established by the Government of Canada, and could result in reporting of quarantine breaches to the Canadian Border Services Agency.
- At the federal level, RCMP and local and provincial police can ticket travelers who break quarantine under the Contraventions Act, or charges can be laid against a traveler for breaking quarantine under the Quarantine Act, which can result in penalties of up to \$750,000 or up to six months in jail, or both.
- CMU is required by law to notify RCMP and/or local police if there is a violation of the quarantine requirements.
  - In order to remove the barriers to compliance with the quarantine requirements CMU will:
    - Provide the students with current and up-to-date information regarding quarantine requirements, available housing arrangements, and appropriate transportation guidelines
    - Have a student life member/staff/faculty designate connect daily with students in quarantine
    - Provide hybrid/online classes in order for students to attend classes if they are in quarantine
    - Provide information on both on campus and community health and mental health resources
  - If a student violates the quarantine requirements CMU will work collaboratively with the student and local authorities to ensure safety for the student and the community. Violations of quarantine requirements may result in disciplinary actions such as suspension or expulsion.

### **7. Pack appropriately for your 14-day quarantine**

Whether you are in quarantine on-campus or off-campus, students are being asked to come prepared. This includes putting together a packing list of essential health and safety items for possible use during the quarantine period (or after).

Aside from the usual items you would pack, such as clothing and toiletries, some suggested items to help you through travel to Canada and quarantine include:

- Prescription medication
- Fever-reducing medicine

- Non-medical face masks
- Thermometer
- Printed copies of documents, including those listed in the “During Travel” section of this guide
- Laptop, phone, adaptors and chargers to keep connected with your family and friends while in quarantine
- Activities for quarantine, such as books and games
- Bedsheets and towels (depending if your housing arrangements require you to bring your own)
  - Residence students are required to provide their own bedsheets and towels upon arrival on campus
  - Hotels will provide linens included in room reservation
  - Airbnb will need to be confirmed individually
- A credit card is recommended to ensure you can purchase delivery services when needed. Many businesses are not accepting cash at this time.

## 8. Plan your arrival in Canada

- Read about entry to Canada [here](#) and watch these two videos: [entry to Canada](#) and self-isolation/quarantine [requirements](#).
- CMU requires that you download the ArriveCAN app to your mobile phone and enter your personal information prior to your departure to Canada. This will speed up your arrival through Immigration Canada at the port of entry, meaning you will spend less time with border and health officers.  
[travel.gc.ca/travel-covid/travel-restrictions/flying?\\_ga=2.149014069.2067374767.1611847133-245199371.1611682425](https://travel.gc.ca/travel-covid/travel-restrictions/flying?_ga=2.149014069.2067374767.1611847133-245199371.1611682425)

## During Travel

### 1. Carry these important documents with you:

- Passport
- Study Permit or Study Permit Approval Letter
- Letter of Acceptance (mandatory) and Custodianship Letter (if needed)
- Personal and Arrival Information form
- Record of a negative COVID test performed 72 hours prior to your departure
- Proof of health insurance/insurance information
- Housing approval letter for residence students
- Letter of travel support from CMU. \*Must be requested from the Coordinator of International Student Programs a minimum of 10 business days prior to departure date

### 2. Comply with the following regulations:

- Wear a mask and gloves
- Wash hands frequently
- Use hand sanitizer when necessary
- Practice physical distancing (minimum two metres from others)

- Sanitize your personal space and high touch areas
- Minimize trips to the washroom (flush the toilet with the seat cover down)
- Touch as few surfaces as possible
- Keep your cell phone charged
- You must continue to monitor your health for:
  - Fever
  - Cough
  - Difficulty breathing

If symptoms present themselves during your travel (cough, shortness of breath, fever greater than 38°C, or signs of fever (e.g. shivering, flushed skin, excessive sweating), immediately contact your airlines/flight crew.

Please refer to the [Symptoms of COVID-19](#) Government of Canada's webpage for additional symptoms common to COVID-19 at [www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/symptoms.html#s](http://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/symptoms.html#s).

