



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

**Central COVID Safety Plan, Adjunct Plans and CONSUP's Post-Secondary Education Post  
Pandemic Guidance**

October 7, 2021

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## Central Safety Plan

### Reopening September 2021 while Living with COVID

October 7, 2021

#### 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 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>
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<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> <ol 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> </ol>

- 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




## Adjunct Safety Plan

Program / Department / Unit / Group:	Facilities Management
Responsible Leader:	Ian Wagschal
Date of Plan:	August 13, 2021

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

Facilities Management undertakes all of the maintenance, alterations, alterations, renovations and new construction on campus. This plan also includes the activities of contracted daily service providers for Security, Custodial, and Food Services.

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

1. All FM employees will be fully educated in the Central Safety Plan, including the importance of herd immunity. FM Employees will be provided paid leave to obtain their immunizations, and will be provided paid sick time if they have flu symptoms as a result of immunization.
2. Contracted Employees (Custodial, Food Services and Security): All contracted service providers will be encouraged in writing to provide training to their staff in the importance of immunization. These service providers will be asked to provide paid time away from work to permit immunization of staff.

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

1. FM employees will be provided with paid leave to obtain testing at any time of their choosing. They will be actively encouraged to stay home whenever the symptoms occur.
2. Contracted Employees (Custodial, Food Services and Security): All contracted service providers will be encouraged in writing to provide paid leave for the purpose of receiving testing.

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

1. FM employees will be encouraged to stay at home and get tested if they have any COVID symptoms. If they develop COVID symptoms at work, they will be asked to go home as directed by Public Health. In all cases, employees will be paid for any sick time related COVID symptoms.
2. Contracted Employees (Custodial, Food Services and Security): All contracted service providers will be encouraged in writing to provide paid leave to allow employees to stay home if they self-assess COVID symptoms.

**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?

**FM Employees:**

**Masks:** Employees will continue to be encouraged to wear masks, with special emphasis to wear masks on jobs that require workers to be within 1 meter of each other (see next section on Distancing).

**Distancing:** Many FM activities can be completed with 1 meter distancing, but some maintenance and construction activities require close work. Employees will be reminded that immunization is the best defense in these circumstances, as well as wearing masks. This will especially be encouraged for all work inside residence rooms.

**Hygiene:** Hand washing / sanitizing will continue to be encouraged and supplies provided. Employees will continue to be provided with their own tools to reduce the need for sharing.

**Cleaning:** Cleaning of tools, carts, and vehicles will continue, with supplies being provided. Ventilation of the shop areas, including the lunch-room, will continue using the equipment already in place for COVID.

**Contact Tracing:** Contact tracing will be performed using the regular employee attendance records.

**Communication:** Training will be provided to all staff in the content of this plan and the Central Safety Plan. All employees will sign off on having received the training.

**Accountability:** Management will take the lead in demonstrating safety practice. Any unsafe / negligent behaviour will be addressed directly by a supervisor.

**Contract Employees:**

Contract service providers (GDI - Custodial, Chartwells - Food Services, AUS - Security) will be asked to provide safety plans that comply with all requirements of the Central Safety Plan and the FM Adjunct Plan (including all of the above).

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

Area Ventilation:

COVID transmission is affected by many factors, including the build-up of COVID aerosols in the air. Facilities Management will take the following ventilation measures to reduce the build-up of aerosols:

1. All existing HVAC systems have been set to operate at the maximum number of fresh-air changes possible while maintaining a minimum setpoint temperature of 20 °C. Systems will run at this setting 24 hours a day and 7 days a week.
2. All filters in all existing HVAC systems have been converted to MERV-13. Filters are replaced every three months.
3. Portable HEPA filtration units have been or will be installed throughout the campus including the following locations. Filter maintenance is conducted monthly.



