

COVID-19 Protocols

Mixed On-Campus and Virtual Delivery



November 25, 2020

Mixed On-Campus and Virtual Delivery

Acadia University offers an undergraduate experience that is second-to-none and increasingly rare in the post-secondary sector. It is a model that works for our faculty and students, and it is a model that our region relies on as an economic driver.

Our close-knit community, personalized approach to learning and research, and the quintessential university town of Wolfville and surrounding Annapolis Valley are what draw students here. Despite COVID-19, students still want to be an integral part of a university community. So, our goal is to return to campus this semester in a safe and healthy way and get back to delivering exceptional experiences to our students. Our decisions and operations will always be in accordance with the latest public health advice and guidelines.

The health and safety of students and staff will take precedence in our planning and operations. Our students want to be part of a learning community that provides one-on-one attention and hands-on learning and research. The use of technology for some course delivery will assist in meeting that goal.

While the current situation poses many challenges, we have some advantages that our students continue to recognize – our small size, our larger than average physical footprint, and our ability to be nimble. Acadia's small class sizes allow us to adapt more easily to physical-distancing limitations required by health authorities. We already provide counselling and health services virtually and on campus, and there is no need for public transit for our students to get groceries or shop. Having a safe, relatively self-contained campus provides reassurances to our students and their families at a time when being safe is a priority.

Planning Task Force

The Planning Task Force was established by President Peter Ricketts in March 2020 to prepare for the 2020-21 academic year. The task force had broad representation spanning all academic functions of the University. The task force considered multiple operational scenarios

ranging from on-campus face-to-face delivery only, to 100% virtual, and combinations in between. The Planning Task Force considered many factors, including the daily trends of reported cases both in Nova Scotia and across Canada, the phased approach taken by other provinces, and the guidelines and restrictions from the Nova Scotia Office of the Medical Officer of Health. Based on the latest information and trends, the Planning Task Force recommends a Mixed On-Campus and Virtual Delivery for 2020–2021. It recognizes that it is vital to prepare for a completely virtual delivery, as the situation is fluid, and circumstances can change very quickly.

Membership

Dr. Dale Keefe, Provost & Vice-President Academic (Chair)
Chris Callbeck, Vice-President Finance & Administration and CFO

Scott Duguay, Vice-Provost Students, Recruitment & Enrolment Management

Dr. Suzie Currie, Dean of Science

Dr. Anna Redden, Dean of Research & Graduate Studies

Dr. Anna Robbins, President Acadia Divinity College & Dean of Theology

Dr. Laura Robinson, Dean of Arts

Dr. Ann Vibert, Dean of Professional Studies

Dr. Jeff Banks, Director of Open Acadia

Jennifer Richard, University Librarian (Interim)

Mark Bishop, Registrar

Zabrina Whitman, Coordinator, Indigenous Affairs

Dr. Richard Karsten, Professor (AUFA representative)

Ian Murray, Executive Director to the President

Brendan MacNeil, Acadia Students' Union (ASU)

President

Lydia Houck, Acadia Students' Union (ASU)

Vice-President Academic and External

Gary Doucette, Executive Director, Technology Services

Dr. Anna Kieffe, Chair Senate

Aynslee Kyte, Executive Assistant, Office of the Provost and Vice-President, Academic

Duane Currie, Coordinator of Academic Technologies

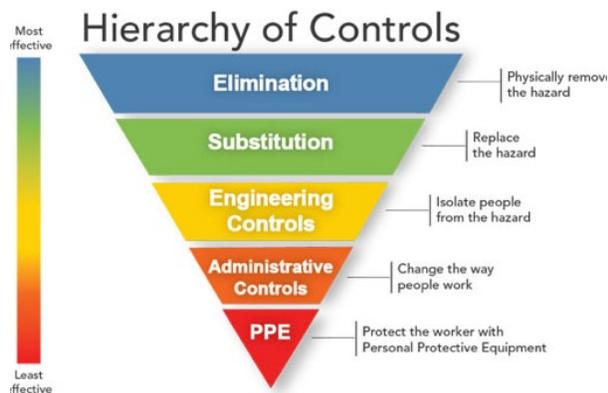
Priorities

This operations document was built with input from the 2020 Academic Planning Task Force as well as many others within the Acadia University community. The approach was to determine how best to deliver the

Acadia experience for which we are known, while doing everything possible to ensure the health and safety of faculty, staff, and students. The priorities of the planning task force have been and will remain to be:

- Prevent COVID-19 from getting to campus.
- Prevent spread if COVID-19 reaches campus.
- As little disruption to students and employees as possible.
- Deliver the best student experience while ensuring all health and safety measures possible are in place.
- Gain approval from the health authorities for the plans.