To help reduce the spread of COVID-19:

- Go directly to your place of quarantine. Do not make any stops while in transit.
- Check-in within 48 hours of arrival through the [ArriveCAN](#) app or call 1-833-641-0343.
- Report your symptoms through the [ArriveCAN](#) app or call 1-833-641-0343 every day until the end of your 14-day quarantine.

For travellers without symptoms of COVID-19 returning to Canada – [www.canada.ca/en/public-health/services/publications/diseases-conditions/2019-novel-coronavirus-information-sheet.html](http://www.canada.ca/en/public-health/services/publications/diseases-conditions/2019-novel-coronavirus-information-sheet.html)

For travellers with symptoms of COVID-19 returning to Canada – [www.canada.ca/en/public-health/services/publications/diseases-conditions/travellers-with-symptoms-return-canada.html](http://www.canada.ca/en/public-health/services/publications/diseases-conditions/travellers-with-symptoms-return-canada.html)

### **3. If you exhibit symptoms during travel, contact your travel agent and airline as soon as possible.**

They will best be able to guide you on requirements based on your current location. Be sure to alert your family, accommodation provider, and school if there are any delays in your travel plans to Canada.

#### **Arrive Safe**

- Read about entry into Canada – [cbsa-asfc.gc.ca/services/covid/non-canadians-canadiens-eng.html#s4](http://cbsa-asfc.gc.ca/services/covid/non-canadians-canadiens-eng.html#s4)
- Watch these two videos:
  - Entry into Canada – [youtu.be/TtRnFdk64eA](https://youtu.be/TtRnFdk64eA)
  - Self-isolation/quarantine upon arrival in Canada – [youtu.be/FLxytdW3z8E](https://youtu.be/FLxytdW3z8E)
- Be prepared to follow airline and airport directions about wearing a mask/face covering, washing/sanitizing your hands, staying two meters apart from other people, or other actions.
- Answer every question from airline, airport or border staff completely and truthfully. It is okay to ask someone to repeat a question or explain it in a different way if you do not understand.

- Travel directly to your place of quarantine. Do not stop anywhere. Wear a mask or face covering while traveling to your place of quarantine.
- Contact the Coordinator of International Student Programming, Sandra Loepky at 204.487.3300, ext. 340 or [sloepky@cmu.ca](mailto:sloepky@cmu.ca) to tell them you have arrived. Be sure to give the office your most up to date contact information (email address, postal address, phone number).
- Please continue to check these websites for the most up to date information:
  - Government of Manitoba COVID-19 information – [www.gov.mb.ca/covid19](http://www.gov.mb.ca/covid19)
  - Government of Canada COVID-19 information – [www.canada.ca/covid-19](http://www.canada.ca/covid-19)

### **Book airport pick-up services in advance**

CMU is unable to provide transportation for new international students to their quarantine locations on or off-campus. While the use of buses, taxis, or hotel shuttles by travellers who are not experiencing symptoms (e.g., cough, fever, sore throat, runny nose) of a respiratory illness is NOT recommended. If you do not have access to a private vehicle, this could be considered provided you follow all requirements as outlined under the advice for vehicles for hire (e.g., taxi drivers) and their passengers, specifically the requirement related to transporting one fare at a time (e.g. people from the same household).

### **Transportation Advice for those using hotel shuttle or taxis**

[www.gov.mb.ca/covid19/restoring/transportation.html](http://www.gov.mb.ca/covid19/restoring/transportation.html)

Only one student can be in a hotel shuttle or taxi from the airport to the hotel. The only exception is if the students have co-arriving immediate family members (where they resided together). Sharing a fare with others is not allowed.

- If using a hotel shuttle or taxi, students should expect and ask for the following guidelines to be followed:
  - Students will be screened by drivers for symptoms of COVID-19 or exposures prior to entering the vehicle.
    - Passengers experiencing symptoms of a respiratory illness (e.g., cough, fever, sore throat, runny nose) that do not have access to a private vehicle, are advised to call Health Links - Info Santé to assist with developing a plan to get to a health facility. (204) 774-6581
  - Open the vehicle windows (weather permitting) and use the vents of the vehicle to bring in fresh air from outside (avoid using the recirculated air option of the vehicle).
  - Passengers should use an alcohol-based hand sanitizer before entering the vehicle and avoid touching the interior of the vehicle as much as possible.
  - Everyone in the vehicle should avoid touching their face, practice good cough etiquette, avoid touching high-touch areas and clean their hands before and after getting in and out of the vehicle.
- Limit contact by:
  - Loading and unloading your personal belongings (e.g., suitcases, briefcases) by yourself and placing items directly into the trunk of the vehicle not in the backseat.
  - Sitting in the back seat only on the passenger side.
  - Be prepared for cashless transactions using a credit or debit card (with tap ability if possible).

