

## **COVID-19 Safety Protocols, Escalation of Non-Compliance, and Disciplinary Framework Policy & Attestation Form**

CMU College of Makeup Art & Design (CMU) is committed to ensuring the safest possible environment for all students, faculty and staff. CMU has implemented enhanced health and safety measures, standards and protocols to ensure that CMU can operate safely, minimize the risk of COVID-19 transmission appropriately, and protect everyone on campus, thereby protecting our families, friends, and communities.

CMU's enhanced safety measures, standards and protocols are communicated in several ways, including:

- CMU's student Admission packages
- Student online and in-person orientation presentations
- Campus signage
- Emails
- CMU College's COVID-19 [health and safety webpage](#)

All staff, faculty students and visitors must complete and sign a daily screening form prior to entering the campus.

Additionally, all students are required to pass CMU's Health, Safety & Sanitization Test prior to attending their in-person studies on campus. Students will also be provided with more specific health, safety and sanitization requirements related to the courses they take by their instructors.

We expect all Staff, Faculty, Students, and Visitors to abide by CMU's health and safety guidelines and protocols associated with COVID-19, as well as the Government's COVID-19 guidance and laws. All members of the CMU community are also subject to municipal, regional or provincial public health regulations including mandatory immediate communications to the college in cases of COVID-19 followed by self-isolation for those who are confirmed or probable cases of COVID-19.

### **COVID-19 Sanctions Framework**

All members of Faculty and Staff are responsible for ensuring compliance of health and safety guidelines while on campus. If any member of the CMU Community is found to have violated & breached the COVID-19 health and safety protocols, the President of CMU College may impose a penalty.

We have outlined examples of non-compliance incidents below. If the offending incident or behaviour does not clearly fall within one of the examples, the President of the College will determine the Level of Offence most appropriate.

#### **Level 0: Unintentional Lapse**

Level 0 offences are when you fail to comply with the College's policies around face coverings and other PPE, social distancing, sanitization or following one-way systems and signage. The entire community is empowered to make an initial challenge to behaviours that are acting against our policies.

- If a member of the community receives a positive response to their request to comply, no further action is required.
- If a negative reaction is received the incident should be escalated to level 1.

### **Level 1: First Offence**

Level 1 offences include:

- Failure to comply with the College's face covering policy
- Failure to observe social distancing when interacting with others on campus
- Failure to follow other PPE requirements and/or sanitization guidelines
- Taking part in an outdoor gathering which breaches social distance guidance or regulations

Should the first offence be deemed to be of a serious nature then disciplinary action may be immediately taken at a higher level in this framework.

Members of Faculty and Staff can enforce sanctions including:

- Verbal Warning
- Formal Written Warning

### **Level 2: Second Offence**

Level 2 offences include:

- Repeated occurrence of one of the above (or similar) offences as listed in Level 1
- Failure to comply with a reasonable request in relation to a COVID-19 incident
- Allowing members of other households to visit or visiting other households in indoor spaces against Government guidance

Faculty, Staff and any other members of the CMU Community who witness or are made aware of Level 2 offences are expected to immediately report the incident(s) to Liz Caven, Manager of Operations & Student Services ([lizcaven@cmucollege.com](mailto:lizcaven@cmucollege.com); tel. 416-698-6739 ext. 42; or text 647-938-6194), and/or Donna Takacs, President ([donna@cmucollege.com](mailto:donna@cmucollege.com); tel. 416-698-6739 ext.40; or text 416-275-4180).

CMU College Administration can enforce sanctions, including those from Level 1, and one or more of the following:

- Formal written warning
- Up to two weeks' exclusion from specified Campus facilities
- Fines ranging from \$275 to \$1,000 which may double for each subsequent offence in line with police fixed penalty notices

### **Level 3: Persistent Offending or Major Offence**

Level 3 offences include multiple occurrences of one of the above as listed in Level 1 and Level 2 or any of the following:

- Providing false or misleading information to the College following a reasonable request in relation to a COVID-19 incident
- Deliberate significant breach of COVID-19 social distancing regulations (for instance arranging or attending a large house party or large outdoor gathering that breaches Government guidelines)
- Referred to the College by Police for actions breaching the COVID-19 regulations

Faculty, Staff and any other members of the CMU Community who witness or are made aware of Level 3 offences are expected to immediately report the incident(s) to Liz Caven, Manager of Operations & Student Services ([lizcaven@cmucollege.com](mailto:lizcaven@cmucollege.com); tel. 416-698-6739 ext. 42; or text 647-938-6194), and/or Donna Takacs, President ([donna@cmucollege.com](mailto:donna@cmucollege.com); tel. 416-698-6739 ext.40; or text 416-275-4180).

CMU College Administration can enforce sanctions including one or more of the following:

- Formal written notice
- Up to two weeks' exclusion from specified Campus facilities
- Fines ranging from \$275 to \$1,000 which may double for each subsequent offence in line with police fixed penalty notices
- Termination of employment or expulsion from the College

**Level 4: Significant Breach of Regulation or Law**

Level 4 offences include:

- Failure to self-isolate when told to do so following a positive COVID-19 test
- Failure to self-isolate when required to do so by the College or Tracing Services
- Failure to self-isolate when a student has travelled from outside Canada
- Non-compliance with travel restrictions as per Canadian Government guidance
- Coughs or spits directed at another individual (or threatens to do so)

Faculty, Staff and any other members of the CMU Community who witness or are made aware of Level 4 offences are expected to immediately report the incident(s) to Liz Caven, Manager of Operations & Student Services ([lizcaven@cmucollege.com](mailto:lizcaven@cmucollege.com); tel. 416-698-6739 ext. 42; or text 647-938-6194), and/or Donna Takacs, President ([donna@cmucollege.com](mailto:donna@cmucollege.com); tel. 416-698-6739 ext.40; or text 416-275-4180).

CMU College Administration can enforce sanctions including one or more of the following:

- Formal written notice
- Up to two weeks' exclusion from specified Campus facilities
- Fines ranging from \$275 to \$1,000 which may double for each subsequent offence in line with police fixed penalty notices
- Contact Health Canada and local law enforcement in the event of a breach in quarantine by any member of the CMU Community
- Termination of employment or expulsion from the College

For all levels, if the Police, Courts, or other Civil Authority issue a fine or formal caution the College will consider a period of exclusion for breaching the criminal law and bringing the College into disrepute.

**Major offences**

Major offences or significant breaches may immediately follow the framework set out under Level 3 or 4 even if it was a first offence.

I, (Print Name) \_\_\_\_\_, confirm that I understand the importance of abiding by CMU College's COVID-19 Safety Guidelines and will comply with all the requirements and protocols provided by the College.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date