

UFV COVID-19 OPERATIONS GUIDELINE

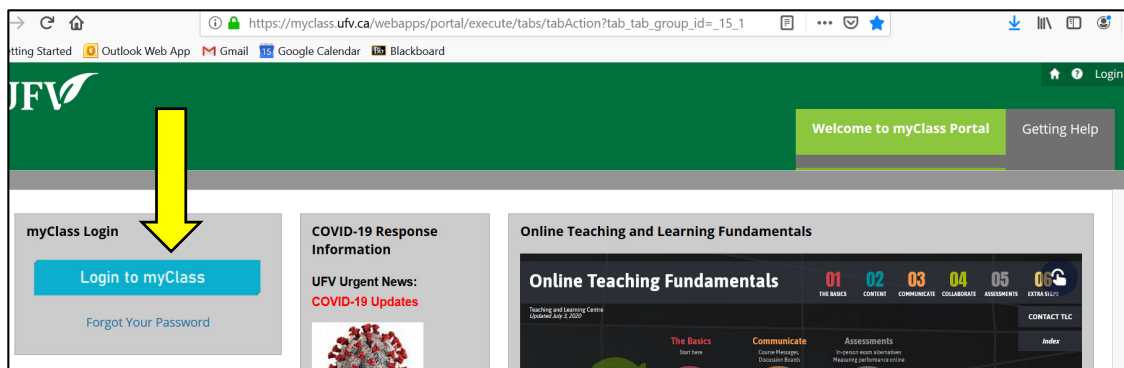
UFV COVID-19 Safety Orientation for Employees

Overview

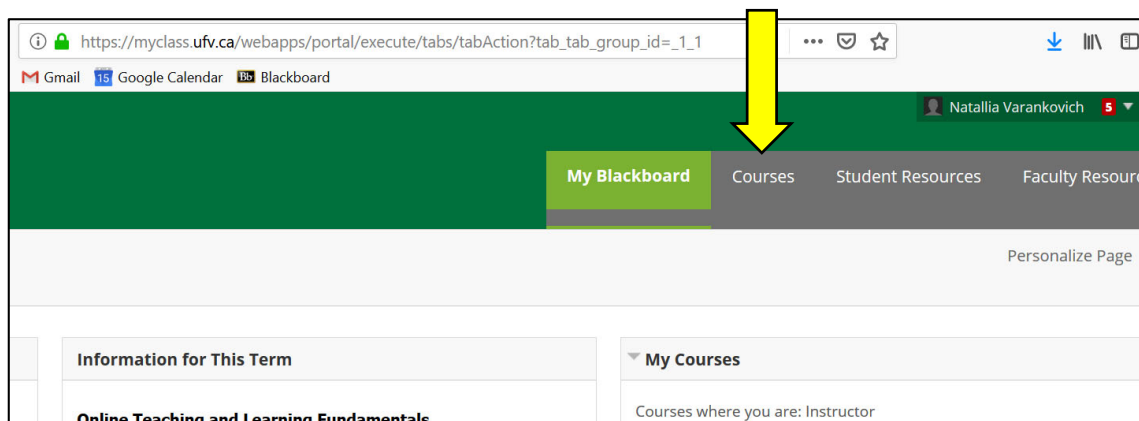
All employees returning to campus must first complete the UFV COVID-19 Safety Orientation for Employees via Blackboard. The course will provide information and guidance on how to minimize the risk of infection and transmission of COVID-19.

How to access COVID-19 Safety Orientation for Employees

1. Go to myclass.ufv.ca and login with your **employee number** (not your computer account username) and myUFV password.



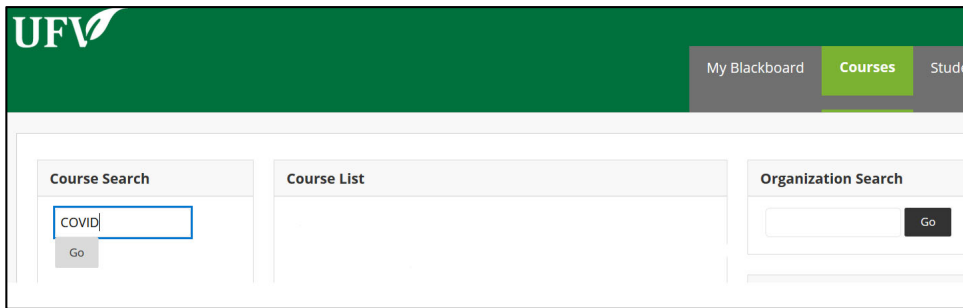
2. Click on "Courses" tab.



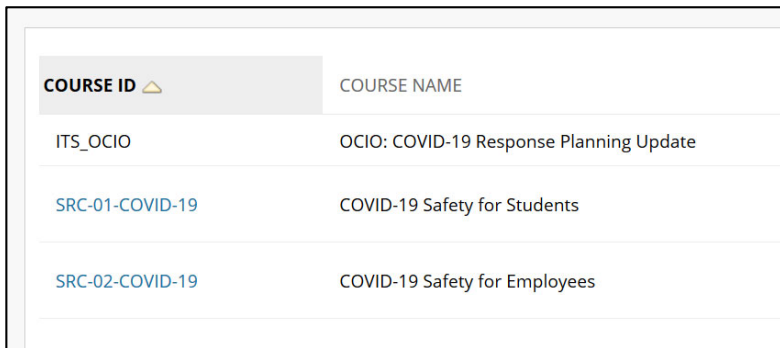
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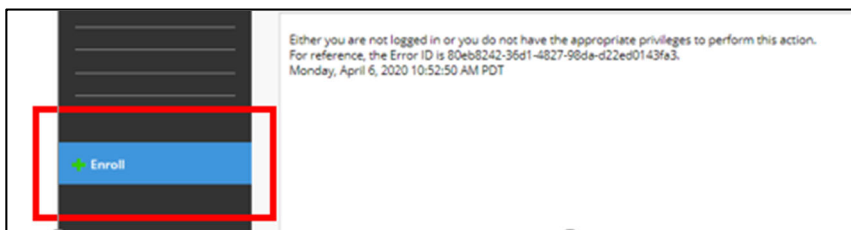
3. Search for “COVID” using the search field on the left.



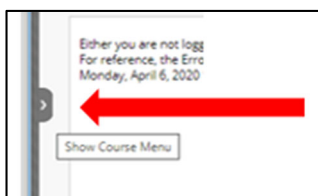
4. At the bottom of the search results page select “SRC-02-COVID-19 – COVID-19 Safety for Employees”



5. On the course page, you will see a “+Enroll” link on the left. *Ignore the “Access Denied” message.* Click “+Enroll” and proceed to the course.



Note: The course menu may be hidden. Tap on the left edge of your screen to display the course menu.



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Course Format

Course Content

Read through the two Microsoft Sway presentations, which include videos and illustrations.

Quiz

There is a quiz with 11 questions, including multiple choice and multiple answers. A score of at least 70 points (out of 100) is required to pass. The quiz allows multiple attempts. Click “Begin” to start.

Certificate

Upon successful completion of the quiz, a message will indicate that the course is completed. A certificate will be issued.

Print and submit Certificate

Print the certificate

1. Click “Certificate” on the left side column.
2. Click the printer icon on the certificate.
3. Scroll to the bottom of the certificate when it pops up.
4. Click “Print Certificate”

Submit the certificate

Send a copy of the certificate to your supervisor for departmental COVID-19 safety training records.