- Dispose of waste in a closed bin.

### Quarantine Safe

Prior to arrival, you confirmed your accommodations, including your location for 14 days of quarantine. Please also refer to the Shared Health Manitoba COVID-19 public health fact sheet and quarantine fact sheets (available in multiple languages) located at [sharedhealthmb.ca/covid19/providers/other-resources](https://sharedhealthmb.ca/covid19/providers/other-resources) to assist you in being prepared and knowledgeable in requirements for quarantine and to link you to essential services.

It is important that you follow the [Government of Canada's requirements](#) for quarantine, including:

- Quarantining in a location without vulnerable people, such as those over the age of 65 or individuals with underlying medical conditions;
- Having access to basic necessities such as food and toiletries;
- Wearing a mask when being transported to your place of quarantine;
- Traveling directly from your point of arrival in Manitoba to your place quarantine; and
- Monitoring your health for symptoms of COVID-19 throughout the 14 days of quarantine.
- Keeping up-to-date on the latest provincial requirements by visiting [www.gov.mb.ca/covid19/restartmb/prs/orders/index.html#self-isolation](https://www.gov.mb.ca/covid19/restartmb/prs/orders/index.html#self-isolation);
- International travellers need to observe the full 14-day self-isolation period regardless of symptoms and test results. Re-testing is advised if an asymptomatic individual develops symptoms at any point, unless the individual had already tested positive.
- The Screening Tool is available in Interactive Voice Response (IVR) format. Call 1.877.308.9038 or online at [sharedhealthmb.ca/covid19/screening-tool](https://sharedhealthmb.ca/covid19/screening-tool).
- The Province of Manitoba offers a service called Health Links – Info Santé, is a bilingual phone-based nursing triage service. They can give you advice on what health-care path should be followed in your specific situation, whether you should stay home, visit the emergency room, or follow another medical plan. Health Links – Info Santé can be contacted at 204.788.8200 or toll-free at 1.888.315.9257.

Quarantine can be difficult for some students, especially those who are energized by interactions with others. It is important that you take care of yourself during this time of quarantine and to keep connected with your friends and family using other methods, such as FaceTime and Zoom. Here are a few useful tips to get you through the two-week period:

- Develop a support network. Form an online chat group with close friends; stay in contact with your family and reach out to your school advisors and instructors by email. The more people you know at your educational institution, the more connected you will feel!
- Be active. Exercise is important for your mental outlook and helps ward off depression. Take a break from your quarantine boredom and get moving on a regular basis. There are many online home workouts that are useful when quarantining!
- Eat well. Choose a wide variety of healthy, nutritious foods. Eat regularly to keep up your energy and portions that help you feel and perform your best.
- Get enough sleep. Sleep is vital to your mental well-being. Go to bed at a reasonable hour and wake up at roughly the same time every day. Jet lag may be a challenge for you as part of your adjustment to your move to Canada, so it might be useful to download meditation or sleep apps that help you develop a regular sleep schedule.
- Seek professional help. You are not alone and there are many people who can help. Talk to a professional about how you are feeling; talk to your school's student services team. Do not just rely on the advice of friends. Sometimes you need more, and we are here to support you.

- Take a break from watching or reading the news. Get your news from reliable sources and try not to watch the same stressful stories over and over in the same day. Try not end your day by watching the news before bed.
- A Student Life Team member from CMU will contact you every day to see how you are doing physically and mentally, and offer supports if needed. We will also remind you to self-monitor for symptoms by using the online screening tool on the Shared Health website at [sharedhealthmb.ca/covid19/screening-tool](https://sharedhealthmb.ca/covid19/screening-tool).

If I test positive during the 14-day quarantine, what happens next?

