



# RETURN TO CAMPUS PLAN

MAY 2021



Working Safely During COVID-19

Revised April 2021

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# 1. BACKGROUND

On March 22, 2020, the Province of Nova Scotia declared a State of Emergency as a result of the COVID-19 pandemic. A Health Protection Act Order by the Medical Officer of Health implemented a number of public health directives to help contain the spread of COVID-19, including the requirement for social distancing, restrictions on gatherings, requirements for self-isolation upon entry to Nova Scotia and the closure of some businesses and services.

Although universities were not required to close, Cape Breton University implemented a number of safety measures leading up to and in response to the Provincial State of Emergency and Public Health Orders by the Office of the Chief Medical Officer of Health including, but not limited to, the following:

- Employees have been required to work remotely where possible;
- Courses have been delivered to students remotely;
- Campus has been closed to the public;
- In-person events have been cancelled or postponed.

On May 27, 2020, the Province announced steps toward a safe reopening of businesses and services effective June 5, 2020, subject to ongoing public health directives, including social distancing requirements and restrictions on gatherings.

As the Province continues to reopen, Cape Breton University will resume limited on-campus activity. This Plan has been developed to help prevent the spread of COVID-19 on campus and in the community and outlines how Cape Breton University will comply with the Health Protection Act Order and other Public Health Directives to ensure the safety of the campus community.

On September 1, 2020, Cape Breton University resumed limited on-campus activity.

This included:

- Limited return to in-person activity for all employees with a significant degree of workplace activity still conducted remotely;
- Some student services by appointment were re-introduced;
- Access to campus by the public required approval and remained limited.

In October, 2020, the Province announced [requirements](#) for international students travelling to Nova Scotia.

As we continue to move through the pandemic, the possible levels of campus activity can change at any given time as we navigate the circumstances of COVID-19.

This Return to Campus Plan will outline five key levels of campus activity and a decision-making process to determine what level we need to activate. All levels of activity will be conducted under the directives of public health.

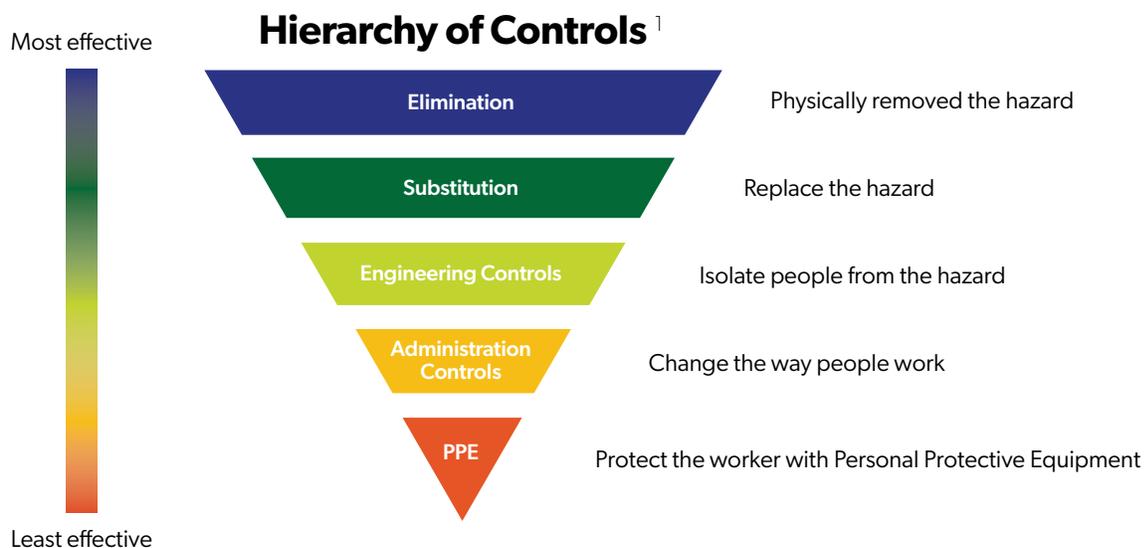
This Plan has been developed to help prevent the spread of COVID-19 on campus and in the community and outlines how Cape Breton University will comply with the Health Protection Act Order and public health directives to ensure the safety of the campus community.

## 2. POLICY

Cape Breton University is committed to the health and safety of faculty and staff, students and the broader community. Decisions with respect to return-to-campus plans will adhere to the following principles:

- The health, safety and well-being of faculty, staff and students is the number one priority in determining on-campus activities;
- We are committed to academic quality and integrity.

This Plan follows a well-established hierarchy of controls to help mitigate COVID-19 risks on campus.



The principle of the hierarchy is that the control methods at the top of the graphic are expected to more effectively promote safety than those at the bottom. By following this hierarchy, it is anticipated that we will better prevent the spread of COVID-19 as we resume on-campus activities.

Decisions with respect to on-campus activities will follow a risk-based approach, as recommended by the Government of Canada for post-secondary institutions.<sup>2</sup> Compliance with this Plan is required to prevent the spread of COVID-19 on campus and in the community. Non-compliance will result in denial of access to campus and may result in disciplinary measures.

<sup>1</sup> "Hierarchy of Controls." *The National Institute for Occupational Safety and Health.*

<sup>2</sup> "Guidance for post-secondary institutions during the COVID-19 pandemic" *Government of Canada.*

### 3. APPLICATION

This Plan applies to the entire Cape Breton University campus as well as any location where classes may be held or business may be conducted, including contractors.

This Plan should be considered a living document that reflects the most current direction for CBU to operate safely, as adjusting to the “new normal” will be an iterative process. CBU will need to continue to adjust as more becomes known about COVID-19, and we continue to receive updated public health guidance. This includes the possibility of quickly changing the level of activity on campus should the situation regarding the COVID-19 pandemic change.

