

COVID-19 Protocols

# Campus Outbreak Operation Plan



November 25, 2020

# Campus Outbreak Operation Plan

## References

- A. <https://www2.acadiau.ca/covid-19.html>
- B. <https://novascotia.ca/coronavirus/>
- C. <https://novascotia.ca/coronavirus/symptoms-and-testing/>
- D. <https://novascotia.ca/coronavirus/alerts-notice/>

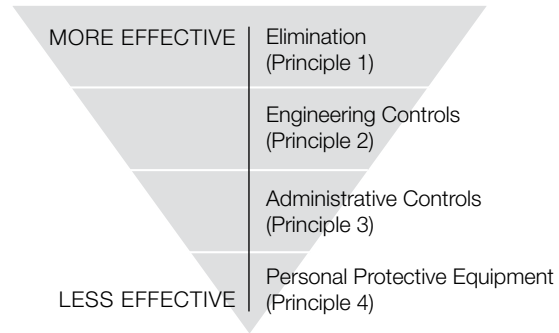
## Purpose

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

Acadia University has approximately 530 employees and up to 100 contract and casual staff that work on campus at various times throughout the day. 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:

- a) elimination controls such as stay at home if you feel unwell, physical and/ or social distancing,
- b) engineering controls such as physical barriers,
- c) administrative controls through policies, COVID-19 education and managing visitors on campus, and
- d) appropriate personal protective equipment when other controls can not be met.

Acadia University is implementing a hierarchy of controls principled approach (PRINCIPLES OF DEFENSE) to reduce the risks associated with the coronavirus. 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:

### Elimination

- Faculty and staff working off-campus.
- Virtual meetings for faculty and staff.
- Daily self-assessments-if you feel unwell, stay home or within your residence room.
- Offering various class formats for learning (online, hybrid options).
- Do you need to be on-campus to perform your duties or studies?

### Engineering Controls

- Physical distancing measures implemented.
- Minimized the use of common areas to follow the provincial directives related to COVID-19.
- Restructured office spaces and classrooms to allow for increased physical distancing and reduced maximum occupancy.
- Restricted numbers of occupants in elevators and small spaces.
- Physical barriers have been implemented where physical distancing is not possible.
- One-way traffic flow has been implemented in buildings and stairwells around campus.
- Increased the number of handwashing stations in high traffic areas, entrances, and exits.
- Re-routed ventilation (HVACs) to bring in more fresh air into the classrooms and buildings on campus.

### Administrative Controls

- Implemented policies, procedures, and protocols to maintain safety and compliance with provincial directives.
- Educated faculty, staff, and students on COVID-19 awareness, prevention, and importance of compliance.

- Increased number of cleanings in high touch areas and high traffic areas (above routine cleaning), such as doorknobs, light switches, faucets, and elevator buttons.
- Staggered class start times and class locations.
- Staggered mealtimes and break times.
- Advanced planning, clear communication, and appropriate training regarding addressing potential positive COVID-19 cases.

### Personal Protective Equipment

- PPE is used when other controls cannot be met.
- Wear a face mask- bring your own or use a supplied Acadia face mask while on campus (follow the <https://www2.acadiau.ca/files/files/COVID-19/InterimMaskPolicySept14.pdf> for more details).
- Face shields, gowns, gloves, and a 3-ply disposable face mask will be supplied to those individuals that may come in contact with someone with suspected COVID-19 (e.g. when someone is in quarantine or self-isolation) or confirmed COVID-19 symptoms, during the course of their duties.

## 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 can be posted as needed, at the main entrance of the occupied residence to monitor anyone entering or exiting through the doors. A list of authorized persons will be maintained and kept at this position for the duration of the operation.
- Patrol Staff will have regular presence in residence to patrol the interior and ensure quarantine (self-isolation) guidelines are being met. Patrol staff will assist with meal delivery when necessary.
- Access cards including a lanyard will be pre-printed and left at the room for use.
- Safety and Security will gather and provide public health with contact tracing information, including CCTV, RFID scanners at building entrances, class attendance

records, Acadia Wi-Fi, and Electronic Access Controls. Contact tracing will only be used at the request from Nova Scotia Public Health in the event of a positive diagnosis that results in a suspected exposure on campus.

- Student ID cards and mask exemption cards (if applicable) will be printed and left in their residence rooms prior to arrival, for those students who will be residing on-campus. Student ID's and mask exemption cards (if applicable) for off-campus student's will be printed and may be picked up at Safety and Security after their designated quarantine (self-isolation) of 14 days is complete.
- 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.

### Symptom Criteria for COVID-19

Public Health provides criteria for when people should be tested for COVID-19. All students, faculty, and staff are asked to perform a daily self-assessment based on the <https://novascotia.ca/coronavirus/symptoms-and-testing/> Follow <https://covid-self-assessment.novascotia.ca/en> online if you feel you have symptoms related to COVID-19, and follow the instructions you are given. If the internet is unavailable, you can still call 811 to be assessed by a nurse. Information for the public has been posted online at <https://novascotia.ca/coronavirus/>. 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 contractor, a list of local companies specializing in transporting quarantined (self-isolated) individuals can be provided at this time.

## Action

### Positive COVID-19 Diagnosis on Campus

Even with the added layers of health and safety measures in place there is the possibility and potential for a positive COVID-19 diagnosis or outbreak within the Acadia University campus. Overall guidance and direction with respect to a positive diagnosis will come from the Nova Scotia Department of Health and Wellness and the Chief

Medical Officer of Health. 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. 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://www2.acadiau.ca/OHS/reporting.html>) 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 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:

- Department of Safety and Security  
<https://www2.acadiau.ca/safety-security/welcome.html>
- Occupation Health and Safety  
<https://www2.acadiau.ca/OHS/home.html>
- Facilities Management  
<https://facilities.acadiau.ca/Home.html>
- Student Services  
<https://www2.acadiau.ca/student-life/academic-student-support.html>
- Technology Services  
<https://ts.acadiau.ca/home.html>

//signed//

VP

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 tabletops, chairs, counter tops, sinks, faucets
- Disinfect doors, doorknobs, push plates, buttons, light switches, handrails, 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.
- Water fill stations will be wiped down routinely.
- 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 tops, doorknobs, push plates, light switches.
- Sanitize sanitary dispenser (removal, 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 tabletops, chairs, doors, doorknobs, push plates, window openers and ledges, light switches, handrails.
- 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, doorknobs, 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 and 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 tabletops, chairs, counter tops, sinks, faucets
- Disinfect doors, doorknobs, push plates, buttons, light switches, handrails, 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.
- Disinfecting kits have been provided upon student arrival.

### **Washrooms, Tubs and Showers**

#### *Frequency – Regular cleaning shift, daily*

- Disinfect toilets, sinks, counter tops, doorknobs, 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, doorknobs, 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.
- In addition, removal of garbage, recycling and compost will be completed.

### **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 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 (gown, gloves, face shield, and 3-ply disposable mask) must be worn at all times.

### **Resources**

- Additional staff will be required to sustain frequencies.