

COVID-19 Protocols

Campus Reopening Framework



July 27, 2021

Table of Contents

3	Purpose
3	Hierarchy of Controls
6	Campus Support
6	Distribution List
6	Symptom Criteria for Covid-19
6	Access to Campus Action Plan
9	Example Outside Route Map
10	Example Signage
11	Physical Plant Services COVID-19 Custodial Protocols

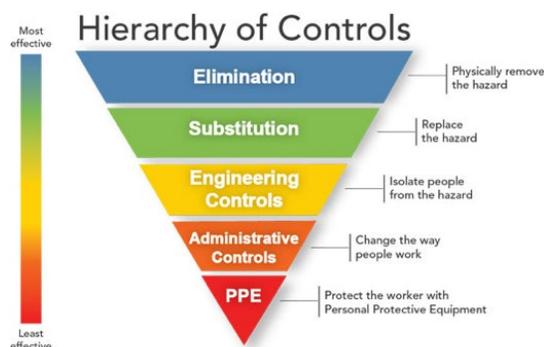
Purpose

Moving forward, Acadia University is preparing for a full on-campus, in-person experience once again. Because of the COVID-19 pandemic and the restrictions necessary to reduce the risk of infection, Acadia University has established protocols to maintain a safer and healthier campus community. Acadia has established layers of health and safety measures (screening, handwashing, encouraging routine testing, recommending vaccinations, etc.) required to maintain the safety of our campus community.

These Return to Campus Guidelines are meant to provide the first steps towards creating a safer working environment while allowing for some resumption of on-campus activity, as permitted by Nova Scotia Public Health.

COVID-19 poses a new workplace hazard to be considered under the Occupational Health and Safety Act of Nova Scotia. Campus leadership has a general duty to take every reasonable precaution to protect their employees from hazards in their workplace. Campus leaders are expected to comply with this operational plan, which follows a well-established hierarchy of controls creating a framework to help mitigate the associated COVID-19 risks in the work environment. Faculties, administration, and research units are encouraged to develop additional processes and protocols to help guide their staff and students to meet the standards outlined within this operational plan.

Acadia is implementing a Hierarchy of Controls principled approach to reduce the risks associated with the COVID-19 virus. Following these principles of defence will lead to the implementation of a much safer work environment, where the risk of illness has been substantially reduced. The following diagram outlines the hierarchy of controls to ensure the best protections are in place for our campus community:



Hierarchy of Controls

The National Institute for Occupational Safety and Health gives the hierarchy of controls as:

Elimination:

- If unwell or showing symptoms, faculty and staff working off-campus.
- Optional virtual meetings for faculty and staff.
- Daily self-assessments-if you feel unwell, stay home or within your residence room.
- Routine COVID-19 testing is recommended.
- Special consideration and accommodations will be made for those who express concerns with returning to campus due to being in a higher risk category or having personal circumstances that would create a high risk for others.

Substitution:

- This is not applicable, as within this context the hazard (COVID-19) cannot be replaced or substituted.

Engineering Controls:

- Physical distancing of approximately 1 metre (3 feet) is recommended on campus whenever possible.
- Following provincial directives related to common areas on campus.
- Restricted numbers of occupants in elevators and small spaces.
- Physical barriers may be considered where physical distancing is not possible.
- Increased the number of handwashing stations in high traffic areas, such as outside classroom doors and building entrances.
- Re-routed ventilation (HVACs) to bring in more fresh air into the classrooms and buildings on campus.

Administrative Controls:

- Implemented policies, procedures, and protocols to maintain safety and compliance with provincial directives.
- Educated faculty, staff, and students on COVID-19 awareness, prevention, and importance of compliance.
- Recommend, encourage and communicate to all faculty, staff, and students to receive the COVID-19 vaccine to minimize the infection and spread of the virus.
- Increased number of cleanings in high touch areas and high traffic areas (above routine cleaning), such as doorknobs, light switches, faucets, and elevator buttons.
- Advanced planning, clear communication, and appropriate training regarding addressing potential positive COVID-19 cases.

