

COVID-19 Protocols

Campus Outbreak Operation Plan



September 16, 2020

Campus Outbreak Operation Plan

References

Acadia's COVID Website:

<https://covid-19-information.acadiau.ca/home.html>

Nova Scotia COVID website:

<https://novascotia.ca/coronavirus/working-during-covid-19>

COVID Health:

<https://811.novascotia.ca>

<https://when-to-call-about-covid19.novascotia.ca/en>

NS Health Protection Act:

<https://novascotia.ca/coronavirus/health-protection-act-order-by-the-medical-officer-of-health.pdf>

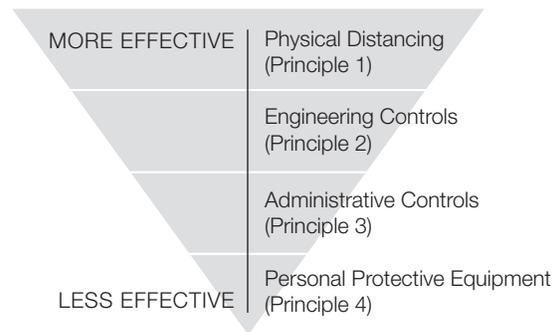
Purpose

Because of the COVID-19 pandemic and the restrictions necessary to reduce risk of infection, Acadia University will be establishing protocols to maintain a safer and healthier campus community. Acadia will establish layers of health and safety measures (remote work, physical distancing, screening, handwashing, etc.) required to maintain the safety of our campus community.

Acadia University has approximately 530 employees who may be working on campus at any given time. In addition to Acadia employees there are also up to 100 contract and casual staff working on campus at any given time. During the declared provincial State of Emergency, the university will be employing methods prescribed by public health and best practices to aid in preventing COVID-19 from making a presence on campus. Those methods include physical or social distancing, physical barriers, administrative controls and personal protective equipment.

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

Expanding on the principles of defense:



Physical Distancing

- Determining who should work on campus: employees not physically present; the risk of workplace exposure risk is eliminated.
- Determine when employees are required on campus, physical distancing in conjunction with proper hand washing is critical to reduce exposure.
- Determine where employees are required to work on campus to give greatest use of space to create physical distancing.

Engineering Controls

- Physical barriers: Where physical distancing cannot be maintained, the engineering control of physical barriers provides staff additional protection from exposure.
- Determine pedestrian traffic flow routes on and around campus.
- Determine building's in/out routes for traffic flow.
- Installation of hand sanitizer at key high traffic locations.

Administrative Controls

- Additional Administrative Controls: Policies, procedures, signage, and training are required to ensure personnel are aware of the risks and mechanisms of control.
- Stagger Times: Stagger times for class change, when the first class starts and location on campus. Meal and breaks for all employees and students
- General Cleaning and Disinfection: Frequent cleaning and disinfection of surfaces are critical in preventing exposure to contaminated surfaces. (See Annex 001).
- Infection Control and Monitoring: Monitoring for signs and symptoms of COVID-19 in on-campus personnel is beneficial to reducing on-campus transmission.

- Addressing Symptomatic Cases: Advanced planning and clear communication will minimize operational disruptions and staff concerns from potential positive cases.

Personal Protective Equipment

- Personal Protective Equipment (PPE): Personal protective equipment may be required when physical distancing, physical barriers, and administrative controls are ineffective, or impractical for mitigating the risks.
- The use of non-medical masks is recommended for reducing the risk of spreading infection. Acadia University will provide all staff and faculty with two (2) non-medical masks which must be worn in all common areas, including classrooms, and when physical distancing isn't possible.

Mitigation

Custodial Services

Acadia Physical Plant Services will be responsible for routine and frequent cleaning and disinfecting:

- See Annex 001.

Safety and Security

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

- Safety and Security staff will be actively patrolling the campus at all times to ensure that the Principles of Defense are being respected and adhered to. Violations will be addressed immediately with remedial action and follow-up.
- Contact tracing will be available, upon request of public health, using sign-in logs, attendance recording, Acadia WiFi, CCTV (security) cameras, electronic access control hardware and dedicated RFID scanners at building entrances. Contact tracing will only be used at the request of Nova Scotia Public Health and in the event of a positive COVID-19 diagnosis.

Symptom Criteria for COVID-19

Upon returning to campus, all staff and faculty will receive instruction on recognizing and monitoring for symptoms of COVID-19. Having the ability to recognize symptoms at an early stage can lead to faster access to being tested.

Effective May 22, Nova Scotia is broadening symptom criteria for when people should be tested for COVID-19. Information for the public has been posted online at <https://when-tocall-about-covid19.novascotia.ca/en> and will be updated on novascotia.ca/coronavirus.

These changes support expanded surveillance and case-finding for COVID-19 in Nova Scotia, particularly as public restrictions are changing in the province. From a clinical and patient care perspective, there are important things to note about what these changes mean for the risk assessment and provision of care for patients.

All individuals are being asked to complete a daily self assessment. Anyone with one of the following symptoms of COVID-19 should go to **811.novascotia.ca** to see if they should call 811 for further assessment:

- Fever
- Cough or worsening of a previous cough

Anyone with two or more of the following symptoms is also asked to visit the 811 website:

- Sore throat
- Headache
- Shortness of breath
- Runny nose

In the event that an employee or contractor is exhibiting one or more of these symptoms and has been instructed by an 811 nurse to attend an assessment centre, arrangements can be made for transportation to the closest assessment centre. While employees would be encouraged to attend an assessment centre using their own means, if necessary, transportation can be provided by CJs Taxi, EHS (if an emergency) or from the Department of Safety and Security. The method of transportation will be determined on a case by case basis and will be dependent on availability of resources and the employee's proximity to campus and access to transportation.