Acadia is implementing a hierarchy of controls principled approach (PRINCIPLES OF DEFENCE) 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 PRINCIPLES OF DEFENCE to ensure the best protections are in place for our campus community:



1. 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 and hybrid options).
- Do you need to be on-campus to perform your duties or studies?

2. Substitution

- Substitution is NOT APPLICABLE in this instance.

3. 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.

3. 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.

4. 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 <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 (e.g. isolation), during the course of their duties.

In addition to this document, there are companion documents regarding return to work protocols. The documents cover safe movement around campus, dining services, technology services, campus meetings, travel, cleaning, outbreak response plan, and at-risk employees.

Assumptions

Throughout the planning process, it was necessary to make certain critical assumptions. While it is not possible to predict what the fall, 2020 or Winter semester 2021 will look like with certainty, the committee adopted the following critical assumptions:

- Physical distancing of 2 metres will still be required.
- Classes can operate with less than 50 people, provided physical distancing can be maintained.
- “Gatherings” will follow Nova Scotia government guidelines. Updated guidelines are in the following link: <https://novascotia.ca/coronavirus/restrictions-and-guidance/#gatherings>
- The University will remain closed to the general public.
- There will be no third-party events held on campus.
- There will not be any supply chain issues for personal protective equipment (PPE), non-medical masks (NMM), facilities equipment (signs, plexiglass), cleaning supplies, and technology equipment.

Operational Parameters

Acadia University is expecting approximately 3,100 students to attend classes during the Fall 2020 academic term, with approximately 2,800 attending in person, of which it is expected that 1,100 will live on-campus in the residence system. The remaining 1,700 will live in Wolfville and the surrounding area. Classes will be offered in a combination of on-campus, in-person and virtual delivery. Below are areas of operations that will be considered to ensure that the delivery of classes is done in a manner meeting or exceeding the expectations of the Nova Scotia Public Health guidelines.

General (Leads: Dale Keefe/Chris Callbeck)

- “Stay away when you have a cold” – instruct this as a new culture for students and employees, increased signage.
- Increased signage on the campus of acceptable public health practices (handwashing, coughing, sneezing).
- Buildings:
 - o Have a sign-in/sign-out procedure to enable contact tracing

- o One-way traffic on stairwells
- o Elevators restricted to a maximum of two people
- Training for employees and staff on protocols.
- Develop a COVID-19 risk assessment tool for students to be used on arrival.
- Develop a COVID-19 tracking template for staff and students to be used daily.
- Increased education for staff and students – weekly emails, posters.
- Explore the availability of frequent testing.

COVID-19 Outbreak Plan (Leads: Chris Callbeck/Dale Keefe)

- See the *Pandemic Response Plan* document.
- Immediately suspend classes for a period of 2-5 days, as appropriate.
- Go to virtual.
- Students stay in their room as we assess spread; faculty and staff work remotely.
- Health authority guidance and intervention.
- Contact tracing with public health guidance, in collaboration with Safety and Security and our Occupational Health Nurse (COVID-19).
- Remove restrictions in phases when safe to do so.

At-risk employees (Lead: Chris Callbeck/Dale Keefe)

- Explore work from home scenarios and potentially modify job descriptions if possible.
- Communicate that we will always meet or exceed health authority guidelines.
- Daily COVID-19 self-assessment required for all employees and students, prior to coming to campus or leaving their residence..
- Provide a 3-ply disposable face mask, upon request, to at-risk employees as identified through the following link: <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/vulnerable-populations-covid-19.html>.

