

COVID-19 Protocols

# Campus Reopening Framework



June 23, 2020

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# Campus Reopening Framework

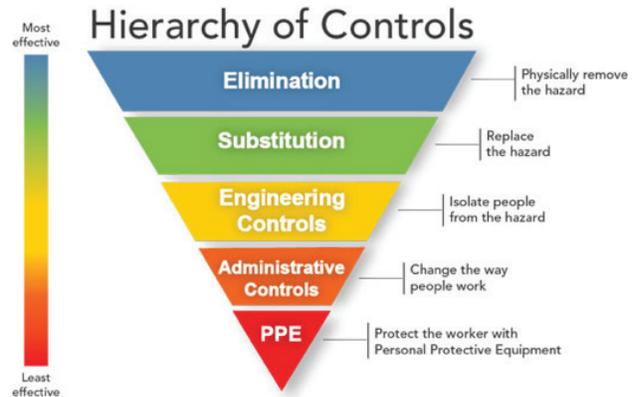
## Purpose

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

- Determine who should work on Campus: Employees not physically present; the risk of workplace exposure is eliminated.

### Substitution:

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

### Engineering Controls:

- Determine when employees are required on campus, physical distancing in conjunction with proper handwashing is critical to reducing exposure.
- Determine where employees are required to work on campus to give the greatest use of space to create physical distancing.
- Physical Barriers: Where physical distancing cannot be maintained, the engineering control of physical barriers provides staff with 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 dispensers at key high traffic locations.

### Administrative Controls:

- Additional Administrative Controls: Policies, procedures, signage, and training are required to ensure that 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; mealtimes 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.
- Infection Control and Monitoring: Monitoring for signs and symptoms of COVID-19 at home and 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.

### PPE – Personal Protective Equipment:

- Personal protective equipment may be required when physical distancing, existing 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.

## Elimination

**Work from Home:** As Acadia re-opens, working from home will continue to be used as it reduces the potential for infection at the worksite.

**“Whenever possible, hazards should be eliminated. This can be achieved by eliminating any activity that is not essential or can be delayed until the threat of viral exposure is reduced or resolved. This may be difficult, but campus leadership must do whatever is reasonably practical to reduce the risk to their employees.”**

Acadia will carefully assess the number of personnel that require a physical presence on campus to maintain the functionality of Acadia’s diverse units and facilities and the delivery of services. Working remotely from home will be continued where it is possible and practical.

When remote working is not practical, plans should be developed to ensure that when personnel are on campus,

they are operating in as safe an environment as possible. 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. The number of employees on campus at any time will be limited to reduce the risk of exposure to the virus as well as minimize the impact on those that provide support services to the university.

*Implementation guidance for working from home includes:*

- When practical, personnel should work remotely, either fully or partially.
- Evaluate the minimum number of on-campus personnel required to efficiently and effectively function.
- Consider modifications to work schedules, including limiting:
  - o Number of hours per day
  - o Number of days per week
  - o Rotation of hours 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/isolations within the household
- Other household members’ occupational situations (military deployment, health care, etc.)

## Engineering Controls

**Physical Distancing:** One of the best ways to protect yourself and others is to practice physical distancing, sometimes called social distancing, in combination with proper handwashing practices.

**“COVID-19 spreads mainly among people who are in close contact (within about 2 metres/6 feet) for a prolonged period. Spread happens when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose are launched into the air and land in the mouths or noses of people nearby. The droplets can also be inhaled into the lungs. Recent studies indicate that people who are infected but do not have symptoms likely also play a role in the spread of COVID-19”**

Acadia will develop processes and procedures that allow physical distancing to be successfully implemented as possible, where personnel require a physical presence on campus.