- A student that is quarantining alone and who tests positive for COVID-19 during the 14-day quarantine period will need to self-isolate, unless they require medical attention and/or hospitalization. Please refer to [www.guard.me](https://www.guard.me) for eligible expenses. Any student or co-arriving immediate family member that tests positive can expect to be contacted by Manitoba Health officials and will be required to follow all further measures as set out by the public health official, which may include self-isolating beyond the initial 14-day quarantine period.
- If a student tests positive for COVID-19 while quarantining with an immediate family member(s), the student will be separated from the family member(s) and will need to self-isolate. The family member(s) will need to move to another guestroom and will be monitored for symptoms of COVID-19 during daily wellness check-ins by a Student Life Team member from CMU. Family member(s) who had been quarantining with a student that tests positive for COVID-19 should expect to be contacted by Manitoba public health officials and will be considered a close contact to this case and may need to continue to self-isolate beyond the 14-day quarantine period.
- If a co-arriving immediate family member tests positive for COVID-19 while quarantining with a student, the family member (s) will be separated from the student and need to self-isolate, likely beyond the family member(s) initial 14-day quarantine period. The student will need to move into another hotel room and will be monitored for symptoms of COVID-19 during daily wellness check-ins by a member of the CMU Student Life team. The student should expect to be contacted by Manitoba Health officials and will be considered a close contact to the case and may need to continue to self-isolate beyond the initial 14-day quarantine period.
- The unexpected accommodation and meal costs due to the student or family member(s) testing positive for COVID-19 will be the students' responsibility.
- Manitoba public health contact all cases daily and performs active daily monitoring on cases and contacts for the duration of self isolation and advises each when that requirement ends.

### Study Safe

After your 14-day quarantine has passed, if you have no symptoms, you may now attend school, leave your home or quarantine location and begin to explore your community in the Province of Manitoba, Canada.

Continue to follow and respect Manitoba Health regulations and directives, including physical distancing from other people in public, wearing a face mask, and washing or sanitizing your hands often.

Remember to use proper coughing and sneezing etiquette (into your elbow, not your hand and if using a tissue, dispose of the tissue in a plastic lined garbage container immediately). Avoid shopping malls, crowded spaces, and sports where physical distancing is difficult.

Students, staff, or faculty who are symptomatic, must complete the online notification form [www.cmu.ca/notificationform](http://www.cmu.ca/notificationform) to indicate a work from home or sick day for contact tracing purposes and stay home until they receive a negative test result and symptoms have cleared.

Don't forget, your health insurance (guard.me International Insurance) offers remote access to doctors as well as mental health support services if you need them.

## Supports for International Students

### Key Contacts at CMU

There are many people at CMU to help you with questions that you will have as an international student. Below is a short list to help you quickly identify who might be best suited to help you with particular concerns.

### International Student Programs

- Sandra Loepky, Coordinator of International Student Programs – [sloepky@cmu.ca](mailto:sloepky@cmu.ca); 204.487.3300 x340
  - Main point of contact for international students on campus
  - Orientation and events for international students, health insurance, counselling services, etc.

### Academic

- Tim Cruickshank, Coordinator of Student Advising – [tcruickshank@cmu.ca](mailto:tcruickshank@cmu.ca); 204.487.3300 x645
  - Course registration, questions about your academic programs and supports
- Stephanie Penne, Registrar – [spenner@cmu.ca](mailto:spenner@cmu.ca); 204.487.3300 x328
  - Questions about academic policies, academic integrity, and transfer credit
- Greg Wiebe, Executive Coordinator, Office of the Vice President Academic – [gwiebe@cmu.ca](mailto:gwiebe@cmu.ca); 204.487.3300 x320
  - Questions about academic integrity

### Financial

- Sarah Klassen Bartel, Financial Aid and Student Services Advisor – [sklassenbartel@cmu.ca](mailto:sklassenbartel@cmu.ca); 204.487.3300 x602
  - Payment plans, on-campus employment
- Finance Office – [accounting@cmu.ca](mailto:accounting@cmu.ca); 204.487.3300
  - International money transfers, income tax documents

### Residence Life

- Mackenzie Nicolle, Residence Director – [mnicolle@cmu.ca](mailto:mnicolle@cmu.ca); 204.487.3300 x387
  - On-campus housing, events for residence students

### Commuter Life

- Danielle Morton, Coordinator of Commuter Programs – [dmorton@cmu.ca](mailto:dmorton@cmu.ca); 204.487.3300 x377
  - Parking pass, lockers, events for commuters

### General Information

- Andrew Giesbrecht, Administrative Assistant – [a.giesbrecht@cmu.ca](mailto:a.giesbrecht@cmu.ca)
  - Great contact for just about everything. Andrew can help you connect to the right person in most situations.

