

COVID-19 Protocols

Employee Return to Campus Safely Plan, Summer 2020



June 23, 2020

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As restrictions ease in most Canadian provinces, Acadia University and other Nova Scotia Universities and businesses are looking to transition back to normal or “new normal” operations. The Government of Nova Scotia launched a new website Preparing to Reopen Nova Scotia and is instructing employers to formulate plans to bring workers back safely. Employers and employees are required to ensure work is performed safely. With COVID-19, this means several changes to work practices. The plan below outlines the changes that Acadia University considers reasonable, practical, and achievable. These changes must be followed by all campus employees (and contractors) for their safety and the well-being of our community.

Acadia will be using a phased approach to returning employees to campus. The phases (described later) are triggered less by time than by the degree of success in implementing changes within a large, complex organization.

Before describing the phases, it is important to explain the changes to workplace practice necessary to work safely and in compliance with the provincial public health guidelines. Facilities management is conducting building audits for all campus facilities.

The COVID-19 pandemic is an unprecedented event in the modern history of Acadia University. The virus has and will continue to cause changes throughout the organization. **This plan is dynamic and will be reviewed as new information becomes available to ensure the safety and well-being of our employees and the Acadia community.**

The Directives

For employees to be on campus, they must follow these six directives, which will be expanded upon below.

- 1. Be Healthy**
- 2. Be Diligent with Hygiene Practices**
- 3. Maintain Physical Distance (MPD)**
- 4. When MPD is not possible to wear a non-medical mask (NMM)**
- 5. Limit interaction**
- 6. Practice respect for self and others**

1. Be Healthy: Anyone coming to campus should be healthy and asymptomatic, meaning that you show none of the symptoms associated with possible infection by COVID-19. Acadia has distributed a personal health check for all employees based on the assessment guidelines from the Nova Scotia Government (see Fall 2020 On-Campus Protocols document, list repeated here).

To prevent the spread of COVID-19 and reduce the potential risk of exposure to our workforce, please review the list below every day before you come to work. At the time of preparation of this plan, the recognized symptoms of COVID-19 are:

- fever (chills, sweats)
- cough or worsening of a previous cough
- sore throat
- headache
- shortness of breath
- muscle aches
- sneezing
- nasal congestion or runny nose
- 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

The severity of COVID-19 symptoms can range from mild to severe, and in some cases, can lead to death. Current information suggests most people don't experience severe illness or need to be hospitalized, but signs of any of the above symptoms are immediate cause for concern.

If you have any of the above symptoms, please notify your supervisor and stay home. Call 811 for further assessment and advice by a nurse. If you develop any of the symptoms while at work, immediately wear a mask and notify your supervisor.

Depending upon your symptoms and how you are feeling, you can initially work from home if you can do so, and this should be discussed with your supervisor.

If an employee is to be tested, they must contact their supervisor and inform them when the test will occur and stay home until the test results come back negative, and

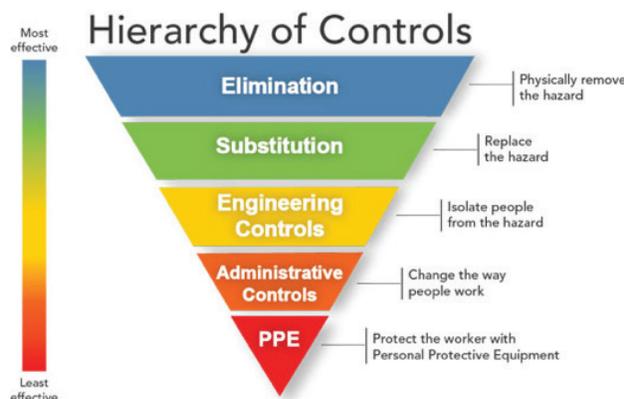
must communicate the test results to their supervisor. If the test results are positive, the employee will stay home until cleared by Public Health. Human Resources will work with the employee and the supervisor on the appropriate return to work plan. Nova Scotia Public Health will arrange contact tracing if required.

2. Be Diligent with Hygiene Practices: Employees must wash and/or sanitize their hands frequently. Hand sanitizer will be available in offices and common areas used for work, and employees using equipment (such as photocopiers, projectors or telephones) or touching surfaces such as door or window handles) will be required to sanitize their hands prior to use and after completing work in a common area. Employees are reminded not to touch their faces and must continue to exercise proper respiratory etiquette.

Physical Plant custodians will clean office space and common areas daily and will clean high contact areas (doors, washrooms) twice daily. Facilities Management will post a checklist displaying the date, time and employee who cleaned the facility.

3. Maintain Physical Distance (MPD) of 2 metres from others: The main way to prevent the spread of the virus is to limit close exposure to others. Employees with their own office space will be able to MPD in their office with the door closed.