Academic (Leads: Anna Kieffe/Mark Bishop)

- Start of classes delayed until September 21.
- Academic dates for Fall 2020 modified:
 - o Wednesday-Friday, September 2-4 Out-of-province students move in.
 - o Friday-Friday, September 4-18 Quarantine period, University 101 programming and general orientation.
 - o Thursday-Saturday, September 17-19 Nova Scotia (or Atlantic) students move in.

- o Saturday-Sunday, September 19-20, COVID-19 student education and training, hybrid and online tools training, alcohol harms education.
 - o Monday, September 21, Classes begin for Fall and Fall/Winter (full-year) courses. Fee payment deadline.
 - o Wednesday, September 30, Last day to add/change any Fall or Fall/Winter course sections. Last day to withdraw from a Fall or Fall/Winter course without a “W” appearing on the transcript.
 - o Thursday, October 15, Exam schedule posted for December examinations. Last day to decrease meal plan for Fall term. Last day to opt-out of ASU Health Plan or add dependents.
 - o Thursday, November 12 and Friday, November 13 – Reading Break – no classes.
 - o Friday, November 13 Last day to withdraw from a Fall term course and receive a “W.” Any Fall course withdrawals after today will receive an “F” grade.
 - o Friday, December 11, Last day of classes.
 - o Saturday, December 12, Examination study day.
 - o Sunday, December 13, Fall term examinations begin.
 - o Sunday, December 20, Fall term examinations end.
 - o Monday, December 21, Residences close (noon).
- Start of classes delayed until January 18th, 2021.
 - o Friday-Sunday, January 1-3 Move-in for students required to quarantine (self-isolate)
 - o Sunday-Sunday, January 3-17 Quarantine (self-isolation) period
 - o Sunday, January 17 Move-in for students not required to quarantine
 - o Monday, January 18th, Classes begin for Fall and Fall/Winter (full-year) courses. Fee payment deadline.
 - o Wednesday, January 27th, Last day to add/change any Winter course sections. Last day to withdraw from a Winter course without a “W” appearing on the transcript.
 - o Friday, January 29th, Last day to decrease meal plan for Winter term.
 - o Sunday, January 31st, Last day to opt-out of ASU Health Plan or add dependents.
 - o Friday, February 12th, Exam schedule posted for April examinations.
 - o Monday, February 15th and Tuesday, February 16th – Reading Break – no classes.
 - o Friday, March 12, Last day to withdraw from a Fall term course and receive a “W.” Any course withdrawals after today will receive an “F” grade.
 - o Friday, April 2, Good Friday – no classes.
 - o Tuesday, April 13th - Last day of classes.
 - o Wednesday, April 14 and Thursday, April 15th, Examination study days.
 - o Friday, April 16th, Winter term examinations begin.
 - o Saturday, April 24th, Winter term examinations end.
 - o Sunday, April 25th Residences close (noon).
- Alter the academic timeslots to accommodate lectures with time to transition students and faculty out of the class space, time for cleaning, and time to transition the next class into the space.
 - Expand the teaching schedule to include more classes during evenings and weekends.

Safe Movement About Campus (Lead: Chris Callbeck)

- See the *Return to Campus* (<https://www2.acadiau.ca/files/files/COVID-19/EmployeeReturnToCampusSafelyPlanSept16.pdf>) and *Campus Operations* (<https://www2.acadiau.ca/files/files/COVID-19/CampusReopeningFrameworkSept16.pdf>) plans
- Non-medical masks (NMM) required by all students, staff, and faculty when moving about the campus. Physical distancing still required whenever possible.
- Designate flow within buildings (designated entrance and exits from buildings, one-way direction within buildings).
- Utilize the sprawl of the campus to create a one-way movement around campus.

Student Onboarding (Lead: Scott Duguay)

- See the *Student Services Plan* (<https://www2.acadiau.ca/files/files/COVID-19/StudentServicesPlanningModel.pdf>).
- Quarantine (self-isolation) plan for all students arriving from outside Atlantic Canada.
- Requires masks to be worn in all common areas and classrooms and when 2 metre (6 feet) distancing is not possible.
- Work with the Town of Wolfville to coordinate efforts.
- Strict social distancing guidelines in local businesses with clear markings.
- Provide all students with Acadia-style masks and 3-ply disposable masks during the quarantine (self-isolation) of 14 days.