PPE – Personal Protective Equipment:

- PPE is used when other controls cannot be met.
- Wear a face mask ensuring to follow the Interim Mask Policy (<https://www2.acadiau.ca/files/files/COVID-19/InterimMaskPolicySept14.pdf>).
- Face shields, gowns, gloves, and a 3-ply disposable face mask will be supplied to those individuals that may come in contact with someone with suspected COVID-19 (e.g. when someone is in quarantine or self-isolation) or confirmed COVID-19 symptoms (e.g. isolation), during the course of their duties.

Elimination

Work from Home: Acadia is planning a full on-campus return for faculty, staff, and students. Working from home will be the exception. Please check with your department head to explore your options.

Please visit our Work from Home Pilot Policy at https://hr.acadiau.ca/files/sites/hr/Policies%20and%20Procedures/Guidelines_for_Working_from_Home_Pilot.pdf to explore your options.

Implementation guidance for working from home includes:

- When practical, personnel may potentially work remotely, either fully or partially.
- Routine COVID-19 testing is recommended to ensure that COVID-19 is not present on campus.
- Consider factors that may cause significant hardship for personnel to return physically to campus:
 - o Pre-existing medical conditions
 - o Mental health considerations
 - o The method, and availability, of travel to the workplace
 - o Childcare, eldercare, or other caregiver concerns
- Ill family members
- Quarantines (self-isolations) within the household

Engineering Controls

Physical Distancing: One of the best ways to protect yourself and others is to practice physical distancing in combination with wearing a mask and proper handwashing practices.

Existing Physical Barrier: Employees must still wear masks when serving individuals through barriers, as the barriers themselves are not a filtering device.

Implementation guidance for physical barriers includes:

- Special consideration must be made to the construction of the barrier:
 - o Barriers should not prohibitively impede the duties of personnel.
 - o Barriers should be of adequately sturdy construction.
 - o Barriers must be of a material that withstands frequent cleaning and disinfection.
 - o Barriers cannot contravene the fire code and must allow for ease of egress in the event of an emergency evacuation.
- Plans have been developed to ensure the physical barriers are cleaned frequently.

Administrative Controls

Additional Administrative Controls: Policies and safe work procedures change the way people work or act and can be effective in reducing the risk of exposure to the COVID-19 virus. Local operations will be assessed, and additional administrative controls implemented to address the specific hazards related to workspaces and specific tasks performed.

Guidance for implementation:

- Protocols have been developed related to safe work procedures that describe how a task or situation should be handled, including as examples:
 - o Shipping/receiving of packages
 - o Interacting with visitors
 - o Local cleaning requirements
 - o Working in lab spaces
- Signs and information posters have been placed around campus with examples of:
 - o Handwashing reminders
 - o Physical distancing reminders
 - o Stay home if you feel unwell
 - o Signs and symptoms of COVID-19
- Inform and train personnel on any policies, guidance, and/or equipment that have been put in place.

General Cleaning and Disinfection: Regular and thorough cleaning and disinfecting can help prevent the spread of illness, including COVID-19. The virus that causes COVID-19 can survive on surfaces in the environment for several days. Frequent cleaning and disinfecting of high-touch surfaces and objects can help prevent the transmission of COVID-19.

Physical Plant Services is committed to providing an increased cleaning presence through their custodial services during this time and will include a minimum of twice (2) per day cleaning of frequently touched surfaces in common building areas, including doorknobs, light switches, handrails, bathrooms, etc.

The university will provide specialized disinfection kits to various areas of campus.

Individual users will be required to disinfect any shared equipment, including photocopiers, phones, desks, physical barriers, keyboards, desks etc. will be implemented. Any items that cannot be easily cleaned should be removed (e.g., magazines, books, etc.).