- a. Residence Common Rooms
  - b. Dining Hall
  - c. Wardroom
  - d. Classrooms that do not have any mechanical ventilation with filtration.
  - e. Major meeting rooms that do not have any mechanical ventilation with filtration.
  - f. Administrative common working areas that do not have any mechanical ventilation with filtration.
4. Some buildings do not have any mechanical ventilation (HVAC) systems. Most spaces in these buildings have operable windows. Occupants will be encouraged to open the windows whenever the weather permits. Where windows are difficult operate in non-ventilated areas screened infills will be provided that keep the window open by about 4”.

Contracted Service Providers:

Safety Plans Will be Collected from AUS, GDI, and Chartwells prior to the start of the school year. Each safety plan must comply with the Central Safety Plan, and with the requirements of the FM Adjunct Safety Plan.

Food Services Extra Requirements (Chartwells):

1. After each meal period, all surfaces including dining tables and chairs will be cleaned and sanitized.
2. The plexiglass barrier that separates the lineup from the dining area will remain in place.
3. Traffic flow of people into the servery will continue to be directed by Chartwells staff to avoid gatherings and bunching.
4. HEPA filtration units will be placed in the Kitchen and Dining Area. Chartwells will ensure these units are turned on during occupancy.
5. The kitchen exhaust fan has been placed on a variable-speed drive. This allows the Chartwells staff to reduce the draw of makeup air from the Dining Hall into the Kitchen. Chartwells will monitor the speed of the fan to minimize this airflow while maintaining proper operation of the kitchen appliances. Chartwells will also open the windows in the kitchen to reduce the draw-through effect for as long as weather permits.

Custodial Extra Requirements (GDI) - Touch-Point Cleaning:

Common touch points will continue to be cleaned on the same regimen as during COVID lockdown. This includes sanitization of all common touch points, such as door knobs, handrails, push bars etc. every (4) hours during an (8) hour shift. Monday through Friday there are (2) eight hour shifts per day. On weekends there is (1) eight hour shift per day.

Classrooms that are in-use will be cleaned and sanitized twice every weekday. The first cleaning will around the middle of the day, as permitted within each classroom’s schedule. All classrooms will be cleaned and sanitized a second time during the night between 10pm and 6am.

Security Extra Requirements (AUS) – Daytime security assistance:

Security officers will provide additional assistance to the University during normal business hours. Duties may include assisting with traffic flow to avoid bunching, assistance with enforcement of COVID rules, and assistance with reception activities.

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

Special Events: FM does not have any special events planned. FM may assist with special events on campus and will comply with the safety plans of each event.

High Risk Activity: Maintenance work in spaces with possible COVID (Residence Isolation and Quarantine):

In the event of a COVID infection on campus, all non-essential maintenance work will be delayed in Isolation and Quarantine spaces. 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. Training in the use of this PPE has already been provided to all FM staff. 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.

High Risk Activity: Cleaning spaces with possible COVID (Residence Isolation and Quarantine):

In the event of a COVID infection on campus, cleaning of Isolation and Quarantine spaces will continue under the special requirements of the GDI safety plan. This includes the donning of full PPE and the separation of workers from other non-COVID work areas.

**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 COVID safety event affects the availability of Facilities Management staff, or if a safety event requires the reduction of the density of staff on campus:

Facilities Management will return to the split-shift arrangement of the COVID third wave, as described in the FM COVID-19 Return to Work Safety Plan, dated June 21, 2021. This split-shift arrangement allows for continued maintenance activity at a reduced intensity, while reducing the likelihood of group infection among FM staff. If warranted, PPE and social distancing protocols will be reinstated as mandatory. Plans for further reduction of activity are also provided under the same June 21<sup>st</sup> plan.

If a COVID safety event affects the availability of Contracted Service Providers:

Custodial (GDI): GDI has the capacity to provide additional staff from outside of the normal King's custodial crew to continue essential cleaning services. GDI staff can also return to segregated work areas to reduce the likelihood of group infection.

Food Services (Chartwells): Chartwells can return to third-wave COVID protocols, up to and including the provision of pick-up meals. In the event that the kitchen operation is interrupted by a COVID safety event, Chartwells will be asked to provide temporary food services from another Chartwells kitchen.

