



## Central Safety Plan

### Reopening September 2021 while Living with COVID

January 26, 2022

#### Introduction:

The University will reopen to most in-person teaching, residence and campus life activities in September of 2021. Some risks associated to COVID-19 virus will remain present in Nova Scotia at that time. The University will be operating while “Living with COVID”. The goal of this Central Safety Plan is to provide safety guidance that reduces COVID-19 risks. This plan applies to all people and activities on campus.

#### Overall Strategy:

This document provides a high-level safety guidance in accordance with documents approved by Nova Scotia Public Health:

- The Provincial Reopening Plan (<https://novascotia.ca/reopening-plan/>) described as of August 16, 2021 for the purpose of this document:
  - The initial stages of reopening the University will conform to the phase 1 through 4 of the Provincial Reopening Plan. Safety control strategy will shift from physically isolating people to relying on mass vaccination and widespread and continuing routine testing.
  - Phase 5 of the Provincial Plan is a full reopening while “living with COVID”. This phase assumes 75% (2) dose vaccination. This plan assumes that we will be at Phase 5 in September 2021, and that there will be a relaxation of physical distancing and mask wearing requirements.
  - The Provincial Reopening Plan accepts that there can be isolated cases and localized outbreaks of COVID even where there is “herd immunity”, just as there can be with many other infectious diseases.
    - In the event of a more widespread outbreak of COVID infection from a variant not amenable to adequate control by vaccination, public health measures beyond the Provincial Reopening Plan will have to be taken and the University will respond to and fully follow these measures.
- The CONSUP Nova Scotia Higher Education Guidance (dated July 15, 2021 and approved by Dr. Strang, NS Chief Medical Officer, on August 9, 2021. See Appendix “B”)
  - The Central Safety Plan will conform to the CONSUP guidelines. This framework forms the basis of ongoing University operations for the indefinite future as we live with COVID.

## Section 1: Summer 2021

1. Continuation of Existing Safety Plans and Process:
  - a. This plan assumes the provincial phases 1 through 4 will occur during the summer of 2021. During these phases, the current COVID-19 University Central Coordination Plan and all current operational safety plans will remain in effect.
  - b. Modifications of existing safety plans will follow the process outlined in the COVID-19 University Central Coordination Plan.
  - c. All Departments that are operational on campus during the summer, including Athletics, Chapel, Facilities Management, and the Library will either:
    - i. Operate during the summer under the safety plans they operated under prior to April 23rd, 2021; or
    - ii. submit a revised safety plan to suit the progress of the Provincial Phases.
  - d. All other departments will also submit revised safety plans to the extent they are necessary to accommodate staff returning to work on campus in preparation for the fall term.
2. Preparation for Reopening - "Living with COVID"
  - a. All Programs and Departments will be provided training in the Central Safety Plan before August 15th, 2021.
  - b. All adjunct safety plans that are determined to be required by September 1, 2021, will be submitted to OH&S before August 15th, 2021.
3. Contingency Planning
  - a. The University will prepare a separate contingency plan to maintain continuity of operations if a significant safety event occurs during the academic year. This plan will likely include the following general provisions:
    - i. Teaching Activities: Classes will likely need to be moved online.
    - ii. Campus Life Activities: Return to physical distancing, gathering limits and mandatory PPE by everyone on campus; and
    - iii. Transition to working from home by all employees who can perform their jobs from home.

## Section 2: September 2021 and Beyond - Living with COVID

Beginning September 1<sup>st</sup>, 2021, the COVID-19 Campus Coordination Plan and all existing COVID departmental safety plans will be replaced with the following regulations. The cornerstone of living with COVID will be the following three major safety controls:

### Vaccination

All campus activities shall actively support and encourage the full (2) dose COVID-19 vaccination of everyone on campus. The goal shall be 100% vaccination of the community as soon as possible. In support of this goal, the University has implemented a Vaccine Requirement in conjunction with a similar requirement at Dalhousie University (see Appendix C).

The University will support and comply with all NS Public Health requirements to display proof of vaccination. At the time of writing, the general public will need to show proof of vaccination when visiting the campus for non-essential University services such as athletics activities, eat-in food service, special guest lectures etc. Displaying proof of vaccination is not required for students, faculty and staff: their vaccination status is covered under the Vaccine Requirement in Appendix C.

### Testing

All campus activities shall actively support and encourage everyone on campus to follow the COVID-19 testing regime recommended by Public Health. At the time of writing, the recommendation was:

- Without symptoms: two rapid tests per week. The screening program at King's meets this requirement for people who are asymptomatic.
- With symptoms: contact 811 to arrange a test immediately and self-isolate.

### Self-Assessment and Precautionary Self-Isolation

All members of the King's community will self-assess as per the NS Public Health list of symptoms each day before entering the campus. Should symptoms be present, the community member will call 811 and follow all instructions provided by the attending Nurse or Doctor.

Even if symptoms seem mild or unimportant, everyone shall be encouraged to stay off-campus or remain in their residence room until after they have been assessed by 811. Work or study from home or rooms in residence shall be encouraged and facilitated in these circumstances.

Contracted service providers shall be requested to also keep their employees with symptoms off-campus until after they have been assessed and cleared by 811. Contracted service providers shall be requested to provide their employees with the same financial remuneration that they would have received for the period they must stay home for the 811 assessment.

If a King's employee and has been instructed by a Nurse or Doctor to stay at home, quarantine, or self-isolate, the employee will remain in contact with their supervisor as per any other illness-related absence.

## Additional Safety Controls and Requirements

As stated above, the primary controls of this safety plan include two-dose vaccination by a very high percentage of members of the King's community, frequent testing by everyone and participation in regular self-assessment and self-isolation by everyone. These additional measures are intended to provide an additional and ancillary layer of protection and assurance. They may be increased, with the advice of the Occupational Health and Safety Committee, as required by changes in public health orders or in response the committee's assessment of the need for additional measures.

### 1. Personal Protective Equipment (PPE)

#### a. Masks:

- i. Everyone present on King's property will be encouraged to wear a 3-ply cloth or 3-ply disposable non-medical mask in all indoor spaces. Special care will be taken to encourage wearing masks when the risk of any and all infection increases sufficiently, such as in large gatherings, and during the winter months (flu season).
- ii. The mandatory use of masks may be reinstated or extended for specific circumstances, upon recommendation of OH&S committee and approval of the President. As of October 5, 2021, the mandatory wearing of masks has been extended to December 31<sup>st</sup>, 2021.

#### b. All other PPE and protective devices:

- i. Additional PPE or protective devices, such as face shields, plexiglass barriers, and gates, shall be provided, particularly for front level staff, and where reasonably requested in an Adjunct Safety Plan or independently of such a plan.

### 2. Distancing of Operations on Campus:

- a. University activities will seek to maximize the physical distance between people on campus when practical. This includes gathering areas such as Classrooms, Dining Areas, Common Rooms, and Meeting Rooms.
- b. Face to face interactions will be limited to (1) meter whenever practical.
- c. The space between chairs will be maximized to suit the total number of occupants without unnecessary bunching or grouping.

### 3. Required Adjunct Safety Plans (See Appendix: Adjunct Safety Planning)

#### a. Adjunct safety plans will be required to further clarify the application of these regulations for departments with frequent gatherings and in-person interactions:

- i. Athletics
- ii. Chapel
- iii. Facilities Management
- iv. Library
- v. Residence
- vi. Wardroom and Galley

#### b. Special Events and High-Risk Activities

- i. An application must be made to have Special Events and High-Risk Activities to the Co-Chairs of the OH&S committee in advance of the event. The OH&S committee will determine if an Adjunct Safety Plan is required for each application.
- ii. Special Events shall be defined as any gatherings which are not a mandatory part of the normal operation of the University. Most events that are not classes, tutorials or the regular gatherings within the gym, chapel, wardroom, or galley will be considered to be

special events. Examples include public lectures, O-week activities, celebrations, special athletic events, and conferences.

- iii. **High Risk Activities** are any activities where the likelihood of a COVID infection is substantially elevated by the activity itself. Examples include quarantine of ill students, travel to areas with COVID or lower vaccination rates, or activities that require close and constant physical contact within a larger group of people.

#### 4. Hygiene and Cleaning

- a. **Handwashing:** Frequent handwashing will be encouraged throughout the campus. Instructions on proper handwashing will be provided in all washrooms.
- b. **Hand Sanitizer Stations:** Hand sanitizer stations will be provided outside all washrooms as well as at all exits and common areas.
- c. All community members will be encouraged to provide cleaning of their personal items and office touchpoints.
- d. Touchpoints, washrooms, classrooms, and residence buildings will continue to receive additional cleaning. A detailed cleaning regime will be provided in the Facilities Management Adjunct Safety Plan.

#### 5. Contact Tracing

- a. Contact tracing will be provided to the extent permitted by attendance recording systems that are normally in operation on campus:
  - i. Academic registration system (Banner)
  - ii. Residence registration system (eRezLife)
  - iii. Access Control System (Corby)
  - iv. Employee attendance records
  - v. Meeting attendance records

#### 6. COVID-19 Infection and Communication

- a. Should a member of the community be infected with COVID-19:
  - i. Everyone in the University community will fully cooperate with the Health Authority and Public Health.
  - ii. In accordance with its established process for communications about COVID cases, The University will communicate the risk to the community as prescribed by the Health Authority and shall protect the privacy of those involved. (See the April 28<sup>th</sup>, 2021 Message from the President : <https://ukings.ca/coronavirus/latest-covid-19-updates/>)
  - iii. Additional safety-related communications may also be made to specific individuals who may be directly impacted or at risk.

#### 7. Accountability for Safety Plan Violations:

- a. This Central Safety Plan and all Adjunct Safety Plans are intended to reduce the risk of harm to the King's community from COVID-19. The impact of this virus varies from asymptomatic to severe sickness and death. Every member of the King's community depends on the responsible action of all the others to ensure mutual safety. **All members of the King's community will be held personally accountable for violations of any safety plans.**

## Adjunct Safety Planning

The Central Safety Plan provides high-level guidance for University activities. Additional safety plans, called Adjunct Safety Plans, may be required to provide specific operational details in the implementation of the Central Safety Plan (See Section 2: “Required Adjunct Safety Plans”).

### Requirement for Adjunct Safety Plans:

1. Adjunct Safety Plans must be created under the following conditions:
  - a. As a requirement of this Central Safety Plan (see Section 2: Required Adjunct Safety Plans)
  - b. At the request of the OH&S Committee
  - c. At the request of the President
2. A template will be provided to guide in the creation of Adjunct Safety Plans.
3. Adjunct Safety plans shall not supersede, diminish or in any way modify the requirements of this Central Safety Plan.

A department or unit may also decide to adopt an adjunct safety plan in circumstances when it is not required. These plans must follow the Adjunct Safety Planning Process below. As with required plans, they shall not supersede, diminish or in any way modify this Central safety Plan.

### Adjunct Safety Planning Process:

1. Recognized University Programs, Departments, Units, Societies or Groups may create Adjunct Safety Plans. Every Adjunct Safety Plan must be supported by the leadership of the associated Program, Department, Unit, Society, or Group.
2. All adjunct plans shall be submitted to the Occupational Health and Safety Committee (OH&S) for review and recommendation for approval. All adjunct plans must be approved by the President.
3. A depository of all approved adjunct plans will be kept by OH&S. Copies of adjunct plans can be obtained by contacting the OH&S committee Co-Chairs.

### Attachments:

Appendix “A”: Adjunct Safety Plans

Appendix “B”: CONSUP - Post Secondary Education Guidelines

Appendix “C”: Vaccination Requirement

## Appendix A: Adjunct Safety Plans



**Gym – Living with Covid  
Adjunct Safety Plan  
Phase 5**

*As of July 29<sup>th</sup>, 2021*

**Introduction:**

The University will reopen to most in-person teaching, residence and campus life activities in September of 2021. This includes Athletics. Some risks associated to COVID-19 virus will remain present in Nova Scotia at that time. The University will be operating while “Living with COVID”. The goal of this adjunct safety plan is to provide safety guidance that reduces COVID-19 risks, in accordance with the Central Safety Plan, CONSUP University Framework and the Provincial guidelines.

**Questions from the Central Safety Plan / Adjunct Safety Planning Template:**

This plan will cover how to safely use the facility while ‘living with covid’. This includes the gymnasium, weight room, cardio room and dance studio.

**1) Immunization:**

The Athletics department shall actively support and encourage the full (2) dose COVID-19 immunization of everyone using the facility. The goal shall be 100% immunization of the community as soon as possible.

The Athletics department will post signs and information throughout the facility to remind, inform and encourage users of the importance of getting double vaccinated.

The Athletics department will contact all coaches and ask them to each strongly encourage their varsity athletes to get double vaccinated. We will include an informative document with facts and stats regarding vaccinations.