Guidance for implementation:

- Cleaning products and disinfectants that are regularly used in households are strong enough to deactivate coronaviruses and prevent their spread. Health Canada has an approved list of specific brands and disinfectant products for use against coronavirus (COVID-19). Follow product instructions for dilution, contact time and safe use.
- All visibly dirty surfaces should be cleaned before disinfecting (unless otherwise stated on the product).
- Ensure increased frequency of cleaning and disinfecting in high traffic areas, common areas, public washrooms, and showering facilities.
- High-touch areas and shared surfaces will be frequently cleaned and disinfected. These surfaces include:
 - o Doorknobs, light switches, toilet handles, faucets and taps, elevator buttons, railings.
 - o Phones, computers, remote controls, keyboards, photocopiers, desktops, cash registers, customer service counters, menus.
 - o Equipment handles, hand tools, machinery control panels, seat belt buckles, steering wheels, and controls on powered mobile equipment.
- Ensure a supply of disposable towels and spray cleaners, to regularly clean/disinfect commonly used surfaces.

Infection Within the Workplace: While this guideline series will help to minimize the risks of infection within the workplace, it is still possible for employees to contract the virus either at work or outside of the workplace. Advanced

planning and clear communication are beneficial to minimize operational disruptions and staff concerns from potential positive cases.

In the event of a reported suspected/positive COVID-19 case, Acadia University will follow Public Health guidance in taking the necessary steps and operational decisions to minimize the potential spread and impact. The confidentiality of personnel and students will be respected, and campus leaders are expected to support their personnel throughout this process.

Guidance for implementation:

- If an employee is confirmed as positive, file an OHS Hazard (<https://survey-system.acadiau.ca/index.php/828966?lang=en>) report to record the occurrence.
- Infected employees should not be identified to their co-workers as having contracted the virus, as this should be treated as confidential medical information.
- Individuals who are known to have close contact with the infected employee should be isolated/sent home to await being contacted by Public Health.
- Campus leadership will assess the situation on campus and implement appropriate cleaning of affected areas at this time.
- Department of Safety and Security – OHS will work with Public Health to assist their investigation and/or contact tracing.
- Department of Safety and Security will notify Physical Plant Services to arrange thorough disinfection of the area, if necessary.
- It is important to recognize that some employees may be very uncomfortable working in a setting where someone tested positive for COVID-19. Special accommodations may be necessary.
 - o Human Resources is available to assist where these difficult situations may occur.

Personal Protective Equipment

Personal Protective Equipment (PPE), such as face masks, gowns, gloves, and face shields can be an effective protection from contacting viruses, although these are generally considered the last line of defence. Non-medical masks (NMM) must be used when engineering controls, such as physical distancing and barriers, cannot be guaranteed.

Guidance for implementation:

- Facemask:
 - o N-95 masks are currently only recommended for use by medical professionals during the pandemic unless they are required for other non-COVID-19 hazards. The use of these respirators requires a medical evaluation and respiratory fit test before their use.
 - o Three-ply disposable facemasks provide additional protection when an appropriate minimum distance of approximately 1 metre (3 feet) cannot be observed. Personnel using these masks as PPE should ensure the mask's quality is sufficient to ensure adequate protection.
 - o Cloth facemasks may provide limited protection to those wearing them and can help to protect others by containing respiratory droplets while coughing and sneezing. Frequent laundering is required to prevent cross-contamination and microbial build up on reusable facemasks.
- Disposable gloves: Disposable (e.g. nitrile) gloves are recommended when workers may be in direct contact with an ill person, or a contaminated object or environment. Gloves must be used and removed properly to prevent cross-contamination. Frequent and thorough hand hygiene, as well as not touching one's face, are still required while using gloves.
- Face/eye protection: Face and/or eye protection may provide additional protection when workers may be in direct contact with an ill person.