Security (AUS): AUS has confirmed that they have the capacity to provide additional staff from outside the normal King's security crew to maintain continuous essential security activities. Security services will also be able to return to third-wave COVID protocols if required.





## 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.



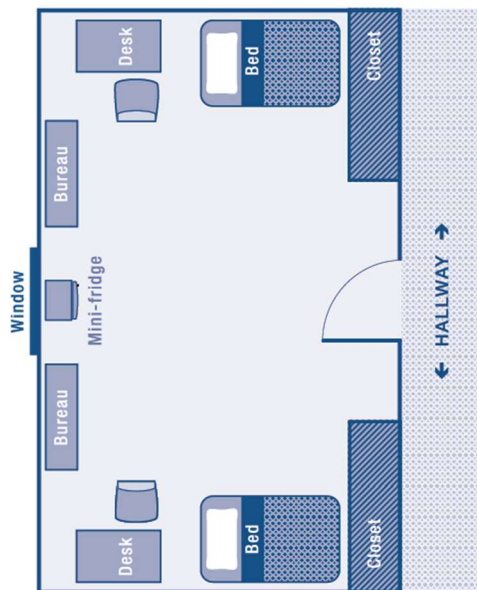
## KING'S RESIDENCE OPERATIONS COVID SAFETY PLAN 2021 – 2022

### University of King's College Residence

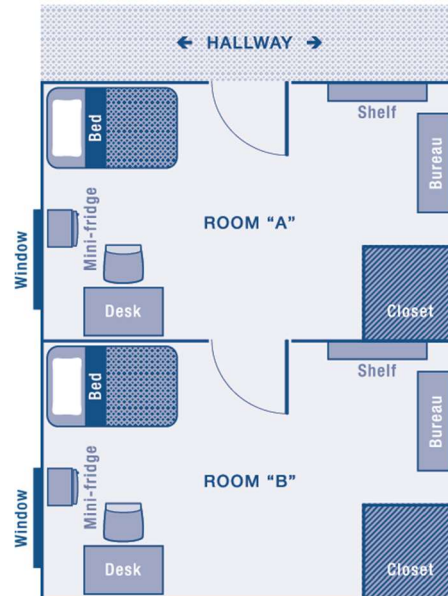
#### OVERVIEW

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.



## RESIDENCE LIFE

### **Occupancy:**

Residence occupancy 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:

## RESIDENCE LIFE

- **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 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:

RESIDENCE BUILDING	2021-22 Occupancy # (includes students and staff without ensuite)	2021-22 Washroom Ratio	2020-21 Washroom Ratio
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-

## RESIDENCE LIFE

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.

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.

## RESIDENCE LIFE

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 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

## RESIDENCE LIFE

- 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,

- 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

Appendix B: CONSUP - Post Secondary Education Guidelines



VERSION JULY 15, 2021

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

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**POST-SECONDARY EDUCATION POST PANDEMIC GUIDANCE**

**FALL 2021**

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## 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.

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## 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.

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## 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.

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## 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.

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## 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.

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## 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.

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## 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.

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## 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

October 7, 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.

Dalhousie has begun the implementation of a vaccine mandate. 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 December 24, 2021. This duration may be re-evaluated in conjunction with any changes in duration by Dalhousie University.

#### Vaccination and Testing Requirement:

1. All students, faculty and staff will be requested to confirm they are fully vaccinated and to provide proof of vaccination.
2. Anyone who chooses not to confirm their vaccination status, who does not provide the required proof that they are fully vaccinated or who discloses that they are not fully vaccinated, are required to provide proof of (2) COVID tests per week.

### Vaccine and Testing Verification Process:

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

### Acceptable Vaccines and Documentation of Vaccination:

1. Full vaccination with any World Health Organization (WHO) approved vaccine will be accepted (<https://covid19.trackvaccines.org/agency/who/>).
2. 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>).
3. Proof of vaccination will be submitted using the Dalhousie Campus Check process.
4. 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)

### 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