### 4. RESPONSIBILITY

The Associate Vice-President, Academic & Research is responsible for the administration of this Plan and will lead a team that will coordinate the implementation and administration of policies and protocols outlined in the Plan. The team will regularly report to the Executive Committee and will consist of members who will ensure successful Plan implementation and administration, including, but not limited to, the Manager of Health & Counselling Services, Occupational Health & Safety Advisor and Manager of Communications.

### 5. LEVELS OF CAMPUS ACTIVITY

This section outlines five key levels of campus activity and a decision-making process to determine what level we need to activate. All levels of activity will be conducted under the directives of public health. Broadly the levels are:

1. The physical campus is closed to all but necessary in-person work/services, and all other activity takes place remotely.
2. Limited return to in-person activity for all employees (including some student and public access) with a significant degree of workplace activity still conducted remotely.
3. Resumption of regularly scheduled workplace activity for all employees. Increased opportunities for in-person activity for students, employees and the public.
4. Classes resume in-person.
5. Global Pandemic declared over. Widespread vaccination completed. COVID-19 Public Health Measures lifted.

## DECISION-MAKING PROCESS

We will move between levels based on the following decision-making process: Guided by the effectiveness of our protective measures, the Health Protection Act Order (Order) and public health directives, the Return to Campus (RTC) Team will work with the CBU Executive to determine the appropriate level of activity. Once a level is determined, the CBU President has the option to ask his Medical Advisory Committee to review the recommendation. The President (or designate) will have final approval.

This document is a guide to help people understand the expected level of activities on campus. AT ANY TIME, the University may need to quickly move to a lower level or a modified adaptation of a level (when we want to limit some of the activity in a level but not all). Further, in some instances, departments on campus may need to function at a different level than others. For example, when in-person work is necessary to ensure the successful operation of the University and service to our students.

In-person work that may need to continue throughout all levels is determined by Senior Management and includes but may not be limited to:

- Campus security
- Facilities management
- IT services
- Elements of Finance
- Residence
- Research equipment maintenance and animal care
- Research that has been approved to continue on campus
- Enrolment and Registrar
- Student Services (including Library and Student Affairs)

Another example would be if a unit has many employees working in communal-type workspaces or more activity in communal workspaces, and it is deemed safer to reduce the level of in-person activity for a period of time.

## DETAILS FOR EACH LEVEL

**Specific Activity within each level will be monitored and may be adjusted based on new scientific knowledge about COVID-19 and Public Health Directives. We will communicate to employees if there are major changes to the level, but it is also every supervisor's and employee's responsibility to review this document regularly for any changes.**

### Level 1:

- Employees work remotely except when in-person is deemed necessary.
- Courses are delivered to students online.
- Campus is closed to the public.
- In-person events are postponed or cancelled.
- Only approved research can be conducted in-person on campus.

### Level 2:

- Every unit has completed a Risk Assessment and Operations Plan (Appendix C), in consultation with appropriate members of the RTC Team, that has been approved by the Chair of the RTC Team.
- Limited return to the workplace for all employees (including researchers to conduct research) on staggered schedules and preferably in cohorts.
- Meetings are conducted virtually where possible. Limited in-person meetings using the Events Planning booking system. Meeting/gathering refers to a group of individuals coming together or meeting in one space while social distancing.
- CBU organized events are allowed while adhering to a Risk Assessment approved by the senior manager and/or approved by the senior administration. If non-CBU employees are part of the event, approval must be gained through the Public Access to Campus process. All events must conform to the Order regarding numbers permitted or whether events are allowed.
- Those entering campus remain primarily in areas required for work-related reasons and should not attend locations for which there is no business purpose. Access to common areas should be as brief as possible.
- Student services options for in-person by appointment only, including library, student affairs, athletics facilities and enrolment services.
- Possibility for one-on-one faculty-student or faculty-dean meetings when approved by the Dean.
- Public access to campus when approved by the Director and as needed by the RTC Team.
- Limited food service option return.

### Level 3:

In addition to the activities in the previous level

- Every unit has updated their Risk Assessment as needed in consultation with appropriate members of the RTC Team, and it has been approved by the Chair of the RTC Team.
- All employees return to the workplace on their regular schedule with measures in place to ensure they can do so safely.
- Opening of designated communal areas for socializing in accordance with public health directives and CBU protocol.

- Meetings/gatherings can take place in-person while observing social distancing and when approved by the meeting organizer's supervisor. Meeting/gathering refers to a group of individuals coming together or meeting in one space while social distancing. This does not apply to CBU organized events. All events must conform to the current Public Health Order regarding numbers permitted or whether events are allowed.
- Increase in food options.
- Some limited student education on campus based on course requirements (i.e., clinical labs for RN).
- All activities in the level must conform to the Order.

#### **Level 4:**

In addition to the activities in the previous level

- Risk Assessments for all teaching spaces have been completed and approved by the Chair of the RTC Team.
- Classes resume in-person following all public health and University directives. All teaching spaces will be adapted to comply with maximum capacity while adhering to social distancing as required by the Order. Academic deans and faculty members, in consultation with members of the Return to Campus and Centre for Teaching & Learning (CTL) committees, will adapt their in-person teaching methods to ensure in-class activity adheres to the Public Health directives. A student readiness program is being prepared that will be available for all students. It will include what students need to know as they prepare to return to campus, what to expect when they arrive, and the protocols they must follow. We are prepared and aware that in special cases, it is important that students engage in learning activity in which social distancing cannot be adhered to. This could include, for example, certain nursing lab activities in which students need to learn and practice techniques and skills that will be a critical element of their profession. In these instances, academic deans and faculty members, in consultation with members of the Return to Campus team and the CTL as needed, will develop operational plans for the teaching spaces and the proposed activity to determine necessary mitigating controls that need to be in place and how activity can be conducted. This will include appropriate personal protective equipment. Faculty and students will be provided proper training to ensure their health and safety.
- Some online classes may continue in order to comply with all public health and University protocols.
- Student services options for in-person by appointment and some controlled designated drop-in times.
- Public can access campus for designated events or by appointment when in compliance with all Public Health and University health protocols.
- All activities in the level must conform to the Order.

