



COVID-19 Operational Safety Planning: University Central Coordination Plan

July 10, 2020

Brief:

This plan provides central COVID-19 operational safety regulations for everyone present at the University. The plan applies to all spaces held in common and is intended to be read in conjunction with the COVID-19 operational safety plans for each department and program including:

Advancement	KSU Office
Athletics (General, Phase 1 and Phase 2)	KSU Wardroom
Bookstore	Library
Bursar's Office	President's Office
Chapel and Choir	Reception
Facilities Management	Registrar
Foundation Year Program	Residence
Journalism	SVPRO
Journalism (Summer AV / Lecture Recording)	Upper Year Programs
KSU Galley	Vice President's Office

The Safety Planning Process

The University Central Coordination Plan is part of the King's COVID-19 Operational Safety Planning Process:

1. **Department / Program Planning** - Each department, program and/or unit will submit a plan to the OH&S committee to reopen in compliance with these safety guidelines. Departmental Plans will identify all safety obstacles and their solutions.
2. **Central Planning** - All Departmental Plans will be reviewed by the OH&S committee. OH&S will create a Central Coordination Plan. SAT will review the University Central Coordination Plan and the President will approve the plan.
3. **Implementation** - Departments will work with Facilities Management and other support departments to resolve the obstacles with training, equipment purchases and building renovations. SAT will approve funding for implementation costs.
4. **Reopening: Monitoring and Continuous Improvement** - The campus will begin to reopen at the appropriate time. Each department will monitor the success of their plan, consult with the OH&S committee, and implement improvements regularly. The OH&S committee will monitor the success of the Central Coordination Plan and implement improvements.

General Requirements:

- 1) Daily Self Assessment
 - a) 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.
 - b) 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 shall be encouraged and facilitated in these circumstances.
 - c) 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.
 - d) If a King's employee and has been instructed by a Nurse or Doctor to stay at home, quarantine, or self-isolate, then the employee will remain in contact with their supervisor as per any other illness-related absence.
- 2) Physical (social) Distancing
 - a) All members of the community shall comply with the latest instruction on physical (social) distancing provided by the Province. At the time of writing, this includes:
 - i) avoid crowded places and non-essential gatherings.
 - ii) avoiding common greetings, such as hugs or handshakes.
 - iii) limiting contact with people at higher risk like older adults and those in poor health.
 - iv) keeping a distance of at least 2 arms-length (approximately 2 metres or 6 feet) from others.
 - b) Do not exceed the maximum size gathering allowed by the NS Public Health.
 - c) Do not share food, drinks, dishware or eating utensils of any kind.
 - d) Do not share clothing, jewelry, or other personal items such as pens, books, laptops and mobile phones.
- 3) Hygiene
 - a) Hand-washing: 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) Personal Hygiene Etiquette:
 - i) Cough or sneeze into a tissue or the bend of your arm, not your hand.
 - ii) Dispose of any tissues you have used as soon as possible in a lined wastebasket and wash your hands afterwards.
 - iii) Avoid touching your eyes, nose, or mouth with unwashed hands.
- 4) Increased and Intensified Cleaning:
 - a) A dedicated cleaning staff person will clean common touchpoints throughout the campus (door handles, railings, elevator buttons etc). Each touchpoint will be cleaned a minimum of (5) times during the daytime (8) hour shift.
 - b) Common washrooms will receive increased intensity cleaning a minimum of (4) times during the daytime (8) hour shift.
 - c) Residence buildings will receive increased intensity cleaning and frequency as per the Residence safety plan. Additional cleaning staff will be provided as required.
 - d) Whenever possible, cleaning staff will be stay assigned to consistent cleaning routes that minimize their crossing into multiple buildings.

- e) All community members will be expected to provide cleaning of personal items and office touchpoints. Avoid having guests and sharing personal items as much as possible. If shared, items must be cleaned with soap and water or disinfectant after every use, including:
 - i) Pens, pencils, desks, cabinets, chair arms, etc.
 - ii) All electronics including laptops, keyboards, mice, telephones, and mobile phones.
 - iii) Door handles, keys and key cards (before and after guest use).
- 5) Personal Protective Equipment (PPE)
- a) Masks:
 - i) Everyone on campus will be encouraged to wear a mask.
 - ii) Wearing masks is required when physical distancing is not possible.
 - iii) Alternative face coverings which function to protect the public from COVID-19 transmission may also be permitted for those unable to wear a mask due to medical reasons.
 - iv) In the event that Public Health makes masks a requirement, or if circumstances change that precipitate the necessity to wear masks, then the King's community will be expected to wear masks in compliance.
 - v) Single-use disposable masks will be provided by request from the Reception in the A&A. Only one mask per person will be provided at a time. The University may not be able to procure a continuous supply of masks. Individuals are encouraged to secure their own masks whenever possible.
 - vi) Re-usable masks must be cleaned by their owner when they become damp or soiled.
 - b) Gloves: The use of gloves will be discouraged except where adequate training has been provided in their proper use against disease transmission. Frequent hand washing will be encouraged as the preferred method over gloves.
- 6) Vulnerable Populations
- a) Some populations are at a higher risk of severe outcomes, such as those aged 65 and above, those with compromised immune systems or underlying medical conditions. People who fall into these categories as vulnerable populations should reconsider attending gatherings. This includes large gatherings and even smaller events in crowded or enclosed settings.
- 7) Travelling
- a) The Non-essential university-funded travel ban will continue for travel beyond the Atlantic bubble now in place. This may be extended to other jurisdictions if public health mandated restrictions on travel are relaxed further. However, to ensure safety and prudent control of expenditures, all university-funded travel will require advance approval from the Bursar.
 - b) Community members who must travel on university-funded travel or for personal reasons shall follow all current advice from Public Health, including full compliance with all requirements to self-isolate upon return. Employees shall inform their supervisors of the need to self-isolate before returning to campus.

