

COVID-19 Protocols

Student Services  
COVID-19  
Planning Model



August 31, 2021

# Student Services COVID-19 Planning Model

## Academic Semester

- 1) Stage 1 Pre-Arrival (University Actions) Determining student placement within residence, while assigning single and double room occupancy with designated washroom access.
- 2) Explanation of rules and expectations of students (handouts and/or email form).
- 3) Checklists of required items.
- 4) Sign-off on residence agreements.
- 5) Confirmation of student arrival schedules, ensuring that they will be staggered with controlled times.
- 6) Preparatory work with off-campus students, landlords, volunteers, and community members to ensure coordinated support through community volunteer efforts (food and supplies drop off / textbook drop off) as needed.
- 7) Prepare for positive test result (isolation and any contact tracing process).
- 8) Prepare for adjustments related to alterations of Emergency Declaration, Quarantine Act, or Public Health Orders.
- 9) In person, phone, and virtual access to campus health resources and student services will be developed and provided to students upon arrival.
- 10) Student ID cards and mask exemption cards (if applicable) will be available for those students who will be residing on-campus. Student ID's and mask exemption cards (if applicable) for off-campus students will be printed and may be picked up at Safety and Security (following any required quarantine/self-isolation period).
- 11) The university will also provide a kit upon arrival in residence for any students required to quarantine. The kit will include 2 x 75mls hand sanitizers, 2 x 3-ply disposable masks, Student ID card, and Mask Exemption Card (if applicable).

## Stage 1 Pre-Arrival

### (International Students Actions/ Expectations)

- 1) Student self-declaration of arrival may require written support from the university to meet Canadian border access requirements (This will allow Acadia to accurately predict international off-campus student numbers).
- 2) 48 hours prior to arrival at the Canadian border, the student must register with <https://arrivecan.cbsa-asfc.cloud-nuage.canada.ca/privacy> to reduce wait times and reduce contact at the border.
- 3) Along with ArriveCan, International students also need to perform a Nova Scotia Safe check-in. Therefore, before leaving your place of residence, ensure to register with Nova Scotia Safe Check-In. <https://travel-declaration.novascotia.ca/en>
- 4) If you are sick, stay home to prevent potential spread of the virus and exposure to others. Commercial airlines also have restrictions preventing anyone from boarding a plane if they are experiencing signs of COVID-19.
- 5) If you choose to travel while sick and attempt to enter Canada, there may be fines or jail time imposed. See <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/latest-travel-health-advice.html#a2> for consequences of travelling with COVID-19.
- 6) If you become sick while travelling, wear a mask, ensure to practice 2 metre (6 foot) distancing from others and perform proper hand hygiene. Tell the border agent once you arrive. If medical assistance is required, it will be arranged at this time.
- 7) When you arrive in Canada the border agent will confirm a few points with you including:
  - A) Asking you COVID-19 screening questions. If you have become ill while travelling, inform the border agent at this time.
  - B) Depending on your vaccination status, you must quarantine (self-isolate) for 14 days upon your arrival in Canada. You must continue to quarantine (self-isolate) up to the total of 14 days after arrival in Nova Scotia, with Day 1 of arrival in Canada being considered Day 1 of quarantine.
  - C) Ensuring you have a suitable place to quarantine (self-isolate) or isolate. They will ensure you have access to resources (option to be provided through Acadia if necessary) and are remaining away from high-risk individuals during this time.

See <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/people-high-risk-for-severe-illness-covid-19.html> for clarification of high-risk individuals.