Campus Support

The following units are available for additional support including:

- Department of Safety and Security
(<https://www2.acadiau.ca/safety-security/welcome.html>)
- Information Technology Services
(<https://ts.acadiau.ca/home.html>)
- Human Resources
(<https://hr.acadiau.ca/welcome.html>)
- Facilities Management
(<https://facilities.acadiau.ca/Home.html>)
- Communications
(<https://www2.acadiau.ca/communications/welcome.html>)
- Research and Graduate Studies
(<https://gradstudies.acadiau.ca/home.html>)
- Occupational Health Nurse
(caroliina.landry@acadiau.ca)

//signed//

VP

Distribution List:

Action:

- All administrative and academic departments
- All contract services groups
- All campus visitors

Info:

- President's Office
- Provost and Vice-President, Academic
- Vice-President, Finance and Administration, Chief Financial Officer
- Vice-President, Advancement
- Vice-Provost Students, Recruitment, and Enrolment Management
- Executive Director, Student Services
- Executive Director, Athletics and Destination Acadia
- Executive Director, Technology Services
- Director, Human Resources
- Executive Director of Facilities | Director K.C. Irving Environmental Science Centre

Symptom Criteria for COVID-19

Public Health provides criteria for when people should be tested for COVID-19. All students, faculty, and staff are asked to perform a daily self-assessment based on the <https://novascotia.ca/coronavirus/symptoms-and-testing/>. Follow <https://covid-self-assessment.novascotia.ca/en> online if you feel you have symptoms related to COVID-19, and follow the instructions you are given. If the internet is unavailable, you can still call 811 to be assessed by a nurse. Information for the public has been posted online at <https://novascotia.ca/coronavirus/>. If you are told to isolate by 811 and have a COVID-19 test performed, stay home and call Safety and Security to activate your resources and meal delivery. If transportation is required to the test site, please call 1-844-996-0694 and book your transportation and your COVID-19 test at the same time.

Access to Campus Action Plan

Building Access

The Department of Safety and Security, along with its partners, will complete the following task:

- Clearly mark in and out routes for all buildings.

- Install proximity readers at main building entrances for contact tracing purposes.
 - Deploy social responsibility posters in each building.
- Building Managers and Unit Leadership are to consider the points below for their plan:*
- Strive to keep personnel an approximate 1 metre (3 feet) away from others. Note that greater distances may be required during periods of strenuous physical activity.
 - Provide optional virtual meetings when requested.
 - Develop physical distancing plans to address the unique needs and circumstances of each business unit or worksite.
 - Do not restrict/impede emergency exits, or the flow of personnel.
 - Restructuring of office layouts to increase the spacing between workstations.
 - Areas where physical distancing cannot be achieved, and other appropriate controls cannot be established should have access restricted.

Office Space, Workstations, Communal Spaces and Elevators

The Department of Safety and Security, along with its partners, will complete the following task:

- Provide disinfecting kits.
- Provide training for the use of the disinfectant kits.
- Post occupancy limits within elevators.
- Ensure elevator panels are routinely disinfected.
- Displaying signs and information posters, including as examples:
 - o Handwashing reminders
 - o Physical distancing reminders
 - o Stay home if you feel unwell
 - o Signs and symptoms of COVID-19

Building Managers and Unit Leadership are to consider the points below for their plan:

- If employees must share campus space, integrate these locations into your cleaning and hygiene protocols, ensuring that frequently touched surfaces are addressed, such as the computer keyboard and mouse, desk surface, and telephone.
- Reinforce frequent hand washing.
- Remove all communal items that cannot be easily cleaned, such as newspapers and magazines.
- Ensure that whatever changes you make to the usage of communal areas is clearly communicated to employees.

