

COVID-19 Protocols

Residence Outbreak Operation Plan



November 25, 2020

Residence 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/>

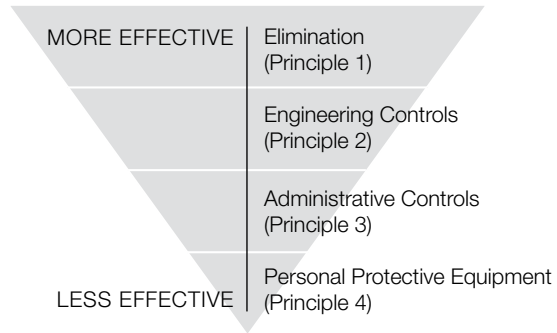
Purpose

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 is a residential campus with the capacity to house close to 1500 students within 11 residence buildings. During the pandemic and until further notice, the residence capacity will be limited to one occupant per room (no double room occupancy) to aid in reducing the potential spread of coronavirus by allowing prescribed methods to be most effective. Those methods include:

- a) elimination controls such as stay at home if you are feeling unwell, physical and/ or social distancing,
- b) engineering controls such as physical barriers,
- c) administrative controls through policies, COVID-19 education and managing non-resident guests and alcohol consumption
- d) appropriate personal protective equipment when other controls can not be met.

Acadia 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 residential 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)

- 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 COVID-19 Interim Mask Policy <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 (isolation), during the course of their duties.

Responsibilities and Mitigation

Dining Services

Academic Semester

Meals will be prepared in the Wheelock Dining Hall kitchen and served in the Dining Hall by Chartwells (Acadia Food Service provider). Physical distancing plans have been created for sit down meal service in coordination with classroom schedules and maximum occupancy of the dining area. Following the government of Nova Scotia directives, the ideal scenario within physical distancing requirements would be 50% capacity. Individually wrapped and plated meals, wrapped utensils, labelled routes, and frequent cleaning will be active components of the strategies.

Custodial Services

Acadia Physical Plant Services will be responsible for the following:

- Room preparation including supplying bedding (sheets, blankets, pillowcases), towels and washcloths (for International Students and Canadian students requiring quarantine and self-isolation).

- Daily preparation and cleaning of garbage stations and pick up outside rooms, routine compost pick up, bathrooms foamed down and disinfected, kitchenette cleaning, corridor floors auto scrubbed, stairs and stairwells cleaned and disinfected, and common areas cleaned.
- Daily trucking pick-ups and disposal of garbage and compost
- Laundry change provided on day 7 of quarantine (self-isolation) for bedding (sheets, blankets, pillowcases), and towels and washcloths.

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.

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. Upon arriving on campus, all residential students will receive mandatory training on preventing, recognizing, and monitoring for symptoms of COVID-19. Having the ability to recognize symptoms at an early stage can lead to faster access to being tested.

Symptom Criteria for COVID-19

Nova Scotia Department of 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 Nova Scotia COVID-19 Symptom List <https://novascotia.ca/coronavirus/symptoms-and-testing/>. Follow COVID-19 Self-Assessment online at <https://covid-self-assessment.novascotia.ca/en> 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 COVID-19 Updates and Information for Nova Scotia <https://novascotia.ca/coronavirus/alerts-notices/>. 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.

Isolating on Campus

While awaiting the test results, typically available within 48 hours, students will be required to isolate within their assigned residence room. While in isolation, the student

will only be permitted to leave their room to attend the designated washroom on that floor. All other residents will be assigned an alternate washroom, depending on availability and location. Custodial staff will ensure that the washroom is well stocked and sanitized at all times. Custodial staff will also provide janitorial services during the period of isolation. All appropriate PPE, including gown, gloves, face shield, and 3-ply disposable face mask will be used by custodial staff while conducting their duties with respect to the isolation area. Any contact tracing required will be initiated and coordinated by public health.

Meals will be arranged through Chartwells and delivered to the student by a designated individual, wearing all appropriate PPE, including 3-ply disposable mask, gown, face shield, and gloves. Timings for meals will be pre-arranged and left outside the occupied room(s) so that there is no possibility of encountering a student in isolation. The meal tray and utensils will be disposable, and each delivered meal will include a bag for all items to be placed into by the resident for disposal once the meal is consumed. The bag will be placed outside the room for pick-up and disposal by custodial staff.

A phone will be provided within the room with all appropriate contacts including Safety and Security, Residence Life, Counseling Services, Physical Plant, etc. A 3-ply disposable face mask will be provided to the student(s) in isolation, to be used whenever they leave their room to attend the washroom. Masks will be disposed of after the need to isolate has finished. An appropriate receptacle will be available outside the room and collected regularly. Upon receiving negative test results the isolation will end and all measures around the isolation will end.

Isolation on Campus

In the event of a positive COVID-19 diagnosis the student will be notified by Public Health and instructions on how to proceed will be provided at that time. Public Health will initiate a program for contact tracing and Acadia University will assist in this regard in whatever way possible. This contact tracing process will be led by Public Health and may identify additional students, staff and faculty who may need to isolate and attend a COVID-19 test centre. Should

the symptoms of the diagnosed student be mild, and not requiring hospitalization, the student may be asked to isolate on campus if returning home is not possible or practical. The student will isolate in their assigned room and will only be permitted to leave to attend the designated washroom on that floor. All other residents will be assigned an alternate washroom, depending on availability and location. Circumstances will be assessed at that time for possible relocation to another residence room during the isolation period. Custodial staff will ensure that the washroom is well stocked and sanitized at all times. Custodial staff will also provide janitorial services during the period of the active isolation. All appropriate PPE, including gown, gloves, face shield, and 3-ply disposable face mask will be used by custodial staff while conducting their duties with respect to the isolation.

While in isolation the student will not be permitted to leave the residence until such a time as a negative diagnosis is received. Meals will be arranged through Chartwells and delivered to the student by a designated individual, wearing all appropriate PPE, including 3-ply disposable mask, gown, face shield, and gloves. Timings for meals will be pre-arranged and left outside the occupied room(s) so that there is no possibility of encountering a student in isolation. The meal tray and utensils will be disposable, and each delivered meal will include a bag for all items to be placed into by the resident for disposal once the meal is consumed. The bag will be placed outside the room for pick-up and disposal by custodial staff.

A phone will be provided within the room with all appropriate contacts including Safety and Security, Residence Life, Counseling Services, Physical Plant, etc. The student will contact Safety and Security by telephone at regular prearranged times or if they require immediate assistance. A 3-ply disposable face mask will be provided to the student(s) in isolation to be used whenever they leave their room to attend the washroom. Masks will be disposed of after the need to isolate has finished. Upon receiving negative test results from Public Health, the isolation period will end and all measures around the isolation will end. Appropriate cleaning will take place before resuming normal residence routines.

Acadia University will make every effort to respect the privacy and confidentiality of any student in isolation.

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>
- Occupational Health and Safety
<https://www2.acadiau.ca/OHS/home.html>
- Technology Services
<https://ts.acadiau.ca/home.html>
- Facilities Management
<https://facilities.acadiau.ca/Home.html>
- Student Services
<https://www2.acadiau.ca/student-life/academic-student-support.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