*Implementation guidance for physical distancing includes:*

- Strive to keep personnel a minimum of 2 m (6 ft.) away from others. Note that greater distances may be required during periods of strenuous physical activity.
- Avoid in-person group meetings when possible with a preference for virtual meetings.
- Develop physical distancing plans to address the unique needs and circumstances of each business unit or worksite.
- Evaluate areas with constricted access (doorways, hallways, elevators, stairwells, washrooms, etc.).
- Use of visual cues such as directional arrows to indicate one-way traffic, dividers, ropes, the closing of washroom stalls/sinks, lines on the floor, etc. to remind people of appropriate physical distancing in your areas.
- Do not restrict/impede emergency exits, or the flow of personnel.
- Consider common areas (lounges, lunchrooms, shared offices, etc.) to determine if they can still be used while maintaining physical distancing.
- Office layouts may need restructuring to increase the spacing between workstations.
- Consider the size of all elevators, as well as their layout. Elevators may have to be restricted to one or two people at any given time to accommodate physical distancing requirements.
- Areas where physical distancing cannot be achieved, and other appropriate controls cannot be established, should have access restricted.

**Physical Barrier:** When physical distancing cannot be maintained, a physical barrier offers additional protection by blocking the path of droplets that may contain the virus known to cause COVID-19.

**“COVID-19 spreads mainly among people who are in close contact (within about 2 metres/6 feet) for a prolonged period. Spread happens when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose are launched into the air and land in the mouths or noses of people nearby. The droplets**

**can also be inhaled into the lungs. Recent studies indicate that people who are infected but do not have symptoms likely also play a role in the spread of COVID-19”.**

When physical distancing is not practical, installing physical barriers will be undertaken. Physical barriers can be an effective form of protection for those in roles that require frequent interaction with others.

*Implementation guidance for physical barriers includes:*

- Physical barriers must be of adequate size and construction to provide an appropriate level of protection to the personnel on both sides of the barrier.
- 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.
- Whenever possible, desk-mounted barriers for employees who have frequent interaction with the public should be made of transparent materials to allow ease of viewing.
- In an office setting, larger (i.e., partition type) barriers may be required to offer protection for employees who sit closer than physical distancing guidelines would allow.
- Employees who are in proximity to a path of travel of other employees may require barriers if alternate walkways cannot be found and delineated as such.
- Plans will be developed to ensure the physical barriers are cleaned frequently.

## Administrative Controls

Additional Administrative Controls: Policies, shift rotations, 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:*

- Consider developing 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
- Reinforce frequent hand washing.
- Consider installing 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
  - o Directional travel arrows
  - o Room capacities
- Consider alternative work schedules, staggered breaks or other means to minimize the number of people sharing the same area.
- Inform and train personnel on any policies, guidance, and/or equipment that have been put in place.
- Ensure personnel are aware of the general risks associated with the virus that causes COVID-19

**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 enhanced 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 deep cleaning and disinfection to affected areas where a COVID-19 exposure has occurred.

Increased local level cleaning on 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 for the COVID-19 virus is the same as for other common viruses.
- 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 should 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, or disposable wipes, to regularly clean/disinfect commonly used surfaces.
- Remove all communal items that cannot be easily cleaned, such as newspapers and magazines.
- Additional cleaning/disinfection for shared areas, especially before and/or after a change in personnel.

**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 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.
- Employees 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 their investigation and/or contact tracing.
- Department of Safety and Security will notify Physical Plant Services to arrange thorough disinfection of the area.
- 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, gloves, and glasses, can be effective protection from infectious diseases, 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.

**“Risk of infection with the virus that causes COVID-19 can be mitigated using multiple strategies in combination. The first strategy is to avoid situations and people that pose a risk, by having people stay**

**home when ill and maintaining a 2-metre (6-foot) distance from others. When it’s not possible to avoid contact with others, hand hygiene and respiratory etiquette are very important to reduce spread. Personal protective equipment (PPE), such as face masks and gloves, can be used in certain situations to protect people from infectious diseases.”**