- D) Ensuring you have up-to-date contact information through the ArriveCAN app.
  - E) You are required to answer all questions during this time and during your 14-day quarantine (self-isolation) or isolation period.
  - F) Airport shuttles will be provided when pre-booked through Acadia. See information packet emailed to you.
- 8) Ensuring you go directly to your residence where you will be quarantining (self-isolating) or isolating. Do not use public transit unless it is a taxi specific for quarantining and self-isolating of individuals. Acadia has a list of transportation options in the area.
  - 9) Please review the following document regarding arrival and quarantine (self-isolation) in Canada <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/2019-novel-coronavirus-information-sheet.html>
  - 10) If you are at high risk for developing severe COVID-19, according to Public Health, ensure that you wear a 3-layer mask whenever you are not in your own space, avoid contact with others, and carry a personal hand sanitizer and ensure to perform increased hand hygiene, especially during travel. For further recommendations for staying safe if you are at high risk for severe COVID-19, visit <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/people-high-risk-for-severe-illness-covid-19.html>

## Stage 1 Pre-Arrival

### (Canadian Students)

- 1) Before leaving your place of residence, ensure to register with Nova Scotia Safe Check-In. <https://travel-declaration.novascotia.ca/en>
- 2) If you are sick, stay home to prevent potential spread of the virus and exposure to others. Commercial airlines also have restrictions preventing anyone from boarding a plane if they are experiencing signs of COVID-19.
- 3) If you become sick while travelling, wear a mask, ensure to practice 2 metre distancing from others, and perform proper hand hygiene. If you need to stop for

gas, use the pay at the pump option and do not go into the building. Use drive throughs or pay ahead for food options.

- 4) When you arrive at the Nova Scotia border,
  - A) You will need to show that you have completed the Nova Scotia Safe Check-In documentation by showing your confirmation email you received at the time of registering.
  - B) You will need to provide government identification (driver's license, passport, utility bill or bank statement with your permanent address).
- 5) Ensure to go directly to your place of residence where you will be quarantining (self-isolating) if required, avoiding stops and contact with others. If you need to stop for gas, stay outside and use the pumps. Use drive throughs or pay ahead for food options. Do not use public transit unless it is a taxi specific for quarantining and self-isolating of individuals. Acadia has a list of transportation options in the area.

## Stage 2 Arrival

### (Including quarantine and self-isolation) At the Airport

- 1) You must quarantine (self-isolate) upon your arrival in Canada. You must continue to quarantine (self-isolate) for up to a total of 14 days after arrival in Nova Scotia.
- 2) Upon request, a regulated charter specific to quarantining (self-isolating) students will be available for students (pre-booked through Acadia-see email packet), ensuring appropriate maximum occupancy for COVID-19. Every individual within the transportation vehicle is required to wear their mask during transport. (with your arrival day in Canada being considered Day 1 if you have arrived from international travel). The driver may have a plexi-glass barrier between them and the passengers. Alternatively, a student is able to arrange their own transport if preferred, ensuring to adhere to quarantine (self-isolation) parameters.
- 3) There will be an Acadia representative to greet you outside the Airport. Ensure you utilize appropriate PPE. They will ensure that you use hand sanitizer prior to entering your charter bus.
- 4) All University representatives that may be in contact with students, or campus related activities are requested to do a daily self-assessment to ensure they are COVID-19 symptom free, prior to any interactions with others.

- 5) A three-ply disposable face mask will also be provided to quarantining students upon arrival, to be worn at all times, prior to arriving at their residence. A bottle of hand sanitizer will be available on the shuttle for use when needed.
- 6) Once arriving on campus, a COVID-19 screening will be performed ensuring that the student is asymptomatic (without symptoms).

## Arrival On-Campus Residences

- 1) You must quarantine (self-isolate) upon your arrival in Canada. You must continue to self-isolate for up to a total of 14 days after arrival in Nova Scotia.
- 2) Arrival and Move-In schedule and protocols with staggered times will occur.
- 3) International and Canadian students (with one or less doses of vaccine) from outside Nova Scotia, arrive for quarantine (self-isolation) period.
- 4) Anyone coming into contact with quarantining, self-isolating, or isolating students will have appropriate PPE, or will maintain a 2 metre distance and wear a 3-ply disposable face mask and perform appropriate hand hygiene as required.
- 5) All University representatives that may be in contact with students, or campus related activities are requested to do a daily self-assessment to ensure they are COVID-19 symptom free.
- 6) Campus linens will be provided during the quarantine (self-isolation) period to ensure safe and standardized washing of linens during this period.
- 7) A list of expectations from student's during their quarantine (self-isolation) period will be provided at this time. It includes performing their daily digital check-ins, wearing a mask when they need to leave their residence room (washroom, laundry, outdoor time), disinfecting their living area with the provided disinfectant, avoiding contact with others, and refusing visitors, maintaining a suitable environment for health or recovery (opening windows-weather permitting, free of tobacco indoors), stay connected (virtually or by phone, connect with family and friends), practice proper hand hygiene and proper sneeze etiquette, avoid sharing household items, only leave their residence for assigned outside time, assigned laundry times and washroom use, meal pick-up, or if a COVID-19 test is required.
- 8) A list of campus and provincial resources and contact information will also be provided at this time.