#### **Level 5:**

- Global pandemic declared over.
- Widespread vaccination completed.
- Social distancing and other public health measures no longer recommended by public health.
- All campus activity, including teaching resumes in person.

## 6. MITIGATION PROTOCOLS

This section outlines the protocols and procedures being implemented to mitigate the risks of COVID-19 for Cape Breton University.

### 6.1 ACCESS TO CAMPUS

The virus can be transmitted by respiratory droplets and direct contact, and there is evidence that the virus can become aerosolized based on the level of activity of the infected person, the humidity of the room, the ventilation of the room and whether the infected people are wearing masks.

While those risks should be substantially reduced by controlling the number of people on campus, it is one part of a whole spectrum of measures including: wearing masks, not engaging in high-risk activities like yelling, singing and exercising, humidity of the space being at least 40%, and ensuring appropriate ventilation, as well as monitoring the levels of community infection activity at any given time.

For this reason, it is imperative that all employees adhere to appropriate public health measures and the level of activity requirements to reduce the risk of exposure to the virus and minimize the risks to those who are conducting work on campus.

The Dean/Director, working with Managers and Department Chairs, is required to develop a School/Department plan that includes, but is not limited to:

- The area(s) of campus to be accessed and whether access is primarily during business hours.
- A risk assessment identifying any activity or location representing an increased risk of transmission, for example, locations or activities that do not allow for physical distancing, with mitigation plans.
- Methods by which physical distancing will be maintained.
- Work schedules that adhere to the level of activity currently approved.
- Safe Work Procedures for any work that may result in contact, for example, the use of shared equipment.

All have completed their School/Department Plan (Appendix C). In some cases, multiple plans were submitted for one school or department, when appropriate, based on the working locations of employees or other factors. These completed forms must be updated, if necessary, to reflect the current level of activity.

The Operational Plans allow for CBU to manage and implement a gradual return to campus that balances the health and safety of our employees, students and community, the operational needs of the campus community and the requirements outlined by local and regional authorities.

When updating their Plans, each School/Department should consider and prioritize services that must be performed in whole or in part on campus to support student academic success, student or employee health and wellbeing, or any other function necessary for the safe and effective operation of the University.

It is understood that, particularly for faculty members, it may be difficult to establish a strict schedule for access to campus because of unforeseen academic or research requirements. Where schedules are not practical, the School/Department Plan identifies the risk of multiple individuals in one area on campus and how the risk will be mitigated and managed. Managers are responsible for sharing their updated School/Department Plan with all employees in the School/Department and implementing and ensuring compliance with the School/Department Plan.

Researchers who will be conducting research on campus will develop a plan, using Appendix D as a guide, outlining how research activities will adhere to Public Health requirements and the requirements of this Plan. Research Plans will be developed in consultation with the Department Chair and submitted to the Dean for approval. The Dean may consult with the Return to Campus team before approving any request. Deans will administer Research Plans, ensuring appropriate scheduling is in place for any shared lab space.

All School/Department Plans and Research Plans will be shared with the Joint Occupational Health & Safety Committee.

### **6.1.1. PRE-ACCESS QUESTIONNAIRE**

Prior to accessing campus, all individuals are required to conduct a daily Pre-Access Questionnaire, answering questions in accordance with the Order. Please click on the following link for current information [\*\*Coronavirus \(COVID-19\): symptoms and testing - Government of Nova Scotia, Canada.\*\*](#)

Questions such as the following:

In the past 48 hours have you had or are you currently experiencing:

- Fever or Cough (new or worsening)

OR

- Two or more of the following symptoms (new or worsening):

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

- Are you waiting for COVID-19 test results?
- Have you tested positive for COVID-19?
- Have you had close contact with someone who has or is suspected to have COVID-19?
- Have you travelled outside of Atlantic Canada within the past 14 days?

If the answer to any of these questions is “yes,” the person must notify their supervisor, go or stay home and call 811 for further direction. When signing into campus in accordance with Section 6.1.2, individuals will be asked to confirm that they have completed the Pre-Access Questionnaire and have answered “no” to all questions.

Employees will be provided with the option of completing their Pre-Access Questionnaire through the how2trak app prior to attending campus. Guidance with respect to this method of conducting the questionnaire is available on MyCBU at

<https://mycbu.sharepoint.com/COVID-19-Updates/Pages/how2trak-app.aspx>

### **6.1.2. SIGNING IN AND OUT**

To monitor the effectiveness of and compliance with this Plan and to ensure appropriate documentation if Public Health requires records for contact tracing, anyone accessing campus must sign in and out with Campus Security Officers at a designated entrance. At present, there are three entrances located at the Campus Centre, the Marvin Harvey Building and the Great Hall.