Safety Training, Communication and Continuous Improvement

- 8) The University will communicate this plan thoroughly:
 - a) Departments and Programs shall have this plan communicated to them by their representative on the Occupational Health and Safety Committee. This will occur during a safety meeting of each Department or Program.
 - b) All employees shall sign their Departmental safety plan to acknowledge their understanding and agreement to comply with the regulations.
 - c) Safety plan documents shall be made readily available to employees from all Directors and Supervisors.
 - d) Safety plan documents shall be available on the University website.
 - e) Safety plans will be made available to students by the Office of the Dean of Students and the KSU.

- 9) The University will provide all employees with training in all aspects of this plan.
 - a) Occupational Health and Safety Committee members will provide training to their respective employee groups. Assistance may be provided by the Safety Coordinator when requested.
 - b) The University website will provide training documentation and references to external websites with further information.
 - c) New students and employees shall receive COVID-19 safety training as part of their orientation.
- 10) Departments and Programs will be encouraged to meet regularly and suggest safety changes or improvements to the OH&S committee. The conditions of the pandemic are likely to change substantially, and all plans will need to be constantly modified and improved.
- 11) Should there be an abrupt negative change in the circumstances around the pandemic, the University will engage the University Emergency Response Plan.

Contact Tracing and Communication of COVID-19 Infection

- 12) Departments and Programs will provide for contract tracing in their safety plans, should this information be requested by the Health Authority in the instance of a possible COVID-19 infection.
 - a) Employees who have agreed to comply with the safety plan of their Department or Program will be provided keycard access to their place of work.
 - b) Guest access to the campus will be controlled. All exterior doors shall remain locked and accessible only with a key-card or by calling Security to request access.
- 13) Should a member of the community be infected with COVID-19:
 - a) everyone in the University community will fully cooperate with the Health Authority and Public Health.
 - b) The University will communicate the risk to the community as prescribed by the Health Authority and shall protect the privacy of those involved.
 - c) Additional safety-related communications may also be made to specific individuals who may be directly impacted or at risk.

Accountability for Safety Plan Violations:

- 14) This safety plan and all related 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.**
- 15) Employees: Should any employee behave in violation of these safety plans:
 - a) The employee will be provided additional training from their Supervisor to understand the risks and proper safety procedures.
 - b) Should violations repeat or be severe, the community member may be progressively disciplined, up to and including being asked to physically leave the campus.
- 16) Students: See Residence Guidelines including Student Code of Conduct and all other applicable University Policies.

Dedensification of Campus:

- 17) Under the combined effect of the COVID-19 safety plans, all employees who can continue to effectively do their work from home will be asked to do so. This is in accordance with the core strategy imbedded in all of the plans that have been developed, which is to limit the overall number of people working on campus. However, there will be greater latitude for those working from home to do some of their work on campus when there are important reasons for doing so, provided it can be and is done in compliance with the COVID-19 safety plan of the relevant department or program and that of the University.

- 18) The situation will be different for employees who have not been able to do their jobs, or their full jobs, working remotely. The combined effect of the safety plans will allow these employees to safely resume working on campus, and to once again resume their full duties or alternative duties. Employees in this situation who have questions should discuss them with their supervisors.
- 19) Method to Determine Maximum Allowed Density in any Space:
- a) To achieve the minimum 6'-0" social distancing requirement, 4'-0" Radius circles will be used as the standard to determine the maximum total occupancy of any space. The circle shall be drawn from the geometrical center-point of an individual's location (chair or standing location). No 4'-0" circle shall overlap any other circle.
 - b) One-way circulation between people shall be calculated as continuous 4'-0" wide avenues. No 4'-0" wide avenue shall overlap any other 4'-0" avenues or 4'-0" circles.
- 20) Gatherings (including Meetings, Performing Arts and Special Events):
- a) In all cases, online gatherings will be encouraged as an acceptable method of gathering.
 - b) Gatherings of 10 people or less:
 - i) Gatherings of 10 people or less will be discouraged. When unavoidable, these gatherings will comply with all COVID-19 safety requirements, including physical distancing and the wearing of masks when physical distancing is not possible.
 - c) Gatherings of more than 10 people:
 - i) No non-essential gatherings greater than 10 people will be permitted.
 - ii) All gatherings of more than 10 people are subject to approval by the President.
 - iii) Gatherings above 10 people will require the submittal of a safety plan that complies with all COVID-19 safety requirements including physical distancing.
 - d) Performing arts and special events of more than 10 people:
 - i) All performing arts and special events are subject to approval by the President.
 - ii) Performing arts and special events shall be restricted to areas designed for this purpose. At King's this includes any special events in the following venue:
 - (1) Pit
 - (2) Chapel
 - (3) Prince Hall
 - (4) Alumni Hall
 - (5) KTS Room
 - (6) Main Gymnasium
 - (7) Basement Studio in the Gym
 - (8) Front Steps of Library and adjacent Quad.
 - iii) Performing arts and special events must be organized by competent leadership capable of maintaining full responsibility for all the people and activities associated with the event. The organizers must submit to the OH&S committee a COVID-19 plan specific to the event. This plan must be provided at least one week before the event. The OH&S committee may refuse to permit the event if the safety plan does not demonstrate responsible leadership or address all safety risks satisfactorily.
 - iv) The plan must demonstrate complete conformance to all NS Health guidelines in force at the time of the actual event. In addition to the NS Health guidelines, the plan must also demonstrate the following:
 - (1) The event organizers must ensure that all the General Requirements of this plan are also met.