## CMU Website Resources

### Student Life Staff – [www.cmu.ca/studentlifestaff](http://www.cmu.ca/studentlifestaff)

- Contact information for international student programs, residence life, commuter programs, academic advising, financial aid, spiritual life, and athletics are available here.

### Academic Advising – [www.cmu.ca/advising](http://www.cmu.ca/advising)

- Course Timetable – [www.cmu.ca/timetable](http://www.cmu.ca/timetable)
- Course Change form – [www.cmu.ca/coursechange](http://www.cmu.ca/coursechange)
- Confirmation of Enrolment letter – [www.cmu.ca/confirmation](http://www.cmu.ca/confirmation)

### Counselling Services – [www.cmu.ca/students.php?s=studentlife&p=counselling](http://www.cmu.ca/students.php?s=studentlife&p=counselling)

### Career Counselling – [www.cmu.ca/careers](http://www.cmu.ca/careers)

- On-Campus Student Employment – [www.cmu.ca/studentemployment](http://www.cmu.ca/studentemployment)
- CMU Job Board – please email [student\\_employment@cmu.ca](mailto:student_employment@cmu.ca) for login information

### Commuter Programming – [www.cmu.ca/commuters](http://www.cmu.ca/commuters)

### Financial Aid – [www.cmu.ca/financialaid](http://www.cmu.ca/financialaid)

- Financial counselling is also available at no cost to CMU students. To book an appointment, email Andrew Giesbrecht at [a.giesbrecht@cmu.ca](mailto:a.giesbrecht@cmu.ca).

### Health and Wellness – [www.cmu.ca/wellness](http://www.cmu.ca/wellness)

### International Student Programs – [www.cmu.ca/international](http://www.cmu.ca/international)

### Health Insurance Information

All international students are automatically enrolled in the health insurance plan provided by **guard.me** during their studies at CMU. The health insurance fee is part of the deposit required by CMU from all first-year international students. All information regarding this plan is available at [www.guard.me/cmu](http://www.guard.me/cmu). Students should create a **guard.me** account that gives access to benefits and claims information.

Once payment for the program has been received prior to your arrival in Canada, students will receive a digital card through their personal email that includes their personal policy/identification number. Make sure to download the card to your phone or print a copy for your wallet.

#### **How do I get my guard.me ID card?**

Students will receive an email titled "Healthcare Access Card" from [admin@guard.me](mailto:admin@guard.me). The link included in the welcome letter will contain a link to access the card. New students will need to setup/register their account with guard.me before having access to the card.

For further explanations of benefits and to learn how to submit claims, please contact [claims@guard.me](mailto:claims@guard.me).

#### **Mobile Doctor**

With Doctors and Clinics in Manitoba moving to a commitment to virtual care measures due to the COVID-19 pandemic, international students are having a difficult time accessing care.

Seeing a doctor on Maple is safe, reliable, and can help prevent the need to go to a walk-in clinic, doctors office or emergency room. Students have access to doctors, Canada wide, on their phone or laptop anytime, anywhere. The average wait time to see a doctor is three minutes and average length of visit is 18 minutes.

Maple doctors are safely and accurately able to diagnose and address most common illnesses and medical issues including writing a virtual prescription.

[www.guard.me/mobiledoctor](http://www.guard.me/mobiledoctor)

#### **keep.meSAFE Mental Health Support**

For the 2020-21 academic year, all international students have also been enrolled in the keep.meSAFE program at no cost. keep.meSAFE is a mental wellness support program that offers 24/7 counselling support and resources in multiple languages and many different kinds of resources. Students enrolled in this program can access counsellors at the CMU campus in addition to this support.