*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 Surgical style facemasks provide additional protection when an appropriate minimum distance of 2 metres (6 feet) cannot be observed. Personnel using these masks as PPE should ensure the mask’s quality is sufficient to ensure adequate protection.
  - o NMM coverings 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 non-medical facial coverings.
- 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
- Information Technology Services
- Human Resources
- Facilities Management
- Communications
- Research and Graduate Studies

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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

Effective May 22, 2020, Nova Scotia broadened the symptom criteria for when people should be tested for COVID-19. Information for the public has been posted online at <https://when-to-call-about-covid19.novascotia.ca/en> and will be updated on [novascotia.ca/coronavirus](https://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 campus community members are being asked to call 811 for assessment by a nurse if they have any of the following symptoms:

- Fever (i.e. chills, sweats)
- Cough or worsening of a previous cough
- Sore throat
- Headache
- Nasal congestion/runny nose
- Shortness of breath
- Muscle aches
- Sneezing
- Hoarse voice
- Diarrhea
- Unusual fatigue
- Loss of sense of smell or taste
- Red, purple or blueish lesions, on the feet, toes or fingers without a clear cause

## 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.
- Recommend to Facilities Management the location to install hand sanitizer dispensers and/or handwashing stations.
- Clearly mark per lab/classroom/common space per building, the maximum occupancy based on social distance requirements.
- Clearly mark traffic flow for stairs, directional arrows to

indicate one-way traffic, dividers, ropes, the closing of washroom stalls/sinks, lines on the floor, etc.

- Clearly mark occupancy of washrooms in academic and administrative 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 a minimum of 2 m (6 ft.) away from others. Note that greater distances may be required during periods of strenuous physical activity.
- Avoid in-person group meetings where possible with a preference for virtual meetings.
- 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.
- Consider common areas (lounges, lunchrooms, shared offices, etc.) to determine if physical distancing can be maintained.
- Office layouts may need restructuring 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 reusable “non-medical” masks to employees who wish to use them.
- Provide cleaning and sanitizing supplies.
- Provide training for the use of the supplied cleaning and sanitizing supplies.
- Post occupancy limits within elevators.
- Place markings on the ground to indicate where employees should wait while lining up to enter the elevator. Ensure adequate space is provided for those exiting the elevator.
- Ensure elevator panels are routinely disinfected.
- 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:*

- Determine the need for physical barriers:
  - o Portable desk-mounted barriers
  - o Fixed barriers
- Employees who are in proximity to a path of travel of other employees may require barriers if alternate walkways cannot be found and delineated as such.
- Consider creating cohorts of employees who work together and who do not interact with other cohorts. This will assist in reducing transmission throughout the campus space if an employee becomes ill.
- 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.
- Limit the number of employees allowed in common areas at any one time. Consider staggered break times to reduce large gatherings and encourage workers to take breaks at their own desk or outside. Limit or stagger employees entering change areas or rooms with assigned lockers.
- Encourage workers to eat outside or at their desk.
- Consider distancing the tables in the lunchrooms.
- 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 and appropriate PPE is used.
- Restrict eating to an identified and dedicated area with handwashing stations, cleaning and disinfectant supplies, and adequate space to maintain the physical distancing requirement.
- Require 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.
- Minimize the number of people using previously shared office equipment or other items (photocopiers, coffee machines, microwave ovens, etc.). 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 at least 2 meters apart and away from common pathways. Consider making common pathways one-directional, if possible, to reduce personal interactions.

#### **Classrooms, Labs and Research**

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

- Adaptations to educational programming and spaces to meet maximum attendance and physical distancing requirements.
- A schedule for enhanced cleaning and disinfection of high-traffic areas and high-touch surfaces.
- Through the Registrar's Office, scheduling that allows 40 minutes between class changes. (10-minute on load, 10-minute offload and 30 minutes for cleaning break).
- Social distance marks on floors.

