

COVID-19 Protocols

# Residence Outbreak Operation Plan



September 16, 2020

# Residence Outbreak Operation Plan

## References

### Acadia's COVID Website:

<https://covid-19-information.acadiau.ca/home.html>

### Nova Scotia COVID website:

<https://novascotia.ca/coronavirus/working-during-covid-19>

### COVID Health:

<https://811.novascotia.ca>

<https://when-to-call-about-covid19.novascotia.ca/en>

### NS Health Protection Act:

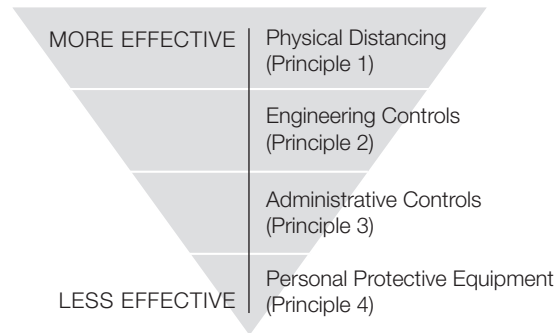
<https://novascotia.ca/coronavirus/health-protection-act-order-by-the-medical-officer-of-health.pdf>

## Purpose

Because of the COVID-19 pandemic and the restrictions necessary to reduce risk of infection, Acadia University will be establishing protocols to maintain a safer and healthier campus community. Acadia will establish 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 declared provincial State of Emergency, the residence capacity will be limited to one occupant per room (no double room occupancy) to aid in flattening the curve by allowing prescribed methods to be most effective. Those methods include physical or social distancing, physical barriers, administrative controls and personal protective equipment. Administrative controls could include measures to manage non-resident guests and alcohol consumption.

Acadia is implementing a hierarchy of controls principled approach (PRINCIPLES OF DEFENSE) to reduce the risks associated with the COVID-19 virus. 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:

### Physical Distancing

- Determining who should live on campus: students not physically present; the risk of exposure is eliminated.
- Determine when students are required on campus, physical distancing in conjunction with proper hand washing is critical to reduce exposure.
- Determine where students are required to live and study on campus to give greatest use of space to create physical distancing.

### Engineering Controls

- Physical barriers: where physical distancing cannot be maintained, the engineering control of physical barriers provides students with additional protections from exposure.
- Determine pedestrian traffic flow routes on and around campus.
- Determine residence and academic building's in/out routes for traffic flow.
- Installation of hand sanitizer at key high traffic locations.

### Administrative Controls

- Additional Administrative Controls: Policies, procedures, signage, and training are required to ensure students are aware of the risks and mechanisms of control.
- Stagger Times: Stagger times for class change, when the first class starts and location on campus. Meal and breaks for all students.
- General Cleaning and Disinfection: Frequent cleaning and disinfection of surfaces are critical in preventing exposure to contaminated surfaces.
- Infection Control and Monitoring: Monitoring for signs

and symptoms of COVID-19 in on-campus students is beneficial to reducing on-campus transmission.

- Addressing Symptomatic Cases: Advanced planning and clear communication will minimize operational disruptions and concerns from potential positive cases.

### **Personal Protective Equipment**

- Personal Protective Equipment (PPE): Personal protective equipment may be required when physical distancing, physical barriers, and administrative controls are ineffective, or impractical for mitigating the risks.
- The use of non-medical masks is recommended for reducing the risk of spreading infection.

## **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). Social distancing plans (up to 50, 51–100, 101–150, and 151+) will be created for sit down meal service in coordination with classroom schedules. The ideal scenario within social distancing requirements would be 50% capacity. 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 bedding sheets, blankets, pillow cases, towels and facecloths (International Students and Canadian students requiring self-isolation)
- Daily preparation and cleaning of garbage stations and pick up outside rooms, compost pick up, bathrooms foam down, kitchenette cleaning, corridor floors auto scrubbed, stairs clean, common areas cleaned.
- Daily trucking pick up and discard of garbage/compost
- Laundry change on day 7 of bedding sheets, pillow cases, towels and face cloths, and blankets (self-isolation students)

### **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 via this door. 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 to ensure self-isolation guidelines are being met. Patrol staff will assist with meal delivery when appropriate.
- Student access cards will be pre-printed and left at the resident's room for use.
- Contact tracing will be considered using the Acadia WiFi, electronic access control hardware, CCTV cameras and RFID scanners at building entrances. Contact tracing will only be used at the request of Nova Scotia Public Health in the event of a positive diagnosis.
- In the event of a fire alarm, all residents are advised to evacuate the building using the nearest exit. If possible, residents should evacuate with a mask while maintaining appropriate physical distancing.

## **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 residence system. 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. Upon arriving on campus, all residential students will receive mandatory training on 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**

Upon returning to campus, students will receive instruction on 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.

Effective May 22, Nova Scotia is broadening symptom criteria for when people should be tested for COVID-19. Information for the public has been posted online at <https://when-to-call-about-covid19.novascotia.ca/en> and will be updated on [novascotia.ca/coronavirus](https://novascotia.ca/coronavirus). These changes support expanded surveillance and case-finding for COVID-19 in Nova Scotia, particularly as public restrictions are changing in the province. From a clinical and patient care perspective, there are important things to note about what these changes mean for the risk assessment and provision of care for patients.