**2) COVID-19 testing:**

The Athletics department shall actively support and encourage all staff and gym users to follow the COVID-19 testing regime recommended by Public Health, including routine asymptomatic testing.

The Athletics department will post signs and information throughout the facility to remind, inform and encourage users to get regularly tested.



The Athletics department will contact all coaches and ask them to each strongly encourage their varsity athletes to get regularly tested.

### **3) Self-Assessment:**

All staff, gym users and varsity athletes will self-assess as per the NS Public Health list of symptoms before entering the facility. Should symptoms be present, the gym user will call 811 and follow all instructions provided by the attending Nurse or Doctor. Also, the “DalSafe” App will provide a self-assessment tool.

### **4) Recommended use of masks, distancing, hygiene, cleaning, contact tracing, communication, and accountability:**

- **Masks** - The use of masks by all staff, faculty, students and visitors to the King’s Gym will be strongly encouraged while entering, exiting and moving about the facility. It will also be encouraged that masks be worn until the time that physical activity begins.
- **Distancing** – The department will encourage 1-meter face-to-face distancing, including while wearing masks. This does not apply to those in organized sports and performing arts.
- **Hygiene** – The department will strongly encourage proper handwashing and sanitizing. Signs will be posted throughout the building, including in the washroom. Sanitization stations will be near washrooms and the main entrance/exit.
- **Cleaning** – All departmental staff will continue to clean of frequent touchpoints and encouraging ventilation (open windows) where possible. Schedules will be shared with the university cleaners so that deep cleaning can be done after large groups. Users will be asked to wipe down all machines and weights after use.
- **Contact Tracing** – The department will continue to use “Picktime” for individual facility appointments. This program allows us to keep a record of all users. Any rental or varsity groups will provide a list of users.
- **Communication** – The department will continue to communicate with its users via social media, emails and signage. Any changes to the protocols through the department, university or province will be announced immediately.
- **Accountability** – The Athletics Director, Coordinator and Varsity Administrator will oversee the implementation of the safety plan. The Gym Desk supervisor and all staff will all be trained and responsible when they are on site.

## Varsity Games

As per the CONSUP plan, Athletic operations will continue to operate as throughout the pandemic in compliance with the guidance provided directly by N.S. Public Health and the related approved sporting association COVID-19 plans.

The level of participation in these operations is an institution level decision. It is our decision to participate as per normal, with varsity practices and games.

## Special Events

There are no special events or high-risk activities planned at this time.

## Contingency Planning

Scenario #1 – Single case of COVID at the gym:

- Comply with requests from Public Health.
- Communicate to the community.
- Take no additional action.

Scenario #2 – “Cluster” of cases of COVID at the gym:

- Comply with requests from Public Health.
- Communicate to the community.
- An isolated team or group will likely need to stay home, self-isolate and be tested at the request of Public Health. This may happen with less than 24-hours notice.
- If it is a varsity team, they will not be allowed to compete until allowance from Public Health.

Scenario #3 - Province returns to shutdown

- Comply with requests from Public Health.
- Communicate to the community.
- The facility will complete close down to all staff, students and public. Online resources will be provided.



## Chapel Adjunct Safety Plan - DRAFT (Monday, August 9, 2021)

Program / Department / Unit / Group:	Chapel / Choir
Responsible Leader:	Fr Ranall Ingalls, Chaplain
Date of Plan:	August 9, 2021

**Describe the University activity, special event, or high-risk activity covered under this plan:**

Re-opening of the Chapel for private and shared use and resumption of Chapel programming.

**1. How does this Adjunct Safety Plan support the goal of full immunization as soon as possible?**

- (A) The Chaplain and student leaders will collaborate on how best to encourage students to be immunized.
- (B) A sign encouraging students to be vaccinated will be placed on the Welcome Table near the entrance to the Chapel.
- (C) The weekly emails about Chapel events will be used to encourage everyone who uses the Chapel to be immunized, if possible.

**2. How does this Adjunct Safety Plan support a continuous regime of COVID-19 testing?**

The (A) collaboration between the Chaplain and students leaders, (B) sign on the Welcome Table, and (C) weekly Chapel events email in section (1) will be used in the same way to encourage regular COVID-19 testing.

**3. How does this Adjunct Safety Plan support community self-assessment, including permitting people to stay home or remain in a residence room?**

Officiants, servers, and clergy will be asked to perform self-assessments before taking part in worship and other events in the Chapel. In recruiting and training officiants and servers the Sacristan will emphasize that those who are assisting with worship ought not to come in if they are experiencing COVID symptoms.

The Welcome Table will have a self-assessment template in plain view with a request that those who are using the Chapel assess themselves.

**4. How does this Adjunct Safety Plan support the recommended use of the following additional safety controls:**

- A. **Masks** including encouraging the use during indoor gatherings.
- B. **Distancing of Operations:** including encouraging 1-meter face-to-face distancing.
- C. **Hygiene:** including encouraging hand washing.
- D. **Cleaning:** including encouraging the cleaning of frequent touchpoints and encouraging ventilation (open windows).
- E. **Contact Tracing:** encourage the voluntary recording of attendance.
- F. **Communication:** how will this plan be communicated and training provided to the right people?
- G. **Accountability:** who is accountable to ensure this plan is communicated and followed?

**Masks.**

- Extra masks will continue to be provided on the Welcome Table at the entrance to the Chapel.
- The sign on the exterior of the door encouraging people to wear masks will be displayed as in 2020-21.
- Clergy, officiants, and others who have a speaking or singing role (e.g., choristers) will be encouraged to wear masks at times when they are not speaking or singing.

**Distancing of Operations.**

- Seating will be arranged to encourage distancing wherever possible. The arrangement of the Chapel should make it fairly easy to avoid face-to-face encounters closer than 1 metre. For example, choristers face across the aisle toward one another, and not toward the congregation.
- As per current provincial health guidelines, attendance at worship and events in the Chapel will be capped at 50% of the building's capacity: 75 persons.

**Hygiene.**

- Hand sanitizer will continue to be available on the Welcome Table and used by clergy when administering Holy Communion and by greeters when distributing books and bulletins.
- A spray bottle with disinfectant and a cloth will also continue to be available on the Welcome Table, to encourage people who use the Chapel to clean the spaces they use.

**Cleaning & Ventilation.**

- The Chaplain and student leaders will clean high-touch areas on the door and any others that they notice when present in the Chapel using the disinfectant and cloth on the Welcome Table.
- The three windows that open in the Chapel will be propped open constantly so long as weather permits and opened more fully for services and other events.

**Contact Tracing.**

- All those who enter the Chapel will be invited to leave a record of their visit using the book that was in place this past year on the Welcome Table for this purpose.
- Clergy, officiants and servers will put together a list of attendees after each major service, and especially the choral services.

**Communication & Training.**

- This plan will be distributed to the Chapel Administrator and students leaders, and reviewed together at the first regular weekly meeting and from time to time thereafter.

**Accountability.**

- Ultimately, responsibility for this plan belongs to the Chaplain.

**5. Has this Adjunct Plan addressed all additional safety items from the NS Higher Education Framework, if applicable?**

The Chapel at King's is unusual among NS institutions of Higher Education. The Framework really does not envision something like the Chapel.

**6. Does this Adjunct Plan address all additional safety risks created by special events or high-risk activities?**

The OH & S Committee will be consulted in advance about events in the Chapel which are unusual in relevant ways. For example, we might want to make it possible for more than 75 people to be present at the Carol Service at the end of term if public health restrictions in place at the time seemed to allow for this., or Chapel-sponsored events that take place outside the Chapel building, e.g. social gatherings, hikes, or retreats. If requested, plans will be created and submitted to the Committee and the President.

**7. If a significant safety event occurs during the academic year, how does this Adjunct Plan support a contingency plan to continue University operations?**

The Chapel is able to draw on experience of the last year and a half and past COVID plans to respond to changes on campus or in the province. Measures that might be changed very quickly include:

- reducing the maximum capacity of the Chapel
- arranging seating to allow for greater distancing, e.g., the arrangement used for the last year and a half to space people two metres from one another
- reducing the number of singers at choral services
- introducing the use of 'air scrubbing units' at sung services, accepting that this will increase background noise
- re-introducing the use of greeters who can help with changed seating arrangements and oversee the measures represented by the materials on the Welcome Table: masks, disinfectant, hand-sanitizer, and the record for contact tracing.

In the event of fourth lockdown, a plan could be put together very quickly to comply with whatever restrictions are in place by provincial public health authorities and submitted to the OH & S Committee and the President to take into account any further measures embraced by the University.





# Central Safety Plan – KSU Hospitality Services Adjunct Safety Plan

## “Living with COVID”

Program / Department / Unit / Group:	KSU Hospitality— The Wardroom, Galley, & Day Students’ Lounge
Responsible Leader:	Zimari Yumva
Date of Plan:	August 10 2021

<p><b>Describe the University activity, special event, or high-risk activity covered under this plan:</b></p> <ul style="list-style-type: none"> <li>• Re-opening of the Day Students’ Lounge (DSL) for unmonitored day time use.</li> <li>• Re-opening of the Wardroom bar for beverage service, events, and gatherings.</li> <li>• Operation of the King’s Galley for the sale of food and beverage items, and events.</li> </ul>
---

<p><b>1. How does this Adjunct Safety Plan support the goal of full immunization as soon as possible?</b></p>
<p>A) As an extension of KSU, the Wardroom &amp; the Galley will collaborate with the KSU and DSL stakeholders on generating conversation and promoting vaccination awareness and uptake through various channels (such as social media).</p> <p>B) Visual Communication promoting vaccination will be posted and key locations within these spaces</p> <p>C) Immunization goals and vaccination awareness will be incorporated into September staff training.</p> <p>D) <b>A proof of Vaccination Policy</b> will be implemented for the King’s Wardroom, effective Oct 4th 2021, as follows:</p> <ul style="list-style-type: none"> <li>a. All patrons entering the bar during Wardroom operating hours will be required to provide proof of vaccination in digital or printed form.</li> <li>b. Patrons providing proof of medical exemption will be exempted from this Policy.</li> </ul>

- c. Patrons will be encouraged to get their Canadian proof of Vaccination, for scanning in with the VaxCheckNS App once available for use by businesses
- E) As a takeout establishment, the King's Galley is not required, and will not be implementing a proof of vaccination procedure.

**2. How does this Adjunct Safety Plan support a continuous regime of COVID-19 testing?**

As with the above...

- A) The Wardroom & the Galley will collaborate with the KSU and DSL stakeholders on generating conversation and promoting regular COVID-19 testing through various channels (such as social media).
- B) Visual Communication promoting regular testing will be posted and key locations within the spaces.
- C) Awareness and positive discourse concerning continuous COVID-19 testing regime will be incorporated into staff trainings.

**3. How does this Adjunct Safety Plan support community self-assessment, including permitting people to stay home or remain in a residence room?**

- A) Wardroom & Galley staff will be required to perform self-assessments before coming into the workplace, and allotted sick days.
- B) Wardroom & Galley staff will require all patrons to perform a self-assessment (with reference to a poster on the door or the Dal-Safe App) before being permitted entry into the space.

**How does this Adjunct Safety Plan support the recommended use of the following additional safety controls:**

- A. **Masks** including encouraging the use during indoor gatherings.
- B. **Distancing of Operations:** including encouraging 1-meter face-to-face distancing.
- C. **Hygiene:** including encouraging hand washing.
- D. **Cleaning:** including encouraging the cleaning of frequent touchpoints and encouraging ventilation (open windows).
- E. **Contact Tracing:** encourage the voluntary recording of attendance.
- F. **Communication:** how will this plan be communicated, and training provided to the right people?
- G. **Accountability:** who is accountable to ensure this plan is communicated and followed?

**Masks:**

- Staff will be given the opportunity to discuss mask wearing, encouraged to promote safe and respectful mask tolerance. Staff will also be facilitated



through a process to self-determine masking protocol at the staff level if they are no longer mandated by the University or Public Health.

- Visual COVID-related communication in the spaces will include messaging geared toward encouraging mask wearing and tolerance.

**Distancing of Operations:**

- Seating plan in the Day Student's Lounge will be arranged to encourage 1 meter face-to-face distancing and maximal spacing with limited group sizes

**Hygiene:**

- Staff training will include of Food Service Safety and Hygiene

**Cleaning:**

- Modified staff duties will include a regular sanitization schedule for common touch points in the Wardroom and Galley during operating hours.
- Air scrubbing units and open windows will be used in combination to promote ventilation and fresh air circulation

**Contact Tracing:**

- A contact tracing system will be created for the use of the bar, maintaining a minimum 30-day history, and in tandem with a possible booking or reservation system.
- A text based self check-in system will be created and encouraged for users of the Day Students' Lounge

**Communication:**

- This plan will be distributed to all staff, as well as reviewed and discussed
- Relevant components of this Adjunct Plan will be communicated through various channels such as social media, O-Week, and visual communication in the space.