Employees have the option of signing in and out electronically through the how2trak app or by scanning a device using the app at access points located at various entrances throughout campus. Guidance with respect to this method of signing in and out of campus is available on MyCBU at

<https://mycbu.sharepoint.com/COVID-19-Updates/Pages/how2trak-app.aspx>

### **6.1.3. PHYSICAL DISTANCING**

Individuals on campus will comply with Public Health directives with respect to physical distancing and will maintain a distance of 2 meters (6 feet) from others. Those entering campus must adhere to the level of activity currently approved in respect to locations they can attend on campus.

To facilitate physical distancing, areas that are not of a size sufficient to reasonably allow two people to remain 2 metres (6 feet) apart will be limited to one person at a time or may be closed or directional arrows and specified entry/exit points applied.

### **6.1.4. WHERE PHYSICAL DISTANCING IS NOT POSSIBLE**

If a 2-metre (6 feet) separation between people cannot be maintained due to necessary work activities that require brief sporadic interaction with others, or if there will be unavoidable periods of close interaction, the following steps must be taken:

The Manager will conduct a risk assessment in consultation with the Dean or Director to identify the specific activities of risk and attempting to identify an alternate method of conducting the work to permit for social distancing, even if such measures are less efficient or practical.

In situations where physical distancing is not possible through engineering or administrative controls (including non-medical masks), and individuals must work within 2 metres (6 feet) of one another, appropriate personal protective equipment (PPE) will be provided, such as:

- Hand protection (nitrile, rubber or latex gloves)
- Eye protection (safety glasses, goggles or mask and face shield)
- Other PPE as determined necessary through a risk assessment

The Manager will keep a log of the individuals who work together and the dates of the work if such information becomes necessary for contact tracing. Every effort should be made to cohort staff together when they are unable to maintain social distancing.

### **6.1.5. MEETINGS**

Decisions to host a meeting in-person or virtually should be informed by the level of activity currently approved at CBU and the direction of the Order.

If the activity level indicates that meetings must be scheduled through the booking system, meeting organizers must review and follow the following protocol.

#### **Room Bookings and Event Request Process**

##### **Internal Room Bookings**

Submit room booking request using the [CBU Room Booking System](#).

##### **Internal Event Requests**

1. Submit room booking request using the [CBU Room Booking System](#). (Space will be tentatively held for 1 week, pending availability, RA process and approval.)
2. Complete the COVID-19 Event Risk Assessment Form (ERA) through the online form.
3. Wait for a response from the CBU's Security Manager, and ensure all feedback and suggestions are taken into account.
4. Have completed forms approved and signed by your Director/Dean/Supervisor.
5. Email signed RA and WF to Event Specialist for confirmation of booking.

*This process should take no longer than one week. Due to the high demand for space on campus, the location will be made available to others if the process is not followed as listed.*

### **Internal Event Notifications (For internal employees with oversight of space)**

1. Complete the Event Risk Assessment (through the online form) a minimum of two weeks before your event.
2. Wait for a response from the Security manager and ensure all feedback and suggestions are taken into account.
3. Have completed forms approved and signed by your Director/Dean/Supervisor.
4. Email signed forms to CBU Event Specialist.

### **External Room Bookings and Event Requests**

1. Submit room booking request using the **CBU Room Booking System**. Space will be tentatively held for 2 weeks, pending availability, RA process and approval.
2. Event Team will provide Risk Assessment and Waiver Form link to the external client.
3. Completed RA and WF to be reviewed by the Security Manager and Event Specialist.
4. Recommendations and completed forms submitted to Return to Campus Planning Committee.
5. Request approved or denied by Return to Campus Planning Committee.
6. Waiver emailed if required, space confirmed and contract signed by Event Specialist if approved. If not approved, recommended adjustments will be provided to the external client.

### **Student-Led Events on and off-campus:**

1. Submit room booking request using the **CBU Room Booking System**. (Space will be tentatively held for 1 week, pending availability, RA process and approval.)
2. Complete the Event Risk Assessment through the **online form**.
3. Wait for the response from the Security manager and ensure all feedback and suggestions are taken into account.
4. Have completed forms approved and signed by your Professor/Instructor/CBUSU Representative.
5. Email signed RA and WF to Event Specialist for confirmation of booking.

## **6.1.6. HYGIENE**

Proper hygiene can help reduce the risk of infection or spreading an infection to others. Employees must wash their hands frequently with soap and water or sanitize using an alcohol-based hand sanitizer.

Employees coming into contact with shared surfaces or equipment (for example, photocopiers or door handles) should wash or sanitize their hands as soon as possible following contact.

Office desks, office chairs and computers will not be shared unless necessary. Employees will be provided with a supply of disposable cleaning wipes or disposable towels and spray cleaner for use on surfaces in their office space. Hand sanitizer will be available in communal areas and in office areas. Managers will be advised of the process to obtain supplies for distribution to employees.

Information will be exchanged electronically where possible. The use of paper and other material that cannot be cleaned will be limited to situations for which there is no reasonable alternative.

### 6.1.7. NON-MEDICAL MASKS

The Province of Nova Scotia mandated the wearing of non-medical masks in most indoor public places effective July 31, 2020, amidst growing evidence and the recognition by Public Health authorities of the benefit of non-medical masks in reducing the spread of COVID-19. Although non-medical masks are not considered a form of personal protective equipment, they are considered a form of administrative control in helping prevent the spread of COVID-19 on campus. For more information, please refer to the following on non-medical masks from the PHAC: [About COVID-19 non-medical masks - Canada.ca](https://www.canada.ca/en/public-health/services/diseases/2019-nCoV-non-medical-masks.html)

Any individual attending campus is required to wear a non-medical mask for the duration of their time on campus, except when they are in an individually assigned office and not within 2 metres (6 feet) of another person while in the office. To respect the health and safety of others on campus, it is recommended that masks be worn at all other times; however, individuals may choose to remove their masks when seated at a meeting if all participants are spaced at least 2 metres (6 feet) apart.

