

Procedure Title: Infectious/Communicable Diseases Outbreak Plan		Page 1 of 3
Creation Date: April 1, 2021	Version Date: September 20, 2023	Review Date: September 20, 2028
Authority: Vice President of Administration and Finance		Responsibility: Director of Health and Wellness Centre, Health, Safety, and Environment Manager

As part of our commitment to the health and safety of faculty, staff and students at UPEI, the University takes its direction from the Province's Chief Public Health Office (PEI-CPHO) during an outbreak of an infectious/communicable disease. To support this effort, UPEI has developed the following Infectious/Communicable Disease Outbreak Plan.

1. Outbreak of Infectious/Communicable Disease

- 1.1 Under the Public Health Act, the CPHO is notified by the Provincial Laboratory when there is a positive result for a communicable disease. When disease cases occur in excess of what would normally be expected in a defined community, the site is considered to be in "outbreak".
- 1.2 Some Infection Prevention & Control activities that all faculty, staff, students and visitors to campus should engage in include: hand-washing, cough etiquette, physical distancing, staying home when ill and wearing Personal Protective Equipment (PPE) if appropriate.

2. Outbreak Plan for Single and Multiple Cases

2.1 Single Case on campus

The individual will isolate according to CPHO guidance. In some instances, the CPHO may contact the individual with specific direction. Upon PEI-CPHO direction, the Health, Safety, and Environment Manager (HSEM) will work with the University faculty, staff, and students, to assist with identification of close contacts, work with Facilities Management to ensure cleaning protocols are adapted as required and ensure appropriate campus leadership are up to date, including Communications.

2.2 Multiple cases contained to one building

In the event of multiple (more than one) case(s) of an infectious/communicable disease(s) contained to one building, the faculty, staff and/or student(s) will isolate according to CPHO guidance. In some instances, the CPHO may contact the individual with specific direction. Upon PEI-CPHO direction, the HSEM may close the building to the public and restrict access to the Campus Community. The HSEM will work with Facilities Management to ensure the affected building is thoroughly cleaned and sanitized. The University will provide communication to the Campus Community and communications will include protective measures such as hand-washing, cough etiquette, physical distancing, staying home when ill and wearing Personal Protective Equipment (PPE) if appropriate.

2.3 Multiple cases in more than one building

- i) In the event of multiple linked cases/outbreaks in more than one building, the University will follow CPHO direction.

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- ii) If required, the University may move fully to an essential services model, and be closed to the public, and all buildings will be locked and restricted to authorized personnel until further notice.
- iii) The University will provide communications to the Campus Community accordingly, including protective measures such as hand-washing, cough etiquette, physical distancing, guidance on staying home when ill and wearing Personal Protective Equipment (PPE) if appropriate.
- iv) The University will systematically follow travel restrictions and return from travel protocols as per PEI-CPHO guidance.
- v) UPEI Residence Services will take direction from the HSEM.
- vi) Faculty/staff will follow their Business Continuity Plans for each department.
- vii) Once approval is granted by PEI-CPHO to resume operations, the University shall notify the Campus Community that the Outbreak is over and when/how to resume activities.

3. Outbreak Guidance

Resource/action	Responsibility	Guidance/Instructions for:		
		Student in residence	Student off-campus	Faculty/staff/visitors
Notification	CPHO	May be notified by CPHO – University may not be notified	May be notified by CPHO – university may not be notified	May be notified by CPHO – University may not be notified.
Contract Tracing	CPHO	PEI CPHO to lead; may request assistance from UPEI	PEI CPHO to lead; may request assistance from UPEI	PEI CPHO to lead; may request assistance from UPEI
UPEI Tracking Lists	Supervisor/ Instructor	Classroom and laboratory tracking lists	Classroom and laboratory tracking lists	Employees schedules
Isolation	UPEI/CPHO	Students may isolate in residence	Students may isolate in off-campus living quarters	Employees may be requested to work from home/isolate
Cleaning/ Disinfecting	UPEI/CPHO	Facilities Management to ensure cleaned/disinfected as per UPEI Standards.	Student to complete according to instructions via CPHO	Work areas to be cleaned/disinfected according to UPEI Standards

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Resource/action	Responsibility	Guidance/Instructions for:		
		Student in residence	Student off-campus	Faculty/staff/visitors
Communications	Student/faculty/ staff/visitor	Review messaging for posters, signage; may receive email communication from senior administration	Review messaging for posters, signage; may receive email communication from senior administration	Review messaging for posters, signage; may receive email communication from senior administration
Human Resources	Supervisor	N/A	N/A	Supervisor to work with HR regarding alternate work arrangements, absence, etc.
Mental Health Care	Student/faculty/ staff/visitor	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; 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; 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 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	CPHO	Coordinated through the CPHO	Coordinated through the CPHO	Coordinated through the CPHO