- If breaching the physical distancing requirement is unavoidable, plan the work task and provide instructions to employees to ensure that time spent in proximity is minimized, with appropriate PPE, and increased hand washing.
- Restrict eating to an identified and dedicated area with handwashing stations, cleaning and disinfectant supplies, and adequate space to maintain the physical distancing requirement.
- Encourage employees to bring their own dishes and utensils.
- Refrain from providing and consuming communal foods.
- Allow communal doors to remain open throughout the workday to reduce contact with door handles.
- Instruct employees to use their own equipment, such as pens, staplers, headsets, and computers.
- Shared equipment should be cleaned and disinfected after each use.
- Establish hygiene practices that address the needs of the workplace that includes the requirement to wash or sanitize hands after coming into contact with public items.
- If employees, students and visitors are required within campus spaces, position employees in a location that allows them to put more distance between themselves and others. Arrange workstations approximately 1 metre (3 feet) apart and away from common pathways.

Classrooms, Labs and Research

The Department of Safety and Security, along with its partners, will complete the following tasks:

- A schedule has been developed for enhanced cleaning and disinfection of high-traffic areas and high-touch surfaces.

Building Managers and Academic Leadership are to consider the points below for their plan:

- A physical distance of approximately 1 metre (3 feet), whenever possible, is recommended between all individuals.
- Any individual experiencing symptoms of COVID-19 will be asked to leave the classroom or lab immediately.

Outside Visitors (Contractors) and Deliveries

Building Managers and Unit Leadership are to consider the points below for their plan:

If required, visits to the workplace should be pre-arranged,

staggered, and safety protocols should be communicated before entry into the workplace (e.g., email and/or signage posted to the entrance). Keep a record of visitors to the workplace. When booking appointments, visitors should be reminded to reschedule if they experience symptoms typical of COVID-19 or are placed on isolation.

- Minimize non-essential in-person interaction between workers and visitors (e.g., use of virtual meeting tools, email, or telephone).
- Waiting areas should be arranged to maintain the physical distancing requirement.
- Provide visitor-facing staff with hand sanitizer for their use only.
- Remove non-essential communal items, such as candy, magazines, and complimentary phone chargers.
- Beverages (coffee, tea, water) should not be offered at this time.
- Provide a safe place for visitors to dispose of used sanitizing wipes and other personal protective equipment.
- Ensure that delivery zones are clearly identified and limited to receivers and deliverers only.

- Arrange for suppliers and/or delivery persons to drop off goods at the building entrance to avoid searching for business within the premises.
- Request contactless delivery to maintain physical distancing requirements (e.g., delivery person leaves packages in a pre-arranged location). This option may be limited if signing or proof of receipt is required.