Students can download the My SSP app at no cost. Students should take advantage of this additional support during their quarantine and throughout the entire year. More information on this program will be provided to students before and upon their arrival in Canada.

## Anti-Stigma Support

CMU is committed to reducing and addressing stigma around COVID-19 in both language and actions. By using humanizing and people-first language and providing accurate and up-to-date information regarding COVID-19, we can help keep ourselves and others safe. All members of the CMU learning community are expected to do their part in reducing both the spread of COVID-19 and the stigma attached to it.

CMU is also committed to being an inclusive community that embraces and celebrates the rich diversity of cultures, ethnicities and religious expressions that are represented within the university community and beyond. It is expected that all students, staff, and faculty will care for the interests and dignity of one another through relationships based in mutual respect. CMU is committed to being a place that is free of all forms of racialized discrimination. The act of registering in CMU classes denotes personal assent to this commitment.

In spite of our best intentions, students may still experience stigma or racism. If this occurs, the student should make a report of the incident. Reports of this nature are usually made to the Coordinator of International Students or an appropriate Student Life staff member. However, students should feel free to make their report to the staff or faculty member with whom they feel most comfortable.

Please see the section titled, "Respect Guidelines for Community Health, Safety, and Wellness" in the **Framework for CMU Education and Operations** document for more about reducing stigma. View the framework here: [www.cmu.ca/2020-21framework](http://www.cmu.ca/2020-21framework).

### Anti-Stigma References

- **WHO (World Health Organization)** [www.who.int/docs/default-source/coronaviruse/covid19-stigma-guide.pdf](http://www.who.int/docs/default-source/coronaviruse/covid19-stigma-guide.pdf)
- **Canadian Center for Occupational Health and Safety**  
[www.ccohs.ca/images/products/pandemiccovid19/pdf/preventing\\_stigma.pdf](http://www.ccohs.ca/images/products/pandemiccovid19/pdf/preventing_stigma.pdf)
- **Public Health Agency of Canada**
  - [www.canada.ca/en/public-health/services/publications/diseases-conditions/covid-19-testing-reducing-stigma.html](http://www.canada.ca/en/public-health/services/publications/diseases-conditions/covid-19-testing-reducing-stigma.html)
  - [www.canada.ca/en/public-health/corporate/publications/chief-public-health-officer-reports-state-public-health-canada/addressing-stigma-toward-more-inclusive-health-system.html](http://www.canada.ca/en/public-health/corporate/publications/chief-public-health-officer-reports-state-public-health-canada/addressing-stigma-toward-more-inclusive-health-system.html)
  - [www.canada.ca/en/public-health/corporate/organizational-structure/canada-chief-public-health-officer/addressing-stigma.html](http://www.canada.ca/en/public-health/corporate/organizational-structure/canada-chief-public-health-officer/addressing-stigma.html)

## Supporting Documents and Links

### Government Websites

- **Province of Manitoba COVID-19 updates** – [www.gov.mb.ca/covid19/index.html](http://www.gov.mb.ca/covid19/index.html)
- **Government of Canada COVID-19 updates** – [www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html](http://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html)

### Mental Health Support Websites

- **Anxiety Disorders Association of Manitoba** – [www.adam.mb.ca](http://www.adam.mb.ca)
- **Canadian Mental Health Association COVID-19 Managing Stress and Anxiety** – [mbwpg.cmha.ca/covid-19-managing-stress-and-anxiety](http://mbwpg.cmha.ca/covid-19-managing-stress-and-anxiety)
- **Canadian Mental Health Association COVID-19 Mental Health Resources Guide for Winnipeg** – [mbwpg.cmha.ca/resources/mental-health-resource-guide-for-winnipeg](http://mbwpg.cmha.ca/resources/mental-health-resource-guide-for-winnipeg)
- **Centre for Addition and Mental Health: Stress, Anxiety, and Mental Health During Social Distance** – [www.camh.ca/en/health-info/mental-health-and-covid-19](http://www.camh.ca/en/health-info/mental-health-and-covid-19)
- **Province of Manitoba Mental Health Virtual Therapy Program** - [www.gov.mb.ca/covid19/bewell/virtualtherapy.html](http://www.gov.mb.ca/covid19/bewell/virtualtherapy.html)

