



UPEI Operational Plan
2021 Fall Academic Semester
Safe Return to Campus—Fall 2021

Updated November 9, 2021

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INTRODUCTION

The impact of COVID-19 has been felt around the world, including at the University of Prince Edward Island. The pandemic forced all faculties and departments at UPEI to adapt existing plans and develop new procedures and protocols to ensure the safety and well-being of students, staff, faculty, and future visitors.

The University began monitoring developments about COVID-19 and communicating information and response measures to members of the UPEI community about COVID-19 in January 2020. In March, to align with guidance from the Prince Edward Island Chief Public Health Office (PEI-CPHO), UPEI moved to an essential services model and, for the remainder of the 2020 Winter Academic Semester, ceased in-person course delivery, pivoting to online and virtual formats. Online course delivery continued for the 2020 Summer Academic Semester. With the health and safety of students, staff, and faculty the number-one priority, UPEI included contact information for health and mental health support in all of its messaging and communications channels.

UPEI embarked on a planning exercise to assist us in returning gradually and safely to campus in 2020, taking both academic and operational considerations into account. The University followed a risk-based approach to planning, and incorporated risk assessments into decisions about opening or closing settings and how to function as safely as possible for those that are open. We adopted a staged approach, with a look to both the short term and long term, while continuing to follow the public health guidance as laid out by our government officials. As a large, multi-dimensional public institution with many stakeholders and various settings, we also introduced our own unique measures to ensure the safety of our vast and diverse community of students, staff, and faculty. [UPEI's Operational Ease-Back Plan—Planning the Way Forward](#) was like a dynamic road map with three distinct stages, where we constantly re-evaluated our situation, realizing that we may need to change our route or backtrack as we moved forward in 2020.

UPEI courses were primarily online for the 2020 Fall Academic Semester with exceptions for in-person, on-campus instruction. These exceptions include accredited programs in health and clinical-based programming (such as Nursing, Veterinary Medicine, Doctor of Psychology, and Sustainable Design Engineering), as well as for some lab-based courses in Science, performance-based programming in Arts (such as Music), post-degree and graduate studies. Other students who were required to be on-campus, for in-person purposes, include varsity student-athletes, and graduate and undergraduate honours students conducting research.

Once information about our hybrid program delivery model was disseminated in June 2020, and we began advancing through the stages in UPEI's Operational Ease-Back Plan, our attention turned to developing an operational plan for the safe return of students to the UPEI campus in September 2020. UPEI worked closely with the PEI-CPHO and referred to the [Guidance for post-secondary institutions during the COVID-19 pandemic](#) that was published by the Government of Canada on July 24, 2020, in the development of the *UPEI Operational Plan for the 2020 Fall Academic Semester*.

At the September 18, 2020, meeting of the University Senate, it was unanimously decided that UPEI would continue with a blended delivery model for the 2021 Winter Academic Semester (January to April 2021). This meant that UPEI courses were primarily online with the same exceptions as noted for the

2020 Fall Academic Semester. We communicated this to members of the University community across a number of platforms.

A key development in 2021 was the rollout of the COVID-19 vaccine in Canada, which gave hope for a return to more normal academic experience for the 2021 Fall Academic Semester. **In early 2021, the University Senate approved a motion that UPEI would offer as much in-person, on-campus learning as possible, in keeping with PEI-CPHO guidance.** Since February 2021, UPEI has been actively preparing to safely welcome students, faculty, and staff back to campus in September 2021.

We have continued to base our program delivery framework and campus operations on guidance from the PEI Chief Public Health Office (PEI-CPHO), the public health authority on PEI. The launch of the PEI-CPHO's "[Moving Forward in 2021](#)" plan confirmed that **our plan to return to primarily in-person classroom learning and campus life, with online components, will proceed for the fall of 2021.**

Our learning community is very excited to welcome students on campus. **Over 75% of our courses will be in-person this fall.** The remainder will be delivered online or in a hybrid format for the convenience of our students.