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

- A physical distance of two metres is maintained at all times between all students.
- Instructors must adhere to the maximum number of people in a room as posted on the classroom or lab door.
- 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 self-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. Install barriers between receptionists and visitors (e.g., plexiglass). Place markings on the floor, directing visitors where to stand when approaching the front desk.
- Provide visitor-facing staff with hand sanitizer for their use only.
- Visitors should attend appointments alone and minimize time spent in the waiting area before their appointments (e.g., request visitors to wait in vehicles and text message or call when ready).
- 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

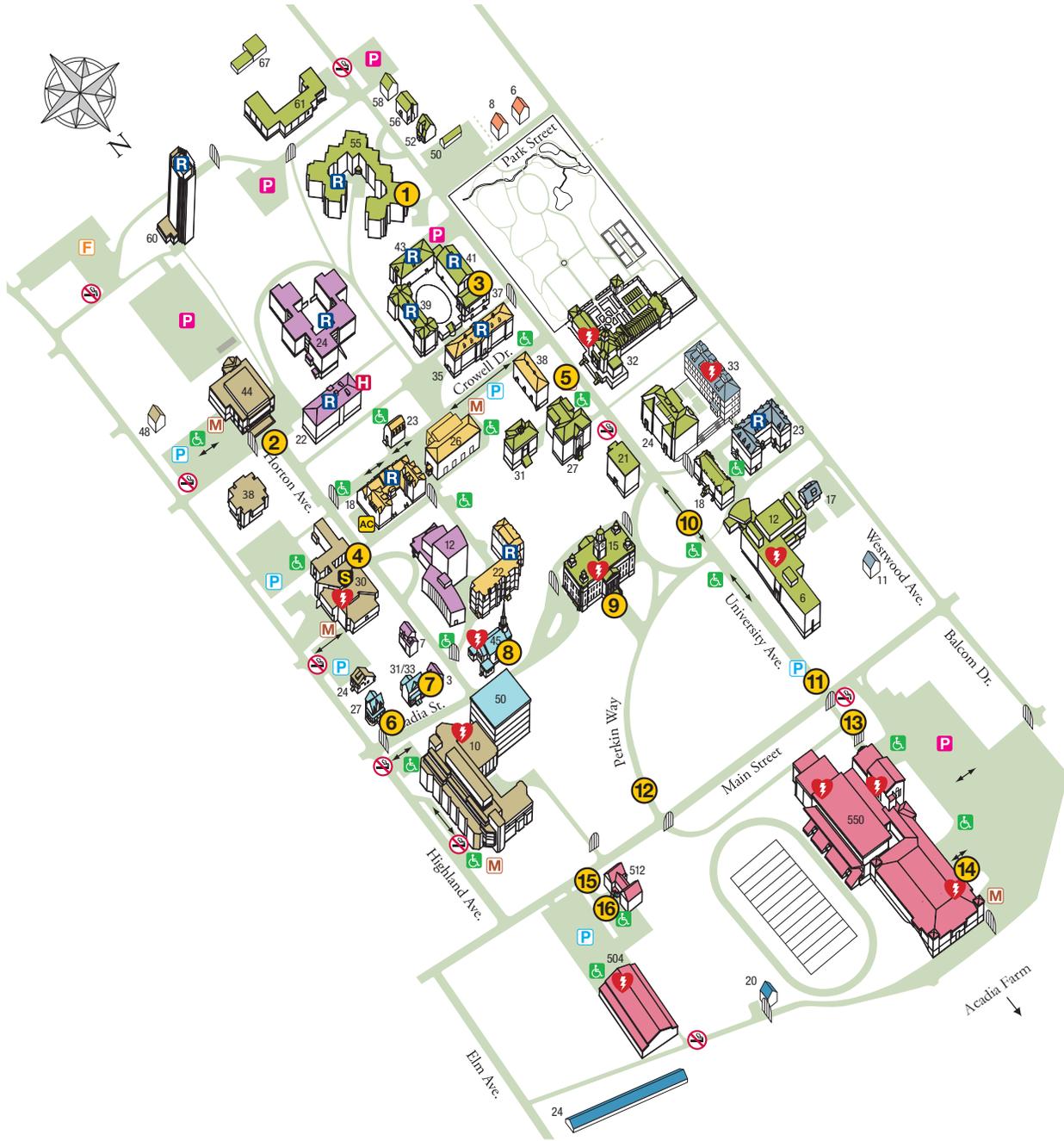
*Building Managers and Unit Leadership are to consider the points below for their plan:*