### Emergency Contact Details

- In the event of an emergency, including medical emergency, call 911.
- To speak to a nurse over the phone to assess a non-emergency medical situation, contact Health Links / Info Santé – 204.788.8200 or toll-free at 1.888.315.257
- For crisis support, consider the following options:
  - keep.meSAFE – [www.guard.me/keepmesafe\\_student](http://www.guard.me/keepmesafe_student)
  - Klinik Crisis Line – 204.786.8686
  - Mobile Crisis Service – 204.940.1781
  - Manitoba Suicide Prevention/Support Line – 1.877.435.7170
  - First Nations and Inuit Hope for Wellness Services – 1.855.242.3310
  - Sexual Assault Crisis Line – 1.888.292.7565

### CMU COVID-19 Documents

- Framework for CMU Education and Operations – [www.cmu.ca/2020-21framework](http://www.cmu.ca/2020-21framework)
- CMU COVID-19 updates – [www.cmu.ca/covid-19](http://www.cmu.ca/covid-19)

## Pre-Travel Checklist

### Preparing to Travel (start right away)

- Read '**COVID-19: Manitoba Travel and Arrival Protocol for International Students**'
- Read about entry to Canada here: [travel.gc.ca/travel-covid/travel-restrictions/flying?\\_ga=2.149014069.2067374767.1611847133-245199371.1611682425](https://travel.gc.ca/travel-covid/travel-restrictions/flying?_ga=2.149014069.2067374767.1611847133-245199371.1611682425)
- Read about self-isolation/quarantine requirements here: [www.gov.mb.ca/covid19/restartmb/prs/orders/index.html#self-isolation](https://www.gov.mb.ca/covid19/restartmb/prs/orders/index.html#self-isolation)
- Check federal and provincial websites for information on arriving in Canada during a pandemic
  - o **Province of Manitoba COVID-19 updates**– [www.gov.mb.ca/covid19](https://www.gov.mb.ca/covid19)
  - o **Government of Canada COVID-19 updates** – [www.canada.ca/covid-19](https://www.canada.ca/covid-19)
- Ensure your travel documents are in order.
- Download [ArriveCAN](#) app
- Confirm long-term housing arrangements
  - o On-campus students must confirm housing with Mackenzie Nicolle [mnicolle@cmu.ca](mailto:mnicolle@cmu.ca)
  - o Off-campus students must have an address for their permanent housing before booking tickets to fly to Canada
- Book your short-term 14-day quarantine location
- Obtain a credit card that will be accepted in Canada. Many hotels and food services will require one and most do not accept cash.
- Arrange transportation to quarantine location in advance. Follow advice about transportation of guide.
- Make a plan for meals during quarantine.

### Pre-Arrival (two to three weeks prior to departure)

- Submit your '**Personal and Arrival Information**' form to the Coordinator of International Student Programs at least three weeks prior to your departure date for approval.
- Attend '**Pre-Arrival Orientation**' webinar if available
- Ensure you have your guard.me health insurance ID card saved to your phone and/or printed out
- Figure out where and how you can get the required COVID-19 test and record of this test in your home country 72 hours prior to your departure

## Travelling Checklist

**Documents** - Ensure you have all your documents in order. Consider having printed copies of your documents in case something happens to your devices during transit.

- Enter personal information into the [ArriveCAN](#) app prior to your departure to Canada
- Passport
- Study Permit or Study Permit Approval Letter
- Letter of Acceptance (mandatory) and Custodianship Letter (if needed for minors)
- Have a copy of your '**Personal and Arrival Information**' form
- Proof of health insurance/insurance information
- Housing approval letter for residence students
- Off-campus students may need a housing lease from their landlords
- Record of a negative COVID-19 test performed 72 hours prior to your departure

## **Packing List** for 14-day quarantine and beyond

- Prescription medication
- Fever-reducing medicine
- Thermometer
- Phone, laptop, chargers, and adaptors
- Non-medical face masks
- Gloves if desired
- Hand sanitizer
- Clothes
- Bedding and towels if needed
- Contact numbers of people in Canada who can help you when you are in quarantine
- Activities for self-isolation/quarantine, such as books and games
- A credit card is recommended to ensure you can purchase delivery services when needed. Many businesses are not accepting cash at this time.