Based on recent PEI-CPHO guidance for post-secondary education institutions, it is expected that most COVID-19 restrictions will be lifted in September once PEI achieves a fully vaccinated rate of 80% (people aged 12 years and older). Once this occurs, our room occupancy in most cases will also return to pre-COVID-19 levels. We know that:

- 1. our plans may need to change again, depending on evolving public health requirements; and,**
- 2. we may also institute our own heightened measures over and above what is required to ensure our campus community is as safe as possible.**

The following *UPEI Operational Plan for the 2021 Fall Academic Semester* reflects UPEI's enrolment information and PEI public health guidance as of September 7, 2021.

SITUATIONAL ANALYSIS

The province of Prince Edward Island continues to be in a fortunate situation with few cases of COVID-19 and no incidence of community spread. UPEI has met regularly with the PEI Chief Public Health Office (PEI-CPHO) to develop plans for university operations, and the 2020–21 and 2021–22 academic years.

UPEI is a multifaceted institution with a diverse community. In addition, the physical campus houses a number of independent entities such as the UPEI Student Union, National Research Council, Bell Aliant Centre, PEI BIO|FOOD|TECH, Andrews Hockey Growth, PEI Seniors College, Reactive Health Physiotherapy, Synapse, and Campus Kids Day Care. This plan only refers to UPEI operations, faculty, staff, and several categories of students:

- **Students already on PEI**
 - PEI residents (day commuters)
 - PEI residents who move from outlying areas to live in Charlottetown to study

- International and Domestic Students who never left PEI
- **Students in Atlantic Canada**
 - Those from Atlantic Canada
 - International and other domestic students who are in Atlantic Canada
- **Students in Canadian Provinces outside the Atlantic bubble**
 - Those from Canada
 - International students who are in Canada but outside Atlantic Canada
 - Students who have decided to travel outside Atlantic Canada and return to PEI
- **Students from outside the country**

OVERVIEW

The following Operational Plan outlines the return plan for all members of the UPEI community to the campus for the 2021 Fall Academic Semester. The Plan draws on

1. **Existing UPEI policies, plans, and protocols**
 - a. Emergency Management Plan
 - b. Risk Management Policy
 - c. Pandemic Response Plan
 - d. Residence Life Agreement
 - e. Health, Safety, Environment policy and protocols
2. **COVID-19 specific plans and protocols**
 - a. UPEI's Operational Ease-Back Plan (2020)
 - i. Health and Safety Guidance
 - ii. Security Guidance
 - b. UPEI Operational Plans for the 2020 Fall and 2021 Winter Academic Semesters
 - c. Return to Laboratory Work Plan
 - d. Return to Field and Off-Site Work Plan
 - e. 2020 Fall Academic Semester Program Delivery
 - f. Robertson Library Operational Plan
 - g. Atlantic Veterinary College Risk Management Plan
 - h. Athletics and Recreation and AUS operational plans
 - i. UPEI COVID-19 Pandemic Outbreak Plan

The **UPEI Operational Plan – 2021 Fall Academic Semester** includes additional plans, protocols, and guidance for:

- A. Supporting our students
- B. Travelling to PEI
- C. Returning to campus (including the collection of contact information)
- D. Returning to the classroom (including occupancy and cleaning protocols)

- E. Returning to the laboratory (including occupancy and cleaning protocols)
- F. Returning to residence life
- G. Returning to athletics and recreation
- H. Returning to the library
- I. Responding to illness/outbreak (including UPEI COVID-19 Pandemic Outbreak Plan)

A. SUPPORTING OUR STUDENTS

UPEI recognizes how the COVID-19 situation may continue to be stressful for students, and, especially for those travelling to PEI.

Since January 2020, we have continued to communicate information and updates to students about COVID-19, including contact and resource information for both academic and personal support. This messaging has been pushed out over a number of communications channels including email, the UPEI SAFE app, and on our upei.ca website.

