

COVID-19 Protocols

COVID-19 Unit Operational Plan



August 25, 2021

COVID-19 Unit Operational Plan

Instructions

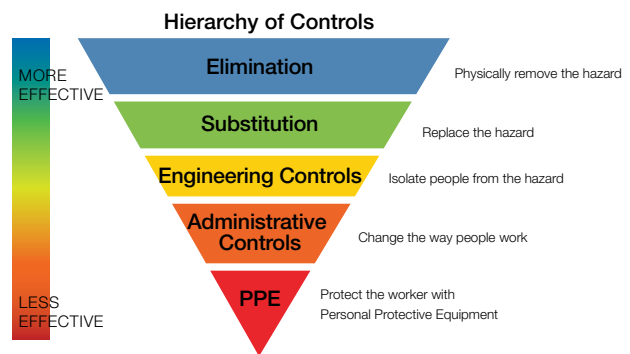
Purpose and Intent: Moving forward, Acadia University is preparing for a full on-campus, in-person experience once again. Because of the COVID-19 pandemic and the restrictions necessary to reduce the risk of infection, Acadia University has established protocols to maintain a safer and healthier campus 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. The Unit Operational Plan is 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. Partnering with the provincial government and health authorities and sister universities, Acadia University has developed guidelines for the campus to follow to ensure all departments, schools, and units have enough direction to maintain a safe and healthy community.

These guidelines are part of your department, school, or unit plan to meet the restrictions necessary to reduce the risk of COVID-19 spreading to employees and clients. As such, your department, school, or unit will need to develop its own operational plan to meet the specific needs of your worksite.

To help you and your management team to develop your department, school, unit operational plan, a template is provided. Those departments and/ or activities that have not been active on campus since pre-COVID-19, please complete and submit the form at the end of this document to the Occupational Health and Safety Office (OHS) via email (OHS@acadiau.ca).

The first step in developing your plan is to review and discuss the Acadia University's "Campus Reopening Framework - Acadia University Reopening Framework – Campus Guidelines" document. Then consider the following steps:

- Review all your worksites and identify concerns
- Talk to all employees in your department, school, or unit and listen to their concerns and discuss how to mitigate them.
- Seek support from Facilities Management or the OHS Coordinator as needed while developing your plan.
- Review your plan with all employees and ensure all concerns have been discussed
- Submit your plan to the OHS Coordinator (please only submit the plan; do not include the instruction sheet or example.)
- Implement your plan and review/update regularly; forward updated plans to OHS Coordinator and ensure you increase your version number.



Hierarchy of Controls

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

Elimination:

- Provide for optional virtual meetings.
- Daily self-assessments-if you feel unwell, stay home.
- Routine COVID-19 testing is recommended” and another bullet “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.
- Increased number of cleanings in high touch areas and high traffic areas (above routine cleaning), such as doorknobs, light switches, faucets, and elevator buttons.

- Communicate and recommend COVID-19 vaccinations to the campus community with the expectation that each campus member will receive their vaccination, unless there is a medical reason not to receive it. Please refer to Acadia's Vaccination Policy at <https://www2.acadiau.ca/files/files/COVID-19/2021/2021-07-22%20Vaccination%20Policy%20and%20Approach.pdf>
- Advanced planning, clear communication, and appropriate education regarding addressing potential positive COVID-19 cases.

PPE – Personal Protective Equipment:

- PPE is used when other controls cannot be met.
- Wear a face mask – bring your own or use a supplied Acadia face mask while on campus (follow <https://www2.acadiau.ca/files/files/COVID-19/InterimMaskPolicySept14.pdf> for more details).
- 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.

NEED HELP?

Contact 902-585-1103 and let us make an appointment to review your work or email OHS@acadiau.ca

Appendix: Unit Operational Plan Form



Unit Operational Plan Form

Please complete and submit your plan to the Occupational Health and Safety Office (OHS) via email (OHS@acadiu.ca).

Department School/Unit: _____ (TYPE Name)

Name of Administrative Worksite: _____ (TYPE Building and room)

Name of Operation Worksite: _____ (TYPE Building and room)

Elimination – List team members working from home.

Engineering Controls – List engineering measures required to reduce risk.

Administrative Controls – List administrative measures necessary to reduce the hazard.

PPE – List of personal protection equipment and measures available.

Contact – List of COVID Leads including phone numbers and email.

Sketches / Maps – Include any visuals that illustrate necessary safety measures.

Once complete, please submit your plan to the Occupational Health and Safety Office (OHS@acadiu.ca).

AUDIT SECTION. For Administration Only.

Elimination: Work Remotely

Substitution: TBD

Engineering Controls: Min personnel Shift Schedule/Hours 2m distance staff 2m distance clients
 doors/halls distance Lounge/Break Room Barrier

Administration: Safe Work Policies Hand washing Site cleaning Sick policy

PPE: N95 Mask Gloves Face shield/glasses 3-ply disposable face mask Gown

Additional Supports: Access tool complete Building Access Distancing support Deliveries Contact tracing

Attached: Assessment Results Access Plans

Date: _____ Initials: _____