

COVID-19 Protocols

COVID-19 Unit Operational Plan



June 23, 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.

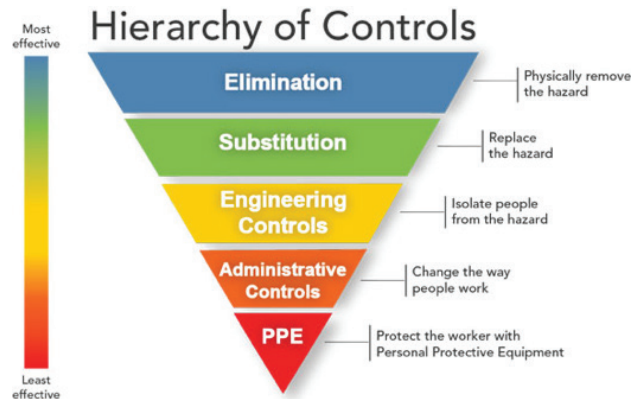
To help you and your management team to develop your department, school, unit operational plan, a template is provided. Once complete, please submit your plan to the Occupational Health and Safety Office (OHS) via email (OHS@acadiau.ca).

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.

Substitution:

- Determine the measures necessary to replace the hazard.

Engineering Controls:

- Determine when employees are required on campus, physical distancing in conjunction with proper handwashing is critical to reducing exposure.
- Determine where employees are required to work on campus to give the greatest use of space to create physical distancing.
- Physical Barriers: Where physical distancing cannot be maintained, the engineering control of physical barriers provides staff with additional protection from exposure.
- Determine pedestrian traffic flow routes on and around campus.
- Determine building's in/out routes for traffic flow.
- Installation of hand sanitizer dispensers at key high traffic locations.

Administrative Controls

- Additional Administrative Controls: Policies, procedures, signage, and training are required to ensure that personnel 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; mealtimes and breaks for all employees and 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 at home and in on-campus personnel is beneficial to reducing on-campus transmission.
- Addressing Symptomatic Cases: Advanced planning and clear communication will minimize operational disruptions and staff concerns from potential positive cases.

PPE – Personal Protective Equipment:

- Personal protective equipment may be required when physical distancing, existing 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.

NEED HELP?

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

Appendix B: 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@acadiau.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.

Substitution – List measures necessary to replace the hazard.

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@acadiau.ca).