**Accountability:**

- Accountability for this plan will be shared between Hospitality Coordinator, and Wardroom & Galley Management, as well as DSL stakeholders

**5. Has this Adjunct Plan addressed all additional safety items from the NS Higher Education Framework, if applicable?**

**Student Events:**

- All student led events will be operated in a manner that is consistent with the institutional approach with respect to COVID-19 and in compliance with current N.S. Public Health requirements/ recommendations.

**Dining Halls:** The following considerations have also been considered and adapted by this plan

- An approximate 1-meter physical distancing should be provided for in most conditions.
- Use of masks, where practical, for shared indoor group areas until such time that N.S. Public Health relaxes this current advice.
- A mechanism for contact tracing.

- Students shall be encouraged to monitor for COVID-19 signs and symptoms.
- Sufficient hand sanitization supplies should be readily available.
- Areas shall be cleaned and sanitized regularly.
- Mechanisms to minimize student accumulation areas such as queuing during entering and exiting will be explored and implemented where practical
- COVID-19 awareness, communication and signage programs shall be developed and implemented.

**6. Does this Adjunct Plan address all additional safety risks created by special events or high-risk activities?**

An application will be submitted to Chairs of the OH&S committee in advance of the following;

**Special Events**

- Special or Private events hosted outside of regular Wardroom-led programming

**High-Risk Activities**

- Dance parties or other events with a set capacity beyond 120 (pending Public Health clarification)

The OH&S committee will determine if an Adjunct Safety Plan is required for each application.

**7. If a significant safety event occurs during the academic year, how does this Adjunct Plan support a contingency plan to continue University operations?**

If a significant COVID-Related Safety event occurs during the academic year, this Adjunct Plan will be supplemented by the following safety strategies and measures of the 2020 HMCS Wardroom COVID-19 Safety Plan:

In the event of a “cluster” of cases at King’s—

- Seating plan will be adapted to allow and ensure 2m physical distancing in all areas of the bar space.
- A combination of designated staff roles and workspaces, limited menu offerings, and reduced operating hours, and limited capacity will be utilized to minimize the number of staff, and manage clientele activity.
- No more than two employees (including the Hospitality Coordinator) will be behind service counters at any given time.
- All in-person events and performances may be suspended until further notice.
- Virtual events & performances for online broadcast may take place in the Wardroom. No patrons or audience members will be permitted in the space, and all Government, University, and Wardroom COVID-19 compliance measures must be met.
- All staff and patrons will be required to wear either non-medical or disposable face masks during opening hours when not seated at a table.
- The Galley may switch to Take Out only service as warranted by the situation
- Access to the Day Student’s lounge may require monitoring and/or restriction.

In the event the province returns to a shutdown—

- All of the above measures will be implemented along with all Restaurant Association of Nova Scotia, Alcohol and Gaming, and Public Health guidelines and restrictions.

*In all cases the Galley and the Wardroom and will operate as long as fiscally reasonable, and may close altogether if necessary or recommended by the OH&S Committee.*

Signature page for all employees in Department / Program / Unit:

Name	Name	Name



# FM COVID 19 Return to Work Safety Plan

Revised January 5, 2022

## Reduced Density and Separation of Workers

1. With the arrival of Omicron COVID variant and the corresponding 4<sup>th</sup> wave, Facilities Management can return to a divided workforce as per the Business continuity plan:
  - a. Workers will be divided into two teams, working separate shifts to a maximum of 35 hours per week each. Student workers will be separated from FM trades in separate building for breaks and shall have a separate store of tools and materials. Supervision will be provided throughout all shifts.
  - b. All employees shall remain available to work during normal business hours and shall be available for consultation by phone, and/or be asked to come to work. Workers will only be called in when necessary for the ongoing operation of the University. They shall avoid close contact with any other workers and will promptly return home when work is complete.
  - c. Normal off-hour call-in rules, including overtime payment, shall remain unchanged.
  - d. Should conditions worsen, the following fall-back plan will be implemented:
    - i. FM Staff shall be divided into teams of four, to be reduced to teams of 2 if necessary. The teams shall have one person designated as the decision-maker for routine tasks.
    - ii. Trades teams shall work in one-week shifts. The daily hours of work shall be reduced to what is required to complete necessary work and then return home.
    - iii. Student workers will stop work and remain at home.
    - iv. Sheldon, Billy, and Ian shall always remain available by telephone to provide decision making for special tasks and extraordinary circumstances.
  - e. During heavy snow removal events, both teams may come to campus. During this period, the teams will remain completely separated from close contact based on the following conditions:
    - i. Each team will use a separate building for any interior activities.
    - ii. No team member will come within 2 meters of another team when working outdoors
    - iii. No team member will spend more than 15 minutes indoors when with others.
2. Employees who have identified having people at home who are at an elevated risk of severe outcome from COVID 19. To assist these employees in keeping their family members safe, these employees shall take the following added measures:
  - a. Minimize contact with others at the University including eating in separate areas and using separate washrooms where practical.
  - b. Shall inform their supervisor if any tasks appear to have added risk, such as entering student areas. The supervisor will work with the employee to find a safe method to complete the work.
3. The leadership hierarchy to backfill a vacancy due to illness (or any other reason) will remain in its normal sequence. Management will backfill for each other as required. Typically the person subordinate will backfill for the person superior unless circumstance dictates otherwise.
4. Contracted workers will separate themselves from all workers on campus. This means having a dedicated work area. FM Staff will refrain from entering contracted worker areas unless absolutely necessary.

## Physical Distancing, Masks, & Gathering Limits

**Goal: To maintain 6ft physical distance and limit gathering to as few people as possible (10 max)**

1. Where workstations can't be arranged to maintain physical distancing (eg FM Admin Desk/Corby database) the space will be limited to one person at a time.
2. To maintain physical distancing when passing necessary supplies between departments, such as keys and cards, FM dropboxes will be installed at centralized points on campus (AH Front Desk, A&A Reception).
3. To avoid crowding in common spaces lunch and breaktimes will be staggered and sitting areas will be designated. Only five people will be permitted in the break/lunch room at a time. Cleaning protocols will be followed at the beginning and end of every lunch/break period for common touch points (fridge handle, microwaves) and multiple microwaves and fridges will be used.
4. Currently FM is at full staff. If the current situation escalates, FM will begin to scale down operations, splitting the staff into two groups working bi-weekly. Efforts will be made to maintain workload equity. Behavioural solutions are also necessary, and staff will be encouraged to self-advocate.
5. Crowding in washrooms will be avoided by having designated washrooms for our staff members. Knock on doors before entering multi-stall washrooms, and do not enter if someone else is in there. This will be re-assessed as other departments return to campus.
6. Staff members will maintain physical distance while working together as much as possible. Masks and sanitizer will also be used at all times. Use bubble partnerships if possible. Shared tools or work surfaces will be disinfected with every weekly shift change, and gloves will be used with shared tools.
7. Coworkers drifting together to socialize will be managed by behavioural changes and education.
8. Meetings and site visits that can't be held remotely will be held in spaces appropriately sized for everyone to maintain physical distancing. The option for remote meetings will remain, and mixed meetings (part remote/part in person) will be avoided. Toolbox meeting will be held in the Trades Shop up to 10 people with full spacing (never less than 10ft.) Any full staff meeting or meeting with more than 10 people will either occur outdoors or remotely. In case of emergency or safety reasons, the team will gather in Alumni Hall with full physical distancing and masks.
9. There is a risk that all of the staff may have worked inside a building that has identified as an exposure site, and all employees must leave work to be tested. To reduce this risk, FM Staff will meet each morning to discuss the allocation of work and to limit the locations each staff member will visit that day. The Manager of Trades will document the location assignments for each day. Student workers will also be separated from other workers when reasonably possible.

### Shared Supplies

#### **Goal: Maintain a high level of hygiene and cleanliness**

10. **Access control supplies** will be disinfected both coming and going, and gloves will be used to retrieve them from other departments. Spare cards and keys will also be disinfected coming and going.

11. **Office supplies** will be in a centralized location accessible to all staff members. Everyone will have their own supplies and will be expected to keep track of them. There will be no borrowing of office supplies.
12. **Shared computers (databases)** will be sanitized before and after use. Management will be responsible for printing and distributing micromains, and any other necessary documents. Alex and Ryan will be the only ones to operate the Siemens computer, and will disinfect it after each use. Teri and Ryan will maintain a sanitizing procedure for the Corby database computer.
13. **Tools** will be individually assigned as much as possible, including small powered hand tools. Tools will be labelled and not loaned. Tools and supplies that must be shared (chop saw, table saw, dollies, shop vacs, etc) will have indicators to remind staff to clean them before and after use, and they will be kept in the same area.
14. **Paperwork/Checklists/Clipboards** will be moved online where possible, including overtime/vacation/mechanical checks. Reduce contact with shared clipboards/paperwork as much as possible, and follow sanitizing procedures when contact is necessary.
15. **Truck and other shared heavy equipment** will have touch points disinfected before and after use (steering wheel, gear shift, doorknobs, window controls, radio dials, seatbelts). Sanitizing procedures will be used while driving and renewed between locations and usages. When possible, usage will be restricted to one employee at a time. If more than one person in the vehicle is necessary, the Trades Manager will be informed and staff members in the vehicle will use sanitizer and masks the entire time they are in the vehicle.

### Contractors & Other Visitors

**Goal: Ensure all vendors and contractors have suitable COVID 19 safety plans.**

16. Contractors and other visitors will be required to call ahead or make an appointment. If they show up unannounced, they may not be accommodated.
17. Contractors will continue to be required to produce a safety plan, which must include provisions for social distancing.
18. Contractors and other visitors to the FM shop must be recorded with a contact tracing form.

### Infection Control & Hygiene

**Goal: Training, screening and continuous improvement**

19. Masks are mandatory in all spaces, indoors and outdoors when not alone. It is recommended to keep the mask on at all times to ensure physical distancing is not accidentally reduced. They may be removed only briefly, while seated, for eating/drinking.
20. Cleaning supplies will be made available to staff members.
21. Education and training will be used to manage hygiene practices and cleaning protocols.
22. Staff will be expected and encouraged to stay home if they or someone in their household is experiencing any symptoms of COVID 19. Morning toolbox meetings (held according to the above restrictions) will be used to check in and make sure everyone is feeling well. If

a staff member begins to feel ill while on site, they will leave the campus as soon as possible and inform their direct supervisor. The staff member will then contact 811 and follow their directives.

23. The toolbox meeting will also be used to keep track of areas where people will be working in case of infection, and the daily summary will be expanded to include more detail.
24. Signage, training and education will be used to make sure staff are aware of all guidelines and protocols.
25. Care and attention will be paid to daily activities to make sure health protocols are maintained.
26. Any new people in the shop will have all health protocols and guidelines reviewed as part of their orientation.
27. Have safety meetings on a regular basis to review and improve the FM Safety Plan including COVID regulations and precautions.

### **Residence Room Entry**

**Goal: Maintain a high level of hygiene and cleanliness, prevent infection spread**

28. FM Staff will wear masks and gloves when entering residence rooms that are not isolation spaces, which currently includes the Angels' Roost, the TriBays and Alexandra Hall.
29. North Pole Bay and Cochran Bay Safety Procedure:
  - a. These buildings are used as Self-Isolation areas for people awaiting COVID-19 testing. When these buildings are occupied for this purpose, maintenance work will be delayed whenever possible pending the outcome of COVID-19 testing. Essential work may still be completed, provided FM staff will wear full PPE, including masks, gloves, face shields and long-sleeve cuffed gowns that go to mid-thigh when entering any isolation spaces where people are occupying the building
  - b. The Manager of Trades will determine if work is Essential or non-essential. Delay of non-essential work will be communicated by the Manager of Trades to the Assistant Dean.
  - c. All entries into these buildings will be scheduled through the Assistant Dean by the FM Officer. The entries will be contained to only a few set days in the week.
  - d. One hour prior to entry, staff will confirm with the Manager of Trades that entry is still permitted to the building. The Manager of Trades will confirm this with the Assistant Dean.
30. FM Staff will receive ongoing training and monitoring of compliance for safe residence room entry.
31. PPE will be stored and laundered according to current government recommendations.
32. Proper cleaning and disinfection of any reusable PPE will be required.
33. FM Staff will receive training on how to properly put on and take off PPE to avoid self-contamination.
34. There will be regular assessment to determine stock of necessary PPE.
35. FM Staff will follow proper handwashing procedures before and after room entry, before and after putting on PPE, and after any personal hygiene processes (blowing nose, using the washroom, etc).



