

COVID-19 PANDEMIC OUTBREAK PLAN
University of Prince Edward Island
updated April 2021

UPEI takes the situation of a positive case of COVID-19 very seriously and will take direction from the PEI Chief Public Health Office (PEI-CPHO) on the management of a potential outbreak. To support this effort, UPEI has developed the following COVID-19 Outbreak Plan.

Positive COVID-19 Scenarios

Individuals will be notified of a positive test result from the PEI-CPHO, who will instruct them to begin self-isolation immediately. The PEI-CPHO may contact the UPEI Health, Safety, and Environment Manager to notify the University that there is a positive COVID-19 case on campus. If necessary, the Health, Safety, and Environment Manager will facilitate contact tracing for the PEI-CPHO. All information received from the PEI-CPHO will remain confidential in accordance with the Health Information Act.

1. Single case

In the event of a single case on campus, while the individual is self-isolating, the PEI-CPHO will conduct contact tracing and closely monitor the situation. The Health, Safety, and Environment Manager will work with Facilities Management to ensure any areas that the individual may have come into contact with are thoroughly cleaned and sanitized. The University will increase communications about COVID-19 prevention (washing or sanitizing hands regularly, performing good cough etiquette, physical distancing, staying home when feeling sick, and wearing a mask while inside buildings, etc.). Depending on the advice of the PEI-CPHO, the University may be required to restrict specific campus activities.

2. Multiple cases contained to one building

In the event of multiple (more than one) cases of COVID-19, but that are restricted to one building, the building will be closed immediately. All staff/faculty/students in the building may be tested, and may be required to self-isolate until directed otherwise by the PEI-CPHO. Essential services on campus will continue, potentially on a reduced or alternate schedule according to the UPEI Pandemic Preparedness Plan. The affected building will be closed to the public, locked, and restricted to authorized access only until further notice. The Health, Safety, and Environment Manager will work with Facilities Management to ensure the affected building is thoroughly cleaned and sanitized. The University will increase communications about COVID-19 prevention (washing or sanitizing hands regularly, performing good cough etiquette, physical distancing, staying home when feeling sick, and wearing a mask while inside buildings, etc.).

3. Multiple cases in more than one building

In the event of multiple cases in more than one building, the University will move to a full essential services model, and be closed to the public, and all buildings will be locked and restricted to authorized access until further notice. The University will follow travel restrictions and return from travel protocols as per PEI-CPHO guidance. UPEI Residence Services will

follow the “Residence Occupancy and Operations Plan: Fall 2020” to manage students living in residence. Faculty/staff will follow their Business Continuity Plans for each department. Once approval is granted by PEI-CPHO to resume operations, the University will re-implement the UPEI Operational Ease-Back Plan.

Mental health issues associated with an outbreak of COVID-19

UPEI has support mechanisms in place to help the campus community cope with any emotional or psychological impacts of an outbreak on campus.

Communications Strategy

If a positive case on campus has been identified, the University may employ, with PEI-CPHO approval, various tactics to disseminate information to the campus community. Any communication will focus on the prevention of further spread of COVID-19 and will not identify any individuals who have tested positive.

RESOURCE/ACTION	STUDENT IN RESIDENCE	STUDENT OFF-CAMPUS	FACULTY/STAFF
Notification	PEI-CPHO will notify students at UPEI. Students must notify the RLA who will coordinate meals etc. Students may need to notify professors/instructors to make alternate arrangements.	PEI-CPHO will notify student. Students may need to notify professors/instructors to make alternate arrangements.	Faculty/staff will notify their supervisor that they will be absent due to a COVID-19 related issue.
Contact Tracing	PEI-CPHO; UPEI to facilitate/assist	PEI-CPHO; UPEI to facilitate/assist	PEI-CPHO; UPEI to facilitate/assist
UPEI Tracking System	Classroom and laboratory tracking lists	Classroom and laboratory tracking lists	Staff schedules; and tracking at UPEI Health and Wellness Centre/PsyD Training Clinic; AVC Cafeteria for those remaining in the facility longer than 15 minutes; Wanda Wyatt Dining Hall; Chi-Wan Young Sports Centre; UPEI-organized meetings and events.
Isolation	Less than or equal to eight students can be isolated in residence for 14 days; greater than eight students requires	Isolate at current living quarters for 14 days	Isolate at home for 14 days

	them to be housed at a hotel off- campus. See “Residence Occupancy and Operations Plan: Fall 2020”		
Cleaning/Disinfecting	Facilities Management to ensure residence room is cleaned/disinfected to meet PEI-CPHO Standards (may require specialized, external vendor services)	Student to complete according to instructions from PEI-CPHO	Office and/or work areas to be cleaned/disinfected to meet PEI-CPHO Standards (may require specialized, external vendor services). Facilities Management to determine if any changes need to be made to schedule/current practices.
Communications	Review messaging for posters, signage; may send email communication from senior administration	Review messaging for posters, signage; may send email communication from senior administration	Review messaging for posters, signage; may send email communication from senior administration
Human Resources	N/A	N/A	Supervisor to work with HR regarding alternative work arrangements, absence, etc.
Mental Health Care	Student Affairs; UPEI Health and Wellness; if more serious, contact Community Mental Health Walk-In Clinics at 902-368-4430 and request a telephone visit (if positive or suspect COVID-19); also, may call 8-1-1 for advice/support; call 9-1-1 for emergency.	Student Affairs; UPEI Health and Wellness; if more serious contact Community Mental Health Walk-In Clinics at 902-368-4430 and request a telephone visit (if positive or suspect COVID-19); also, may call 8-1-1 for advice/support; call 9-1-1 for emergency.	EFAP; refer to UPEI Health and Wellness if more serious; Mental Health Walk-In Clinic/ED if more urgent. Note: if positive for COVID-19 or suspected, contact Community Mental Health Walk-In Clinics at 902-368-4430 and request a telephone visit. Also, may call 8-1-1 for support/advice or 9-1-1 for emergency.
Follow-up testing	Coordinated through PEI-CPHO	Coordinated through PEI-CPHO	Coordinated through PEI-CPHO