Expectations of Students (Lead: Brendan MacNeil)

- Require a “Student COVID-19 Safety Pledge” to be acknowledged by all on-campus and off-campus students:
 - o Include a commitment to physical distancing at all times.
 - o Include a commitment to reducing travel to only essential travel with self-isolation upon return.
 - o Include a commitment to respect social distancing off-campus in the community.
 - o Agree to be subject to regular monitoring (temperature, other symptoms), travel restrictions, monitoring of movement, and being suddenly isolated.

Classes (Lead: Mark Bishop)

- Outside of large theatres, the typical square footage per person is around 25 square feet. Physical distancing will require roughly 30 square feet per person. Therefore, smaller classes should be manageable. It is the larger classes that need more thinking where we lose 20% to 40% capacity. An assessment of the capacity of all classes under physical-distancing protocols is underway.
- Offer sufficient classes in a hybrid or online manner to allow students to attend virtually during the fall term.
- Better utilize the current teaching schedule stipulated in the Calendar (8:30 am to 10 pm).
- Utilize larger spaces by converting them to teaching spaces for the year (no large gatherings allowed on campus) (e.g. Fountain Commons, Festival Theatre, Convocation Hall).
- Utilize athletic facilities as teaching space if athletic events are cancelled or severely reduced.
- Consider converting spaces into teaching spaces as a priority.
- Install hand sanitization stations outside classrooms for use on the way in and out and entrances and exits to buildings.
- Regular cleaning of classrooms with added cleaning between classes.
- Give professors, departments, and programs flexibility within guidelines to do what is best for their programs.
- Classes larger than 75 will need to be conducted in a virtual delivery with in-person tutorials or broadcast to multiple rooms.
- Designated student seating in classes.
- Clearly post signage of maximum capacity within rooms.

- Extended timetable (evening/weekend).
- Attendance sheets to help with contact tracing.

Laboratories (Lead: Suzie Currie)

Engineering Controls: physical modifications of lab spaces to minimize the spread.

- Handwashing stations with alcohol-based sanitizers.
- Ensure appropriate physical distancing by zoning lab spaces.
- Disinfectants available in each laboratory and equipment and surfaces regularly cleaned.
- Reorganization of lab spaces to minimize the circulation of researchers throughout the lab.

Administrative Controls: changes to student, faculty, staff work patterns.

- Physical distancing by space at all times (min. 2 metres).
- Physical distancing by time.
- Fewer students/lab (guided by campus op plan).
- Fewer laboratory exercises (on rotation); possible alternation with virtual laboratories.
- Enhanced hand hygiene.
- Ensure that all students complete online safety tutorials on physical distancing, handwashing, and PPE.
- Workflow optimization for students, faculty and staff.
- Suspension of high-risk laboratory exercises that may require more than one person working in close proximity.

PPE: personal protective equipment.

- Non-medical masks (NMM): available in each laboratory and used when physical distancing is not possible.
- Gloves where appropriate, for experiments only; cannot be taken off and worn later.
- Lab goggles, lab coats: discipline-specific; not to be shared and goggles disinfected daily (require students to have personal goggles).

Responsibilities:

Faculty/Instructor:

- Prepare each space and ensure an adequate supply of hand sanitizers and PPE.
- Ensure safety protocols are followed.
- Ensure safety training by all students.

Unit Head/Director:

- Determine specific protocols for unit lab spaces based on campus framework.
- Communicate of work protocols, and changes to protocols.
- Address questions and concerns.

University:

- Supply hand sanitizers, disinfectants, and PPE.
- Provide Daily Self-Assessment Tool.
- Provide Campus Operational Plan with space audit for each building.

Pedagogical Ideas for Blended Lab Delivery:

- Engage with virtual lab exercises when appropriate/necessary (e.g. Labster, Beyond Labz, Gorilla).
- Technicians/Instructors to have synchronous (scheduled) and asynchronous (unscheduled) demonstrations available for students.
- Shared online lab resources (OER) from Maple League TLC, professional societies and Canadian Science Chair groups.
- Postpone lab exercises/competencies to later in program; add to upper-level courses.
- Consider virtual lab partners paired with on-campus students.
- Consider 'lab buddies' so students are working with the same lab partner throughout the term.
- Each unit/course instructor to ultimately decide on in-person or virtual or some combination based on what is physically possible and pedagogical considerations.