36. When gloves are required they shall be changed between rooms.

### **PPE Procedure**

**Goal: To use PPE effectively and safely**

Video Training:

<https://www.youtube.com/watch?v=gn07GdC4Sxc>

To don PPE:

1. Sanitize hands thoroughly.
2. Put on isolation gown by tying the neck loop in front and then pulling over your, then securing the waist tie.
3. Put on your face mask starting by securing the nose piece, then the straps, and then pulling it down to cover your nose, mouth and chin.
4. Put your face shield on over your face mask.
5. Put on your gloves, which should go over the top of the cuffs of your isolation gown.
6. Gloves are to be changed and hands sanitized between every task (see Step 7).

To remove PPE:

7. Remove first glove by pulling it from the bottom and allowing it to turn inside-out as it's removed. Hold glove that has been removed in your other, gloved hand. Remove second glove by putting a finger *beneath* the glove and pulling it off, allowing it to both turn inside out and wrap around the first glove removed. Dispose of gloves immediately.
8. Remove your face shield, touching only the strap and not the shield itself.
9. Remove your face mask, touching only the straps and not the mask itself. Dispose of face mask immediately.
10. Remove your gown by allowing it to turn inside out as you pull it off. Roll gown up inside out, and dispose of immediately.
11. Sanitize your hands thoroughly.

---

### **Other Training and Discussion Topics**

**Goal: Focus on specific behavioural changes of greatest interest**

1. Travelling together
2. Friendships
3. Cutting health protocol corners to get work done
4. Culture of acceptance of sick days, reminders of physical distancing

**Name**

**Signature**

---





## Adjunct Safety Plan

Program / Department / Unit / Group:	Library & Archives
Responsible Leader:	Interim University Librarian & Archivist Janet Hathaway
Date of Plan:	July 22, 2021

<b>Describe the University activity, special event, or high-risk activity covered under this plan:</b>
Opening the Library to the King's community and members of the public.

<b>1. How does this Adjunct Safety Plan support the goal of full immunization as soon as possible?</b>
Signs will be posted in the Library saying the University urges everyone on campus to be fully immunized. A notice may be posted on the Library website and/or the Library's COVID-19 LibGuide encouraging everyone on campus to be fully immunized. Student Library Assistants will be encouraged to get vaccinated (full-time staff are already fully vaccinated).

<b>2. How does this Adjunct Safety Plan support a continuous regime of COVID-19 testing?</b>
Signs will be posted: - urging Library staff members, Student Library Assistants, members of the King's community, and members of the public to continually monitor their health for symptoms of COVID-19; - urging everyone to go for a rapid COVID-19 test every week if they have no symptoms; - urging anyone with symptoms to call 811 and arrange a test immediately and to self-isolate until they receive a negative test result. A notice may be posted on the Library website and/or the Library's COVID-19 LibGuide encouraging everyone on campus to go for COVID-19 testing each week if they have no symptoms, and to call 811 if they do have symptoms (and then arrange a test and self-isolate).

<b>3. How does this Adjunct Safety Plan support community self-assessment, including permitting people to stay home or remain in a residence room?</b>
The Library's policy for Library staff members and Student Library Assistants will be to ask each person to self-assess for COVID-19 symptoms listed on the Nova Scotia Public Health website ( <a href="https://novascotia.ca/coronavirus/symptoms-and-testing/">https://novascotia.ca/coronavirus/symptoms-and-testing/</a> ) before coming to work. If they have one or more symptoms, they are asked not to come to campus until they have been assessed by 811, been tested if necessary, and receive a negative test result. A sign will be posted on main Library doors and on the Library website/COVID-19 LibGuide with a list of symptoms for Library users to check before entering. Signs will be posted in various places in the Library to remind patrons who feel unwell and who have COVID-19 symptoms (even if mild) to stay home and to not enter the Library. Full time Library staff can easily shift to working from home if displaying symptoms/waiting for test results. S

Full time Library staff can easily shift to working from home if displaying symptoms/waiting for test results. S

**How does this Adjunct Safety Plan support the recommended use of the following additional safety controls:**

- A. **Masks** including encouraging their use during indoor gatherings.
- B. **Distancing of Operations:** including encouraging 1-meter face-to-face distancing.
- C. **Hygiene:** including encouraging handwashing.
- D. **Cleaning:** including encouraging the cleaning of frequent touchpoints and encouraging ventilation (open windows) [but Library windows cannot be opened easily, so it is necessary to rely on the HVAC system operating properly].
- E. **Contact Tracing:** encourage the voluntary recording of attendance.
- F. **Communication:** how will this plan be communicated and training provided to the right people?
- G. **Accountability:** who is accountable to ensure this plan is communicated and followed?

**A. Masks**

Library staff members will be asked to wear a mask when working in public spaces in the Library until such time that Nova Scotia Public Health deems masks not necessary in such situations. Patrons will be asked to wear masks in the Library as long as masks are mandated by the government. Library staff and patrons will be encouraged to continue wearing masks even after they're no longer required by Nova Scotia Public Health regulations. Signs will be posted outside the Library entrance and at several places inside the Library requiring or encouraging Library visitors to wear masks while in the Library, pursuant to N.S. Public Health guidance.

Library windows cannot easily be opened, so ventilation needs to be through settings on the Library HVAC system, for which Facilities staff has responsibility.

**B. Distancing of operations**

Access to the Library will continue to be with the entrance through the front door and exit through the north door of the Reading Room. This will keep traffic flowing in one direction and prevent patrons encountering each other at closer than 1 meter face-to-face.

Library study spaces will be available on the main and lower floors, but certain chairs will be removed to keep patrons separated by at least 1 metre face-to-face, e.g., when seated at large study tables.

Computer rooms on the lower floor are already limited to one chair and one computer per room, to limit number of patrons using the room to one.

Signs will be posted outside the Library entrance and at several places inside the Library requesting Library visitors to maintain physical distancing of 1 meter face-to-face.

Chairs will be removed in various locations to increase spacing in study areas in the Library.

Elisabeth Stones of the Foundation Year Program has requested use of the Committee Room for a FYP tutorial group consisting of a maximum of 14 people four mornings per week for the academic year.

Guidance from OH&S and Facilities is required to determine if the size of the space can accommodate that many people.

The Committee Room may be closed to meetings of more than a designated number of people.

The Library Circulation desk has a Plexiglas barrier that will remain in place.

**C. Hygiene**

Signs will be posted throughout the Library encouraging frequent handwashing and use of sanitizer from the dispensers throughout the Library.

University cleaning staff will keep the sanitizer dispensers filled.

**D. Cleaning**

University cleaning staff, front line Library staff members, and Student Library Assistants will be asked to wipe down frequent touch points several times each day.

**E. Contact tracing**

Library staff will ask each visitor to the Library to fill out a paper form with contact information and time in/out of the Library building. The forms will be saved for a rolling 30-day period and then will be securely destroyed.

**F. Communication**

This plan will be emailed to all Library staff members and Student Library Assistants, who will be asked to confirm that they have read it and have had any questions relating to this plan answered to their satisfaction. Training will be provided to Student Library Assistants by Library staff members who supervise them.

**G. Accountability**

The Interim University Librarian is accountable to ensure this plan is communicated and followed. Library staff members who supervise Student Library Assistants will be accountable for ensuring the Student Library Assistants follow this plan.

All Library staff members are accountable for making their best efforts to have members of the King's community and the public who are in the Library follow this plan.

All members of the King's community and members of the public who enter the Library will be accountable for personal violations of this safety plan.

**5. Has this Adjunct Plan addressed all additional safety items from the NS Higher Education Framework, if applicable?**

n/a

**6. Does this Adjunct Plan address all additional safety risks created by special events or high-risk activities?**

The Library is the venue for special events from time to time. If a special event is to be held in the Library, the organizer of the event will be asked to prepare a COVID-19 safety plan and submit it to the Occupational Health and Safety Committee for approval before the event. The organizer of the event will be responsible for ensuring that all safety precautions are carried out during the event.

**7. If a significant safety event occurs during the academic year, how does this Adjunct Plan support a contingency plan to continue University operations?**

If there is a significant safety event during the academic year, the Library may need to close to members of the public and reduce its operations.

The Library doors would be locked so no members of the public may enter.

Library staff members will return to working at home unless it is safe for one or two staff members to come to the Library to work for limited periods of time a few days per week to provide books to patrons by curbside pickup while the Library doors are locked.

The Library could return to a previous lockdown plan of eliminating in-person services, shifting staff to work from home and eliminating staff members on campus, and providing books through curbside pickup with reduced hours.

For a safety event of less severity, the Library may consider admitting a limited number of students and other members of the King's-Dalhousie community to use study spaces arranged by booking, in addition to providing curbside pickup of books.



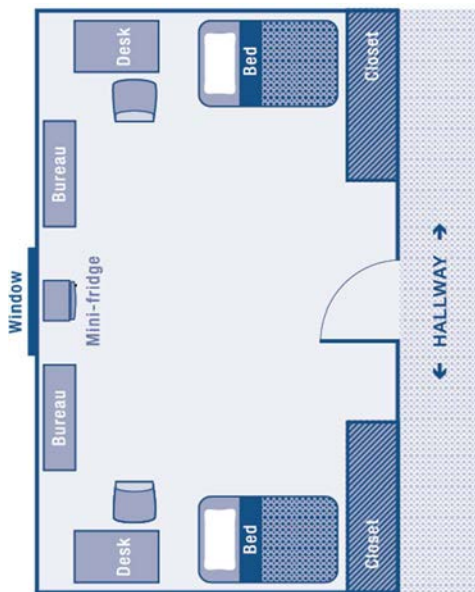
## KING'S RESIDENCE OPERATIONS COVID SAFETY PLAN 2021 – 2022

### University of King's College Residence

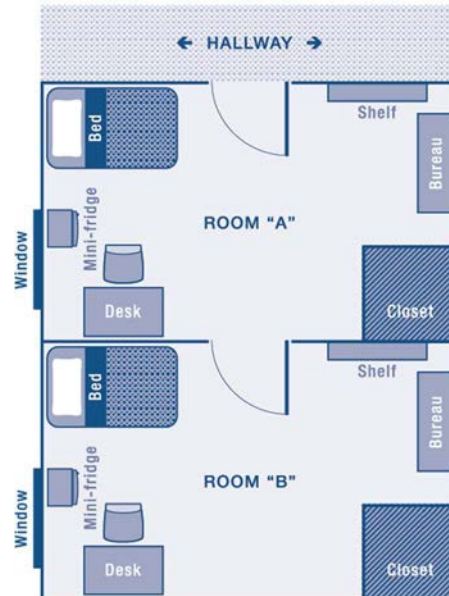
#### OVERVIEW

Of King's 252 beds in residence, approximately 230 beds will be occupied by students and student staff, resulting in occupancy of 91%. This includes approximately 90 traditional double beds (45 rooms, see *Figure 1*) and 44 semi-private double beds (see *Figure 2*). The east wing of Alex Hall's lower level will remain vacant for self-isolation with up to 21 beds (4 bathrooms, including one ensuite). The following complies with the appropriate precautions and measures outlined in the CONSUP Higher Education Framework (Fall 2021), King's Central Safety Plan (June 2021), and Nova Scotia Reopening Plan.

*Figure 1: Traditional Alex Hall Double*



*Figure 2: Semi-Private Bay Double*



#### RATIONALE

Double rooms are of great benefit to both students and the University. Factors considered to support moving forward with both traditional and semi-private doubles include:

##### **Student Mental Health and Experience:**

It is well-known amongst student housing administrators that double rooms positively impact students' mental well-being and overall experience. Specifically, living with a roommate contributes to a greater sense of belonging and helps students feel more engaged in their community. The use of double rooms is an opportunity to respond to and improve mental health concerns exacerbated by COVID-19. Additionally, traditional double rooms are the least expensive accommodation option offered. Eliminating this option can place an additional financial strain on students who are already struggling financially due to the COVID-19 pandemic.

**Occupancy:**

Residence occupancy is for Fall 2021 has already well-exceeded the maximum number of single-occupancy rooms available. If double rooms cannot be offered, King's will not be able to meet demand, placing further pressure on an already strained housing market and highly likely resulting in a decrease in enrolment.

Given the high level of vaccinations reported in the residence vaccine report by incoming residents (85%+ double vaccinated), and to meet the demands of our applications, we would like to open Cochran Bay for the fall. Opening Cochran will allow us to address a hearty waiting list of King's first-year students. Additionally, low numbers of self-isolation on campus from this past academic year (no more than two at any one time and no more than ten total over eight months) can be easily managed by converting the east wing of the lower level of Alex Hall into a self-isolation space in rooms 010-016 with seven rooms/beds available. Additionally, conversations are ongoing for SI to take place in conjunction with Dalhousie University at the Westin Hotel.

