



Gym Safety Plan

(As of Aug. 29, 2022)

The following summarizes planned COVID-19 procedures and protocols for Fall 2022, including:

- **Masks will be required in all common areas of the gym.** This includes hallways and changing rooms.
- All members of the Athletics community are expected to stay home when sick.
- All rental usage will be by official booking only and will be briefed on the mask protocol.
- Signs posted stating the masks must be worn.
- Masks may be removed during athletic activity.

Staying healthy and avoiding infection

Best practices will continue to be actively promoted and encouraged during the fall term:

- **Stay home when sick.** Don't come to campus if you feel unwell and seek out testing.
- **Respect people's space.** Keep your distance when possible or requested.
- **Wear your mask.** Bring your mask to the gym and wear it — and we encourage everyone to wear a mask on campus.
- **Get vaccinated and boosted.** Protect yourself and others by staying current with recommended shots as they are made available to you.
- **Follow hygiene best practices.** Wash your hands and take advantage of widely available hand sanitizer when you're out-and-about on campus.
- **Be a good neighbour.** Respect our shared community, on campus and off, by following rules and recommendations.



Chapel Safety Plan - (Wednesday, August 17, 2022)

Program / Department / Unit / Group:	Chapel
Responsible Leader:	Fr Ranall Ingalls, Chaplain
Date of Plan:	August 17, 2021

The end in view of this Chapel safety plan is to encourage all who visit the Chapel and/or participate in Chapel events to comply to the University requirement that three-ply masks be worn in all common spaces on campus, effective August 25.

The Plan:

- A sign asking all who enter the Chapel to wear a mask will be hung on the Chapel door.
- A box of three-ply masks will be added to the welcome table for anyone who forgot to bring their own.
- Greeters will remind visitors of the mask mandate at Chapel services and events as necessary.

Note: Only those who have a speaking or singing role, and only while they are speaking or singing, will not be required to wear a mask at Chapel services and other events in the Chapel.

Galley/Wardy Updated Covid Safety Plan Proposal

August 23, 2022

Violet Pask - Hospitality Coordinator

Amendments to Galley/Wardy/DSS COVID Safety Plan :

Given the removal of all remaining Covid-19 Restrictions for food and beverage service In Nova Scotia, I propose that the Wardroom and Galley (DSS Lounge) raise their capacity back to pre-covid limitations - that is, from 150 as it stands now to 200 people max - for September. We will reintroduce the seating that was removed when we lowered our capacity.

We will continue to require that workers wear masks, and ask that patrons wear masks when not eating or drinking, while ordering, and when exiting and entering the space in line with the University's masking protocols.

Facilities Management COVID 19 Safety Plan

Revised August 15th, 2022

The following basic Infection Control, Hygiene, Residence Room Entry and related PPE elements will remain in effect:

Infection Control & Hygiene

Goal: Training, screening and continuous improvement

1. Masks are mandatory in all common indoor spaces. 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 in common indoor spaces.

As of August 15th, 2022, King's has reinstated a mask mandate for interior common spaces until at least the middle of September. Facilities Management has interpreted that the FM shop area and offices are not common spaces, since they are generally reserved for FM use only.

2. Cleaning supplies will be made available to staff members.
3. Education and training will be used to manage hygiene practices and cleaning protocols.
4. Staff will be expected and encouraged to stay home if they are 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.
5. 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.
6. Signage, training and education will be used to make sure staff are aware of all guidelines and protocols.
7. Care and attention will be paid to daily activities to make sure health protocols are maintained.
8. Any new people in the shop will have all health protocols and guidelines reviewed as part of their orientation.
9. 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

10. FM Staff will wear masks when entering all residence rooms.
11. Where COVID is determined to be present in a residence room:
 - a. 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.
- 12. FM Staff will receive ongoing training and monitoring of compliance for safe residence room entry.
- 13. PPE will be stored and laundered according to current government recommendations.
- 14. Proper cleaning and disinfection of any reusable PPE will be required.
- 15. FM Staff will receive training on how to properly put on and take off PPE to avoid self-contamination.
- 16. There will be regular assessment to determine stock of necessary PPE.
- 17. 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).
- 18. 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.