- 9) Within 48 hours of arrival, you need to begin your digital online check-ins specific to International Students (completing both federal and provincial check-ins), or Canadian students from outside Nova Scotia (completing the provincial check-in).
- 10) During quarantine (self-isolation) each section or floor will be divided into multiple sections to create smaller cohorts "bubble units" for emergency evacuation protocols and/or scheduled mental wellness periods. These units will consist of students who are completing the quarantine period at the same time.
- 11) Canadian students with two doses of vaccine arrive for start of semester after quarantine (self-isolation) period is completed, with staggered times for arrival.

Once your quarantine (self-isolation) period is complete and you are COVID-19 symptom free, you are free to go about your daily activities, ensuring to adhere to the Nova Scotia health directives, such as ensuring proper cough and sneeze etiquette, maintaining physical distancing, increased hand washing, wearing a mask, and staying home if you feel unwell. See the following link for more details. <https://novascotia.ca/protect-yourself-and-others-from-coronavirus/>

## Arrival Off-Campus Students

- 1) You must quarantine (self-isolate) upon your arrival in Canada. You must continue to self-isolate for up to a total 14 days after arrival in Nova Scotia.
- 2) Communication of arrival and self-isolation expectations for students entering Nova Scotia including a list of expectations from student's during their quarantine (self-isolation) duration has been previously emailed to the student. It includes performing their daily digital check-ins, wearing a mask when they need to leave their bedroom (to use the washroom, kitchen, laundry, outside time. meal pick-up), disinfecting their living area with the Health Canada approved cleaning products, avoiding contact with others, refusing visitors, maintain a suitable environment for health or recovery, proper sneeze etiquette, avoid sharing household items, and only leave their residences if they are going to their outside space, or require a COVID-19 test.
- 3) A list of campus and provincial resources and contact information will also be provided at this time.
- 4) Within 48 hours of arrival, you need to begin your digital online check-ins specific to International Students

(completing both federal and provincial check-ins), or Canadian students (completing the provincial check-in) from outside the Atlantic provinces.

Once your quarantine (self-isolation) period is complete and you are COVID-19 symptom free, you are free to go about your daily activities, ensuring to adhere to the Nova Scotia health directives, such as ensuring proper cough and sneeze etiquette, maintaining physical distancing, increased hand washing, wearing a mask, and staying home if you feel unwell. See the following link for more details. <https://novascotia.ca/protect-yourself-and-others-from-coronavirus/>

### Stage 3 Academic Semester

The residences and public assembly spaces will operate under a three-phase model (red, yellow, green). Red will include all quarantine (self-isolation) protocols as well as public health directives and could include university-initiated requirements (such as alcohol and substance use ban, restricted access by the public). Yellow would allow for some appropriately social distanced activities in residence and on-campus (following all public health directives), that could include campus bar or wet social events. This might also allow for guests in residence. Green would see resumption of regular operations absent any emergency conditions or public health directives (once the province has declared an end to the pandemic conditions).

Stage 3 and 4 will be highlighted by management of the following:

- 1) Controlled Access to Residence
- 2) Guest and alcohol ban.
- 3) Resident 'families' for washroom access
- 4) Daily self-assessments for COVID-19 symptoms
- 5) If positive symptoms are present, stay where you are and go to the online assessment and follow the directions <https://covid-self-assessment.novascotia.ca/en>. If internet is not available, call 811 for assessment and follow their direction.
- 6) Ensuring to follow the COVID-19 Interim Mask Policy <https://www2.acadiau.ca/files/files/COVID-19/InterimMaskPolicySept14.pdf> by wearing a mask in all common areas including classrooms and hallways.