UPEI has a number of supports available to all students through **UPEI Student Affairs**, including personal counselling (studentserv@upei.ca), Accessibility Services (studentserv@upei.ca), First-Year Recruitment and Advising, and the International Student Office. Students who live in residence have access to a **Residence Life** team made up of peers and full-time staff. In addition, the **UPEI Health and Wellness Centre**, an essential service at UPEI, has remained fully operational throughout the pandemic to serve the campus community.

As we neared the 2020 Fall Academic Semester, UPEI mobilized its general support services in response to COVID-19 under two primary teams: UPEI Student Affairs and UPEI Residence Services. This continued for Winter 2021 will remain in place for Fall 2021. Specific and enhanced support services for students who are required to self-isolate are described in Section B under the UPEI Self-Isolation Plan. In addition, there are several programs that will continue to offer general support to students during the 2021 Fall Academic Semester:

International Student Buddy Program

This program is coordinated by a Student Assistant who works with a small group of Student Ambassadors that connects with students.

New Student Orientation

UPEI offers an orientation at the beginning of each academic semester to help first-year, new incoming students with the transition to university and to familiarize them with the campus. New Student Orientation (NSO) is a collection of welcoming events, activities, workshops, videos, and information sessions that take place before and during the first week of classes for new UPEI students. This year, NSO will also be available to second-year students who may not have had opportunity to become familiar with the UPEI campus due to the pandemic. NSO 2021 will take place September 4–18, 2021, and will consist of hybrid programming; in other words, a combination of in-person and online activities in order to better accommodate students on and off Prince Edward Island.

UPEI Chaplaincy Centre

Throughout the pandemic, the UPEI Chaplaincy Centre has continued to be open and available as a quiet place to meet and pray on the UPEI campus. The UPEI Campus Ministry team provides a spiritual presence that is supportive of students, faculty, staff, and administration. Spiritual accompaniment, pastoral counselling, and programming to enhance social, intellectual, and personal growth are offered.

The UPEI Chaplaincy Centre also houses the Campus Food Bank which is donation driven, open and available for UPEI students. During COVID-19, the Campus Food Bank has remained open, and has seen an increase in the demand for food as well as an increase in donations. During the academic year, the Chaplaincy Centre Food Bank sees upwards of 50 students per week. The Food Bank is open on Wednesdays from 2–7 pm.

B. TRAVELLING TO PEI (including UPEI Student Self-Isolation Plan)

Since June 2021, the Office of the Registrar has focussed its planning on the return of students to campus for the 2021 Fall Academic Semester, and has been in constant contact with incoming new and returning students, sharing information about the semester as it becomes available by email and on the upei.ca website. After consultation and receiving guidance from the PEI-CPHO, UPEI modified its previous self-Isolation plans for the 2020–21 academic year, and finalized the UPEI Student Self-Isolation Plan for students travelling to PEI for the 2021 Fall Academic Semester in late June. For most students, UPEI's 2021 Fall Academic Semester begins September 8, 2021.

All students have been repeatedly advised that if they are travelling to PEI from outside of Canada, they must fill the out the [UPEI Fall 2021 Travel Updates Form](#) (Google form) so that UPEI can plan for their arrival and provide support leading up to their travel. This form triggers the issuance of a Confirmation of Enrolment letter that also serves as proof that the student is required to be on-campus. These confirmations are required for entry into Canada.

In conjunction with the UPEI Student Self-Isolation Plan, UPEI delivers an online orientation module and travel guide for international students, which includes detailed information specifically aimed at those who are currently abroad and travelling to PEI. The guide also features information about the Government of Canada's ArriveCAN app, where students must upload travel information 72 hours in advance of arrival in Canada. In the guide, we continue to advise:

It is the responsibility of students and their families to keep informed of any changes in travel and self-isolation requirements. The following guide is intended as reference only. Students are encouraged to check federal and provincial travel requirements often, as they could change without notice. Parents/guardians travelling with students must also follow all federal and provincial travel regulations.