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



By maintaining physical distance, we are following a form of Engineering Controls. This is also true where we erect barriers between workers. Office space is a pre-constructed physical protective barrier. Employees who share office space will have the space reviewed by their supervisor with the assistance of Facilities Management and/or Occupational Health and Safety to see if the physical distancing can be maintained or if another type of engineered control can be used. Depending on the outcome of the assessment, employees may be moved from one space to another or require another type of administrative control or possibly the use of Personal Protective Equipment (PPE).

4. When MPD is not possible, wear a non-medical mask (NMM): Proximity work is work where MPD cannot be maintained, and two or more workers may be required to be within 2 metres of each other to complete a task (moving equipment, etc.). Employees are required to get pre-approval for this work through their supervisor. The supervisor will assess whether or not the work is essential and will determine the safe work procedure. Acadia's Occupational Health and Safety Coordinator can assist with the creation of procedures to ensure safe work.

Where MPD is not possible or ensured only for short durations, Acadia requires the use of NMM. For employees and contractors, this is while you are on campus until you are in your workspace where a mask is not required. The University requires all visitors to the campus to wear non-medical masks while on the campus grounds. This form of administrative control is not considered PPE; it is a preventive tool to protect those around the wearer by helping to capture the wearer's droplets. Acadia will provide masks to employees for use at work. Employees who already have and use cloth masks when in public may continue to wear their own while at work. Appendix A, at the end of this procedure, outlines the process for receiving and care of the masks as well as some other information on mask use.

Non-medical masks (NMM) are to be worn when maintaining physical distancing (MPD) is not ensured.

5. Elimination of unnecessary movement: For the foreseeable future, Acadia will restrict access to facilities to employees directly working in a building. The lone exception to this will be supervisors who have direct reports in more than one building. Employees will continue to use electronic forms of communication (MS Teams, phones, etc.) as the primary method. Once allowed, planned meetings of colleagues where electronic communication is not possible will follow the public health limit on gatherings (currently ten and under). Participants will only meet in a room where physical distancing can be maintained and may require participants to wear masks.

6. Respect and care for yourself, your colleagues and, your community: We have all been impacted by COVID-19 and want University operations to return to productive norms. To get back to an energized, populated campus, we need to look out for each other and make the adjustments noted above. We all have personal accountability to follow these rules. Employees are encouraged to document any concerns they have about workplace safety by following the attached link. <https://survey-system.acadiau.ca/index.php/828966?lang=en>

Employees are to use this tool and not attempt to resolve issues related to non-compliance personally.

Application and Orientation

To ensure the safety of all employees, Acadia will assess which faculty and staff are to return to campus at each stage. For each person required to return, the supervisor will complete the application form in Appendix B. The Office of Safety and Security through the Occupational Health and Safety Coordinator can assist supervisors in assessing workspaces. **This requirement supersedes any previous approval.** The main purpose of the application is to ensure the proper safeguards are in place, and the employee is aware of the rules for working on campus during the COVID-19 pandemic.

Applications will be reviewed by the appropriate Vice-President.

Employees receiving approval to return to campus will be sent a link to the Campus Reopening Framework document. Employees will acknowledge understanding

and agreement to comply with all COVID-19 protocols and procedures, as referenced in the document. A WHMIS module will be added for employees who require this training.

Researchers who are seeking to resume activities in Acadia labs and research facilities or seeking to conduct fieldwork will apply using the *Protocol and Process Guide for Return to Research* and the accompanying *Return to Research* application form. Researchers and their teams will be required to follow all University COVID-19 rules and procedures, as referred to in this document.

In recognition that Custodians, Safety and Security Officers, tradespersons and contractors have been working throughout the pandemic and that numerous safety protocols have been implemented for them, they are exempt from the application requirement. They will be required to comply with other stated rules, and it will be up to the supervisors of those groups to ensure employees are aware of the new procedures.

Compliance with rules and procedures noted in these documents will be necessary to ensure the safety of all employees. Non-compliance may result in access to campus being denied and/or other disciplinary measures.

Phased Return

As stated earlier, the phases described below are less about specific timelines and more about success within the phase. Activities in each phase may change as new information becomes available, particularly if the Nova Scotia Government guidelines and regulations change.

Even as the Nova Scotia Government is starting the process of reopening, the reality is that some of the campus services have been ongoing. The print shop and the post office are operating with COVID-19 protections in place, the campus bookstore is doing online business, and we have been supporting students still living in residence.

This plan does not discuss the details of reopening plans nor the timelines for decisions regarding commercial operations. Individual operators will be responsible

for supplying a reopening plan to the Director, Safety and Security that is compliant with all provincial health guidelines. The plans will be reviewed by the Occupational Health and Safety Coordinator, and the Coordinator, Procurement and Risk Management. Any required adjustments will be communicated and incorporated into the plans before the operators being permitted to reopen. Other campus facilities and services will remain closed at this time until further guidance is given by the province. The reopening of other facilities will be decided upon by the President's Executive Council (PEC) while keeping the health and safety of employees at the forefront.