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

Department of Safety and Security –  
Occupational Health and Safety –  
Action Plan And List of Resources

DATE	ACTION ITEMS	RESPONSIBILITY	RESOURCES
2 JUL	<ul style="list-style-type: none"> <li>• Create all IN and OUT route signs for all buildings</li> <li>• Create a directional flow for stairs, walkways, and hallways within Academic, administration buildings</li> <li>• Create all COVID-19 infographics/social responsibility signs</li> <li>• Create all outside traffic flow signs and send to PPS for mounting on stakes</li> <li>• Create templates for all occupancy signs</li> <li>• Facilities report on classroom/lab/common space/elevators occupancy to OHS Coordinator</li> <li>• Report to Director of Facilities Management on hand sanitizer dispensers installs</li> </ul>	OHS Coord	<ul style="list-style-type: none"> <li>• Leadership</li> <li>• Facilities Manager</li> <li>• DSS members</li> <li>• Communications</li> </ul>
13 JUL	ACTION ITEMS	OHS Coord	<ul style="list-style-type: none"> <li>• Facilities Manager</li> <li>• Printshop</li> <li>• Physical Plant Services</li> <li>• Communications</li> </ul>
27-31 JUL	ACTION ITEMS	OHS Coord	Technology Services
27-31 JUL	ACTION ITEMS	OHS Coord	DSS – Access Control Technology Servers

# Example Outside Route Map



## Example Signage

### Adhesive Floor Signs



### Adhesive Wall Poster

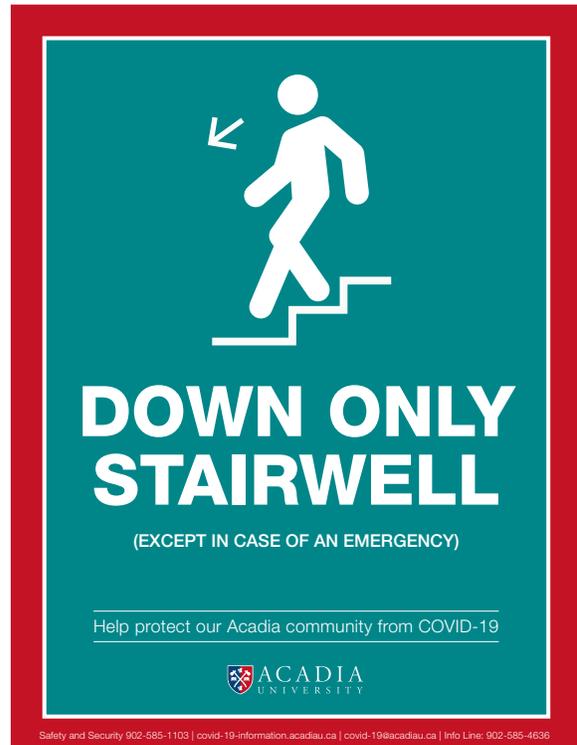


## Example Signage

### Adhesive Wall Signage



### Adhesive Wall Signs



## 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 (recommendation: limit use).
- o Removal of garbage and compost.
- o Sweep and wet mop floors, vacuum.
- o It is recommended that furniture be reduced in lounges.
- 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 in all lounges 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 entrances and exits doors.
- o Each classroom will be equipped with a disinfecting kit for use between classes by faculty and students.

#### • 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 (recommendation: limit use)
- 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 now recommended daily.
- o Shower curtains are changed bi-weekly.

## **SUPPLIES**

- Disinfecting kits include – disinfectant solution, SDS, cloths (possibly 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 handwashing 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.