- (2) The event organizers must ensure that masks are available for all patrons, and hand sanitizer is available at the entry/exit points.
- (3) The entry and exit of patrons will require directed control by a full-time concierge. The concierge shall ensure that the arrival, seating, and exiting of the patrons conforms with physical distancing guidelines. This also includes directing patrons to and from washrooms to maintain social distancing.
- (4) Seating must be spaced to meet social distancing requirements and circulation be directed with one-way arrows.
- v) If the NS Health guidelines change negatively (become more restrictive) on the day of the event, the event must be postponed until a satisfactory plan can be resubmitted and approved by the OH&S committee.

Physical Barriers

- 21) Physical barriers will be provided in common areas where 6'-0" of social distancing cannot be maintained. These barriers will intend to reduce the general flow of aerosols in the air. Acceptable barriers may include:
- a) Clear plastic sheets (PlexiGlass or equivalent).
 - b) Windows.
 - c) Temporary walls.
 - d) Furniture may be considered a barrier if it fully separates occupants (ex. cubicle walls, shoji screens, or student study carrels).

Washrooms

- 22) Washroom Dedensification
- a) Prince Hall Breezeway:
 - i) All (6) washrooms in the breezeway will become single-occupant washrooms without gender restrictions.
 - ii) Extra toilets and sinks will be temporarily blocked off to permit faster and more frequent cleaning.
 - b) Prince Hall Basement: Chartwells will produce a plan for physical distancing in their washrooms.
 - c) Library: Every other stall, sink and urinal shall be blocked off. Maximum (2) people per washroom.
 - d) NAB: Every other stall, sink and urinal shall be blocked off. Maximum (2) people per washroom.
 - e) Gym:
 - i) Main floor washrooms shall be made single occupant.
 - ii) Basement washrooms: Every other stall, sink and urinal shall be blocked off. Maximum (2) people per washroom.
 - iii) Locker Rooms: See Athletics Safety Plan.
 - f) Residence: See Residence Safety Plan.
 - g) All other washrooms will be single-occupant use only.
 - h) Signage will be installed to indicate maximum occupancy of each washroom.
- 23) Washroom Hardware:
- a) Air dryers will not be permitted.
 - b) The following "touchless" hardware will be provided as funding and time allow:
 - i) Priority 1 - Automatic door operators or indirect entry arrangements
 - ii) Priority 2 - Touchless faucets
 - iii) Priority 3 - Touchless soap, paper towel, and hand sanitizer dispensers
 - c) The following spaces have been prioritized by their intensity of use to receive touchless hardware, as funding and time allows:
 - i) Priority 1 - Prince Hall Breezeway (Both levels)

- ii) Priority 2 - 2nd Floor NAB
- iii) Priority 3 - 2nd Floor A&A
- iv) Priority 4 - Library
- v) Priority 5 - Gym
- vi) Priority 6 - SCR

24) Washroom Cleaning – See Increased and Intensified Cleaning section above.

Common Spaces

25) Classrooms

- a) There will be no in-person classes.
- b) Classrooms may be used for lecture recordings without an audience, provided all other requirements for social distancing and hygiene are met.

26) Offices

- a) See the applicable Department or Program safety plan.
- b) One person will be permitted in an office at a time.
- c) Additional guests will be discouraged from entering the office unless the Department or Program safety plan allows, and all physical distancing and hygiene requirements can be maintained.

27) Meeting Rooms

- a) The use of meeting rooms shall be discouraged as much as possible. Online meetings will be encouraged. See the “Gatherings” section of this plan.
- b) Meeting rooms must comply with physical distancing and hygiene requirements, including the need for participants to distance while entering and exiting.

28) Residences

- a) See the Residence Safety Plan.

29) Prince Hall Dining Room

- a) See Chartwells Safety Plan.

30) Wardroom and Galley

- a) See KSU Wardroom and Galley Safety Plans.

31) Senior Common Room (SCR):

- a) The use of the SCR will be discouraged.
- b) The SCR tables and chairs will be set to provide physical distancing and to meet hygiene requirements.