Campus Contact Tracing

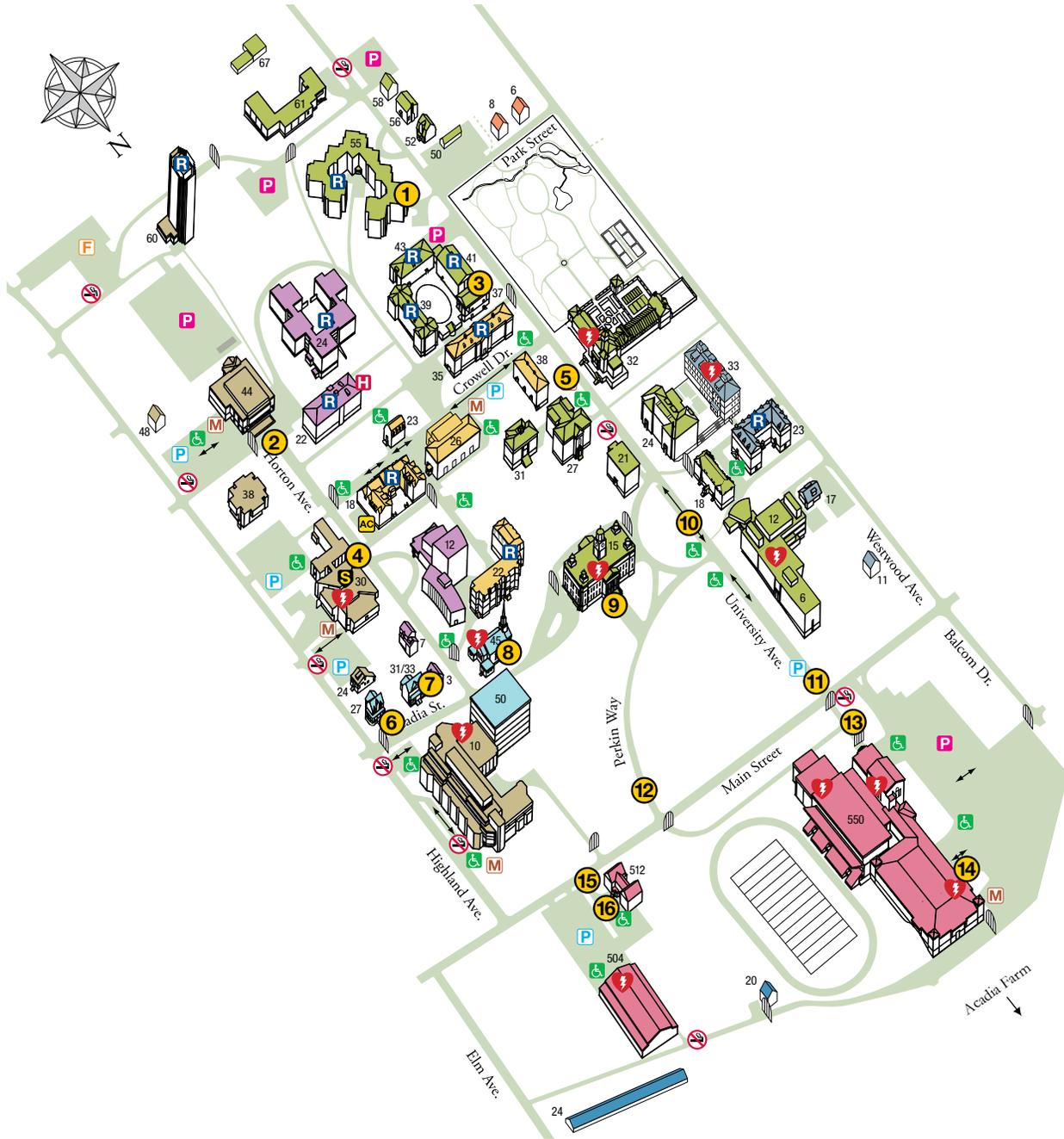
The Department of Safety and Security, along with its partners, will complete the following task:

- Install proximity readers at all main building entry points
- Test Acadia Wi-Fi tracking capabilities
- Install medium-range or additional proximity readers at high traffic areas
- Test existing CCTV for contact tracing functionality

Building Managers and Unit Leadership must complete the following task according to The Department of Health and Wellness:

- Take attendance of employees and students each day/class/lab/student services

Example Outside Route Map



Example Signage



MASK USE IS REQUIRED*
IN ALL CLASSROOMS AND PUBLICLY ACCESSIBLE INDOOR SPACES AND WHEN SOCIAL DISTANCING IS NOT POSSIBLE

*EXEMPTIONS ARE PROVIDED FOR MEDICAL REASONS

Help protect our Acadia community from COVID-19

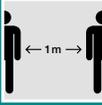


Safety and Security 902-585-1103 | covid-19-information.acadiau.ca | covid-19@acadiau.ca | Info Line: 902-585-4636



PROTECT YOURSELF AND OTHERS FROM COVID-19.

