

# Fall 2021 Operating plan



*Last updated* Sept 13th, 2021

**About this plan**

MSVU developed this plan in compliance with the Nova Scotia Post Secondary Education Post Pandemic Guidance.

MSVU is committed to following Nova Scotia Public Health directives and guidelines in evolving this plan.

This is a living document that will be updated as the COVID-19 situation evolves.

All plans contained in this document are subject to change.

This document is designed to complement University policies, procedures and guidelines.

**Questions?**

Please direct questions or comments to [Campus.Return@msvu.ca](mailto:Campus.Return@msvu.ca)

Our fall 2021 operating plan is guided by the following environmental context:

- Nova Scotia will enter phase five of the provincial reopening plan and most of the Public Health restrictions will be removed or greatly eased.
- Plans that are developed will need to be flexible to allow for any unforeseen epidemiological developments which could complicate and alter these assumptions.

## **Guiding principles**

The University has created a set of principles to guide our decision making and to support our campus plans for a post pandemic mode of operations. The key principle underlying these plans is flexibility to adapt to the situation as it evolves. Implementation will be supported by clear and regular communications with all University stakeholders.

These guiding principles are:

- The health, safety, and well-being of our students, faculty and staff are paramount.
- Our planning will continue to be aligned with Public Health guidance and recommendations.
- Students, faculty, and staff share responsibility for the safe use of University facilities.
- Our approach will recognize the specific needs of those members of the University community who may be particularly vulnerable to the impact of contracting COVID-19.

**Academics**

The University intends to offer a mix of on campus and online classes for fall 2021.

**Aboriginal Student Centre**

The Aboriginal Student Center will be open for student appointments.

**Access to Campus**

Students, faculty, and staff can access campus without prior approval.

**Art Gallery**

The MSVU Art Gallery will not be open to the public until November 2021.

**Asymptomatic Testing on Campus**

As part of the Nova Scotia COVID-19 Rapid Testing Project, the University is offering workplace screening on campus.

**Athletics**

Athletics will continue to operate in accordance with broader Public Health guidelines for fitness facilities. All athletics and gym access will be managed through an online booking system during September. This will be reviewed later in September.

**Awareness and Training**

For staff working on campus, our training program consists of COVID-19 awareness education.

For students in residence, in addition to their new Code of Conduct, our training program consists of COVID-19 awareness education and personal care practices. The University will provide masks, hand sanitizer and cleaning supplies to students in residence.

**Building Access**

Buildings will remain unlocked during campus operating hours.

Fall operating hours are 6 am to 10 pm from September.

### **Business Continuity**

The University will continue reasonable COVID-19 precautions in accordance with Public Health recommendations. Each activity on campus must have a business continuity plan in the event of an on-campus COVID-19 exposure notification.

### **Child Study Center**

The Child Study Center will continue to operate in accordance with broader Public Health guidelines for day care facilities.

### **Classrooms**

On-campus classes will be offered in September. Sanitization wipes and hand sanitizer will be placed in all classrooms. All classrooms have mechanical ventilation with dual filters.

### **Cleaning and Disinfecting Service Levels**

Facilities Management will clean and disinfect the full campus daily. Cleaning schedule is included in Appendix A

### **Computer Labs**

Computer labs for student and faculty use will be available. Sanitizing wipes and hand sanitizer will be placed in labs.

### **Cafeteria**

Starting in September, the Rosaria Dining Hall will serve food and beverage in accordance with Public Health guidelines. The Seton Café and the Starbucks in McCain may also be open.

## **Contact Tracing**

Students, faculty and staff will not be required to complete an online self assessment prior to coming to campus. Self-monitoring for symptoms and daily self-assessments are recommended. If feeling unwell, please do not come to campus.

## **Events and Gatherings**

On-campus events and gatherings can proceed in accordance with Public Health guidance on [gathering limits](#). Events and gatherings must be pre-arranged by contacting [campus.return@msvu.ca](mailto:campus.return@msvu.ca)

## **Health office**

The University Health Office remains open for students and external patients by appointment only. Patients can contact the University health office at 902-457-6354 for appointments.

## **Human Resource matters**

Human Resources will work with Managers and Supervisors to ensure the health, safety and well-being of our faculty and staff. Continued support and awareness training will be a priority for faculty and staff working on campus.