32) NAB 2nd Floor Special Student Use Provision

- a) The NAB 2nd floor KTS room, Seminar Rooms, and Peter Wilson Room will be set up as overflow Dining areas when Prince Hall is at maximum capacity.
- b) “Take-out” only will be permitted. No dishes or silverware will be permitted.
- c) Tables and chairs will set to provide physical distancing and meet hygiene requirements.
- d) Custodial shall provide additional garbage receptacles and cleaning to these areas after lunch and supper.

33) Gym

- a) See Athletics Safety Plan.

34) Chapel (and Choir spaces)

- a) See Chapel and Choir Safety Plan. Also, note the following requirements for performing arts and special events.

Building Circulation

35) Building Entrances and Hallway Circulation

- a) To maximize social distancing, buildings will have designated entrances, exits, and one-way circulation paths. Stairs will also have separated “up” and “down” paths where possible.
 - i) See drawings in Appendix “A” for circulation directions.
 - ii) Signs will be provided on doors indicating entrances and exits.
 - iii) Arrows will be provided on the floor indicating the path of travel.
 - iv) Dots will be provided on the floor indicating physical distancing for lineups.
 - v) See Residence Safety Plan for residence circulation requirements.
- b) In the event of an emergency such as a fire or medical response, all circulation paths and exits may be used normally.

36) Accessibility

- a) Accessible paths of travel shall be maintained in all circumstances. Some with needs for enhanced accessibility may require extra space or a temporary reversal in the path of traffic. Priority shall be given to persons needing enhanced accessibility. Others shall give right-of-way and shall maintain 6’-0” of physical distancing. Support workers will also be provided right-of-way while providing assistance.

37) Elevators

- a) Only one person will be permitted in an elevator at a time.
- b) Hand sanitizer will be provided in the elevator for occupant use each time they press the buttons.

38) Isolation / Quarantine Space

- a) If anyone begins to feel unwell while on campus, they shall take every effort to move outdoors and leave the campus to be picked up. If moving outdoors is not possible, they will minimize their movements inside the building while waiting to be picked up.
- b) See Residence Safety Plan for isolation and quarantine procedures for students living in residence.