In addition to adhering to all of King's safety requirements, Facilities Management maintains the following safety plan elements that may be required if the COVID situation worsens. This plan could be enacted in whole or in parts, depending on the direction of King's leadership and/or the recommendation of OH&S:

If conditions worsen, Facilities Management may return to a reduced density and separation of workers:

Reduced Density and Separation of Workers

- 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.

If conditions worsen, Facilities Management may return to more strict Physical Distancing, Masks & Gathering Limits:

Physical Distancing, Masks, & Gathering Limits

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

19. Where workstations can't be arranged to maintain physical distancing the space will be limited to one person at a time.
20. 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).
21. 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.
22. Currently FM is at full staff. If the current situation escalate, 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.
23. 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.
24. 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.
25. Coworkers drifting together to socialize will be managed by behavioural changes and education.
26. 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.

27. 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.

If conditions worsen, Facilities Management may return to more strict separation of Shared Supplies:

Shared Supplies

Goal: Maintain a high level of hygiene and cleanliness

28. **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.
29. **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.
30. **Shared computers (databases)** will be sanitized before and after use. Management will be responsible for printing and distributing micromains, and any other necessary documents. Employees will be responsible to sanitize their equipment if it must be used by another staff person.
31. **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.
32. **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.
33. **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.

If conditions worsen, Facilities Management may return to more strict restriction of Contractor access and COVID safety planning:

Contractors & Other Visitors

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

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

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

Housing & Residence Life COVID Safety Plan Proposal

2022-2023

All measures outlined below are subject to change pending updates from Public Health and King's OHS Committee.

Vaccinations

The University of King's College is proud of the commitment from students, faculty and staff to protect themselves and their community from the severe impacts of COVID. We saw a strong uptake in following all public health safety measures including getting vaccinated and boosted. King's takes pride in the fact that 99% of our campus community was fully vaccinated last year.

To honor and continue this commitment to community safety, Housing & Residence Life strongly encourages residence students to do the right thing and get vaccinated if they have not already done so and to get boosted as soon as boosters become available to them.

Masking

Residence students will be strongly encouraged to wear a three-ply mask, especially when in common spaces in others. Residence staff will be strongly encouraged to wear masks to model the behaviour we expect from our students. Residence staff will support the encouragement of mask wearing through education, signage, and conversation. For transparency and clarity, communications will include the rationale for why masks may be required in other campus spaces, such as classrooms, and not others. The residence masking policy, along with other aspects of safety planning, will be re-evaluated with consultation from the OH&S committee as necessary.

A 3-ply King's branded mask will be provided to each residence student on move in day. Housing & Residence Life will also provide a supply of masks in the common areas of each residence building.

Testing

Facilities Management will have a supply of testing kits available for residence students. Housing & Residence Life will make these testing kits available to students through the Alex Hall Front Desk.

Guest Policy

Outside guests **will not** be permitted to visit the residence community for the month of September 2022. This guest policy will be re-evaluated on a monthly basis.

Stay-In-Room (Self-Isolation)

Residence community members are asked to stay in their room when:

- They have tested positive for COVID on a rapid or PCR test.
 - Stay-in-room while they have symptoms. They can leave their room once their symptoms are resolved.
- They are experiencing symptoms of COVID-19
 - Stay in their room and take a COVID-19 rapid or PCR test as soon as possible
 - If they test negative it is strongly recommended that they:
 - Test again in 2 days.
 - Limit their contacts until their symptoms resolve.
 - Grab their meals as take out until their symptoms resolve.
 - Take every health precaution recommended by Public Health to help keep the campus community safe.

Residence community members who test positive or are symptomatic are asked to complete our [UKC Residence COVID Intake Form](#). When a UKC Residence COVID Intake Form is completed, the individual will receive an automatic email with the following information:

- Instructions for Staying in their room
- Testing Information
- Link to the NS Public Health Report and Support Screening Form (if positive)
- Meal Information
- Support Information (including academic support)

Residence **does not** have a self-isolation wing since self-isolation is no longer mandated by Public Health. Residence community members will recover from COVID in their assigned bedspaces. Students can make their own off-campus arrangements, if they prefer to self-isolate elsewhere. Individuals can leave their rooms to pick up meals, pick up a rapid test, attend medical appointments or evacuate a building in the event of an emergency.

When an individual needs to leave their room during their infectious period (for reasons outlined above), they will be required to wear a well-fitting three-ply mask at all times when outside their room.

Meals

Individuals who need to stay in their room will pick up take-out meals from Prince Hall during their regular meal hours.