Two non-medical masks will be provided to each employee. Deans/Directors/Managers can request masks and arrange pickup for employees by contacting Yvonne Lejeune in the print shop at [yvonne\\_lejeune@cbu.ca](mailto:yvonne_lejeune@cbu.ca).

#### **When to wear your mask?**

Best practice is that non-medical masks be worn in all communal areas outside a person's workspace/office space. Non-medical masks can only be removed once a person has safely accessed their workspace or office space and there is no one else in the office with you. For greater clarity "workspace" would primarily include your office or in a cubicle: the footprint around your desk when seated. Examples of workspace footprint:

- For cubicles: computer, desk or adjacent areas that can be reached by pivoting your chair. Once you stand, you are no longer in your workspace: think restaurant.
- For offices: their entire enclosed office area if they are the sole occupant of an office. Once you leave your office, you are no longer in your workspace.

If someone enters within 2 metres of your work/office space, it is recommended you put on your mask.

Policy around general meeting spaces states the 2-metre distance is to be maintained when seated.

Please note this is subject to change based on the recommendations of the Office of the Chief Medical Officer of Health for Nova Scotia.

### **6.1.8. TRAINING**

Employees who have accessed campus should have completed the training. If there are new employees or those accessing campus for the first time, they must complete the training which will include an overview of occupational health and safety requirements, roles and responsibilities, and COVID-19 related protocols such as proper handwashing and the proper donning and removal of masks.

Employees will be provided access to the training via a Moodle page. Upon completion of the training, individuals will be required to acknowledge understanding and agreement to comply with all policies and protocols contained in this Plan.

### **6.2. CLEANING**

Facilities Management will ensure that a schedule of increased cleaning and disinfecting is implemented. Cleaning practices will comply with Health Canada's recommendations and will include the use of disinfectants approved by Health Canada for use against COVID-19. An increased schedule of cleaning of high-touch surfaces such as elevator buttons, door handles and stairwell railings will be prioritized.

As outlined in Section 5.1.6, individuals will be provided with gloves, disposable wipes or disposable towels and spray cleaner for cleaning and disinfecting their individual work areas.

Handwashing protocols will be posted in all washrooms, and hand-sanitizing stations will be available at entrances, mailroom and any other areas of campus with commonly touched surfaces.

### **6.3. SIGNAGE**

Physical and digital signage will be implemented on campus to effectively communicate safety protocols, including health-check reminders at entrances, directional signage, social distancing reminders and resource information.

### **6.4. CONTRACTORS/SERVICE PROVIDERS**

Contractors or Service Providers require approval prior to accessing campus. The Manager is responsible for arranging the attendance of the Contractor or Service Provider. Contractors and Service Providers will be required to provide a plan outlining how they will comply with Public Health directives and recommendations while on campus, including but not limited to:

- Physical distancing
- Sanitization and hygiene
- Training for employees of the Contractor or Service Provider
- Non-medical mask use

Any services delivered on campus must include a plan for contactless service.

Contractors and Service Providers will be required to review and agree to comply with this Plan, including the requirements to sign in and out through designated entrances, conduct the Pre-Access Questionnaire and wear a mask while on campus.

## 7. RESIDENCE AND STUDENT SERVICES

As we move between the various levels of campus activity, it is recognized that some students will require living accommodations on campus, and some services will be offered in person for students.

Cape Breton University is committed to ensuring appropriate procedures are in place to ensure the health and safety of students while on campus as well as the health and safety of employees and the Cape Breton community.

The Director of Housing, Food and Ancillary Services will be responsible for ensuring the management of Residences in accordance with the Residence Plan set out in Appendix B.

Student services will be provided virtually and in-person in accordance with the level of activity currently approved. When in-person student services are provided, the Dean/Director/Manager of the School or Department responsible for providing the service will include in their School/Department Plan (see Section 5.1) the details with respect to the service to be provided, including but not limited to:

- Specific times the service will be provided in person with a process for student appointments (if possible)
- Plans for contact-free service
- The approximate number of students anticipated to be on campus at any time and the Plan for ensuring social distancing
- Sanitization and hygiene

Students will be required to comply with the requirements of this Plan, including the requirements to sign in and out, complete a Pre-Access Questionnaire and wear a mask while on campus.

## 8. ACCOMMODATIONS AND WELLNESS

Cape Breton University is committed to the health and wellbeing of employees and supporting employees through the Covid-19 pandemic. It is recognized that many individuals are experiencing increased anxiety and other health impacts resulting from the pandemic and physical distancing and isolation requirements. Available health services, supports and resources will be made available to employees on MyCBU (intranet) to assist with wellbeing during this difficult time.

Employees are expected to remain home and not attend campus if feeling unwell and will not be required to provide medical documentation for any flu-like symptoms during the COVID-19 pandemic.

An employee who is unable to physically return to campus, for example, medical reasons or childcare concerns, or unable to wear a mask for medical reasons, should request accommodation by contacting their manager. In consultation with Human Resources, the manager and employee will establish an accommodation plan. Union representatives will be included in discussions relating to accommodations for unionized employees. Employees requesting accommodation based on a protected ground of discrimination will be accommodated to the point of undue hardship.

## 9. COVID-19 CASES

Employees who are symptomatic with COVID-19 symptoms are to self-isolate at home and call 811 for an appointment to be tested. Employees must not go to Max Bell Health and Counselling Centre if symptomatic for COVID-19. The employee is required to notify their supervisor and remain home until cleared by Public Health to return to work.