Studio/Performance Classes

(Leads: Ann Vibert / Laura Robinson)

Specifics for Music, Theatre, and Visual Art classes are listed below, and these suggestions come directly from the different programs. For an on-site term with physical distancing, each of these programs will require PPE (masks), particularly Theatre. Extra space or different classrooms will be required to allow for physical distancing, or the classes will have to be divided into smaller units (i.e. reduce student numbers or have students in the studio, for example, for half the time). Notably, some courses should be delivered virtually because of safety issues (applied music) and some courses because faculty members are at risk. Protocols should be developed about what might replace live performances with audiences (i.e. live

streaming, socially-distanced performance) since those will be unlikely to be reinstated soon.

- Extra distancing required.
- Reduced number.
- No live performance events with in-person audiences.
- Audiences or social gatherings will be subject to provincial guidelines.

Music:

- All applied music courses delivered virtually.
- Theory and history classes can be delivered in-person, assuming (as in all cases) viable class sizes and safety protocols. Front-load these courses.
- Any end of term concerts (assessment) should be delivered virtually.
- Safe building access and use protocols need to be in place, clear and enacted for students to practice after hours (all practice sites are individual).
- Cleaning protocols between practices need to be detailed and extensive – re droplet concentration, hand-to-mouth nature of music practice.
- Instrument cleaning needs to be extensive, regular: music faculty know the specific protocols. They should/will be responsible for this, but require new/extra resources.
- Recital, concert dates (i.e. grad assessments) need to be pushed out to winter/spring – an extended term may be required to accommodate prep.
- Alternative approaches to music therapy placements are required (Canadian Association of Music Therapists – accrediting body – is currently devising options).

Theatre:

- Classes would need to be put in a larger space than BAC229 to have proper social distancing. The Festival Theatre is recommended.
- Masks will be necessary for on-site classes, such as Production, Performed Violence, and Movement.
- Hand sanitizer needs to be available for entering and exiting class, as well as building entrances and exits.
- Surfaces and materials will need to be wiped down after use.
- Access to Denton Theatre is necessary for Production.
- Audiences or social gatherings will be subject to provincial guidelines.
- The faculty are planning a socially-distanced performance.

Visual Arts:

- For in-studio learning during the COVID-19 pandemic, it's possible to accommodate the current enrolment, which can go to 14/15 students per class, based upon the setting /desks available.
- There are two possible scenarios. In each, students and the instructor would be required to socially distance, wear masks entering and exiting the studio, and use hand sanitizer.
- Frequent handwashing will be encouraged using soap, water, and paper towels, which will be kept in plentiful supply.
- 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, stay in your room and call Safety and Security to activate your resources and meal delivery. If transportation is required to the test site, a list of local companies specializing in transporting quarantined (self-isolated) individuals can be provided at this time.
- Instructors will be available remotely to assist with students catching up, etc.
- There will be clear markings regarding physical distancing plus classroom flow to allow for this.
- Tabletops before and after class will be disinfected using the requisite disinfecting products. There will be designated times after class times to allow students to work on their projects. Instructors will be there during those times to monitor the situation. Students will be required to sign up for specific times to maintain physical distancing.
- All general questions are to be asked during this period. Anything that comes up later will be dealt with via email set up in Teams as a backup plan (or another appropriate platform) if there are many questions. This will be available for students to sign into as needed and/or a specific and designated time per week or every two weeks.

- Increased augmentation for the Studio Art courses with appropriate YouTube videos will be helpful here.
- Student collaborations, including after-class work time, can no longer be spontaneous. This will only be conducted if physical distancing measures can be maintained, which means implementing a sign-up sheet and procedures: no more than six students in the (or each) space at a time. Space (s) will have to be locked during off-hours.

Examinations & Assessment (Lead: Jeff Banks)

- Set up large space as a semi-permanent examination space.
- Reduce/restrict the number of in-person exams.
- Virtual assessments.