To prepare the space, a work order to re-attach a set of double doors previously removed has gone into Facilities Management, and this wing has a large washroom within the space. No common area would need to be shared, such as laundry, and a table can be set up for meal delivery. Overall, this is a more sensible use of beds and space within the residence system and allows us to address the high demand for residence this academic year.

This amendment brings resident occupancy up to:

Revenue Beds: 238

SI Beds: 7 beds

Staff Beds (7 Dons, 11 Jr Dons, 2 Deans): 20

**Timing:**

Postponing the opening of double rooms until later in the Fall 2021 term or the start of Winter 2022 is disruptive to students' transition to university and will force students to miss out on the fundamental first six weeks that sets the course for their year. Most students do not typically opt to move in at times other than the start of the academic year and would also result in the financial and logistic stress of finding alternate short-term housing. In addition, rooms that would normally be offered as doubles would already be occupied as single rooms. Converting these rooms to double rooms and adding another occupant would be a significant challenge.

**KEY ASSUMPTIONS**

This plan assumes the provincial Phases 1 through 4 will occur during the summer of 2021, with Phase 5 likely by September. The existing 2020-2021 COVID-19 University Central Coordination Plan, Residence Safety Plan, and other operational safety plans will remain in effect during the summer. The Government of Nova Scotia's phased approach will dictate the rollout of this adjunct plan. Modifications to this plan will follow the process outlined in the COVID-19 University Central Coordination Plan. We assume that most, if not all, students who are can receive a vaccine will be fully immunized at least two weeks before moving into residence and will voluntarily share this information with the Residence Office.



## SAFETY PRINCIPLES

Until Public Health advice in these areas' changes, the following safety principles will be implemented:

- **Immunization:** Students will be strongly encouraged to be fully vaccinated through a joint King's/King's Student Union communications campaign. Residents will be asked to share their vaccination status with the Residence Office to support room assignments. All students, staff, and faculty will be surveyed to anonymously share their vaccination status to help inform safety planning on campus.
- **Self-Assessment:** Students and staff will be strongly encouraged to screen themselves regularly for symptoms of COVID-19 using a self-assessment feature on the DalSafe App, including prior to moving into residence.
- **Testing:** Students and staff will be strongly encouraged to get tested regularly as part of their weekly routine, before socializing, visiting others in the community, etc.

Other considerations include:

- **Masks:** The use of masks will be required in indoor residence public spaces.
- **Physical Distancing:** 1-metre physical distancing (face to face) will be provided for in most conditions (e.g., common rooms, meal hall, etc.).
- **Sanitation:** Enhanced cleaning will continue throughout residence, with particular attention given to residence washrooms. Hand sanitization supplies and dispensers will continue to be available.
- **Contact tracing:** On move-in day, residents will use the online residence database, eRezLife, to track friends or family helping them move in. Residents have identifiable swipe cards required to enter residence buildings. No guests from outside the King's residence community will be permitted.
- **Signage and Communication:** COVID-19 signage in residence will be renewed and reflect all Public Health directives, including identifying capacity limits. All residents will receive regular communication outlining expectations and requirements. Education through Don and Junior Don community interactions will also play an essential role in setting campus culture and expectations outlined in the Residence Guidelines (including accountability for COVID-19 compliance).
- **Area Ventilation:** King's will regularly review and ensure that all mechanical systems for air circulation are functioning as designed and that all operable windows are functioning to minimize aerosol accumulation.

## KEY DATES:

- July 25 – August 8: Residence Staff (Dons, Junior Dons) can begin to arrive to complete required self-isolation (depending on vaccination status and where they are traveling from) in either their assigned suite with private washroom or in Cochran

**RESIDENCE LIFE**

Bay if they do not have an ensuite washroom. No travel SI will take place on campus for the fall term after August 8, 2021.

- August 9 – August 20: Don and Junior Don development training.
- August 21 – September 4: Limited self-isolation move-in due to travel to campus. Residents will move to permanent room assignment on September 4.
- September 4 – 5: Student arrival and move-in will be appointment-based to ensure all public health protocols are followed and access to residence controlled.

**VACCINATION STATUS COLLECTION & ROOM ASSIGNMENTS:**

Vaccinations will not be mandatory but strongly encouraged for all residents. A vaccination status form will be sent to all residents to complete by mid-July 2021 via King's secure residence database, eRezLife, to request that residents voluntarily share their vaccination status. This information will be kept secure within eRezLife and used for room assignment purposes. In addition, we will seek permission from students to share their vaccine status with their assigned roommate, as applicable.

Students who need single rooms for a medical reason (e.g., immunocompromised, cannot get vaccinated) will be accommodated. Traditional double rooms will be assigned to students who share they will be fully vaccinated at least two weeks before moving into residence. If there are not enough fully vaccinated students, priority will then be given to students who share they will have at least one dose at least two weeks before moving into residence. If there are not enough vaccinated students to fill the available beds, beds may be prioritized to students from the waitlist who are fully vaccinated.

See the addendum for a sample of the vaccination status form.

**WASHROOM ASSIGNMENTS:**

Most washrooms in residence are shared communal facilities with multiple toilet stalls, sinks, and showers. Cleaning supplies will be available to students for their personal use before/after using communal washrooms, in addition to the enhanced cleaning by custodial staff 4-5 times daily. To limit the number of students using each facility, stalls, sinks and showers are labelled and assigned to students living on a floor with ratios as follows:

<b>RESIDENCE BUILDING</b>	<b>2021-22 Occupancy # (includes students and staff without ensuite)</b>	<b>2021-22 Washroom Ratio</b>	<b>2020-21 Washroom Ratio</b>
Chapel Bay	22	4:1	2:1 or 4:1 (by floor)
Middle Bay	18	4:1	2:1 or 4:1 (by floor)
Radical Bay	22	4:1	2:1 or 4:1 (by floor)
North Pole Bay	20	4:1	Self-Isolation
Angels' Roost	12	4:1	4:1
Cochran Bay	20	4:1	Self-Isolation
Alex Hall Lower Level	15 Students/7 SI	4:1	Vacant
Alex Hall 1 <sup>st</sup> Floor	22	4:1	3:1
Alex Hall 2 <sup>nd</sup> Floor	34	6:1	3:1
Alex Hall 3 <sup>rd</sup> Floor	34	6:1	3:1
Alex Hall 4 <sup>th</sup> Floor	26	4:1	3:1

## COMMUNICATION PLAN:

Residence will communicate COVID guidelines and processes through a multi-channel approach for 2021-2022. All primary communication will be sent from the Residence Office via [residence@ukings.ca](mailto:residence@ukings.ca) to resident's Dal email. Communication will begin over the summer, including a COVID self-isolation individual plan for all residents to plan and prepare for self-isolation, what to bring, and what to expect when in self-isolation. Residence guidelines and an updated agreement will also be completed within eRezLife outlining expectations, COVID guidelines, and details of move-in and arrival. Residents seeking to self-isolate on campus will submit a request and will be approved based on need since self-isolation space is limited. Move-in day sign-up will be conducted via eRezLife as well and communicated several times throughout the summer to ensure completion. Simultaneously, all messages will be conveyed via Instagram story and post and saved for future access by parents and residents. All information will also be replicated on the King's residence website and updated as needed.

## RESIDENCE STAFF ARRIVAL, SELF-ISOLATION, AND TRAINING

Residence Life Staff and Front Desk training will take place at the beginning of August. The following considerations outline our thinking:

- 1) Residence staff will be permitted to arrive on campus beginning July 25 and move into their assigned room. Staff requiring self-isolation will self-isolate in their own space provided they have access to a private washroom. Those that do not have access to a private washroom will be assigned to Cochran Bay to complete their self-isolation.
- 2) Staff will be required to provide their own food.
- 3) Staff must complete all self-isolation requirements as outlined by the Government of Nova Scotia and Public Health.
- 4) Residence Staff training will begin on August 9, 2021, in-person in Prince Hall. All other training protocols will follow the King's Living with COVID framework.
- 5) A portion of residence staff training will take place off-campus the weekend of August 12, 2021, at Windhorse Habitats in New Germany, Nova Scotia. Windhorse Habitat follows all provincial and public health COVID guidelines.
- 6) Residence staff training will conclude before students arrive to begin self-isolation on campus and will be able to act as a resource and support for new residents virtually.

## RESIDENT SELF-ISOLATION PROTOCOL

Residents will be encouraged to self-isolate off-campus, especially if travelling with family, with supports provided by King's in collaboration with the Day Students' Society (e.g., delivery of grocery and other essential items, check-in, etc.).

Students who are symptomatic or awaiting testing will follow the protocol outlined in the Residence Self-Isolation Guidelines. Students will move to Alex Hall lower level if they test positive and will receive the supports outlined via the Dalhousie Student Support COVID document (see addendum) and Residence Self-Isolation Guidelines.

## RESIDENCE LIFE

In conjunction with the Assistant Dean of Residence, the Senior Don will coordinate the self-isolation protocol, including communication with all students entering, during, and leaving SI and campus stakeholders such as dining services, housekeeping, security, and facilities management. In addition, the Senior Don will ensure potential exposure in common washrooms, roommates, and necessary residence staff are informed, and areas are closed for cleaning. Roommates will be required to attend the Dalhousie testing site and may be moved to self-isolation pending results.

### MOVE-IN PROCESS

Move-in will occur on September 4, 2021, for returning students and September 5, 2021, for new students. Residents will be assigned a flexible move-in appointment. This is to ensure all public health protocols are respected and access to the residence system is controlled.

Residents will be permitted one guest to assist with move-in, registered via eRezLife for contact tracing purposes prior to receiving their keys. The guest will need to check out at the move-in day tent before departing residence.

A series of welcome events will be coordinated in conjunction with KSU. They will include a return to more traditional Welcome Day events, including an official welcome on the library steps, the first meal in prince hall, and orientation events in the evening. Catering will be provided for guests, residents, and King's staff throughout the morning and afternoon. There will also be an opportunity for residents to meet their Residence Life Staff.

For more information on KSU orientation, please see the appropriate adjunct plan.

### FRONT DESK OPERATIONS

Please see the addendum for the Front Desk operations for 2021-2022.

### RESIDENCE PROGRAMMING

Residence programming will operate under the overall framework of vaccines, self-assessment, and frequent testing, following the gathering limits as outlined in the NS Phases. To support this framework, residence staff will submit an event proposal seven days in advance and need the Assistant Dean's approval. Living with COVID precautions, as outlined in the King's Central Safety Plan (i.e., masks and physical distancing), will be reviewed with residence staff as the year progresses to achieve a nimble and flexible response. As a precautionary measure, attendance will be tracked at each event for contact tracing purposes and uploaded to eRezLife for archiving until no longer necessary.

Residence Staff will review and provide feedback on programming while living with COVID regularly.

### DINING SERVICES

It is anticipated that Prince Hall will be open to residents only for the start of the fall term. With an expected cohort of 215 residents and 20 staff, we will be planning for a return to full service in Prince Hall, considering certain safety measures. As Public Health relaxes restrictions in the move to Phase Five of the Nova Scotia re-opening plan, we will look at

## RESIDENCE LIFE

phasing in our own changes and expanding services to faculty and staff, with the OHS Committee and President Lahey's approval.

The following points are the main measures we will be addressing for the fall term and re-opening of campus.

- Guests in Prince Hall will be required to wear masks at all times, except for when actively eating and drinking
- One meter, or three feet, of physical distancing in face-to-face situations, will be the expected requirement for distancing when indoors
- Configuration of Prince Hall seating to accommodate our expected capacity of 150 people
- An additional plan to request an exemption to capacity limits with an appropriate safety plan
- An adapted entry and exit plan to allow for physical distancing while increasing capacity
- Contact tracing will be accomplished through the meal card swipe system
- Hand sanitizing stations as you enter and leave Prince Hall, as well as one station near the dish drop-off area. Additionally, we have a number of stations in the kitchen area for staff use
- Revamped signage to remind guests of mask and physical distancing rules
- All Chartwells team members will be required to wear masks, do a COVID health check at the start of their shift, and practice physical distancing whenever possible
- All Chartwells team members participate in health and safety training, which includes COVID specific training and reminders
- Cleaning and disinfecting regime that will follow Public Health recommendations and Chartwells policies. Currently, we clean and disinfect high touch areas every 20 to 30 minutes
- The kitchen ventilation system has been upgraded to allow for an adjustable draw on the hood system. This allows for the reduction in draw from Prince Hall, equalizing the kitchen and the dining hall
- The current Plexiglas installation in the kitchen will remain in place
- We expect that Prince Hall will operate as close to pre-pandemic levels as possible. Our time closed between meal periods will be lessened substantially
  - Operating Hours
    - 8:00 am to 7:00 pm Monday to Friday
    - 9:00 am to 7:00 pm Weekends and Holidays
  - Expanded menu offerings with an adapted served salad bar

### Self-isolation:

Should a resident need to go into self-isolation due to onset of symptoms or because of potential exposure, we will continue with the established protocol:

- Communication from residence team with relevant details on student going into self-isolation – dietary concerns and preferences
- Two meal deliveries daily to Alex Hall lower level under established delivery protocols, specifically the use of PPE by staff and following physical distancing measures

### Residents Quarantine:

Should we have residents that will need to quarantine before residence opening on September 4, with approvals in place, we would service this cohort through Prince Hall with the following procedures in place:

- Twice daily meal service for those in quarantine only
- Residents will move through Prince Hall, with masks and physical distancing, collect their meals and return directly to their rooms

## **COMPLIANCE, ACCOUNTABILITY AND COMMUNITY CONDUCT**

King's residents complied well in 2020-2021 with COVID-19 Residence Guidelines, with the main difficulty being the discomfort of wearing masks for extended periods when outside their private room. We plan to maintain an empathetic and educative approach to holding students accountable to community expectations outlined in the Residence Guidelines and the Code of Conduct. Residence staff will be trained to support and educate residents and provide coaching to encourage compliance and follow-up as needed for those who are struggling. If necessary, disciplinary action may be taken by the Assistant Dean or Dean of Students in case of repeat or serious offences.