Action

Positive COVID-19 Diagnosis on Campus

While these Principles of Defense and mitigation measures will help to minimize the risks of infection within the campus 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 will be respected and campus leaders are expected to support their personnel throughout this process.

- If an employee is confirmed as positive, file an OHS Hazard (<https://surveysystem.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 should consider immediate temporary closing of areas until additional cleaning/disinfection can be completed.
- Department of Safety and Security – OHS will work with Public Health to assist in their investigation and any contact tracing.
- Department of Safety and Security will notify Physical Plant Services to arrange a thorough cleaning and disinfection of the areas affected.
- 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.
- Human Resources, Safety and Security, Occupational Health and Safety and university administrators are available to assist where these difficult situations may occur.

Campus Support

The following campus leadership are available for additional support including:

- Occupational Health Nurse - COVID-19
- Department of Safety and Security
- Occupational Health and Safety
- Information Technology Services: hub.acadiau.ca
- Facilities Management
- Student Services

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Distribution List

Action:

- All Administrative and Academic departments
- Acadia Students' Union

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, Varsity Athletics and Events
- Executive Director, Technology Services
- Director, Human Resources
- Executive Director of Facilities | Director K.C. Irving Centre

Annex 001: Physical Plant Services COVID-19 Custodial Protocols Enhanced Cleaning/Disinfecting

Academic

Common Areas

Main entrance, corridors, lounges, kitchens, stairs, elevators

Frequency- Regular cleaning shifts daily

- Clean glass
- Disinfect table tops, chairs, counter tops, sinks, faucets
- Disinfect doors, knobs, push plates, buttons, light switches, hand rails, elevators, fridge exteriors, microwaves interior/exterior (recommendation: limit use)
- Removal of garbage and compost
- Sweep and wet mop floors, vacuum
- It is recommended furniture be reduced in lounges.
- Soap, paper dispensers and sanitizers to be disinfected and re-stocked as required
- It is recommended that water fountains not be used
- Wall mounted hand sanitizers should be mounted in all lounges and main building entrances
- It is also recommended that buildings be closed at 10:00PM

Washrooms

Frequency – Regular cleaning shift, daily

- Disinfect toilets, sinks, urinals, infant change tables, counter top, door knobs, push plates, light switches
- Sanitize sanitary dispenser (removal and replacement)
- Disinfect soap and paper dispensers – re-stock as required
- Disinfect toilet stalls
- Clean vents
- Removal of garbage and compost
- Dust light shades
- Clean mirrors
- Sweep and wet mop
- Washrooms must be closed while being cleaned (barrier)

Classrooms/Labs

Frequency – Regular cleaning shift, nightly

- Cleaning boards and ledges
- Removal of garbage and recycling
- Disinfecting table tops, chairs, doors, door knobs, push plates, window openers & ledges, light switches, hand rails

- Spot vacuum
- Hard floor wet mopping
- Recommended sanitize dispensers at all entrances and exits doors
- Each classroom will be equipped with a disinfecting kit for use between classes by faculty and students

Offices

Frequency – Regular cleaning shift, Tuesday and Thursday nights (recommended to be done daily)

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

Touch Points

Frequency – In addition to regular cleaning, touch point cleaning will be conducted twice daily in common areas and washrooms which includes:

- 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, table tops, chairs, elevator & elevator buttons
- In addition, removal of garbage, recycling and compost will be completed

Residence

Common Areas

Main entrance, corridors, lounges, kitchens, stairs, recycling stations, elevators and laundry rooms

Frequency- Regular cleaning shifts daily

- Clean glass openers and ledges
- Disinfect table tops, chairs, counter tops, sinks, faucets
- Disinfect doors, knobs, push plates, buttons, light switches, hand rails, elevators, fridge & stove exteriors, microwaves interior/exterior (recommendation: limit use)
- Removal of garbage, recycling and compost
- Sweep and wet mop floors, vacuum
- Sanitizers to be disinfected and re-stocked as required
- It is recommended that water fountains not used, furniture be reduced in lounges

- Wall mounted hand sanitizers should be mounted in all lounges, outside elevator's and main building entrances
- Recommended disinfecting kits be placed in kitchens and laundry rooms

Dorm Rooms

- Students to be responsible for their rooms

Washrooms, Tubs and Showers

Frequency – Regular cleaning shift, daily

- Disinfect toilets, sinks, counter top, door knobs, push plates, light switches
- Sanitize sanitary dispenser (removal and replacement).
- Disinfect soap and paper dispensers – re-stock as required
- Disinfect toilet stalls
- Clean vents
- Removal of garbage and compost
- Dust light shades
- Clean mirrors
- Sweep and wet mop
- Washrooms must be closed while being cleaned (barrier)
- Foaming showers/tubs are now done once a week now recommended daily
- Shower curtains are changed bi-weekly

Touch Points

Frequency – In addition to regular cleaning, touch point cleaning will be conducted daily in common areas and washrooms which includes:

- 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, table tops, chairs, elevator & elevator buttons
- In addition, removal of garbage, recycling and compost will be completed

Supplies

- Disinfecting kits include – disinfectant solution, SDS, cloths, gloves, spray bottles.
- Remove and replace cloths at night to be laundered
- All faculty, staff and students will require WHMIS training
- Occupancy signage will be required to achieve social distancing
- Additional hand washing signs will be required
- Additional wall mounted hand sanitizers will be required for installation
- Washroom barriers will be required while being cleaned
- All PPS staff must follow social distancing and/or other government protocols
- PPE must be worn at all times

Resources

- Additional staff will be required to sustain frequencies