Managers who are made aware that an employee is symptomatic for COVID-19 should inform the Manager, Health & Counselling Services. The Manager, Health & Counselling Services will keep a record of all suspect, probable and lab-confirmed cases as part of CBU's Outbreak Management Plan, details of which are included in Appendix A. Managers are not required to contact Public Health regarding a suspect case as Public Health will be notified through the COVID-19 testing centre.

Employee information will be treated confidentially with the understanding that we are required to assist Public Health in their investigations in accordance with the Nova Scotia Health Protection Act. Contact tracing and notification are performed by Public Health and are not the responsibility of individuals at Cape Breton University. However, maintaining attendance records and ensuring proper workspace hygiene must be part of routine operational procedures.

When a person tests positive for COVID-19, Public Health contacts them directly and will work with the person to identify contacts and conduct risk assessments to determine, whether those contacts need to self-isolate and be tested. If not contacted directly by Public Health as part of contact tracing, co-workers are not required to self-isolate and may continue going to work.

If an employee tests positive for COVID-19, special cleaning of the work area will be completed, and all employees must closely monitor their personal health whether identified as a contact of the case or not.

In the event of a confirmed case of COVID-19 for an individual who has been on campus, a risk assessment will be done and a decision on closing all or part of the campus will be made in conjunction with Public Health as per the Order. If Public Health declares that there is an outbreak on campus, the outbreak will be managed in accordance with the Outbreak Management Plan in Appendix A.

Dealing with COVID-19 cases on campus, suspect or confirmed, can be stressful, and employees are encouraged to seek help and support if needed. Available mental health resources can be found on MyCBU (intranet).

## **10. COMMUNICATIONS**

Communications with employees, students and the community are key to a successful implementation of this Plan as we return to campus activities. The Plan and associated information will be shared publicly on the COVID-19 section of the CBU website, along with current information. Outreach will continue for both on- and off-campus students to ensure impacts and necessary student supports are identified and addressed. Resources for employees will be included on MyCBU. Regular updates will be provided through email and social media.

## **11. REVIEW AND UPDATING**

Ongoing review and updating of CBU's plans relating to the COVID-19 pandemic will be imperative as more becomes known about COVID-19, and we continue to receive updated public health guidance. This Plan will be reviewed regularly during the pandemic, and revisions will be implemented as appropriate and necessary. Any changes to the Plan will be communicated to employees, students and the community.

## 12. APPENDIX A - RESIDENCE PLAN

In the interests of the safety and well-being of the campus community and beyond, and with the guidance and direction of Nova Scotia's Chief Medical Officer, Cape Breton University has developed established procedures and protocols for those students who will be living on campus in Residence. These procedures and protocols will be communicated directly to each student who will be living in Residence.

### Capacity

Capacity will be limited to 1/3 of the possible residence beds with a 2:1 student to washroom ratio. Meal plans will be mandatory. Occupancy by Residence are as follows:

### Cabot Residence

- These 4-bedroom, 2-bathroom apartments will house 4 people.

### Harriss Hall

- Half (46) of the semi-private rooms may be occupied to ensure all students have their own washroom and bedroom. We are now using all the semi-private rooms with a 2:1 student to washroom ratio.

### Alumni Hall

- The 5-bedroom, 1 washroom apartments will only house 2 students to maintain the 2:1 student to washroom ratio.
- There will be no traditional dorm spaces offered. These dorms require the sharing of a common washroom, and, therefore, they will not be available for the fall 2020 winter 2021 semester.
- Student lounges will remain closed until further notice.

Arrival dates and times will be arranged with each student to ensure physical distancing.

### Self-Isolation

The protocol for self-isolation will be mandated by the Order. When accepting students to our campus we must ensure the guidelines are followed as directed.

<https://novascotia.ca/coronavirus/symptoms-and-testing/#symptoms>

If applicable, during the self-isolate period:

- As CBU has adopted a 2:1 student to washroom ratio, the student may be permitted to self-isolate in the same residence space in which they will live for the winter 2021 semester.
- If a student is sharing a washroom, they must have arrived on the same date and therefore have the same date for the quarantine to end. The students will be provided with Lysol or Clorox wipes for their washrooms and directed to wipe down before and after use.
- If a student who is sharing a bathroom becomes symptomatic, the other student will be moved to a private room, and the ill student will remain alone in the semi. The "bathroom-mate" will be considered a contact by public health who, will then advise re testing and quarantine.
- Students may require additional testing during the quarantine period.

- The student will have meals delivered to their door in Harriss Hall at specified times each day.
- The student must arrive with sufficient clothing to wear for the quarantine period. If there is an exceptional circumstance where this is not possible, the student will be scheduled for a specific period to access laundry facilities individually.
- Times will be scheduled to allow the student to go outside for some fresh air and exercise.
- Garbage will be picked up outside the student's door daily Monday-Friday.
- CBU will do virtual daily wellness checks with each student in self-isolation. Max Bell Health Clinic will assist with wellness checks and any medical issues or concerns to provide support and maintain confidentiality.

Any student who violates these requirements will be subject to a monetary fine or face eviction from Residence and may have their status as a CBU student revoked.

### **Masks**

It is mandatory that masks are to be worn in all public spaces, and it is the responsibility of the student to arrive with a sufficient number of masks for daily use. Any area in Residence outside of the personal dwelling is deemed to be a public space. As such, masks are required in hallways, the dining hall or any other space outside of the individually occupied space.

### **Restrictions**

The following restrictions will be in place in the Residence until further notice:

- No guests will be permitted to visit Residence that does not currently reside on-campus.
- Students will be free to socialize with other students only within the building they reside.
- To ensure compliance with Public Health requirements on gatherings, the number of persons in any on-campus living space may be no greater than 8 persons.
- Any student who violates these requirements will be subject to a monetary fine of \$1000, may face eviction from Residence and may have their status as a CBU student revoked.