## **PROCESS FOR DECISION MAKING**

This plan will be vetted through King's OH&S Committee with input from residence staff/students. King's OH&S Committee will recommend the plan, with any feedback incorporated, to the University President for approval.

Any student feedback during the academic year will be routed through the King's Residence Council and brought to King's OH&S for consideration. Any changes will be communicated to students through the official King's residence email account and posted on Instagram and to the King's residence website.

## **OUTBREAK & CONTINGENCY PLANNING:**

This plan is built upon the assumption that Federal and Provincial restrictions will begin to ease leading up to September 2021 as vaccine distribution increases. King's understands that there are extenuating factors that may lead to an extension or increase in public health measures that are counter to currently anticipated timelines. If the Province of Nova Scotia determines that double rooms can no longer be offered, the Residence Office will be prepared to act to implement additional Public Health safety measures, including, if necessary, moving one roommate in a traditional double to another available residence room. In the case of extended restrictions, King expects to see a significant drop in in-person enrollment and Residence bookings similar to that experienced in the spring of 2020. All remaining students would likely be able to be accommodated on-campus in single-only accommodation. In the event that these numbers do not decrease sufficiently to be accommodated on-campus, King's will prepare a list of alternative accommodations for students that can be used either temporarily (until double rooms are permitted) or on an ongoing basis, dependent on the situation.

To further illustrate our thinking,

## RESIDENCE LIFE

- 1) In the event a single student develops symptoms, they will be moved to the lower level of Alex Hall and will be in self-isolation until receiving negative test results. Meals will be delivered to a space within this area, and a dedicated washroom will be assigned, including shower, sink, and toilet stall. Enhanced SI cleaning will take place. This SI space can hold up to 7 residents within their private room.
- 2) In the event a bay/floor/wing simultaneously develops symptoms, the area will be locked down until all residents receive a negative test. Meals will be delivered to a space within the area. Enhanced SI protocol for cleaning will take place. All residents within the locked-down area will continue to use their assigned washroom. The University will work with Public Health to manage the outbreak.
- 3) In the event of a full building or system-wide infection, all residence buildings will be locked down, and the University will work with Public Health to determine the next steps. Key residence staff would be relocated off-campus to provide support/logistics

### Updates for Winter Term 2022:

To continue to provide supportive housing to those who need it during the Omicron wave and to adapt to changes in Public Health advice and directives, the following measures will be implemented beginning January 2022:

- **Screening Kits:** All incoming residence occupants will have one rapid test upon entry. All remaining test kits will be dedicated to residence use for symptomatic testing, as per the new Public Health guidelines.
- **Masks:** To provide the recommended protection against the more transmissible Omicron variant, King's requires everyone on campus to use 3-ply masks. Free three-ply cloth King's masks will be available at the Alex Hall Front Desk. Disposable masks are available throughout residence. Masks are required at all times when not in your room. This includes hallways, common rooms, Prince Hall when not actively eating, and anytime you are with others. No food or drinks will be permitted in common rooms to ensure proper masking is upheld at all times. Students will be asked to continue encouraging friends to wear masks whenever together to help protect one another. The Assistant Dean will work with RLS to implement stronger enforcement for not wearing masks including fines or further disciplinary action without additional warning.
- **Gathering Limits:** Residence will follow the current informal gathering limit (currently 10 people) in common rooms. No food or drink is allowed in common rooms to support proper masking when students are not in their rooms.
- **Prince Hall** is now and until further notice limited to residence occupants and to a limit of 150 people, which is less than the 50% maximum. Seating will be re-arranged to promote physical distancing and smaller table seating. Take-out meals will be offered to reduce occupancy as much as possible. Mask wearing will be strictly enforced when people are not actively eating or drinking.

## RESIDENCE LIFE

- **Limited contact with others:** Students will be expected to keep to a consistent social group of no more than the required limit (currently 10 consistent people). Common rooms occupancy and in-person programming will also be limited to this number.
- **Bathroom usage:** Common washrooms will be used one at a time. Students will be given signs to indicate when the washrooms are occupied. Windows will be left open to promote ventilation.
- **Self-Isolation:** Residence has limited self-isolation beds available in a designated wing of Alex Hall. These beds will be reserved for symptomatic students living in traditional Alex Hall doubles. Students in other rooms, including singles and Bay doubles, will self-isolate in their room as required using a designated washroom stall. If a student living in a double room develops symptoms, they would be immediately moved to the designated self-isolation bed. Students will be permitted to return to their regularly assigned room once they have received a negative COVID test result (as available) and are no longer exhibiting or only exhibiting mild lingering symptoms. In the event of a positive test result the student will return to their regularly assigned room once Public Health has cleared the student from quarantine. The roommate of the symptomatic student will be directed to self-isolate in their assigned room and schedule an appropriate test. The designated nurse at Dalhousie Student Health and Wellness will be consulted as needed. In the event of a positive COVID test result, King's will provide all information required by Public Health and comply with all directives requested. When students are moving to the designated self-isolation room, they will be instructed to wear a 3-ply disposable mask, maintain 6 feet distance between themselves and others, and sanitize their hands before leaving their room. If self-isolation beds reach capacity for those in traditional AH doubles, roommates who are close contacts of each other may need to self-isolate together in their rooms if no other residence rooms are available. See self-isolation support plan and outbreak management plan for more details.
- **Communication process** if there is a positive case in residence:
  - Contact Senior Don for support on next steps (902 266 7359)
  - Reach out to close contacts. As of Dec. 2021, the significant surge in COVID-19 cases in Nova Scotia has resulted in a backlog in Public Health contacting positive cases and close contacts. Public Health asks that you notify any social contacts. This includes friends, family and anyone with whom you attended a social gathering, event, or extracurricular activities and had close contact during your infectious period. A person with COVID is generally considered infectious (can spread COVID-19 to others) beginning 48 hours (two days) before symptoms started, or, if no symptoms, 48 hours before the positive test was taken and ending 10 full days after the start of symptoms (or 10 full days from test date if no symptoms) AND feeling better (no fever and improving). Please tell them to visit <https://www.nshealth.ca/information-covid-19-close-contacts> for detailed directions on self-isolation and testing based on vaccination status. Review the following PDF for more information about informing close contacts: [Understanding what it means to notify your close contacts](#) (.pdf). Senior Don Brianna can assist.
  - Notify Public Health by emailing [PublicHealthPOCT@nshealth.ca](mailto:PublicHealthPOCT@nshealth.ca) including your name, date of birth, Health Card number (if you have one), and contact information.



## RESIDENCE LIFE

- A positive COVID case in residence will only be communicated to those who must know. This includes, for example, staff from residence, facilities management and the custodial service provider. Only the location of the room with the COVID infection will be provided. Close-contact tracing will be undertaken with those directly affected as outlined above. COVID close-contact tracing communications will be provided to the broader community only when directed by Public Health. General statistics of COVID cases on campus, as available, may be communicated to provide transparency or when relevant to the interests of community safety.
- **More detailed documentation** will be updated for King's COVID contingency plan for managing an outbreak in residence, adapted from Dalhousie.

Last Updated:  
January 13, 2022 (KM)



UNIVERSITY OF  
**KING'S**  
COLLEGE • HALIFAX

# COVID-19 CONTINGENCY PLAN

Residence Outbreak Management  
Winter 2022

*Presidential Approval – January 13<sup>th</sup>, 2022*

## EXECUTIVE SUMMARY

---

This Contingency Plan is intended to set out the response processes in the event of a confirmed COVID-19 outbreak in University of King's College residence buildings. The purpose of this Contingency Plan is to protect health, control exposure, and minimize transmission of a communicable disease and, to minimize the impact on students, staff, the University, and its community. This plan will be reviewed and updated on a regular basis to ensure continued alignment with current Public Health advice and directives.

Communications responsibilities and actions will be managed strictly in keeping with the Personal Health Information Act (PHIA), all other applicable provincial legislation, direction from Nova Scotia Public Health, and university policy.

The COVID-19 Outbreak Management Team for King's residences is as follows:

- Dean of Students – Katie Merwin ([Katie.Merwin@ukings.ca](mailto:Katie.Merwin@ukings.ca))
- Assistant Dean of Residence – Ashley Nixon ([Ashley.Nixon@ukings.ca](mailto:Ashley.Nixon@ukings.ca))
- Senior Don – Brianna Legere ([Brianna.Legere@ukings.ca](mailto:Brianna.Legere@ukings.ca))
- University Safety Officer – Ian Wagschal ([Ian.Wagschal@ukings.ca](mailto:Ian.Wagschal@ukings.ca))
- Chair of Occupational Health and Safety Committee – Tim Ross ([Tim.Ross@ukings.ca](mailto:Tim.Ross@ukings.ca))

This team is activated and responds to confirmed cases of COVID within King's residences. The team identifies potential risks, determines notification and communication needs internal to King's, liaises with others, and manages next steps. The team make-up may vary depending on the outbreak situation.

The Dean of Students will coordinate with and seek approval from the President, with referral to the Senior Administrative Team as needed, on on-going responses.

## OUTBREAK PLAN

---

### A. Confirmed Outbreak in King's Residence Buildings (two or more positive cases of COVID-19)

1. University officials are contacted by two or more student(s) living in residence or employees working within residence that they have tested positive for COVID-19, or
2. University officials are contacted by Nova Scotia Public Health confirming two or more positive cases or high-risk exposures within King's residence buildings.

### RESPONSE

NOTE: As of Dec. 2021, Nova Scotia Public Health is focusing its efforts on those at highest risk of severe disease and hospitalization.<sup>1</sup> If a Public Health official is not available, colleagues at

---

<sup>1</sup> "High case numbers driven by the Omicron variant of COVID-19 have led to changes in Nova Scotia's approach to testing and case management. Public Health is focusing its efforts on those at highest risk of severe disease and hospitalization. Those not considered high risk are being asked to test at home and self-manage their case, including contacting all close contacts. This approach will be extended to schools. Public Health will no longer contact trace in school settings. Students who are sick or who are close contacts of a known case should stay home and follow public health guidance that is available online." Government of Nova Scotia, "Public School Holiday

other institutions such as Dalhousie involved in COVID response will be consulted to learn from their experiences in managing COVID in residences.

COVID-19 Outbreak Management Team convenes and assigns team members to complete the following tasks:

1. Consult with Nova Scotia Public Health (if applicable) or other colleagues on:
  - a. Contact tracing within affected residence buildings and broader university community as required
  - b. Engaging mobile testing units to affected residence buildings and university community as required
  - c. Decision on any other appropriate measures to be taken, including affected floors/buildings, meal service and changes to residence living policies
  - d. Appropriate communication to students and staff living or working within affected residence floors or buildings.
    - i. Internal triggers for residence communication:
      - Introduction of new restrictions in residence: (see #6).
    - e. Appropriate communication to the broader King's community (if required)
2. Coordinate self-isolation protocols in accordance with Public Health guidelines and with advice from Residence colleagues at other institutions.
  - a. Students will complete an online Residence Self-Isolation Intake Form. This form will provide the student with situation specific instructions for self-isolation.
  - b. Self-Isolation protocols will differ depending on room type:
    - i. Single Rooms (all buildings)
      - Students who are symptomatic, test positive or are identified as a close contact will self-isolate within their assigned room and follow the Public Health guidelines specific to their situation.
    - ii. Double Rooms
      - There is increased risk of exposure and transmission to students living in double rooms.
      - The self-isolation protocol for double rooms in residence differ between buildings. Below is a grid to help define the self-isolation protocols for students living in double rooms.