If an individual is feeling too unwell to make it to Prince Hall, they should activate the sick tray process by asking:

1. A friend in their building to fill out a sick tray form, note any dietary restrictions, and pick up and deliver a takeout meal to them.
2. Their Don/Junior Don to fill out a sick tray form, note any dietary restrictions, and pick up and deliver a takeout meal to them.

Sick Tray Process:

If a student is ill and requires food to be brought to their residence room, a sick tray card is required for presentation to the staff at Prince Hall by the person who is bringing food to the ill student. Blank sick

tray cards are available through the front desk in Prince Hall. Ill students can have a friend from their building or Don team member present the sick card and deliver a meal to them.

Support

Residence community members who need to stay in their room will be given contact information for the following supports via email after they complete the COVID-19 Intake Form:

- Dal Health & Wellness
- 811
- Don on Call
- Alex Hall Front Desk
- Student Support Advisor
- Assistant Dean of Residence Life
- Academic Supports

Community members are asked if they want their COVID status shared with the Don Team Member from their specific community in the COVID Intake Form.

- **If they choose to disclose** that information to their Don Team Member the Don Team member will be asked to follow up with them.
- **If they choose not to disclose** that information to their Don Team member, the Assistant Dean of Residence Life will follow up with them.



Adjunct Safety Plan

Program / Department / Unit / Group:	Library & Archives
Responsible Leader:	Tracy Lenfesty, University Librarian
Date of Plan:	25 August 2022 (revision of January 2022 plan)

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

Opening the Library to the King's community and members of the public.

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

The University has mandated full vaccination or regular testing, compliance is monitored via Campus Check.

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

Government testing protocols changed at the advent of Omicron and testing has become more selective; responsibility has been downloaded to the individual to seek testing when symptomatic, or directed by Public Health.

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

The Library's policy is for all staff members, including Student Assistants, to self-monitor and to remain at home if experiencing symptoms as presented by Public Health. Any changes to public health protocols will be communicated to staff as soon as possible.

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.

<p>F. Communication: how will this plan be communicated and training provided to the right people?</p> <p>G. Accountability: who is accountable to ensure this plan is communicated and followed?</p>
<p>A. Masks</p> <p>Library staff and patrons must wear 3-ply masks when in the common areas of the library. Common areas are the vestibule, Circulation desk, Reading Room, stairs, elevator, and the lower level stacks (shelves), including the large tables. Patrons may remove their masks to sip water from a closed cup in these areas. Patrons may eat in the outer vestibule (between the outer doors and the glass doors) if social distancing is possible.</p>
<p>B. Distancing of operations</p> <p>Current library seating provides ample distance. Staff areas are sufficiently large and desks spaced to accommodate Library staff and student assistants. The Committee Room can accommodate up to 14 people maintaining a minimum of 1.2 metre face-to-face distancing. (N.B. the Library tables range from 1.2 to 1.4 metres across/diameter). It is also important to note that air circulation in the library is very good. An extra standalone air filter is available in the Committee Room.</p>
<p>C. Hygiene</p> <p>Signs are posted in bathrooms re. hand washing. Hand sanitizer dispensers are present throughout the Library.</p>
<p>D. Cleaning</p> <p>Housekeeping staff clean the Library daily. Cleaner and paper towels are available to wipe down high-touch surfaces when required. An air purifier is available in the Committee Room and shall be kept in operation whenever people are present in the room.</p>
<p>E. Contact tracing</p> <p>Current Public Health guidelines require individuals to conduct their own contact tracing if they test positive for COVID-19.</p>
<p>F. Communication</p> <p>This plan will be given to all Library staff and Student Assistants, with an opportunity to ask for clarification. Training will be provided. King's Library COVID-19 rules for patrons will be posted throughout the Library.</p>
<p>G. Accountability</p> <p>The University Librarian is accountable to ensure this plan is communicated to all Library staff.</p> <p>Library Staff who train and supervise Student Assistants are accountable for training and compliance of the Student Assistants.</p> <p>Library Staff will monitor patrons for compliance by checking public areas once per hour. Patrons will be accountable for their actions.</p>

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

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

If a special event is 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.
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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 safety event occurs during the academic year, the Library may close to members of the public.
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Library doors will be locked.

Staff will work from home when possible.
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Curbside pickup will be available.
