



**CAMPBELL RIVER**  
School District 72

MEMO

**Date:** March 25, 2020  
**To:** All District Staff  
**From:** Paul Reid, Operations and Safety Supervisor  
**Subject:** **COVID-19 Health & Safety Training for Employees**

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The health, safety and well-being of all employees continues to be of paramount importance, and it is critical that we each, individually, take reasonable care to protect the health and safety of ourselves and others.

**Every district employee is required to complete an online training on COVID-19 (novel coronavirus) through Hour Zero, as soon as possible.**

This training only takes a couple of minutes. Employees should complete this during their regularly scheduled work time. If you do not have access to a computer, please speak with the school principal to complete your training on a computer in the computer lab.

To complete the training, follow the instructions below:

1. In your internet browser go to: <https://auth.hour-zero.com/>
2. Login to Hour Zero using your full School District 72 email address as the username and your personally selected password. (if you have forgotten your password, follow the prompts to reset it.)
3. Under the 'Staff' heading on the menu on the left, select 'Training'.
4. Find 'Pandemic CoronaVirus 4.5.1.1.6' and click 'Start'.
5. Complete module 1 (this is the only required module) and select 'Quiz' on the right side of the screen.

If you have questions or need assistance in completing the online training, please contact me, Paul Reid, operations and safety supervisor either by email at [paul.reid@sd72.bc.ca](mailto:paul.reid@sd72.bc.ca) or call (250) 287.8808 ext. 2111.