Appendix "A" - Circulation Drawings

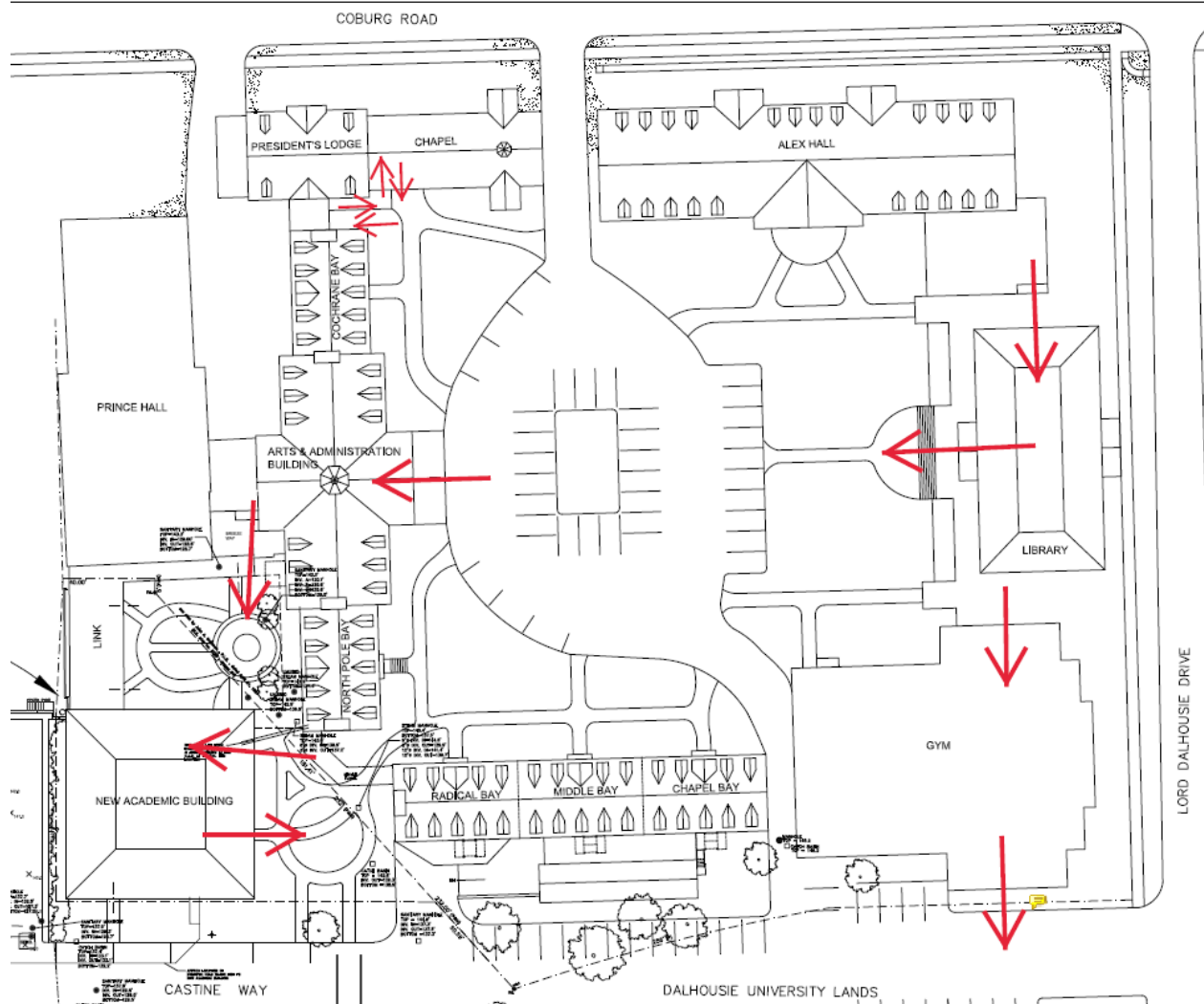


Figure 1 - Campus Circulation for Common Buildings