### **Symptomatic Student(s)**

Symptoms of COVID-19 that will be used to determine if isolation of a student is required can be found at <https://novascotia.ca/coronavirus/symptoms-and-testing/#symptoms>. They are up-to-date and reflect the Order.

All students who develop any of the symptoms as outlined in the link above should immediately self-isolate regardless of any risk factors and follow the instructions of the CBU health services team as directed by Public Health on behalf of the Medical Officer of Health. CBU will cooperate with Public Health and provide any information required for a notifiable disease investigation in accordance with the Nova Scotia Health Protection Act.

The following steps will be taken in the event of a student becoming symptomatic or diagnosed with COVID-19.

### **Pre-Isolation – Symptom identification**

1. If a student suspects they have symptoms of COVID-19, they are to isolate immediately.
2. Except in case of emergency (in which case the student should call 911), the student must call or email the Max Bell Health & Counselling Centre and let the secretary know they have a fever and/or a cough. The Registered Nurse at Max Bell Health & Counselling Centre will call them as soon as possible to discuss their symptoms and next steps. The Nurse will instruct the student to take the COVID-19 self-assessment and call 811 if indicated. Testing will be completed at the NSHA Primary Assessment Centre or possibly done by staff member of Max Bell Health and Counselling Centre.
3. The Manager, Health & Counselling Services will contact the Director of Housing, Food & Ancillary Services to make arrangements for a new room for isolation.
4. Transportation to the COVID-19 assessment centre will be arranged for the student. The student must wear a mask during travel.
5. The student must wear a mask during travel.
6. Isolation protocols will be implemented on the direction of Public Health that the student is a person under investigation for COVID-19.

### **Isolation**

1. If a student becomes a person under investigation for COVID-19 by Public Health, they will be reassigned to a private or semi-private room (if they are not already in one) to be isolated.
2. Students in isolation will be instructed that they must remain in their designated bedroom and bathroom. The student will have meals delivered to their door at specified times each day.
3. If the symptomatic student is living with roommates, the roommates will also be individually isolated until Public Health completes their investigation.
4. The student will have meals delivered to their door at specified times each day.
5. Garbage will be picked up outside the student's door daily Monday-Friday.
6. CBU will do virtual daily wellness checks with each student in self-isolation. Max Bell Health and Counselling Centre will assist with wellness checks and any medical issues or concerns to provide support and maintain confidentiality.

## 13. APPENDIX B - SCHOOL/DEPARTMENT PLAN

Department heads, or their designate are required to submit a Risk Assessment and Operational Plan for their department or school to ensure the health and safety of all individuals who access campus. These plans are meant to supplement campus-wide processes and procedures, and employees will be required to follow both campus-wide and individual school or departmental requirements.

Risk assessments will be shared with the Joint Occupational Health and Safety Committee.

### Part 1 - Risk Assessment

The goal of the risk assessment process is to identify and evaluate hazards and then implement methods to minimize the risk. With respect to COVID-19, consider where and how individuals may become exposed to COVID-19 while working on campus. For example, look at circumstances in which an employee could come into contact with a person who has the virus or with the surfaces and items that an infected person may have touched.

Consider:

- The layout of your workspaces, including areas such as elevators, hallways and common entrances.
- The facilities available at the worksite, including washrooms and high touch areas.
- The type of services provided.
- How employees perform their work tasks.
- Who employees may come into contact with while working, including other employees, students, contractors or the public.

Additional information regarding the assessment of hazards is available at <https://novascotia.ca/coronavirus/occupational-health-and-safety/>.

When considering hazard controls, consider the Hierarchy of Controls outlined in Section 2 of the Return to Campus Plan and look for the most effective control that is reasonably possible. If a hazard cannot reasonably be eliminated, consider other types of controls such as engineering controls (for example, plexiglass or partitions) or administrative controls (for example, new processes).

What is the hazard?	Who is at risk?	Can the risk reasonably be eliminated?	What control measures will mitigate the risk?	Are control measures in place?
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*People who workers come into contact with (coworkers, students, contractors, suppliers)*


*Equipment (tools and devices shared with employees or others)*


*Materials (supplies and products)*


*Environment (workplace layout, high touch surfaces, washrooms available)*


*Other hazards*


## Part 2 - Operational Plan

Attach an Operational Plan for the department or school, which provides details of the precautions, measures and/or procedures that will be put in place in your department or school to minimize the risks identified above.

At a minimum, the following topics should be addressed in the Plan and should take into consideration both engineering and administrative controls:

1. physical distancing 2 metres (6 feet)
2. hand hygiene
3. cleaning and disinfecting
4. staggered scheduling and co-horting for employees (as appropriate)
5. plans for spaces shared with coworkers or students
6. equipment specific plans.

In developing the Operational Plan, consider any part of the work activities or environment that may require modification or changed procedures. For example:

- Non-essential functions may need to be modified or scaled back
- There should be no communal food or drink
- Eliminate shared items or equipment to the extent possible and create cleaning process(es) for the usage of items that must be shared (i.e., photocopier)
- Arrange and/or eliminate furniture to promote 6-foot physical distancing
- Disinfect high-touch surfaces regularly
- Consider implementing one-way traffic zones and designating separate doors for entry and exit, if possible
- Remove shared microwaves, coffee machines and refrigerators or create a disinfecting process(es) for each use
- Stagger breaks and lunchtimes for those on campus at the same time.
- Installation of plexiglass or barriers
- Signage and/or floor stickers
- Drop boxes for documentation and contact-free services
- Refer to the Order to determine whether certain spaces should have a maximum capacity, for example, washrooms
- Personal protective equipment

# 14. APPENDIX C

## CBU APPLICATION FOR RESUMPTION OF RESEARCH

Updated September 2020

### For Lab-based & Field Research

Email applications to the Chair of your Department and your Dean.