It is the responsibility of individuals to ensure that they are abiding by Public Health protocols and University protocols whenever they are on campus.

There may be times when a workplace accommodation is necessary. Workplace accommodations are unique to each individual and will be reviewed on a case-by-case basis. The process of accommodation is a cooperative one which shall be undertaken in compliance with Nova Scotia's Human Rights Act.

If you have a concern in the workplace, please contact your Manager, Dean or Chair, Human Resources or your Occupational Health and Safety representative (OHS). Through the process of consultation, the University may conduct a risk assessment to determine the provision of a temporary accommodation to enable the University to respond appropriately.

## **IT&S Support and Helpdesk**

IT&S will continue to provide remote and on-campus support via email and phone requests to the Helpdesk. This will be reviewed regularly and if necessary bookable appointments at the Helpdesk counter will be implemented.

## **Library**

The Library will continue to provide virtual and on campus support by email, live chat, Novanet live help, phone, via the front desk, and via appointments with librarians in Teams or in person while operating in accordance with broader Public Health guidelines. The Library and the Archives space, services, and resources will be open to the campus community, the greater research community, and the public.

## **Masks**

At present, in keeping with Public Health guidelines, and until further notice, the University requires the use of non-medical masks or face coverings in indoor common areas on campus, including classrooms and computer labs.

It is also understood that some students, faculty and staff may not be able to wear masks, for example for medical reasons. Faculty, staff and students coming to campus are encouraged to bring a mask.

## **Meetings**

Meetings can occur in person or virtually. The University is completing audio-visual upgrades in all classrooms and meeting spaces on campus to facilitate virtual as well as hybrid (virtual/in person) meetings. The audio-visual upgrades are expected to be in place by September.

## **MSVU Safe App**

The MSVU Safe app has many safety features, including a working alone feature and a COVID-19 information section. To download the app, search MSVU SAFE in the app store of your Apple or Android device. The online health assessment will also be available in the MSVU Safe app by September.

## **Office Cleaning**

In addition to the facilities management campus cleaning and disinfecting protocol, for each period while working on campus, each department is responsible for maintaining office hygiene and each staff member will be responsible for the hygiene of their own work area. Facilities management will provide cleaning supplies such as disinfecting wipes. Departments are also



responsible to self monitor and manage cleaning on shared equipment including photocopiers, phones, desks, physical barriers, keyboards, desks etc. Departments can contact [campus.return@msvu.ca](mailto:campus.return@msvu.ca) to request cleaning supplies.

Items that cannot be easily cleaned (newspapers, magazines, books, and the like) must be removed from common use areas.

### **Potential Cases on Campus, including Notification Protocols**

Should employees or students on campus begin showing symptoms of COVID-19 while on campus, they must notify their supervisor or instructor, leave campus, and follow Public Health protocols for self-assessment and testing.

Should students in residence begin showing symptoms of COVID-19, they must immediately notify the Manager, Residence Life and self-isolate.

Two of the Birch townhouses have been reserved for quarantining or self-isolation by residence students and will have a food service program, as well as regular health checks by the University Health Office.

The MSVU Manager of Health Services is the University's lead infection control advisor. Upon notification of a suspected case, the supervisor or instructor or Manager, Residence Life will contact the MSVU Manager of Health Services.

The Manager of Health Services (or designate within the Health Office) will liaise with Nova Scotia Public Health. The University will follow Public Health guidance on any release of information for possible exposure. The confidentiality of individuals must be respected. Supervisors and faculty are expected to support their employees and students throughout this process with needed accommodations, adaptations and flexibility.

The MSVU Manager of Health Services will notify the Director, Facilities Management of any suspected COVID-19 cases on campus. The impacted area will be immediately locked down for 72 hours. After 72 hours, Facilities Management will ensure that affected areas are disinfected in accordance with cleaning and disinfecting protocols. The University will follow Public Health guidance regarding reopening spaces on campus after cleaning and disinfecting.

### **Public Access**

Campus will be open to public.

