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
August 17, 2020

The information herein is current at the time of publication and subject to change.
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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 fall 2020. 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.
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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.

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.

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.

We look forward to seeing you at CMU this fall 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

Even if there’s a vaccine, pandemic may persist for years to come: Tam
www.ctvnews.ca/health/coronavirus/even-if-there-s-a-vaccine-pandemic-may-persist-for-years-to-come-tam-1.5050584
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.

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.

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 info@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 change in the Marpeck Mezzanine.

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 in the fall.

• **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 Fall 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 Fall 2020. 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), 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 Fall Academic Planning Committee Report available here: 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.

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 an eight-metre physical distance, 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. 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 contract 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.

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 found at sharedhealthmb.ca/covid19/screening-tool.

The current Manitoba Health screening questions are:

1. Do you have any of the following symptoms?
   - Severe difficulty breathing (e.g. struggling for each breath, speaking in single words)
   - Chest pain
   - Confusion
   - Extreme drowsiness
   - Loss of consciousness

2. Do you have shortness of breath at rest or difficulty breathing when lying down?

3. Do you have a new onset of any of the following symptoms?
   - Fever/chills
   - Cough
   - Short throat/hoarse voice
   - Shortness of breath
   - Vomiting or diarrhea for more than 24 hours
   - If answering for an infant, poor feeding, and lethargy

4. Loss of taste or smell

5. Do you have a new onset of two or more of any of the following symptoms?
   - Runny nose
   - Muscle aches
   - Fatigue conjunctivitis (pink eye)
   - Headache
   - Skin rash
   - Unknown cause of nausea
   - Loss of appetite

6. Have you been in contact in the last 14 days with someone that is confirmed to have COVID-19?
7. Have you had laboratory exposure working directly with specimens known to contain COVID-19?
8. Have you been in a setting in the last 14 days that has been identified by public health as a risk for acquiring COVID-19, such as on a flight, in a workplace with a cluster of cases, or at an event?
9. Have you travelled outside of Manitoba in the last 14 days, excluding travel to Western Canada, the territories, or Ontario west of Terrace Bay?

If you meet answer yes to any of the preceding questions, please use Manitoba Health’s online Self-Assessment Screening Tool and follow the instructions provided.
Complete Mandatory Training and Self-Isolate as Required

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 During the Academic Term

- 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. If symptoms persist after 24 hours, they 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) 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 resides with an individual that is symptomatic or has tested positive for COVID-19, they should also self-isolate, follow the Manitoba Health protocols and be tested accordingly.

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-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.

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 self-isolate 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 with COVID-19, you need to self-isolate from the rest of your household.

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

Self-Isolate 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 self-isolate 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 self-isolation requirements.

- Students who will be living in dormitory rooms and who wish to self-isolate on the CMU Shaftesbury Campus need to arrive not later than August 24 if they plan to self-isolate on campus. Students may self-isolate off campus with family or friends, in accordance with the self-isolation requirements from Manitoba Health. Students who begin their self-isolation later than August 24 can only do so off-campus and need to begin attending class online. Dorm students who self-isolate 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 self-isolation period. These meals will be delivered to their rooms. Please contact Charlie Peronto at cperonto@cmu.ca if you wish to self-isolate on-campus.

- Students living in on-campus apartments are permitted to self-isolate in their assigned apartments. Their isolation periods need to begin on August 24 so that their apartment mates can move in on September 7. Students isolating 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 if you wish to self-isolate on-campus.

- Students living off campus must self-isolate off campus and follow the guidelines from Manitoba Public Health (see sidebar on previous page). CMU will direct students to temporary accommodations and appropriate food service. Please contact Sandra Loeppky at sloeppky@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 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](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 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.**

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 inhositable, 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 cpertonto@cmu.ca or Julene Sawatzky (Campus Planning and Facilities Management Manager) at 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.

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**Masks are Required in this Building**

For everyone’s safety, please wear yours.

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**Please Do Not Sit**

For everyone’s safety, keep physical distancing.

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**Please wipe down any surfaces you touched**

For everyone’s safety, let’s keep things clean.
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.
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 PM – 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

Space usage maps to be inserted by August 24, 2020.
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
- **NAIITS Symposium** – February 12–13: online event
- **Face2Face** – online only
- **Xplore** – Fall 2020 session online only
- **Graduation 2021** – likely to be outside
- **Athletics** – no outside spectators can attend athletic events, except for soccer

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 E – 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.

Sick Leave Policy

Historically, sick days have only been approved for employees and not for dependants. With many employees being parents with young dependants or taking care of elderly parents, this policy was not sufficient to care for the needs of employees, even less so during a pandemic where symptomatic individuals are mandated to stay home. As symptomatic restrictions for children specifically are expected to be stringent, a limit on use of sick days for caring for dependants will not be mandated.

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 F – 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

Government Resources

- Province of Manitoba COVID-19 Updates – www.gov.mb.ca/covid19/updates
- Province of Manitoba Restoring Safe Services – www.gov.mb.ca/covid19/restoring
- 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
- Government of Canada Mental Health & Substance Abuse Support Portal – 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 info@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

Quick Links and Resources for Staff and Faculty

- Published Fall Academic Planning Committee Report – bit.ly/33YXGlz
- University of Winnipeg COVID-19 Updates – www.uwinnipeg.ca/covid-19/index.html
- Human Resource Policies (sick leave, work-from-home, flexible work time, etc.) – \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