PI or Supervisor: \_\_\_\_\_

Team/Personnel: \_\_\_\_\_

(please name them;  
indicate if student, etc.)

Department: \_\_\_\_\_

School: \_\_\_\_\_

Facility needs: \_\_\_\_\_

List labs classrooms/offices, etc.

Is this is a proposal for  
face-to-face? \_\_\_\_\_

Do your facilities overlap  
with anyone else's? \_\_\_\_\_

What are your plans for  
cooperation/negotiating space? \_\_\_\_\_

Describe how you can maintain  
physical distancing in your  
proposed space(s): \_\_\_\_\_

Indicate your hygiene practices  
with regards to masks,  
handwashing, etc.: \_\_\_\_\_

Describe the cleaning regime  
for any high-touch surfaces: \_\_\_\_\_

What is your proposed weekly  
work schedule? \_\_\_\_\_

## 15. APPENDIX D RESOURCES

Nova Scotia Government's Response to COVID-19

<https://novascotia.ca/coronavirus/>

Nova Scotia Government – Staying Healthy

<https://novascotia.ca/coronavirus/staying-healthy/>

Nova Scotia Government – Working During COVID-19

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

Government of Canada - Coronavirus disease (COVID-19)

<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>

Health Canada - COVID-19 health product industry

<https://www.canada.ca/en/health-canada/services/drugs-health-products/covid19-industry.html>

Guidance for post-secondary institutions during the COVID-19 pandemic

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/guidance-documents/covid-19-guidance-post-secondary-institutions-during-pandemic.html>

Workers' Compensation Board of Nova Scotia

<http://www.worksafeforlife.ca/COVID19>

CBU Resources

<https://mycbu.sharepoint.com/COVID-19-Updates/Pages/About-Us.aspx>

# 16. APPENDIX E

## CBU RETURN TO CAMPUS PLAN

### DOCUMENT CHANGE LOG

Date	Version	Editor	Pg.	Change	Reason
March 9, 2021	V1.0	Crystal Aboud	Front Cover version and date	Add a footer stating	Response from Occupational Health and Safety Division at LAE
March 10, 2021	V1.0	Tanya Brann-Barrett	Table of Contents, 25	Document Change Log added as appendix E	Response from Occupational Health and Safety Division at LAE
March 10, 2021	V1.0	Ida Steeves	1	Added a sentence to confirm that events must conform to the Order	Response from Occupational Health and Safety Division at LAE
March 10, 2021	V1.0	Ida Steeves	4	Clarify that the Health Protection Order is referred to as Order in this Plan	So, readers can understand the reference in the document
March 10, 2021	V1.0	Ida Steeves	5, 6	Clarified that any activities stated in a level must comply with the Order	Response from Occupational Health and Safety Division at LAE
March 18, 2021	V1.0	Tanya Brann-Barrett	6	Added details regarding safe return to the classroom	Response from Occupational Health and Safety Division at LAE
March 10, 2021	V1.0	Ida Steeves	8	Added link for current COVID-19 Symptoms and testing information	Response from Occupational Health and Safety Division at LAE
March 10, 2021	V1.0	Ida Steeves	8	Added that following questions may be asked and the link for most current information	Response from Occupational Health and Safety Division at LAE
March 10, 2021	V1.0	Ida Steeves	10	Added non-medical mask	Response from Occupational Health and Safety Division at LAE
March 10, 2021	V1.0	Ida Steeves	12	Added link for guidelines regarding non-medical masks	Response from Occupational Health and Safety Division at LAE
March 10, 2021	V1.0	Ida Steeves	13	Added: non-medical mask use	Response from Occupational Health and Safety Division at LAE
March 19, 2021	V1.0	Judy Kelley	16	Deleted reference to campus closure and replaced with risk assessment and its process	To better reflect the understanding and practices of the Order
March 19, 2021	V1.0	Judy Kelley	17	Added protocol for cleaning between students	Response from Occupational Health and Safety Division at LAE

<b>Date</b>	<b>Version</b>	<b>Editor</b>	<b>Pg.</b>	<b>Change</b>	<b>Reason</b>
March 10, 2021	V1.0	Ida Steeves	17	Added link for current COVID Guidelines and bullet that students may be required to take additional tests	Response from Occupational Health and Safety Division at LAE
March 19, 2021	V1.0	Judy Kelley	17	Added where testing may occur	Response from Occupational Health and Safety Division at LAE
March 10, 2021	V1.0	Ida Steeves	18	Link added for guidelines to be used with symptomatic student(s)	Response from Occupational Health and Safety Division at LAE
March 10, 2021	V1.0	Ida Steeves	22	Sentence restructured to clarify that the Order specifies limits for individual rooms/spaces	Response from Occupational Health and Safety Division at LAE
April 8, 2021	V2.0	Ida Steeves	Title Page	Changed January 2021 to May 2021 for Spring/Summer 2021	The new title reflects the new term
April 8, 2021	V2.0	Lenore Parsley	10	Added revised internal process for booking on campus meeting	Changed to make the process more efficient.
April 8, 2021	V2.0	Lenore Parsley	11	Added revised external process for booking on campus meeting	Changed to make the process more efficient
April 8, 2021	V2.0	Judy Kelly	19	Removed information on COVID-19 Kits	The kits are no longer used