Residence (Lead: Scott Duguay)

- See the accompanying *Student Services Plan*. (<https://www2.acadiau.ca/files/files/COVID-19/StudentServicesPlanningModel.pdf>)
- Scheduled move in over a multiple-day period.
- All persons (students and parents) must wear a mask and go through an assessment before entering residence (see appendix 1).
- Consider enforcing alcohol ban in residence for the Fall Term to reduce the possibility of large groups forming (at least at first as we get a sense of COVID-19 movement around the globe in the fall).
- Assign no more than one student per bedroom.
- Assign particular stalls or bathroom to individual students (look to have no more than 2–5 students per assigned bathroom (TBC)).
- Consider the installation of portable handwashing sink units to increase capacity and an increased number of hand sanitizer dispensers.
- Enhanced cleaning and disinfecting plans for public areas and washrooms.
- Common areas rearranged to respect social distancing.
- Consider speaking to local hotels for overflow if we run out of rooms in a one-student per room model.
- Regular monitoring.

Dining Hall (Lead: Scott Duguay)

- Seating reduced by 50% to a maximum of 220 guests.
- Buffet service not allowed.
- Social distancing rules apply – physical distancing

signage and editable templates to redirect our guests.

- Increased cleaning protocols.
- Reduced hours of operation to 8:00 pm, no late-night service.
- Take-out options to combat reduced seating capacity.
- Hand sanitizer stations.
- New service hours for Wheelock Hall. See the following link for updated hours: <http://www.dineoncampus.ca/acadiau/menus/locations>.
- Closure of the following stations and consolidating:
 - My Pantry closed and reutilized as a served soup and Flexitarian station.
 - A new menu will be launched for the fall.
 - No self-serve stations.
 - Cutlery prewrapped.
 - Ice cream freezer placed in storage.
 - All desserts and hand fruit to be pre-packaged and wrapped except oranges and bananas or serve from a staffed station on china.
- All stations will feature plexiglass to protect students and staff.
- Reviewing non-medical mask procedures and implementations.
- Staff training on PPE use and dealing with COVID-19 in the workplace.
- Installation of plexiglass at all operating stations.
- Self-check-in for students at checker station.
- Dish room protocols to enable continued use of cutlery and dishware.
- Cleaning and disinfecting procedures.
- Perform daily self-assessment prior to students or employees coming on campus or leaving their residence room.
- Temperature check procedure.
- Training for proper PPE usage.
- Receiving procedures during the pandemic.

Campus Offices (leads: Dale Keefe/Chris Callbeck)

- Physical distancing required.
- See *Return to Work Protocols* document. (<https://www2.acadiau.ca/files/files/COVID-19/EmployeeReturnToCampusSafelyPlanSept16.pdf>)
- Reduce max. # of occupants.
- Work from home when possible.
- Rotations of staff.
- Special considerations for units that deal with staff/ students extensively: HR, Finance, Tech Services.

Faculty Offices (Lead: Richard Karsten)

- No in-person office hours, virtual-only.
- Staff/faculty not allowed to visit other faculty offices (occupants only).
- Any essential in-person meetings must be outside the office in a space that allows physical distancing.

Department meetings

(Leads: Dale Keefe/Chris Callbeck)

- Virtually for at least the fall.

Student Supports and Service Offices

(Leads: Dale Keefe/Chris Callbeck)

- Registrar's Office and Student Accounts
 - Physical distancing
 - Barriers
 - Online services
- Library
 - Max. # of occupants.
 - Rotations of staff.
 - Physical distancing.
 - Barriers/closed stacks.
 - Online services.
 - Curbside pickup of materials ordered online.
 - Quarantine or sanitize materials.
- Counselling Services
 - Online services.
- SUB Building
 - Physical distancing.
 - Barriers.
 - Online services.

Cleaning (Lead: Chris Callbeck)

- See *Return to Work Protocols* document. (<https://www2.acadiau.ca/files/files/COVID-19/EmployeeReturnToCampusSafelyPlanSept16.pdf>)
- Classes.
- Buildings.
- Replacing air dryers with paper towels.