FOLLOW THESE IMPORTANT STEPS:

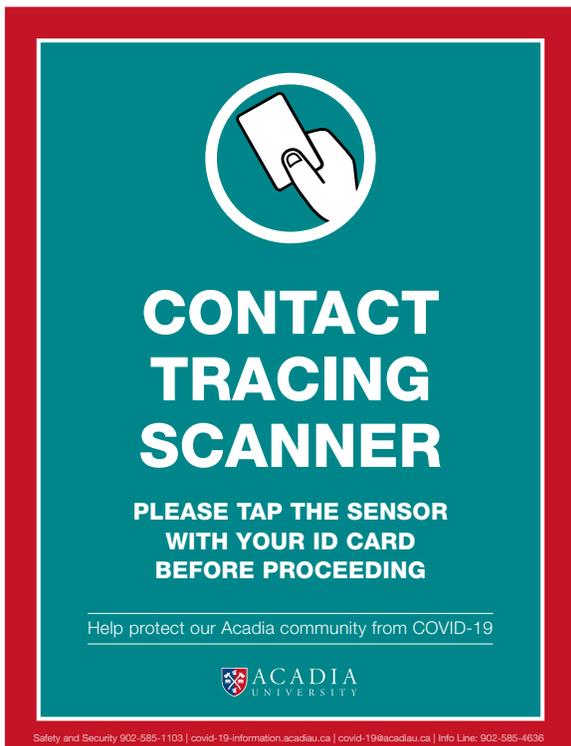
- 
PRACTICE GOOD HANDWASHING HYGIENE
- 
USE COUGH AND SNEEZE ETIQUETTE (TISSUE OR SLEEVE)
- 
MINIMIZE CLOSE CONTACT WITH PEOPLE WHO APPEAR ILL
- 
STAY AWAY FROM OTHERS IF YOU FEEL UNWELL
- 
REGULARLY CLEAN AND DISINFECT HIGH-TOUCH SURFACES
- 
AVOID TOUCHING YOUR FACE
- 
MAINTAIN A ONE-METRE SAFE DISTANCE WHEN POSSIBLE
- 
WEAR A MASK IN CLASSROOMS AND PUBLICLY ACCESSIBLE INDOOR SPACES*
- 
KEEP UP TO DATE WITH THE LATEST COVID-19 SYMPTOMS

*exemptions are provided for medical reasons

Help protect our Acadia community from COVID-19



Acadia Safety and Security (open 24/7) 902-585-1103 | covid-19-information.acadiau.ca | Email: covid-19@acadiau.ca | Recorded Info Line: 902-585-4636



CONTACT TRACING SCANNER

PLEASE TAP THE SENSOR WITH YOUR ID CARD BEFORE PROCEEDING

Help protect our Acadia community from COVID-19



Safety and Security 902-585-1103 | covid-19-information.acadiau.ca | covid-19@acadiau.ca | Info Line: 902-585-4636

Physical Plant Services COVID-19 Custodial Protocols – Enhanced Cleaning/Disinfecting

ACADEMIC

• Touchpoints

Frequency – In addition to regular cleaning, touchpoint cleaning will be conducted and includes:

- o Twice daily in common areas and washrooms.
- o Disinfecting doors, knobs, push plates and push buttons, toilets, urinals, sinks, countertops, light switch, infant change tables, dispensers and replacement of supplies where needed (soap, sanitizer, paper towel and toilet paper), handrails, tabletops, chairs, elevator and elevator buttons.
- o Removal of garbage, recycling and compost will be completed

• Common Areas (Main entrance, corridors, lounges, kitchens, stairs, elevators)

Frequency: daily

- o Clean glass.
- o Disinfect tabletops, chairs, countertops, sinks, faucets.
- o Disinfect doors, knobs, push plates, buttons, light switches, handrails, elevators, fridge exteriors, microwaves interior/exterior.
- o Removal of garbage and compost.
- o Sweep and wet mop floors, vacuum.
- o Soap, paper dispensers and sanitizers to be disinfected and re-stocked as required.
- o It is recommended that water fountains not be used.
- o Wall-mounted hand sanitizers should be mounted outside all classrooms and main building entrances.
- o It is also recommended that buildings be closed at 10 p.m.