<b>Building</b>	<b>Tests Positive</b>	<b>Symptomatic</b>	<b>Close Contact</b>
Alex Hall Double Room	The student is moved to the Self-Isolation Wing in Alex Hall	The student is moved to the Self-Isolation Wing in Alex Hall.	The student & their roommate will self-isolate in their assigned room as the roommate will also be considered a close contact.

---

Break Extended; Contact Tracing in Schools to Stop” 28 Dec. 2021,  
<https://novascotia.ca/news/release/?id=20211228003>

Bay Double Room*	The student will self-isolate in their assigned room.  The student's roommate will be considered a close contact and will need to self-isolate in accordance with PH guidelines for close contacts.	The student will self-isolate in their assigned room.  The student's roommate will be considered a close contact and will need to self-isolate in accordance with PH guidelines for close contacts.	The student will self-isolate in their assigned room.  The student's roommate will be considered a close contact and will need to self-isolate in accordance with PH guidelines for close contacts.
------------------	---	---	---

\*The Bays double room design allows for reduced risk of transmission between roommates compared to Alex Hall double room design and serves as the justification for the difference in self-isolation protocol between buildings.

- c. If Alex Hall self-isolation wing reaches capacity:
  - i. Any clean and available rooms within Residence can be utilized as additional self-isolation areas.
  - ii. If there are no other available rooms to use as self-isolation areas the following self-isolation protocols will take place for students living in Alex Hall double rooms:
    - If both roommates test positive for COVID-19, the roommate occupying a bedspace in the AH self-isolation wing will be returned to their double room. Both students will need to self-isolate until the end date of the 2<sup>nd</sup> roommate's isolation window. This will free up a room in the AH self-isolation wing.
    - If a student tests positive or becomes symptomatic and no other rooms are available, both the student and their roommate will self-isolate in their shared assigned room and follow Public Health guidelines specific to their situation.
- 3. Inform impacted staff (via relevant supervisors) of positive cases.
- 4. Coordinate with and seek approval from the President, with referral to the Senior Administrative Team as needed, on responses including high-level risks and communications to the public as deemed necessary and appropriate.
- 5. Coordinate resources and support within Human Resources, Residence Operations, Facilities, and Ancillary Services (Custodial, Dining Services, Security etc.).
- 6. Coordinate enacting appropriate Residence COVID-19 Additional Restrictions within affected residence buildings and communicated to:
  - a. students through eRezLife emails and in-person room visits by assigned Residence Life staff member (if appropriate)
  - b. staff that continue to live, work or have worked in affected residence buildings by appropriate supervisor.
- 7. Collect and disperse required PPE to employees continuing to live and/or work within affected residence floors or buildings.
- 8. Ensure that all impacted students receive self-isolation support including:
  - a. Health & Safety Packages (e.g., mask; sanitizer, alcohol wipes, etc.)
    - i. Inventory provided by Assistant Dean of Residence.
  - b. Health and safety information for illness management including:

- i. Contact information for if symptoms worsen (including shortness of breath or any difficulty breathing)
  - Don-on-Duty 902-233-1994
  - Senior Don 902-266-7359
  - King's Security 902-430-7938
  - **Security and King's support staff will facilitate calls to 911 to engage medical phone support and ensure Emergency Health Services are dispatched appropriately**
- ii. Medical supply delivery information
- iii. Student Health & Wellness support resources and contact information
  - Mental Health Support:
    - a. Student Support Advisor – Isa Wright ([isa.wright@ukings.ca](mailto:isa.wright@ukings.ca))
    - b. Chaplain – Fr. Ranall Ingalls ([ranall.ingalls@ukings.ca](mailto:ranall.ingalls@ukings.ca))
    - c. Resources available including Dal Same Day Counselling, Good2Talk telephone counselling, social worker, after-hours residence life support.
  - Health Support through Dal Student Health & Wellness:
    - a. Assistance with prescription refills
    - b. Other medical supply delivery information as needed

NOTE: Students will be asked whether they consent to provide health details to Dal Student Health & Wellness. If they agree, they will be contacted by Student Health & Wellness Team. This is due to privacy legislation regarding personal health information. Students are also encouraged to reach out to Student Health & Wellness at any time for support during their isolation period.

- c. Meal delivery information and sick tray forms
    - i. Meal support for students self-isolating in residence will be provided by Dining Services with the Senior Don coordinating delivery to individual residence rooms; process reviewed daily based on number of students requiring meal support. Additional support will be required from other units if there is a large number of students in isolation, or if residence staff are in isolation and unable to support meal delivery.
  - d. Information about behaviour and expectations while self-isolating
    - i. Students will be informed of all required Public Health protocols while in self-isolation such as no access to dining halls, masking and required cleaning when using shared washrooms.
    - ii. Direction on cleaning expectations and how garbage should be managed
    - iii. Students will be informed that deliberately breaking self-isolation protocols will result in disciplinary action under the Residence Guidelines and may result in eviction (after the self-isolation period is completed).
  - e. Contact information for residence support staff will be circulated to students in a follow up/support email including contact information for academic accommodations.
9. Ensure that live-in staff have access to self-isolation support and resources as required.
  10. Tracking information for staff will be maintained by the Assistant Dean of Residence and shared with internal and/or external support resources as appropriate, adhering to privacy requirements.

11. Remind students that academic advising and accommodations supports are available (as required).
12. Ensure all Ancillary Services enact appropriate cleaning, sanitizing and access control protocols in affected buildings.

## **B. Confirmed Outbreak in King's Residence Buildings is Deemed Resolved**

Nova Scotia Public Health no longer confirms a case is resolved with laboratory COVID-19 tests. As of Jan. 7, 2022, the new self-isolation requirements for positive cases are as follows:

“Fully vaccinated person or a child 11 years old or younger

- must isolate for a minimum of seven days following the onset of symptoms or a positive test if asymptomatic
- can leave isolation after Day 7 if there are no symptoms or symptoms are improving and there has been no fever for at least 24 hours”<sup>2</sup>

## **RESPONSE**

COVID-19 Outbreak Management Team convenes and assigns team members to complete the following tasks:

1. Consult with Nova Scotia Public Health (if applicable) or other colleagues on:
  - a. Appropriate communication to students and staff living or working within affected residence buildings
  - b. Appropriate communication to the broader King's community (if required)
  - c. Removal or amendment of Residence COVID-19 Additional Restrictions within affected residence buildings.
  - d. Removal or amendment of any other measures put in place in response to outbreak.
2. Inform impacted staff (via relevant supervisors) that the outbreak is resolved.
3. Inform all relevant staff within Human Resources, Residence Operations, Facilities, and Ancillary Services (Custodial, Dining Services, Security etc.).
4. Coordinate with and seek approval from the President, with referral to the Senior Administrative Team as needed, on responses including high-level risks and communications to the public as deemed necessary and appropriate.
5. Coordinate the removal or amendment of Residence COVID-19 Additional Restrictions within affected residence buildings and communicated to:
  - a. students through eRezLife emails and in-person room visits by assigned Residence Life staff member (if appropriate)
  - b. staff that continue to work or have worked in affected residence buildings by appropriate supervisor
6. Coordinate continued health and wellness support and follow-up as required to impacted students and/or staff.

---

<sup>2</sup> Government of Nova Scotia, “Restrictions Extended, Changes for Self-Isolation, Close Contacts”, 5 Jan. 2022, <https://novascotia.ca/news/release/?id=20220105006>

7. Ensure all Ancillary Services return to normal or amended cleaning, sanitizing and access control protocols in affected buildings.

## GUIDING PRINCIPLES

---

The following principles guide the COVID-19 Outbreak Management Team's processes:

<b>Health &amp; Safety</b>	The safety of students and staff who live and work within King's residence buildings and the university community at large is the overarching priority and must guide all strategic and tactical decisions.
<b>Best available information</b>	Decisions will be guided by the best information available. The COVID-19 pandemic is an evolving public health crisis. We learn more each day to guide our decision-making. This unprecedented situation means that our decision-making must rely on the best available information, recognizing that directives may change. We will engage expertise both internally and externally to ensure that all prescribed health and safety guidelines are met.
<b>Compliance</b>	We require and expect compliance with applicable legislation, Nova Scotia Public Health directives, and university policies.
<b>Empathy &amp; Collaboration</b>	This is a challenging time for everyone, and we are all experiencing this pandemic in unique ways. We will consider that everyone's situation is unique and will try to accommodate individual vulnerabilities and pressures. Issues of accessibility and equity will always be considered within decision-making.



Appendix B: CONSUP - Post Secondary Education Guidelines

VERSION JULY 15, 2021

**C O N S U P**  
**COUNCIL OF NOVA SCOTIA UNIVERSITY PRESIDENTS**

*Suite 403, 5657 Spring Garden Road, Halifax, Nova Scotia B3J 3R4  
Telephone (902) 425-4230 Fax (902) 425-4233*

**POST-SECONDARY EDUCATION POST PANDEMIC GUIDANCE**

**FALL 2021**

---

## TABLE OF CONTENTS

<b><i>Overview and Objective</i></b> .....	<b>1</b>
<b><i>Masks</i></b> .....	<b>2</b>
<b><i>Physical Distancing / People and Crowd Control</i></b> .....	<b>2</b>
<b><i>General Area Ventilation</i></b> .....	<b>2</b>
<b><i>Hand Hygiene</i></b> .....	<b>3</b>
<b><i>Cleanliness / Sanitation</i></b> .....	<b>3</b>
<b><i>Access to sick leave</i></b> .....	<b>4</b>
<b><i>Occupational Health and Safety Program</i></b> .....	<b>4</b>

## OVERVIEW AND OBJECTIVE

This post pandemic guidance is meant to serve as a reference guide for the Post-Secondary Education sector in Nova Scotia to promote consistency regarding fall 2021 operations and activities from a post COVID-19 pandemic perspective.

This document replaces the previous Higher Education Fall 2021 framework which is now deemed obsolete due to the early success of the Canadian and Nova Scotian vaccination program.

The objective is to indicate the best practices the sector has implemented throughout the pandemic and demonstrate their value as we head into this post pandemic phase and use these lessons to control all airborne communicable illnesses including influenza, colds, and SARS Cov2, etc.

This guide is a basis for the post-secondary education institutions to develop specific policies and procedures on public and occupational health hazards and controls.

---

## MASKS

The use of masks has had a profound impact on protecting against the spread of Covid-19, but it also has shown itself very powerful in preventing the spread of colds, influenzas, etc.

It is expected as we enter the post pandemic phase of Covid-19 that formal Public Health requirements will drop for mask wearing however a general recommendation for their use will persist.

Masks have shown their value of being an effective, economical, and easily implementable method to control respiratory disease from spreading on campuses.

The use of masks for larger indoor gatherings is seen as an effective layer of protection against the spread of all communicable diseases. There is value seen in continued promoting wearing masks through education, communication and signage.

Some people may also wish to continue to wear masks as a personal preference.

---

## PHYSICAL DISTANCING / PEOPLE AND CROWD CONTROL

A physical separation between people has shown a benefit in the protection of the spread of communicable diseases.

Office and classroom setups that offer even minimal extra separation between people could provide another layer of protection against all communicable diseases.

Long term considerations around capacity limits, controlling movement (entrances/exits, class start/end times and general gathering limits are seen as valuable with the goal of mitigating situations where disease transmission is more probable.

---

## GENERAL AREA VENTILATION

Adequate ventilation/ filtration is an engineering control to reduce the airborne concentrations of infectious agents reducing the potential for spread of all communicable diseases/ illnesses.

Ventilation can be a combination of mechanical systems (HVAC) as well as natural systems (windows).

There is value in assessing that ventilation is adequate for the size of the space, the numbers of people present, and the nature of the work being performed.

The following are offered as general examples of associations that provide additional information and best practices:

- APPA, (Association of Physical Plant Administrators)
- ASHRAE, American Society of Heating, Refrigerating and Air-Conditioning Engineers
- ACGIH, American Conference of Governmental Industrial Hygienists.

---

## HAND HYGIENE

Good hand hygiene has been an important aspect of infection control throughout the pandemic.

The availability of hand washing facilities and hand disinfectant and their continued encouragement of use is considered a powerful tool in the ongoing protection for all communicable diseases/ illnesses.

There is value seen in continuing communication, signage, education to encourage people to continue to wash or sanitize hands often using soap and water (best approach) or alcohol-based hand sanitizer with at least 60% alcohol.

---

## CLEANLINESS / SANITATION

General cleaning and sanitation practices were critical during the pandemic and are an important consideration for the protection of the spread of all communicable disease / illnesses.

The routine cleaning of common touch points as well as general cleaning helps to reduce the buildup of bacteria / viruses and prevents their easy spread from person to person.

---

## ACCESS TO SICK LEAVE

In general, during the pandemic those that were sick were discouraged from attending work.

This practice is an important layer of protection for the spread of all communicable diseases / illnesses.