Travel (Leads: Chris Callbeck/Dale Keefe)

- Faculty/Staff
 - Out of Atlantic restrictions on travel.
 - Only essential travel (e.g. Recruitment).
 - Requires approval of VP or President.
 - Must quarantine (self-isolate) upon return for 14 days.

- Students
 - o No travel outside designated travel zone (see above), including weekends, Thanksgiving, and study breaks.

Non-Atlantic Canada students (Lead: Scott Duguay)

- Two-week quarantine (self-isolation).

Research & Scholarly Activities (Lead: Anna Redden)

- See *Return to Research Guide*.
(<https://www2.acadiau.ca/files/files/COVID-19/ReturnToResearch.pdf>)
- Physical distancing required PPE when physical distancing cannot be maintained.
- Researchers to complete a *Research Activity Plan* (<https://www2.acadiau.ca/files/files/COVID-19/ApplicationToResumeResearchJuly23.docx>) form describing activities and steps taken to ensure meeting public health guidelines; for review and approval.
- Need building safety plans (involve OHS Committee/Coordinator)

- o Sign in/out roster as an aid for S&S and contact tracing.
- o Limit the number of people in individual labs, buildings.
- o Ensure buildings have one-way traffic on stairwells, if possible.
- o Protocol for elevator use: essential use only, maximum of 2 people.
- o Working alone safety protocols for labs and facilities.
 - o Mandatory online training for COVID-19 (COVID-19 Preparedness & Education)
 - o Masks, gloves (for lab use only), sanitizer, and disinfectant use.
- o Cleaning protocols for shared offices, labs, equipment, and vehicles.
- Travel and fieldwork safety protocols.

COVID-19 Risk Assessment Form

For incoming students taking occupancy in residence:

Student Name: _____

Student ID Number: _____

Date (YYYY/MON/DD): _____

The following risk assessment must be completed for every student when they take occupancy in the Acadia Residence System.

STUDENT RISK COVID-19 IDENTIFICATION: (To be completed by Residence Assistant)

If the student meets any of the the following criteria below have the student use hand sanitizer and put on a 3-ply disposable mask.

Does the student have in the past 48 hours had, or are currently experiencing:
 One of the following: Fever (i.e. chills/sweats) **OR** Cough (new or worsening)
 OR Two or more of the following symptoms (new or worsening):
 Sore throat Runny nose/nasal congestion Headache Shortness of breath

Has the student travelled outside of Atlantic Canada in the last 14 days :
 Yes No

Has the student had close contact with COVID-19:
 Known case Suspected case Unknown

Has the student been tested for COVID-19:
 No Yes: Date of swab (YYYY/MON/DD): _____ POS NEG pending

IDENTIFIED COVID-19 RISK

See page 2 for actions

Confirmed case **OR** symptomatic (meeting above criteria) **OR** travel outside of Atlantic Canada **OR** contact with known or suspected COVID-19 case

NO IDENTIFIED COVID-19 RISK

Asymptomatic and no known contact with confirmed or suspected case or residence in a facility or community cluster with COVID-19 cases

The COVID-19 Risk Assessment will be stored at Student Health Centre when completed.

The Risk Assessment is used to facilitate student, staff and faculty safety.



COVID-19 Active Monitoring Tool

Employees and students should ensure they are practicing active monitoring for symptoms of COVID-19 daily. The following chart will help you identify and track symptoms. Some symptoms of COVID-19 are subtle, and as such, it is important to identify them as quickly as possible.

If you are experiencing symptoms DO NOT REPORT TO WORK OR COME TO CLASS! Stay home or in your residence room if you live on campus.

Notify Safety and Security follow <https://covid-self-assessment.novascotia.ca/en> online if you feel you have symptoms related to COVID-19.

If Internet is not available, call 811 for an assessment and follow their direction at that time.

Symptom:	DATE														
Fever chills/sweats AM PM Follow website above if your temp is >38 degrees C.															
OR Cough (new or worsening)															

OR 2 of the following symptoms:

Shortness of breath															
Runny nose/ nasal congestion															
Sore throat															
Headache															
Have you, or anyone in your household, been asked to self-isolate by a healthcare professional or tested positive for COVID-19?															

Additional resources can be found: <https://novascotia.ca/coronavirus/>

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