• Washrooms

Frequency: daily

- o Disinfect toilets, sinks, urinals, infant change tables, countertop, doorknobs, push plates, light switches.
- o Sanitize sanitary dispenser (removal and replacement).
- o Disinfect soap and paper dispensers – re-stock as required.
- o Disinfect toilet stalls.
- o Clean vents.
- o Removal of garbage and compost.
- o Dust light shades.

- o Clean mirrors.
- o Sweep and wet mop.
- o Washrooms must be closed while being cleaned (barrier).

• Classrooms/Labs

Frequency: daily

- o Cleaning boards and ledges.
- o Removal of garbage and recycling.
- o Disinfecting tabletops, chairs, doors, doorknobs, push plates, window openers and ledges, light switches, handrails.
- o Spot vacuum.
- o Hard floor wet mopping.
- o Recommended sanitizer dispensers at all entrance doors.
- o Disinfectant kits will be provided in all classrooms for faculty, staff, and students to use prior to and after use.

• Offices

Frequency: daily

- o Removal of garbage and recycling.
- o Vacuum as required.
- o Hard floor wet mopping as required.
- o Disinfect doors, knobs and push plates, light switches and window openers and sills.
- o Recommended disinfecting kit per each office for the use of personal occupant space.

RESIDENCE

• Touchpoints

Frequency – In addition to regular cleaning, touchpoint cleaning will be conducted twice daily.

- o Common areas and washrooms.
- o Disinfecting doors, knobs, push plates and push buttons, toilets, sinks, countertops, light switches, dispensers, and replacement of supplies where needed (soap, sanitizer, paper towel and toilet paper), handrails, tabletops, chairs, elevator & elevator buttons.
- o In addition, removal of garbage, recycling and compost.

- **Common Areas (Main entrance, corridors, lounges, kitchens, stairs, recycling stations, elevators and laundry rooms)**

Frequency: daily

- o Clean glass openers and ledges
- o Disinfect tabletops, chairs, countertops, sinks, faucets
- o Disinfect doors, knobs, push plates, buttons, light switches, handrails, elevators, fridge & stove exteriors, microwaves interior/exterior.
- o Removal of garbage, recycling and compost.
- o Sweep and wet mop floors, vacuum.
- o Sanitizers to be disinfected and re-stocked as required.
- o It is recommended that water fountains not be used, furniture be reduced in lounges.
- o Wall-mounted hand sanitizers should be mounted in all lounges, outside elevators and main building entrances.
- o Recommended disinfecting kits be placed in kitchens and laundry rooms.

- **Dorm Rooms**

- o Students to be responsible for their rooms.

- **Washrooms, Tubs and Showers**

Frequency: daily

- o Disinfect toilets, sinks, countertop, doorknobs, push plates, light switches.
- o Sanitize sanitary dispenser (removal and replacement).
- o Disinfect soap and paper dispensers – re-stock as required.

- o Disinfect toilet stalls.
- o Clean vents.
- o Removal of garbage and compost.
- o Dust light shades.
- o Clean mirrors.
- o Sweep and wet mop.
- o Washrooms must be closed while being cleaned (barrier).
- o Foaming showers/tubs which were done once a week, are maintained daily.
- o Shower curtains are changed bi-weekly.

SUPPLIES

- Disinfecting kits include – disinfectant solution, SDS, cloths, gloves, and spray bottles.
- Remove and replace cloths at night to be laundered.
- All faculty, staff, and students will require WHMIS training.
- Additional handwashing signs have been posted.
- Additional wall mounted hand sanitizers have been installed.
- Washroom barriers will be used for the duration of cleaning.
- All PPS staff must follow social distancing and/or other government protocols.
- Appropriate PPE will be worn for all cleaning procedures.

RESOURCES

- Additional staff will be required to sustain frequencies.