Some best practices observed throughout the pandemic included easier access to sick leave as well as working from home options.

When those that are sick remain away from the workplace then the likelihood of spread is eliminated.

---

## OCCUPATIONAL HEALTH AND SAFETY PROGRAM

COVID-19 has demonstrated the importance of Occupational Health and Safety within our Post-Secondary Education communities.

There is value seen in embedding these infection control activities within the workplace Occupational health and Safety (OHS) program.

This could include the development of institution-specific policies and procedures, communication strategies, training, discussions within Joint Occupational Health and Safety committees, etc., all with the long-term goal to remaining diligent with respect to the better control of communicable disease within the Post-Secondary Education sector.



## Central Safety Plan – Appendix C

### Vaccine Requirement

Revised December 15, 2021

#### Introduction:

This appendix to the Central Safety Plan is intended to expound on the vaccine requirement being implemented at King's. On August 25<sup>th</sup>, 2021, the Occupational Health and Safety Committee provided the following advice to the President:

Dear President Lahey,

In response to your question to the OH&S committee on whether King's should adopt a vaccine mandate like those being adopted by other universities:

The OH&S committee would like to formally recognize that King's is already well-positioned to have near full immunization of students, faculty and staff. The King's community has already been diligent to take the appropriate actions that assure our mutual safety. We also recognize that Nova Scotia has achieved a high standard of response to the pandemic, including a relatively high level of immunization.

We also recognize that the Nova Scotian University community, especially Dalhousie, is moving towards a vaccine mandate. Although a vaccine mandate may not be necessary to ensure adequate vaccination of the King's community, the committee agrees that there is a risk to students, faculty and staff if we do not provide clarity and concord with the requirements of Dalhousie. Should Dalhousie decide to adopt a vaccine mandate, we would then support a mandate for the King's community in the interest of clarity for our community. We also recommend that any such mandate would be comprehensive and apply to all students, faculty and staff.

The OH&S committee subsequently recommended on December 6<sup>th</sup>, 2021, to continue supporting Dalhousie's vaccine requirement procedures until May 1<sup>st</sup>, 2022.

Dalhousie has implemented a vaccine requirement in September 2021 and then revised this vaccine mandate in December 2021. To provide clarity and concord with the Dalhousie vaccine requirements, the following vaccine requirements will be implemented at King's.

#### Application and Duration:

1. These requirements will apply to all current students, faculty and staff at King's.
2. These requirements do not apply to contracted workers on campus who are not King's employees, nor do they apply to visitors or members of the general public.
3. The vaccine requirement will begin about September 13<sup>th</sup>, 2021 and remain in effect tentatively until April 30<sup>th</sup>, 2022. This duration may be re-evaluated in conjunction with any changes in duration by Dalhousie University.

## Vaccination and Testing Requirement:

- All students, faculty and staff will be required to confirm they are fully vaccinated and to provide proof of vaccination as per the following schedule:

Campus Check status	Action required	Next steps
<p>You have already provided proof of full vaccination through Campus Check.</p>	<p>No action required—your Campus Check submission from the fall is still valid for the winter.</p>	<p>n/a</p>
<p>You answered “No” in Campus Check to the question about being on campus during the fall term.</p>	<p>You will need to complete Campus Check again, identifying whether you plan to partake in on-campus activities this winter by <b>December 23, 2021</b>.</p> <p>If the answer is yes, you will be required to provide proof of full vaccination or request an accommodation.</p> <p>If you are applying for an accommodation, you should do so by <b>December 23, 2021</b>. You will be required to undertake and confirm through Campus Check twice-weekly testing beginning January 4 until your application can be reviewed.</p>	<p>Visit <a href="http://campus-check.dal.ca">campus-check.dal.ca</a> as soon as possible to complete your Campus Check.</p> <p>For information on accommodations, see below or <a href="#">visit the Campus Check website</a>.</p>
<p>You indicated through Campus Check you were not fully vaccinated or preferred not to disclose,</p> <p><b>AND</b></p> <p>we have confirmed that you <i>have been</i> consistently submitting your twice-weekly test results.</p>	<p>If you <b>have been</b> consistently uploading your twice weekly testing results through Campus Check throughout the fall term, you will be allowed to continue with twice-weekly testing in lieu of proof of full vaccination for the winter term. You will not need to request a formal accommodation provided you continue to successfully report your testing results.</p> <p>We strongly urge you to consider getting vaccinated. Testing will remain an option through the winter term <b>for those who have remained compliant, however this policy will be reviewed and is subject to change following the winter term.</b></p>	<p><b>Please check your King’s email regularly. Specific instruction will be sent to you shortly.</b></p> <p>You can also <a href="#">visit the Campus Check website</a> for more information.</p> <p>Information on how and where to book your vaccination</p>



	<p>If you have become fully vaccinated since completing your Campus Check, <a href="#">please update your Campus Check data immediately.</a></p>	<p>appointment while in Nova Scotia can be found <a href="#">here</a>.</p>
<p>You indicated through Campus Check you were not fully vaccinated or preferred not to disclose</p> <p>AND</p> <p>You <i>have NOT been</i> consistently submitting your twice-weekly test results.</p>	<p>If you <b>have not been</b> consistently uploading your twice weekly testing results, you are required to provide proof of full vaccination or request an accommodation to take part in on-campus activities.</p> <ul style="list-style-type: none"> <li>• Log-in and register with Campus Check at <a href="http://campus-check.dal.ca">campus-check.dal.ca</a></li> <li>• Proof of vaccination must be provided by the following dates: <ul style="list-style-type: none"> <li>○ First dose: <b>December 23, 2021</b></li> <li>○ Second dose: <b>February 28, 2022</b></li> <li>○ Until you are considered fully vaccinated (two weeks after second dose), you will be required to submit and confirm through Campus Check twice-weekly test results.</li> </ul> </li> <li>• If you are applying for an accommodation, you should do so by <b>December 23, 2021</b>. You will be required to undertake twice-weekly testing (confirmed through Campus Check) beginning January 4 until your application can be reviewed and a decision is finalized.</li> </ul> <p>If you have become fully vaccinated since completing your Campus Check, please <a href="#">update your Campus Check data immediately.</a></p>	<p><b>Please check your King's email regularly as specific instruction will be sent to you shortly.</b></p> <p>For information on accommodations, see below or <a href="#">visit the Campus Check website.</a></p> <p>Information on how and where to book your vaccination appointment while in Nova Scotia can be found <a href="#">here</a>.</p>
<p>You did not complete your Campus Check for the fall term.</p>	<p>You are required to provide proof of full vaccination or request an accommodation to take part in on-campus activities.</p> <ul style="list-style-type: none"> <li>• Log in and register with Campus Check at <a href="http://campus-check.dal.ca">campus-check.dal.ca</a></li> <li>• Proof of vaccination must be provided by the following dates: <ul style="list-style-type: none"> <li>○ First dose: <b>December 23, 2021</b></li> <li>○ Second dose: <b>February 28, 2022</b></li> <li>○ Until you are considered fully vaccinated (two weeks after second dose), you will be required to submit and confirm through</li> </ul> </li> </ul>	<p><b>Please check your King's email regularly as specific instruction will be sent to you shortly.</b></p> <p>For information on accommodations, see below or <a href="#">visit</a></p>

	<p style="text-align: center;">Campus Check twice-weekly test results.</p> <ul style="list-style-type: none"> <li>If you are applying for an accommodation, you should do so by <b>December 23, 2021</b>. You will be required to undertake twice-weekly testing (confirmed through Campus Check) beginning January 4 until your application can be reviewed and a decision is finalized.</li> </ul>	<p style="text-align: center;"><a href="#">the Campus Check website.</a></p>
<p><b>You are a student, staff or faculty member who is new to King's this winter.</b></p>	<p>You are required to provide proof of full vaccination or request an accommodation to take part in on-campus activities.</p> <ul style="list-style-type: none"> <li>Log in and register with Campus Check at <a href="http://campus-check.dal.ca">campus-check.dal.ca</a></li> <li>Proof of vaccination must be provided by the following dates: <ul style="list-style-type: none"> <li>First dose: <b>December 23, 2021</b></li> <li>Second dose: <b>February 28, 2022</b></li> <li>Until you are considered fully vaccinated (two weeks after second dose), you will be required to submit and confirm through Campus Check twice-weekly test results.</li> </ul> </li> <li>If you are applying for an accommodation, you should do so by <b>December 23, 2021</b>. You will be required to undertake twice-weekly testing (confirmed through Campus Check) beginning January 4 until your application can be reviewed and a decision is finalized.</li> </ul>	<p>New students will be receiving more information via their ukings.ca email.</p> <p>For information on accommodations, see below or <a href="#">visit the Campus Check website.</a></p>

**Vaccine and Testing Verification Process:**

- King's will verify compliance with the vaccine and testing requirement using the Dalhousie Campus Check process: ([campus-check.dal.ca](http://campus-check.dal.ca))

**Acceptable Vaccines and Documentation of Vaccination:**

- Full vaccination with any World Health Organization (WHO) approved vaccine will be accepted (<https://covid19.trackvaccines.org/agency/who/>).
- Proof of vaccination shall be provided in the form of a receipt, email, or photograph of an official document from the place of vaccination. For people vaccinated in Nova Scotia, proof must be in the form of a COVID-19 Vaccine Receipt (<https://novascotia.ca/coronavirus/vaccine/#immunization-record>).
- Proof of vaccination will be submitted using the Dalhousie Campus Check process.
- Requests for accommodation of alternate means of providing proof of vaccination shall be made to the following people:
  - Accommodation for Students - Dalhousie Student Accessibility Center - email [access@dal.ca](mailto:access@dal.ca)

- b. Accommodation for Faculty – Vice President: email [campuscheck.faculty@ukings.ca](mailto:campuscheck.faculty@ukings.ca)
- c. Accommodation for Staff - Human Resources and Compensation Officer: email [campuscheck.staff@ukings.ca](mailto:campuscheck.staff@ukings.ca)

### Acceptable Documentation of Testing:

1. Documentation of testing will be the results on required tests. The results will be submitted using the Dalhousie Campus Check process. Tests can be taken at a screening site operated by the Nova Scotia Health Authority, the King's Screening Clinic, and any Dalhousie Screening Clinic.
2. Documentation of required tests will be recommended to be 2-3 days apart within the same week. Sunday to Saturday.
5. Requests for accommodation of alternate means of providing proof of vaccination shall be made to the following people:
  - a. Accommodation for Students – Dalhousie Student Accessibility Center– email [access@dal.ca](mailto:access@dal.ca)
  - b. Accommodation for Faculty – Vice President – email [campuscheck.faculty@ukings.ca](mailto:campuscheck.faculty@ukings.ca)
  - c. Accommodation for Staff - Human Resources and Compensation Officer – email [campuscheck.staff@ukings.ca](mailto:campuscheck.staff@ukings.ca)

### Protection of Privacy:

1. Requests for vaccination and testing information will only be made through the Dalhousie Campus Check process. Proof will not be requested at building doors, classrooms or offices. The protection of privacy provided by the Campus Check technology and process will be the same for King's students, faculty and staff as it is for Dalhousie students, faculty and staff;
2. Only the following people at the University of King's College will have access to submissions to the Dalhousie Campus Check Process and solely for the purpose of ensuring that students, faculty and staff who are required to be tested twice weekly are doing so in accordance with the vaccine and testing requirements:
  - a. Dean of Students for students
  - b. Vice-President for members of faculty
  - c. Human Resources and Compensation Officer for staff members

### Accommodations:

1. Individuals may seek an accommodation from King's vaccine requirements for valid medical reasons. Accommodations will be handled through the standard accommodation process.
2. If an accommodation for vaccine exemption is approved, testing will be required in the majority of cases.
3. It is anticipated that most accommodations will be a result of medical exemptions and that accommodations based on other grounds will be infrequent.
4. Members of the King's community with questions related to grounds for accommodations can contact Human Rights and Equity Services at Dalhousie for more information.

### Consequences for Non-Compliance with Vaccine Requirements

#### Students

1. Students who do not follow the applicable actions outlined above or as outlined in subsequent communications will not be allowed to attend in-person classes or on-campus activities in the winter term as per the timelines outlined above.
2. Instructors and Faculty Members will not accommodate non-compliant students.
3. Action will be taken to prevent students from attending classes or being on campus for any other purpose, up to and including suspension or revocation of your registration as a King's student. Depending on the

circumstances, disciplinary action may also be taken in accordance with the University's Code of Conduct.

#### Faculty and staff

1. Employees (faculty and staff) who do not follow the applicable actions outlined above or outlined in subsequent communications will not be allowed to work on campus or be present on campus for any other purpose.
2. Depending on the circumstances, disciplinary action may also be taken in accordance with all applicable contracts of employment, collective agreements and laws, up to and including unpaid leave and termination of employment.