Should travel restrictions still be in place or reintroduced for Canadian and international arrivals, a communications strategy targeting students already at UPEI will begin in October 2021, encouraging them to stay on PEI or within the Atlantic bubble throughout the various study/holiday breaks. **Those who choose to travel may be required to self-isolate upon their return, and will be responsible for any related expenses.**

UPEI STUDENT SELF-ISOLATION PLAN – Fall 2021

Students who are from other parts of Canada or from around the world and are not eligible for a PEI Pass are required to self-isolate upon arrival to Prince Edward Island. UPEI Student Affairs and UPEI Residence Services have adapted their UPEI Student Self-Isolation Plan from 2020 for the Fall 2021 context.

The Government of PEI requires that students who do not have a PEI Pass must self-isolate for eight days, subject to a negative test result on day eight, or for the duration of their stay (if shorter than eight days). The isolation period in PEI must be at least eight days, regardless of how many days spent in isolation in another province or territory following international travel.

Students arriving from international locations must follow the Government of Canada quarantine requirements of 14 days (includes PEI requirement of eight days). The student self-isolation period begins on the day that they arrive in Canada, and, therefore, the federal quarantine period may vary depending on the status of arrival date.

Fully Vaccinated* Students (International and Outside Atlantic Canada) and those from Atlantic Canada with at least one dose

These students are only required to apply for a [PEI Pass](#). If approved, no isolation is required. For those granted a PEI Pass outside Atlantic Canada; there will be a rapid test administered upon entry to PEI. No further testing will be required.

Fully vaccinated means a person has received **two doses of a vaccine approved for use in Canada by Health Canada (or one dose of Janssen/Johnson and Johnson single dose vaccines). From the PEI-CPHO's perspective, a person is deemed fully vaccinated the day they receive their second dose. The Canada Border Services Agency defines fully vaccinated as 14 days after receiving the second dose.*

Unvaccinated (or partially vaccinated if from outside Atlantic Canada)

All individuals are now permitted to travel to PEI, but those without the required level of vaccination must self-isolate. Students in this category must file a [Self-Isolation Declaration](#) with the Government of PEI. PEI's isolation period is now eight days and nights, with testing on entry and on day seven/eight.

International students must isolate at a central isolation location if they do not qualify for the PEI Pass. Canadian students who do not qualify for the PEI Pass and who do not have a suitable isolation plan will also be required to isolate at the central isolation location. Security will be present at these locations.

For students requiring a central isolation location, the [Self-Isolation Declaration](#) form requires the civic address of the isolation location. Students can type "Central Isolation Location" in each of the data fields (boxes) required in that section of the form.

{Note: While PEI's isolation period is eight days, travellers who are not fully vaccinated may be flagged at the federal border for fourteen days of isolation. PEI will only isolate students for eight days at the central location. Students may complete their remaining six days of isolation (or three days if they were detained for three days at their point of entry to Canada) at their permanent accommodation.}

The PEI Department of Public Safety will assess any isolation plans and advise a student if the plan is acceptable (or if they must go to the central location).

There is a [travel information page](#) on the Government of Prince Edward Island website directing students through the process of entering PEI as a student.

Central Isolation Location (Designated Isolation Hotel or UPEI Residence)

If a student is designated to isolate at the Central Isolation Location, once the location and room number is assigned, a confirmation email will be provided. Students should not book their own rooms with the accommodation provider; the Government of PEI travel approval staff will arrange the accommodation. Once students have completed their pre-travel approval requirements and have been designated to self-isolate at the Central Isolation Location, they are sent the appropriate guidelines for their accommodation, including information about amenities and services that will be provided, as well as what to expect at the port-of-entry. Whether students are self-isolating in a UPEI-designated hotel, UPEI residence, or according to a pre-approved self-isolation plan, they will be provided with a UPEI self-isolation contact person. (Please see below for details regarding UPEI Residence being used as a central isolation location.)

The Government of Prince Edward Island will only cover the hotel and meal costs for new incoming students who are required to self-isolate for the 2021 Fall Academic Semester (i.e., not for students who have already studied on the UPEI campus and are returning to PEI.)