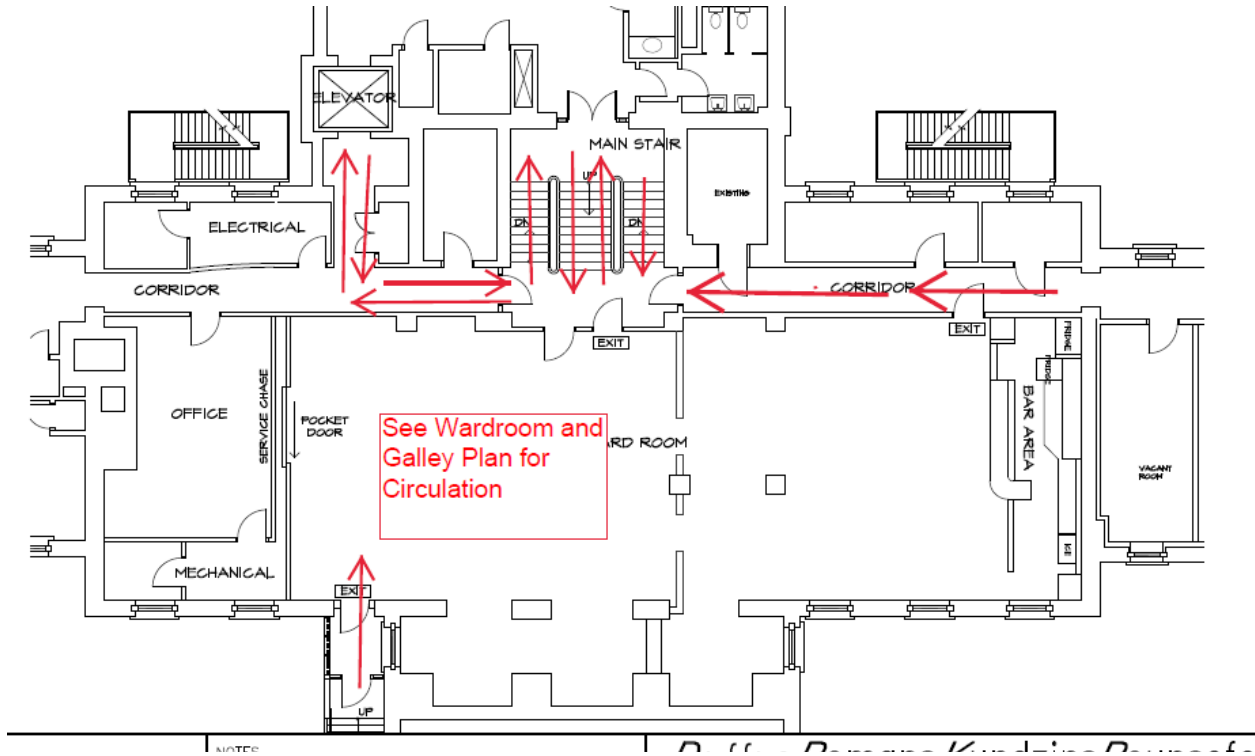


Figure 2 - A&A Basement

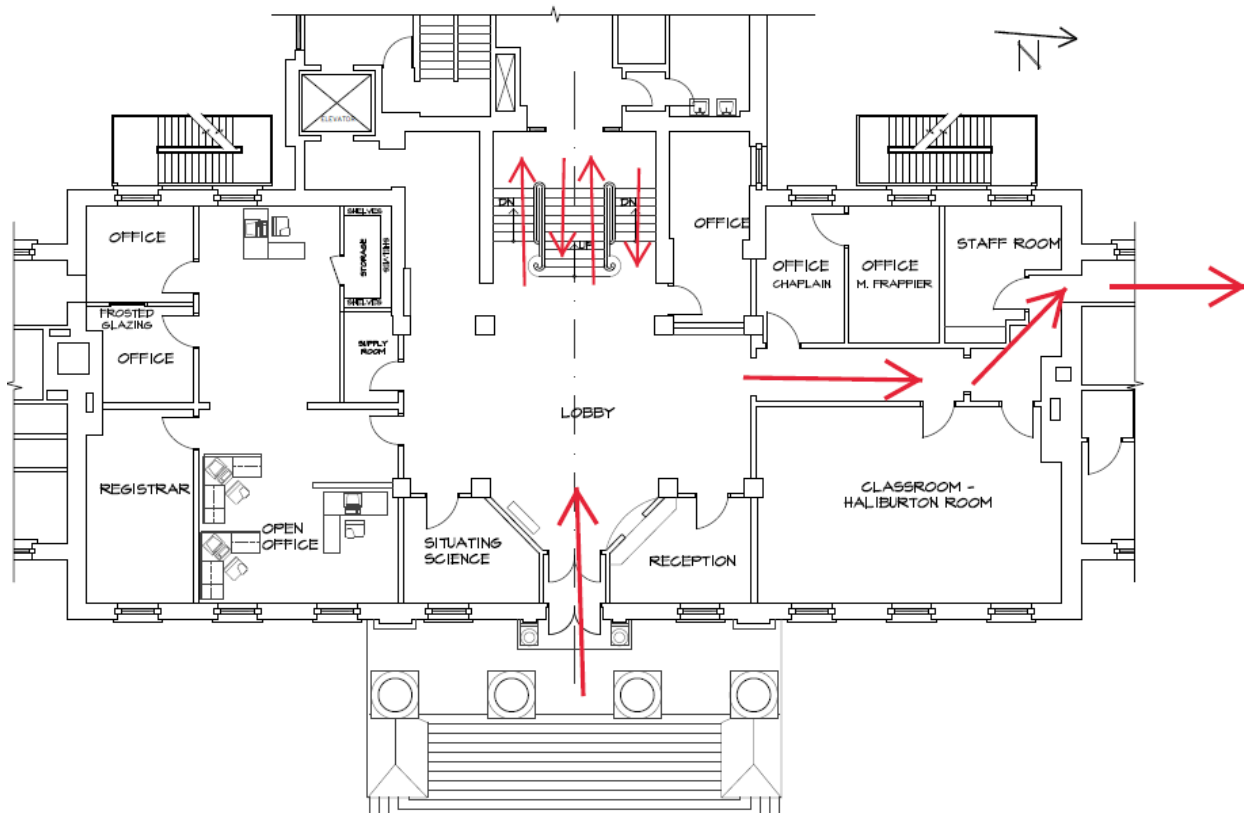


Figure 3 - A&A Main Floor