All individuals are being asked to complete a daily self assessment. Anyone with one of the following symptoms of COVID-19 should go to **811.novascotia.ca** to see if they should call 811 for further assessment:

- Fever
- Cough or worsening of a previous cough

Anyone with two or more of the following symptoms is also asked to visit the 811 website:

- Sore throat
- Headache
- Shortness of breath
- Runny nose

In the event that a student is exhibiting one or more of these symptoms and has been instructed by an 811 nurse to attend an assessment centre, the individual must call Safety and Security to implement the self-isolation supports. Arrangements will be made for transportation to the closest assessment centre. Transportation can be provided by CJs Taxi, EHS (if an emergency) or from the Department of Safety and Security. The mode of transportation will be determined on a case by case basis and will be dependent on the severity of the symptoms and availability of resources.

### **Self-Quarantine on Campus**

While awaiting the test results, typically available within 48 hours, the residence student will be required to self-quarantine within their assigned residence room. While in self-quarantine the student will only be permitted to leave to attend the designated washroom on that floor. All other residents will be assigned an alternate washroom. 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 self-quarantine. All appropriate PPE will be used by custodial staff while conducting their duties with respect to the self-quarantine. Any contact tracing required will be initiated and coordinated by public health.

Meals will be arranged through Chartwells and delivered to the student by Residence Life or Safety and Security staff wearing all appropriate PPE. 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 self-quarantine. The meal tray and utensils will be disposable, and each delivered meal will include a bag for all items to be placed in 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. Medical face masks will be provided to the student(s) in self-quarantine to be used whenever they leave their room to attend the washroom. Masks will be disposed of after the need to self-quarantine has finished. An appropriate receptacle will be available outside the room and collected regularly. Upon receiving negative test results the self-quarantine will end and all measures around the self-quarantine will end.

### **Self-Isolation on Campus**

In the event of a positive COVID-19 diagnosis the student will be notified by Public Health and instructions provided on next steps. 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 self-isolate or self-quarantine and attend an assessment centre for testing. Should the symptoms of the diagnosed student be mild, and not requiring hospitalization, the student may be asked to self-isolate on campus if returning home is not possible or practical. The student will self-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. Other residents may be moved to an alternate room on campus during the self-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 self-isolation. All appropriate PPE will be used by custodial staff while conducting their duties with respect to the self-isolation.

While in self-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 Residence Life or Safety and Security staff wearing all appropriate PPE. Food will be left outside the residence door at prearranged times to avoid any contact. The meal tray and utensils will be disposable, and each delivered meal will include a bag for all items to be placed in 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.

If the student in residence does not have access, a phone will be provided within the room with all appropriate contacts including Safety and Security, Residence Life, Counseling Services, Physical Plant, etc. In addition, information on self-isolation will be made available for the student. The student will contact Safety and Security by telephone at regular prearranged times or if they require immediate assistance. Medical face masks will be provided to the student(s) in self-isolation to be used whenever they leave their room to attend the washroom. Masks will be disposed of after the need to quarantine has finished. An appropriate garbage receptacle will be available outside the room and collected regularly. Upon receiving negative test results from Public Health the self-isolation period will end and all measures around the self-isolation will end. Appropriate cleaning will take place before resuming normal residence routines.

Nova Scotia Public Health and Acadia University will make every effort to respect the privacy and confidentiality of any student in self-quarantine or self-isolation.

### **Security Protocol after Identifying a Positive Symptom or Positive COVID-19 Test**

Implemented immediately, (regardless of time of day) by the Department of Safety and Security once they have been notified about a positive COVID-19 symptom or a positive COVID-19 test specific to on campus residences.

- Provide the individual with a disposable face mask.
- Provide the individual with an ample water supply for drinking.
- Provide the individual with a small snack.
- Provide the individual with a pamphlet with campus resources contact numbers (or a phone if the individual does not have their own).
- Provide the individual with a hand sanitizer pump for in their room.
- Provide the individual with a list of expectations that are required from the individual student such as;
  - Stay in your room and self-isolate/quarantine.
  - Wear a mask when you need to go to the washroom.
  - Wash your hands before leaving and after entering your room.
  - Continue to perform your daily COVID-19 Self-Assessment daily.
  - Evacuation instructions (ANNEX 1)
- Instructions to contact campus resources if any difficulties with self-isolation.
- For those individual's that have a COVID-19 positive test, Safety and Security will also provide a thermometer to assess your temperature twice daily.

### **Campus Support**

The following campus leadership are available for additional support including:

- Occupational Health Nurse - COVID-19
- Department of Safety and Security
- Occupation Health and Safety
- Information Technology Services: hub.acadiu.ca
- Facilities Management
- Student Services

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## 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 01

### Evacuation from Residence During COVID-19

In accordance with provincial and federal building codes, and to ensure residents' safety, all residences are outfitted with fire safety equipment, sprinkler systems, and alarms (i.e. sprinklers, smoke detectors, exit signs, emergency exits, fire extinguishers, etc.).

In the event of a fire alarm or residence evacuation, all residents, including those in self-isolation and quarantine, are to evacuate the residence as quickly as possible, proceeding to the nearest available exit. During an evacuation, but only when safe to do so, residents need to maintain 2 metres physical distancing as well as wear a provided mask or face covering. Residents should feel their doors for heat before entering the hallway to exit the building. Once residents have exited the building, they should proceed directly to the designated meeting place and check-in with their Resident Assistant or Senior Resident Assistant.

Residents will need to maintain the 2 metre physical distancing at the designated meeting place and not take off their masks. If a resident is unable to exit their room for any reason (smoke, flames, obstruction, etc.) they should close the room door (sealing the base with an article of clothing or a towel) and alert Safety and Security.

When safe to do so and upon direction from Safety and Security, residents will be permitted to re-enter the building while maintaining 2 metres physical distancing. Residents will keep their masks on until they return to their assigned rooms after which they may remove their masks. If a student in isolation or quarantine comes in close contact with anyone else, that must be immediately reported to Safety and Security so that appropriate safety measures and follow up can be implemented.