## **Research**

Access to research labs is based on approved applications in accordance with Public Health guidelines. The applications for access to labs are reviewed by the Research Approvals Committee. The committee is comprised of the Director of Facilities Management, University Safety Officer, Research Ethics Coordinator, Chair of the University Research Ethics Board (for research involving face to face interaction with participants), AVP Research and Dean of Arts and Science. The committee recommends proposals to the Vice President Academic & Provost and the Vice President Administration for approval.

## **Residence**

The Mount is currently accepting residence applications for fall 2021 to a maximum occupancy of 95%. Students travelling to Nova Scotia will be required to follow Public Health directives with regards to quarantine. The student experience team has developed a student care plan to support students during the quarantine period.

## **Self Assessment**

For each on-campus day, students, faculty, and staff should self-screen for signs or symptoms of COVID-19 before leaving home. If they are present, students or employees must not travel to campus and should follow the current guidance from Public Health. Employees and students should notify their supervisor or instructor.

## **Signage**

Signage is in place on campus and will be updated as required in compliance with Public Health guidelines.

## **Student Services**

Counselling Services will be entirely by appointment and the Counsellors intend to continue offering some online appointments if that is a student's preference. Students waiting for an appointment who want to see someone sooner can book a 30-minute drop-in session with our Intake Counsellor. We also offer same day intake appointments for 30 minutes that students can book that morning.

Accessibility Services staff will meet with students primarily by appointment and again will offer online appointments for students who prefer to meet online.

Career Services staff will meet students primarily by appointment. Student can reach [counselling@msvu.ca](mailto:counselling@msvu.ca) to book a career counselling session and explore career indecision or program choice, career preparedness, job search strategies, or resume and cover letter feedback.

Centre for Academic Advising and Student Success: Academic Advisors/Learning Strategist/Writing Centre will also see students almost entirely by appointment only and will continue to offer a blend of in person and online appointments to suit student preference. Students can drop into the Centre to see the receptionist and ask a quick question or make an appointment.

The International Education Centre and Black Student Support Advisor will also offer a blend of drop-ins/appointments and in-person and virtual sessions.

Registrar's office staff will meet with students primarily by appointment and will offer online appointments for students who prefer to meet online.

Graduate Admissions Officer will be available on campus for student meetings as well as by phone and email.

## **Together Again**

Together Again is a program designed to warmly reunite MSVU staff and faculty back on campus following more than a year of disruption due to the pandemic. It's also a gesture of gratitude for the dedication shown by our university community in the face of this crisis. The program will feature a series of events and opportunities for connection. Activities will primarily be hosted throughout the month of August and very early in September – once most faculty and staff have returned to working on campus. The program elements will be implemented with strict adherence to [Public Health protocols](#).

## **Vaccinations**

MSVU requires all students, faculty and staff to be fully vaccinated against COVID-19 as soon as possible and by October 13 at the latest. Proof of vaccination will be required. Those who choose not to be vaccinated for medical, religious or cultural reasons must be tested for COVID-19 twice a week.

## **Ventilation**

HVAC systems have been checked, are fully operational and functioning as designed. HVAC systems with mechanical air-handling equipment are operational for max run time to allow for

the greatest amount of fresh air exchange. Two stage filtration is in use with HVAC systems where possible.

## Appendix A

### Cleaning and Disinfecting Service Levels

Facilities Management will be providing the following level of cleaning and disinfecting services:

Space Type	BaseClean	Dry Mop	WetMop	Full Vacuum	Spot Vacuum	Disinfect Touch Points**
Classrooms / Teaching Labs/Computer labs	Daily	3 x Week	3 x Week	Weekly	2 x Week	1 x Day
Research Labs	Weekly	Weekly	Weekly	NA	NA	2 x Day
Offices	Weekly	Weekly	Weekly	Weekly	NA	1 x Day
Conference/ Meeting Rooms	Daily	Daily	Daily	Weekly	4 x Week	1 x Day
Lounges / Kitchenettes/ Lunch Room	Daily	Daily	Daily	Weekly	4 x Week	1 x Day
Student Study Space	Daily	3 x Week	3 x Week	Weekly	2 x Week	1 x Day
Learning Commons	Daily	Daily	3 x Week	Weekly	2 x Week	2 x Day
Washrooms	Daily	Daily	Daily	NA	NA	2 x Day
Locker Rooms (Athletics)	Daily	Daily	Daily	NA	NA	2 x Day
Locker Rooms (Academic)	Daily	Weekly	Weekly	NA	NA	2 x Day
Showers	Daily *	NA	NA	NA	NA	2 x Day
Hallways	3 x Week	3 x Week	3 x Week	Weekly	2 x Week	2 x Day
Lobbies & Entrances	Daily	Daily	Daily	Weekly	4 x Week	2 X Day
Stairs	2 x Week	2 x Week	2 x Week	Weekly	Weekly	2 x Day
Reception Areas	Daily	3 x Week	3 x Week	Weekly	2 x Week	1 x Day
Athletic Rubber Floors	Daily	Daily	Daily	Weekly	Weekly	NA
Athletic Hardwood Floors	Daily	Daily	Daily	NA	NA	NA