## **During Quarantine**

- Monitor your health daily
- Daily reports to ArriveCan app
- Do something active
- Contact someone from home to check in
- Contact your International Student Mentor
- Eat well
- Sleep well
- Hang in there—you are not alone!

## Hotels Providing Reduced Rates to International Students Arriving in Canada (May 7, 2021)

| Hotel  | Region             | 11 days    |            |                 | 14 days        |            |                 | Amenities      |                  |                       |                       |            |                     |              |                |     |
|--|--------------------|------------|------------|-----------------|----------------|------------|-----------------|----------------|------------------|-----------------------|-----------------------|------------|---------------------|--------------|----------------|-----|
|  |                    | Daily Rate | Total Room | Meal Plan Price | Grand Total    | Total Room | Meal Plan Price | Grand Total    | Airport Transfer | French Speaking Staff | Electricity Converter | Local Call | Multiple Room Types | Kitchenettes | Comp Breakfast |     |
| <b>Delta Hotels by Marriott Winnipeg</b>                 | Downtown           | \$130      | \$1,677    | Included        | <b>\$1,677</b> | \$2,134    | Included        | <b>\$2,134</b> | Yes              | Yes                   | No                    | No         | Yes                 | Yes          | No             | No  |
| <b>Holiday Inn &amp; Suites Winnipeg Downtown</b>        | Downtown           | \$60       | \$774      | \$653           | <b>\$1,427</b> | \$985      | \$831           | <b>\$1,816</b> | No               | No                    | Yes                   | Yes        | Yes                 | Yes          | No             | No  |
| <b>The Fort Garry Hotel, Spa &amp; Conference Centre</b> | Downtown           | \$95       | \$1,225    | \$924           | <b>\$2,149</b> | \$1,559    | \$1,270         | <b>\$2,829</b> | No               | Yes                   | Ltd.                  | Yes        | Yes                 | Yes          | No             | No  |
| <b>Best Western Plus Pembina Inn &amp; Suites</b>        | South              | \$112      | \$1,444    | \$562           | <b>\$2,006</b> | \$1,838    | \$715           | <b>\$2,553</b> | Yes              | Yes                   | Ltd.                  | Yes        | Yes                 | Yes          | No             | Yes |
| <b>Hyatt House Winnipeg South Outlet Collection</b>      | South              | \$99       | \$1,275    | \$616           | <b>\$1,891</b> | \$1,622    | \$784           | <b>\$2,406</b> | Yes              | Yes                   | No                    | Yes        | No                  | No           | No             | Yes |
| <b>Best Western Plus Winnipeg Airport Hotel</b>          | St. James District | \$154      | \$1,986    | Included        | <b>\$1,986</b> | \$2,528    | Included        | <b>\$2,528</b> | Yes              | No                    | Yes                   | Yes        | No                  | No           | No             | Yes |
| <b>Hampton Inn by Hilton Winnipeg Airport, Polo Park</b> | District           | \$80       | \$1,030    | \$370           | <b>\$1,399</b> | \$1,310    | \$470           | <b>\$1,781</b> | Yes              | Yes                   | Yes                   | Yes        | No                  | No           | No             | Yes |
| <b>Hilton Winnipeg Airport Suites</b>                    | St. James District | \$150      | \$1,935    | Included        | <b>\$1,935</b> | \$2,462    | Included        | <b>\$2,462</b> | Yes              | Yes                   | Yes                   | Yes        | Yes                 | Yes          | No             | Yes |
| <b>Sandman Hotel &amp; Suites Winnipeg Airport</b>       | St. James District | \$65       | \$1,388    | Included        | <b>\$1,388</b> | \$1,778    | Included        | <b>\$1,778</b> | Yes              | No                    | No                    | Yes        | No                  | Yes          | No             | Yes |
| <b>Viscount Gort Hotel, Banquet &amp; Conference</b>     | St. James District | \$68       |            |                 |                | \$1,116    | \$991           | <b>\$2,107</b> | Yes              | Yes                   | No                    | Yes        | No                  | Yes          | No             | No  |

\*All grand total prices are after taxes

\*All hotel properties provide complimentary WiFi, room calls and flexible billing services