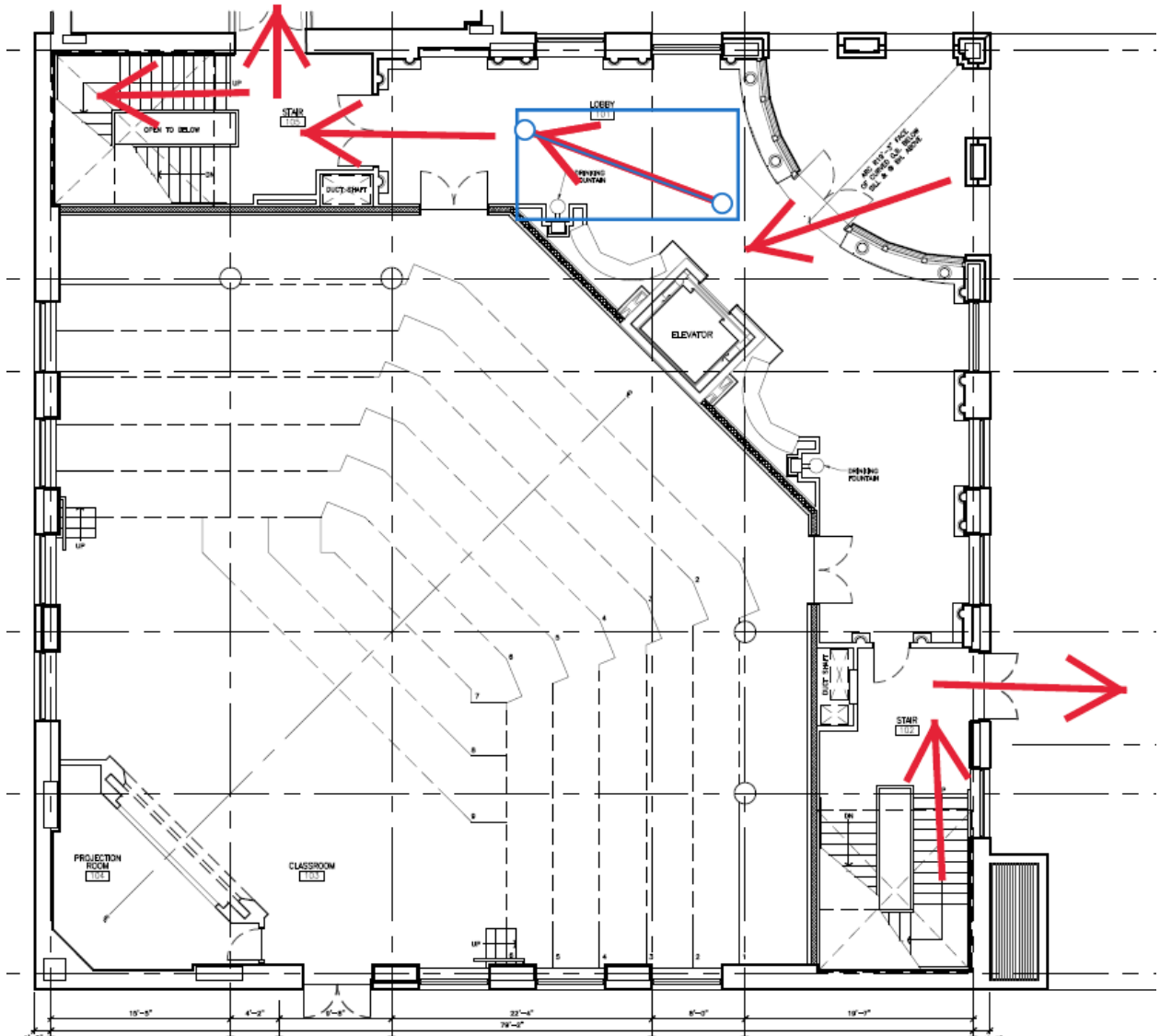


Figure 4 - NAB Main Floor

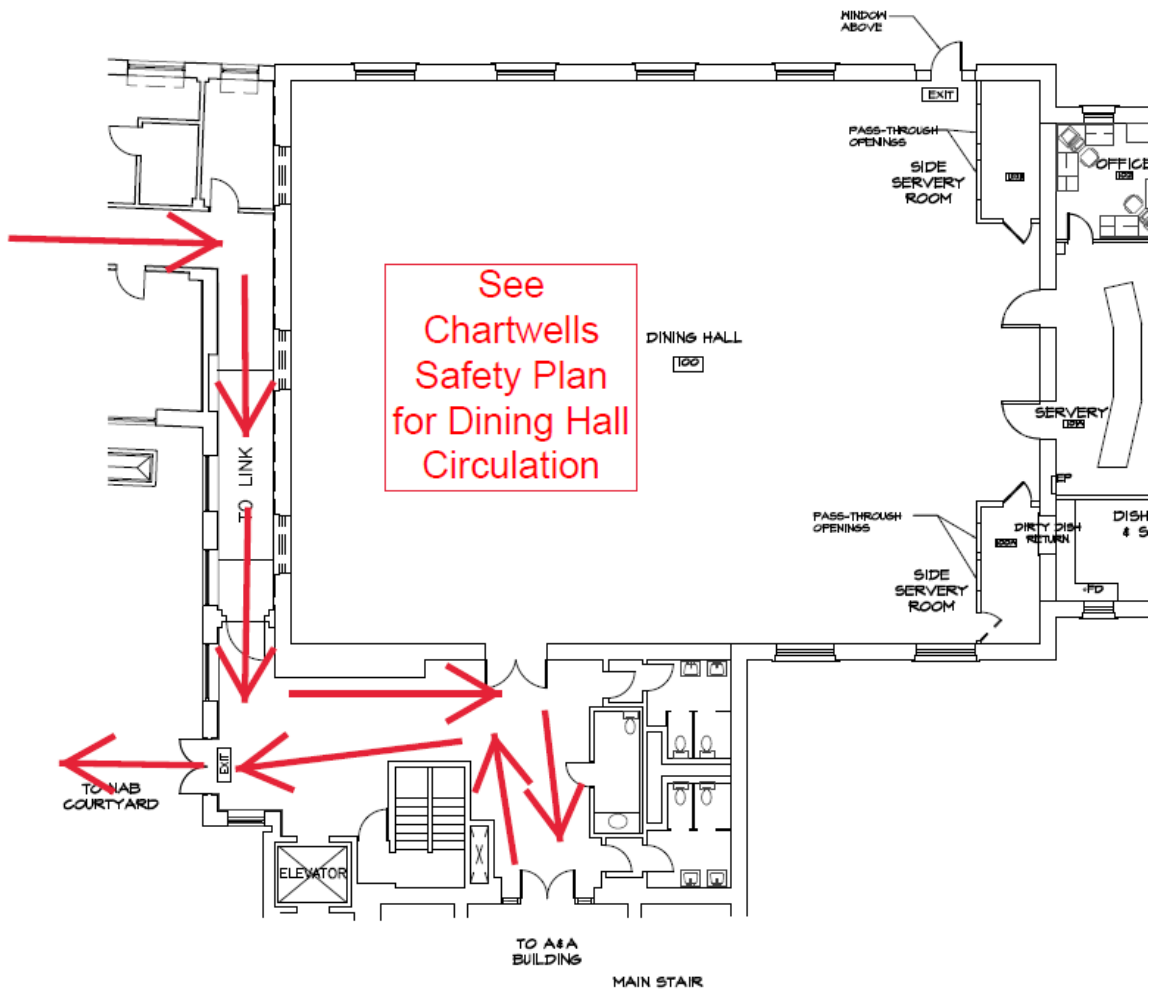


Figure 5 - Prince Hall Main Floor

