

# New Mandatory COVID-19 Awareness Training for Employees

The new online course, *Employee COVID-19 Awareness Training (Return to Campus Fall 2021)* has just launched. **The training is intended for all current employees, including those working on campus and those working remotely in the Fall.**

All employees must complete this training, even if they completed a COVID Awareness course last semester or previously. Employees are required to complete the training by **September 15<sup>th</sup>**. Employees hired after September 15<sup>th</sup>, are to complete the training prior to visiting the college, or within the first two weeks of the start of their employment/contract, whichever comes first.

The training covers the risks of COVID-19, on-campus safety measures, well-being resources, and more. The training should take approximately 30 minutes to complete. The training module is available on Blackboard and the general instructions for accessing the training are below.

All current employees have been registered into the course. If you do not have access to Blackboard, please contact us at [healthandsafety@humber.ca](mailto:healthandsafety@humber.ca) to make alternate arrangements. Managers may send their list of new employees to [healthandsafety@humber.ca](mailto:healthandsafety@humber.ca) to provide them with access to the training.

If you have any questions about the training, please contact your manager or Occupational Health and Safety at [healthandsafety@humber.ca](mailto:healthandsafety@humber.ca).

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[healthandsafety@humber.ca](mailto:healthandsafety@humber.ca)

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## Employee COVID-19 Awareness Training (Return to Campus Fall 2021)

To access the training on Blackboard:

1. Go to [learn.humber.ca](https://learn.humber.ca) and log in with your Humber credentials (single sign-on).

2. On the main page under "Courses", click on the "*Employee COVID-19 Awareness Training (Return to Campus Fall 2021)*" link.
3. Click on the course title that appears in the middle of the sidebar. If the sidebar is hidden, select the grey arrow at the top of the sidebar to expand the drop-down options.
4. Click on either the image or the course title link above the image. If popups are blocked, click on the enable popups button or link within the popup blocked notification.

**General notes:**

1. All employees are required to take this training, whether you are coming onsite or working remotely and even if you've taken a similar course in the past.
2. The training takes approximately 30 minutes to complete. We strongly recommend that it be completed in one sitting. Contract faculty will be paid by their faculty for their time to do the training.
3. Recommended Browsers are the more current versions of:
  - a. PCs - Google Chrome, Microsoft Edge (Chrome-based), Mozilla Firefox
  - b. Macs – Google Chrome, Mozilla Firefox
4. For technical issues, or if an employee does not have access to the course on Blackboard, please contact [healthandsafety@humber.ca](mailto:healthandsafety@humber.ca) and provide:
  - a. Employee's first and last name
  - b. Employee's n-number
  - c. Department/Faculty name
  - d. Manager/Associate Dean name
  - e. Start date of employment/contract