\*Showers in Residence are cleaned thoroughly twice per week.

\*\*Disinfecting Touch Points focuses on those areas or items that are touched frequently by multiple people such as light switches, doorknobs, push plates, handrails, elevator buttons and

drawer handles. Our service disinfects these areas, breaking the chain of transmission and helping to reduce the spread of infection in some of the most likely places to pick up viruses and bacteria.

### **Definition of Base Clean Tasks**

- Classroom base cleaning – Wipe down tables, desks, chalkboards, white boards and rails. Dust horizontal surfaces and fixtures, litter pick floors, rearrange furniture, clean erasers, wipe doors and light switches, spot clean walls, and replenish supplies as directed.
- Teaching Lab base cleaning – Wipe down tables, desks, chalkboards, white boards and rails. Dust horizontal surfaces and fixtures, litter pick floors, rearrange furniture, wipe doors and light switches, spot clean walls.
- Research Lab base cleaning – Red code labs only as directed. Yellow and green coded – windows and ledges, doors, frames and light switches wiped down. All other cleaning as directed.
- Office base cleaning – Weekly cleaning of window ledges, windows. Wipe open desk space and clean phone. Dust fixtures and horizontal surfaces, wipe doors and frames, litter pick floor, spot clean walls and light switches, rearrange chairs.
- Meeting / Conference Room base cleaning — Wipe down tables, chairs, whiteboards. Dust horizontal surfaces, fixtures, clean windows, window ledges, light switches, doors and frames, litter pick floor, rearrange furniture, spot clean walls.
- Lounge base cleaning – Wipe down tables, chairs, dust horizontal surfaces, fixtures, clean windows, window ledges, light switches, doors and frames, litter pick floor, rearrange furniture, spot clean walls.
- Kitchenette & lunchroom base cleaning - Wipe down waste bins, countertops, sinks, and tables that are clear of items. Wipe down tables, chairs, dust horizontal surfaces, fixtures. Clean microwaves as required. Clean windows, window ledges, light switches, doors and frames, litter pick floor, rearrange furniture, spot clean walls.
- Student Study Space base cleaning – Wipe down tables, chairs. Dust horizontal surfaces, fixtures, litter pick floor, rearrange furniture, spot clean walls.
- Washroom cleaning - Wipe down mirrors, sinks, faucets, countertops, dispensers, stalls, doors, handles, inside and outside of toilets and urinals. Empty waste cans. Spot clean walls and replenish supplies. Disinfect touch points. Clean light switches and fixtures, sweep and mop floor.
- Shower base cleaning – Clean walls and floors, scrub surfaces and remove debris. Wipe down showerheads and handles. Clean out drain traps. Replace shower curtains weekly.

- Locker Room base cleaning – Wipe down tops of lockers once per week, clean fixtures. Litter pick floor, spot clean walls.
- Hallway base cleaning – Wipe down glass and elevator doors. Clean fixtures such as pictures, water fountains, vents and exit signs. Wipe doors and frames, litter pick, spot clean walls, clean seating areas.
- Lobby & Entrance base cleaning – Same as hallway base cleaning plus cleaning of matting.
- Stairs base cleaning – Wipe down handrails, spot clean walls. Dust window ledges and exit signs.
- Reception Areas base cleaning – Weekly cleaning of window ledges, windows. Wipe open desk space and clean phone. Dust fixtures and horizontal surfaces, wipe doors and frames, litter pick floor, spot clean walls and light switches, rearrange chairs.
- Athletic Hardwood Floors – Damp towel mop only.