### Stage 4 Semester Break

- 1) Return to home and return to campus planning to meet any quarantine (self-isolation) requirements.
- 2) Stay in Place residency planning.
- 3) International and other Canadian students (from outside Nova Scotia) arrive for the any required quarantine (self-isolation) period prior to beginning of next semester.

### Dining Services

#### Quarantine (Self-Isolation) Period

Meals will be prepared in the Wheelock Dining Hall kitchen and served in the Dining Hall by Chartwells (Acadia Food Service provider). Residence "bubble units" consisting of students in that particular bubble will attend as a group for pick-up of food and return to residence to eat. Each bubble will have designated times to attend and appropriate social distancing and cleaning protocols will be used. Plated meals, wrapped utensils, labelled routes and frequent cleaning will be active components of the strategies. Complete cleaning of the Dining Hall will occur between bubble unit arrivals.

This option also serves as a deliberate mental wellness strategy, by creating a managed opportunity for access to fresh air and a physical exercise (walking) period. The meal will include a bag for all items to be placed in by the resident for disposal once the meal is consumed. The bag will be placed outside the room for pick-up and disposal by custodial staff.

#### Academic Semester

Meals will be prepared in the Wheelock Dining Hall kitchen and served in the Dining Hall by Chartwells (Acadia's Food Service provider). Social distancing plans have been created for sit down meal service in coordination with staggering of meal breaks according to classroom schedules and maximum occupancy of the dining hall.

**The maximum capacity will follow the Nova Scotia government directives for dining establishments, at each stage of opening the campus.** Everyone will be required to wear their masks, unless they are sitting down, eating or drinking. Everyone must remain at their tables for the duration of their meal, with no wandering around to visit other tables. Individually plated meals, wrapped utensils, labelled routes and frequent cleaning with high touch points being cleaned often, will be active components of the strategies for preventing the spread of COVID-19.

## Custodial Services

Acadia Physical Plant Services will be responsible for the following:

- 1) If quarantining (self-isolating) students are present within the buildings, appropriate PPE will be worn including gloves, face shield, gown, and a 3-ply disposable mask.
- 2) Room preparation including bedding (sheets, blankets, pillowcases), towels and facecloths (International Students and Canadian students requiring quarantine or self-isolation)
- 3) Daily preparation and cleaning of garbage stations and pick up outside rooms, compost pick up, bathrooms foamed down, kitchenette cleaning, corridor floors auto scrubbed, stairs cleaned, common areas cleaned.
- 4) Routine extra scheduled cleaning of high touch surfaces around the residences and campus buildings, and as needed.
- 5) Routine pick-ups and disposal of garbage and compost daily, and as needed.
- 6) Laundry changed on day 7 of quarantine (self-isolation) with the exchange of bedding (sheets, blankets, pillowcases), and towels, and face cloths.

## Security

The Acadia University Department of Safety and Security will be responsible for the following:

- 1) Access Control Staff can be posted as needed at the main entrance of the occupied residence and will monitor anyone entering or exiting via this door. A list of authorized persons will be maintained and kept at this position for the duration of the operation.
- 2) Patrol Staff will have regular presence in residence to patrol the interior to ensure quarantine (self-isolation) guidelines are being met. Patrol staff will assist with meal delivery.
- 3) Access cards including a lanyard can be pre-printed and left at the room for use.
- 4) A supplementary Fire Alarm Operation Plan will be implemented to ensure the safety of the residence students, with the attempt at following Nova Scotia Health Directives. The health and safety of the students will be priority in an emergency situation.

## Monitoring Student Health on Campus

The Nova Scotia Department of Health and Wellness and the Chief Medical Officer of Health will provide overall guidance and direction with respect to a positive diagnosis. The Acadia Occupational Health Nurse will provide on campus guidance and support in managing protocols. Safety and Security will gather and provide public health with contact tracing information, including CCTV, RFID scanners, class attendance records, Acadia Wi-fi, and Electronic Access Controls. Students in residence, will receive training on preventing, recognizing, and monitoring for symptoms of COVID-19 during the pre-arrival and arrival stages. Having the ability to recognize symptoms at an early stage can lead to faster access to being tested.