PHASE 1: Restricted Access for Essential Work

Phase 1 is planned to begin on July 2, 2020. A goal of this phase would be to return people to campus who need access for essential work but not to exceed 25-30% of employees. The application and orientation processes are set out in the Application and Orientation section at the end of this document.

Note: during this phase, to ensure building capacity is not exceeded, all employees must receive authorization to be on campus during normal hours of operations. Employees may continue to temporarily access building for short periods after hours to retrieve materials from their offices, but must not work from campus without authorization.

PHASE 2: Increased Access

Continues with rules of Phase 1 but increases the number of employees. The President's Executive Council (PEC) will decide when to move to Phase 2 based on the success in Phase 1 and will incorporate any changes to the Nova Scotia Public Health recommendations or rules (e.g., gathering sizes). This phase will allow for up to 50-60% of employees to return to campus. The application and orientation processes, as set out in the Application and Orientation above, apply.

PHASE 3: Ramp Up

Most staff returned, and the preparation for students and in-person programming. Employees will have training on new COVID-19 work procedures. Phases 2 and 3 can blend. This will include physical changes to service delivery locations as required to meet Public Health guidelines. All changes will be performed after a

workplace hazard assessment has been done. The Office of Safety and Security through the Occupational Health and Safety Coordinator can assist managers with these assessments. Staff traffic flow within respective buildings will be reviewed, and directional signage put in place as needed. Gradual reopening to the general public will be considered during this phase.

PHASE 4: Fall Term

Students return to campus. In-person class and select student programming. This Phase has numerous steps from strategic to tactical, and preparations are continuing through the Fall 2020 Planning Task Force. Refer to the Fall 2020 On-Campus Protocols document for further details on Phase 4

PHASE 5: Return to Normal Operations

A successful, safe vaccine is locally and readily available.

Testing and Tracing Protocols

Testing and tracing protocols will be developed with Nova Scotia Public Health.

Signage and Visual Indicators

While not specifically mentioned within each phase, a significant amount of signage will be displayed on campus. The health check notices will be posted at all entrances to all buildings and on entryway doors to all building levels. A listing of all the COVID-19 rules will be posted in numerous locations on campus.

Mental Health

We understand each person will have had a different experience and reaction to the pandemic and physical distancing and isolation measures. We are committed to a safe and healthy workplace for all employees, and we will do our utmost to provide resources to employees who are experiencing anxiety or fear. Further details are provided on the HR website.

Appendix A: Cloth Masks

Acadia University will supply each returning employee with two cloth masks.

Employees who have been approved to return to campus will obtain masks at a designated distribution location.

HOW TO WEAR A NON-MEDICAL FABRIC MASK SAFELY

who.int/epi-win

Do's →

-  Clean your hands before touching the mask
-  Inspect the mask for damage or if dirty
-  Adjust the mask to your face without leaving gaps on the sides
-  Cover your mouth, nose, and chin
-  Avoid touching the mask
-  Clean your hands before removing the mask
-  Remove the mask by the straps behind the ears or head
-  Pull the mask away from your face
-  Store the mask in a clean plastic, resealable bag if it is not dirty or wet and you plan to re-use it
-  Remove the mask by the straps when taking it out of the bag
-  Wash the mask in soap or detergent, preferably with hot water, at least once a day
-  Clean your hands after removing the mask

Don'ts →

-  Do not use a mask that looks damaged
-  Do not wear a loose mask
-  Do not wear the mask under the nose
-  Do not remove the mask where there are people within 1 metre
-  Do not use a mask that is difficult to breathe through
-  Do not wear a dirty or wet mask
-  Do not share your mask with others

A fabric mask can protect others around you. To protect yourself and prevent the spread of COVID-19, remember to keep at least 1 metre distance from others, clean your hands frequently and thoroughly, and avoid touching your face and mask.



World Health Organization

Appendix B: Access to Campus Application Form



Access to Campus Application

To ensure the safety of all employees, Acadia will determine which faculty and staff are to return to campus at each stage. For each person required to return, the supervisor will complete this application form.

Name of Employee: _____ (TYPE NAME) Date: _____

Department: _____ (TYPE NAME)

Building: _____ (TYPE NAME) Office / Room / Lab Number (etc.): _____

Does the current work location allow physical distancing to be maintained?.

Briefly describe the workstation as it relates to physical distancing (2-metre separation from others).

If the workspace does not currently enable 2-metre physical distancing, what would have to change?

What schedule will the employee follow when they will be in their office?

Please explain why the work can not be performed remotely.

Forward completed form to Occupational Health and Safety Coordinator, Greg Deveau

For Administration Only

Hazard assessment performed:

Approval Date: