

COVID-19 Protocols

COVID-19 Unit Operational Plan



November 25, 2020

COVID-19 Unit Operational Plan

Instructions

Purpose and Intent: Partnering with the provincial government and health authorities and sister universities, Acadia University has developed guidelines for the campus to follow to ensure all departments, schools, and units have enough direction to maintain a safe and healthy community.

These guidelines are part of your department, school, or unit plan to meet the restrictions necessary to reduce the risk of COVID-19 spreading to employees and clients. As such, your department, school, or unit will need to develop its own operational plan to meet the specific needs of your worksite.

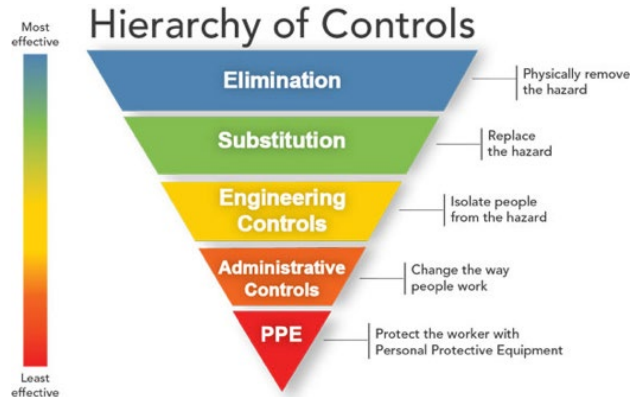
To help you and your management team to develop your department, school, unit operational plan, a template is provided. Once complete, please submit your plan to the Occupational Health and Safety Office (OHS) via email (OHS@acadiau.ca).

The first step in developing your plan is to review and discuss the Acadia University's "Campus Reopening Framework - Acadia University Reopening Framework – Campus Guidelines" document. Then consider the following steps:

- Review all your worksites and identify concerns
- Talk to all employees in your department, school, or unit and listen to their concerns and discuss how to mitigate them.
- Seek support from Facilities Management or the OHS Coordinator as needed while developing your plan.
- Review your plan with all employees and ensure all concerns have been discussed
- Submit your plan to the OHS Coordinator (please only submit the plan; do not include the instruction sheet or example.)
- Implement your plan and review/update regularly; forward updated plans to OHS Coordinator and ensure you increase your version number.

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.
- Provide opportunities for virtual meetings.
- For those employees that are required to be on campus to perform their duties, promote daily self-assessments and stay home if they feel unwell.

Substitution:

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

Engineering Controls:

- Determine who needs to be on campus.
- Physical distancing measures implemented, in conjunction with proper hand washing techniques and wearing a mask is critical for reducing exposure.
- Minimized the use of common areas to follow the provincial directives related to COVID-19.
- Restructure your 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 hand washing 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 education regarding addressing potential positive COVID-19 cases.

PPE – 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.

NEED HELP?

Contact 902-585-1103 and let us make an appointment to review your work or email OHS@acadiau.ca

Appendix: Unit Operational Plan Form



Unit Operational Plan Form

Please complete and submit your plan to the Occupational Health and Safety Office (OHS) via email (OHS@acadiu.ca).

Department School/Unit: _____ (TYPE Name)

Name of Administrative Worksite: _____ (TYPE Building and room)

Name of Operation Worksite: _____ (TYPE Building and room)

Elimination – List team members working from home.

Engineering Controls – List engineering measures required to reduce risk.

Administrative Controls – List administrative measures necessary to reduce the hazard.

PPE – List of personal protection equipment and measures available.

Contact – List of COVID Leads including phone numbers and email.

Sketches / Maps – Include any visuals that illustrate necessary safety measures.

Once complete, please submit your plan to the Occupational Health and Safety Office (OHS@acadiu.ca).

AUDIT SECTION. For Administration Only.

Elimination: Work Remotely

Substitution: TBD

Engineering Controls: Min personnel Shift Schedule/Hours 2m distance staff 2m distance clients
 doors/halls distance Lounge/Break Room Barrier

Administration: Safe Work Policies Hand washing Site cleaning Sick policy

PPE: N95 Mask Gloves Face shield/glasses 3-ply disposable face mask Gown

Additional Supports: Access tool complete Building Access Distancing support Deliveries Contact tracing

Attached: Assessment Results Access Plans

Date: _____ Initials: _____