Public Health provides criteria for when people should be tested for COVID-19. Follow the link if you feel you have symptoms related to COVID-19 (<https://covid-self-assessment.novascotia.ca/en>) and follow the instructions you are given. If the internet is unavailable, you can still call 811 to be assessed by a nurse. If you are told to isolate by 811 and have a COVID-19 test performed, call Safety and Security to activate your resources and meal delivery. If transportation is required to the test site, for students, faculty, staff, or contractors, call 1-844-996-0694 and book your COVID-19 test and transportation at the same time.

## Positive Diagnosis for COVID-19

While awaiting the test results, typically available within 48 hours, the student will be required to isolate within their assigned residence. While in isolation the student living in residence, will only be permitted to leave to attend the designated washroom on that floor. Washroom assignments will be assessed at this point according to location and residence building. Custodial staff will ensure that the washroom is always well stocked and sanitized. Custodial staff will also provide janitorial services during the period of the active isolation. All appropriate PPE will be used by custodial staff, including a face shield, gown, gloves, and 3-ply disposable face mask, while conducting their duties with respect to the isolation area. Any contact tracing required will be initiated and coordinated by public health, in collaboration with Acadia's Occupational Health Nurse and Safety and Security.

Meals will be arranged through Chartwells and delivered to the student by a designated staff, wearing all appropriate PPE, including a 3-ply disposable mask, and gloves. Timings for meals will be pre-arranged and left outside the occupied room(s) so that there is no possibility of encountering a student in isolation. The meal tray and utensils will be disposable, and each delivered meal will include a bag for all items to be placed in by the resident for disposal once the meal is consumed. The bag will be placed outside the room for pick-up and disposal by custodial staff.

A phone will be provided within the room with all appropriate contacts including Safety and Security, Residence Life, Counseling Services, Physical Plant, etc. A three-ply disposable face mask will be provided to the student(s) in isolation to be used whenever they leave their room to attend the washroom. Masks will be replaced when soiled or disposed of after the need for isolation has finished. An appropriate receptacle will be available outside the room and collected regularly. Upon receiving negative test results, the isolation period will end and all measures around the isolation will end.

## Communication and Compliance

The success of the Acadia University strategy will be based on a community harms reduction strategy of:

### 1) Caring and Respect for self and others

This component will include collaboration with the Acadia Students' Union and focus on the individual actions each person can do to care for themselves and at the same time prevent harm to others (such as the use of personal masks, physical distancing, gathering size limitations).

### 2) Community focus

This component will include collaboration with the Town of Wolfville and Acadia Students' Union to create a positive sense of community and ensure students and residents have a respectful experience. This will include a focus on students' volunteering and helping to keep the community as a whole, safe.

### 3) Compliance

Students are responsible for their actions under the terms of the Acadia University Non-Academic Judicial Student Code of Conduct. Disruptive behaviours and failure to comply with rules and expectations (including health directives) will be managed under the Code. These expectations will be communicated as normal with some specific targeted efforts focused on the public health requirements.

Students in residence will sign-off on requirements to follow the stages in residence (red, yellow, green) and acknowledge that failure to do so can see consequences potentially escalate to parent involvement or removal from residence if compliance and cooperation is not occurring. Off-campus students will be advised of the health directives and campus access requirements directly and can be charged under the Code of Conduct for failure to comply. This component will include collaboration with the Town of Wolfville and Acadia Students' Union to share messaging, work with landlords to support communication, and have regular interaction with the RCMP and Town compliance officials to identify properties and residents of concern. Should these properties and residents of concern include Acadia students, Student Services will work to change and modify behaviours, including use of the Code of Conduct.

The focus in all three areas will include a declared position of working together, educating individuals on COVID-19 symptoms and prevention methods, and to move forward and successfully manage the pandemic conditions.