

What is COVID-19?

Coronaviruses are a large family of viruses found mostly in animals. In humans, they can cause diseases ranging from the common cold to more severe diseases such as Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS). The disease caused by the new coronavirus has been named COVID-19.

The [BC COVID-19 Self-Assessment Tool](#) is available for anyone that develops [symptoms](#) and can be used to help determine if you need further assessment or testing for COVID-19.

CMTN COVID-19 Safety Training

Based on the CMTN Exposure Control Plan and Safety Framework, this online training is developed to provide information on:

- Responsibilities of key groups in the workplace during a pandemic.
- Routes of respiratory disease transmission.
- Protecting yourself using risk control measures.
- Access the training on CMTN webpage.

Employee Orientation

CMTN is preparing for a gradual return to its campuses. As we develop plans, we are committed first and foremost to the health and safety of our entire community during the COVID-19 pandemic.

Before a final decision is made to return faculty, staff, and students back to campus, CMTN is ensuring that all safe work protocols are addressed. We have therefore implemented the following [mandatory procedures](#) as per WorkSafeBC's requirements.

Employees approved to return to campus must understand and follow the policies, guidelines, and procedures to reduce the risk of COVID-19 transmission.

General Employee Rules

- **Actively monitor your health.**
- **If you have new or worsening symptoms, stay home.**
- **Respect posted capacity limits.**
- **Physical distance must be maintained at all times (2 meters).**
- **Cough or sneeze into your elbow.**
- **Do not share items unless they are properly disinfected between use.**
- **Wash hands before and after using the washroom.**
- **Wash your hands regularly throughout the day, on arrival and before departing.**
- **Follow your site-specific safety protocol to reduce the risk of COVID-19 transmission.**

Protecting Yourself and the Others

Take the CMTN COVID-19 Safety Training before returning to campus.

Review, understand, and follow Return to Work Information for CMTN Employees:

- Your site risk assessment and safety plan (posted on site)
- Procedures for Working Alone
- Self-Assessment and Protecting Others During COVID-19.

Through all of this uncertainty and change ahead, our community's health and safety remain our highest priorities. This includes an ongoing commitment to mental health and wellbeing.

If you have any concerns or questions regarding your health and safety at workplace, report to your supervisor, escalate to your manager (Director/Associate Dean/Dean) and/or to Jennifer Farrow, Director, Organizational Development.

For important information visit: [CMTN COVID-19 updates](#).

For more information on health and safety and COVID-19 Resources, visit [OHS website](#).

Refer to next page to see CMTN's **core Measures to Reduce COVID-19 Transmission**



Matrix of Core Control Measures to Reduce COVID-19 Transmission

This Matrix provides a guideline on core control measures.

For detailed area-specific control measures, please refer to your area's risk assessments.

Core Control Measures	
Physical distancing	Reconfiguring or removing furniture to ensure physical distancing between seating, working benches, workstations, machineries, etc.
	Reduced occupancy limits in all spaces, including washrooms and elevators restricted to as few as one person at a time or as indicated
Engineering controls	Physical barriers
	One-way systems where possible
	Two-way systems where required
Administrative controls	Requirement for health monitoring, restriction for any individuals who have new or worsening COVID-19-like symptoms from being on-site and requirement for them to stay home or leave immediately, call 8-1-1 and work with instructor/supervisor for support navigating any leave and return to activities considerations
	Employee COVID-19 orientation and training
	Student COVID-19 orientation and training
	CMTN COVID-19 updates website maintains information for the community
	Highly visible signage at parking lot, building, space entry and exits
	Assigned equipment/ supplies where possible to reduce sharing of items
	CMTN Exposure Control Plan and Safety Framework
	Department/Activity risk assessments completed and safety plans available
	Increased hand sanitizing stations
	Campus, building and room capacities posted and managed centrally
	Staggered schedules to reduce density of people
	Frequent cleaning of high touch areas
	Site-specific cleaning protocols (e.g. Tool Crib, Science Labs, Health labs, etc.)
Personal Protective Equipment	Where physical distancing cannot be maintained, PPE is supplied and used in accordance with safe work procedures