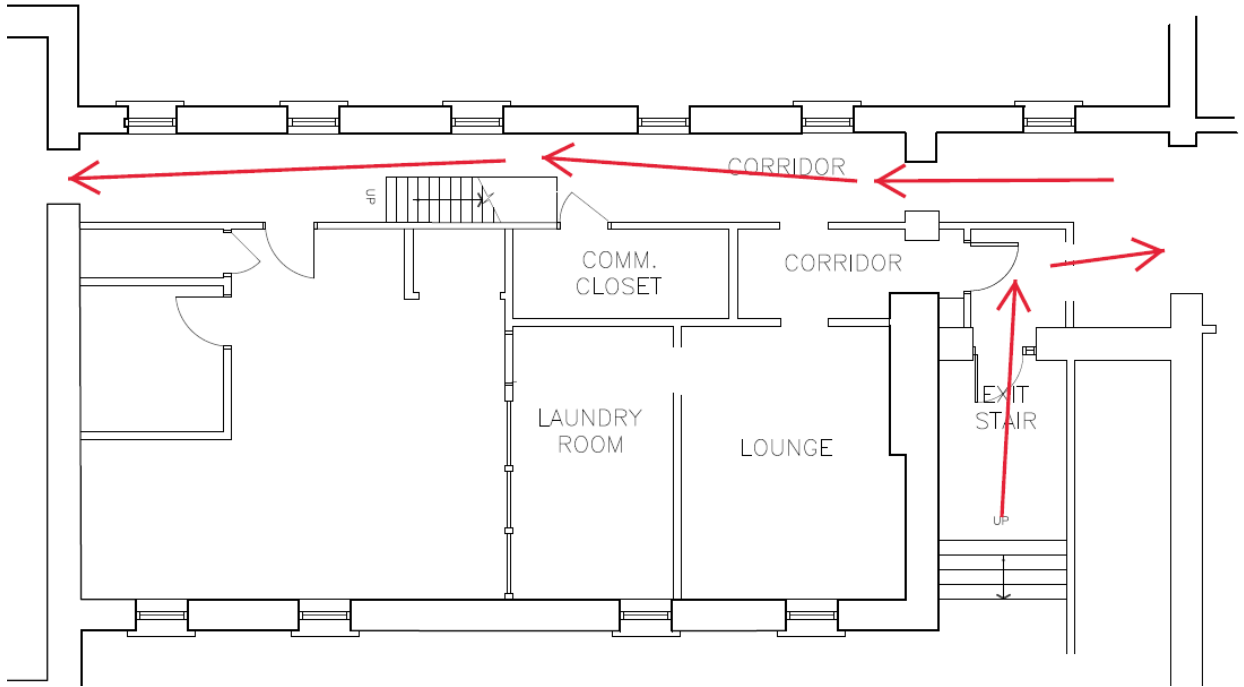


Figure 6 - Cochran Bay Basement

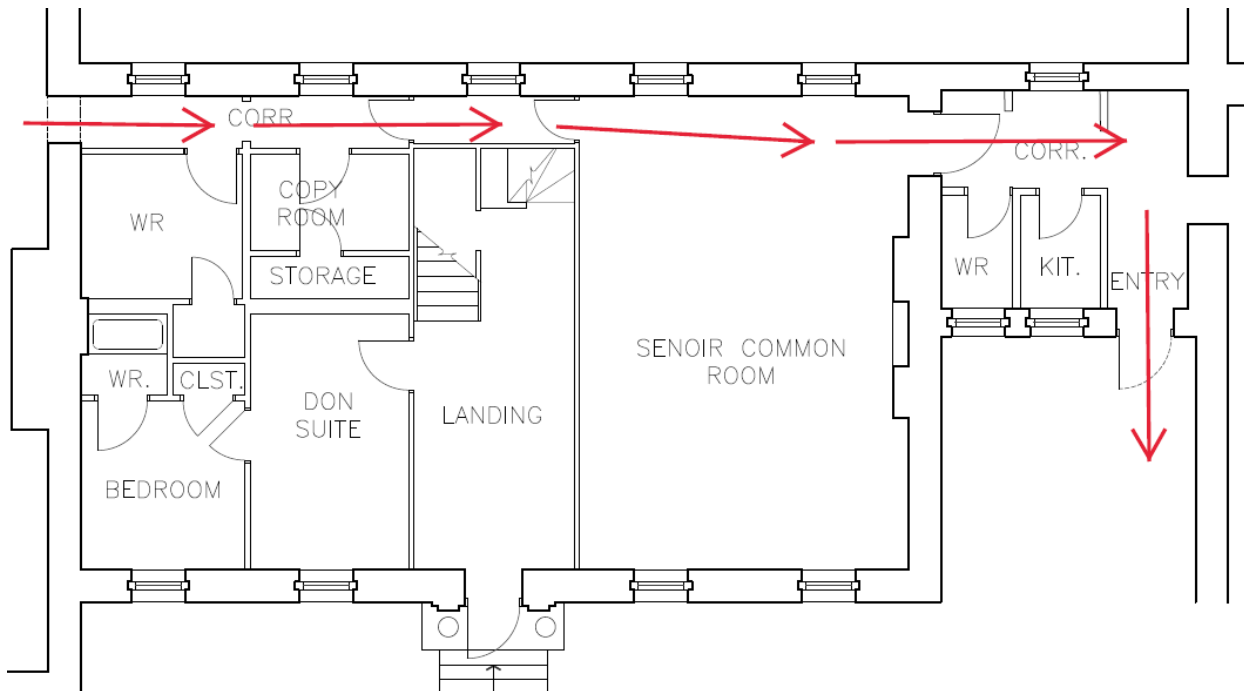


Figure 7 - Cochran Bay - SCR Level