It will be clearly indicated to students self-isolating in a Central Isolation Location that failure to comply with self-isolating guidelines will result in consequences and that any costs of damages to the facility are the responsibility of the student.

UPEI Residence as a Central Isolation Location

In 2020, self-isolation for international students took place primarily in Charlottetown area hotels. Due to the unavailability of hotel rooms in August, the Government of Prince Edward Island asked both UPEI and Holland College to help with quarantining international students attending post-secondary institutions. In response, both UPEI and Holland College signed contracts with the Government of PEI to house international students. At UPEI, 50 rooms in Bernardine Hall were secured from August 15 to August 30, 2021, to support the self-isolation effort. The only people quarantining at UPEI were UPEI and Holland College students, and if applicable their spouse and children. If UPEI had not participated, many students would have missed the opportunity to participate in in-person learning.

UPEI international students who need to complete their eight-day PEI self-isolation requirement after August 30, 2021, will be placed in Government of PEI-designated hotels, and if living in residence for the 2021–22 academic year, will complete their further six-day federal quarantine requirement in their residence room.

UPEI Residence Services will be maintaining strict enforcement of all processes and policies to ensure the safety of students and staff. Confirmed students will be made aware of these policies and rules prior to arriving on campus. In addition, UPEI Student Affairs and International Student advisors in the International Student Office have supported international students in their preparation, travel, and experience while quarantining at UPEI.

Communication has been key for a successful self-isolation program, including that between UPEI and the Government of PEI and between UPEI and students. Students have received information directly, including the UPEI Student Quarantine Guide for Fall 2021, prior to their departure, and have access to several resources to help support them while quarantining and to prepare for academic year:

- Student Quarantine Guide (available upon request from the International Student Office at irostu@upei.ca)
- [International Student Guide](#)
- [International students web page](#)
- [Apply to enter PEI as a student web page](#)
- [Online Orientation Module](#)

International students have also been directed to the [Government of Canada web site](#) relating to travel to Canada.

Students are tested upon arrival to Canada and at day eight. COVID-19 test kits are provided to the students upon arrival to Canada. The student completes the test in their room and calls a courier service (Purolator) to ask for same-day pick-up. The student places the package outside their door for pick-up.

Students entering PEI from international locations are required to be further tested upon entry to PEI, and on days four and eight. All PEI testing is performed on-site by Island EMS to allow the student to remain in their place of self-isolation.

Once a student has completed eight days of self-isolation and received two negative COVID-19 tests, their Government of PEI requirement for self-isolation has been fulfilled. International students are required to do a further six days of self-isolation in order to meet the Government of Canada requirement to self-isolate for 14 days.

Student self-isolation protocols

To ensure the safety of students and staff, the following protocols have been developed:

- Self-Isolating students are to submit their travel information to the Government of PEI. Once processed, this information is forwarded to UPEI Conference Services for accommodation and meals.
- UPEI Conference Services will allocate self-isolating students to a predetermined room within the second, third, or fourth floors of Bernardine Hall.
- Updated arrival information of new students, cancellations, or date changes are provided to UPEI by the Government of PEI on a daily basis.
- UPEI will update room assignment information and provide Food Services with updated meal requirements based on the information received from Government of PEI.
- Rooms being used by self-isolating students are prepared by UPEI's summer housekeeping services.
- To ensure secure access to the building (in addition to the electronic lock system installed by UPEI), the Government of PEI has assigned a third-party security company. The security company will screen individuals as they enter the building. All visiting individuals (non-

residents) are required to sign in and out. A security guard will be posted at the entrance at all times during the eight-day provincial self-isolation period, ending at end of day August 30.

- UPEI will inform any individuals approaching Bernardine Hall of its current occupancy status on the predetermined floors by placing signage at the main entrance, main lobby, second-floor stairwell landing, exit doors, and at the base of the exterior steps near the drop-off zone. This signage also indicates that masks are mandatory, and that only one person is allowed in the shared kitchens.
- When self-isolating students arrive at the main entrance to Bernardine Hall, security personnel will provide them with a reservation card, key card, and a sheet listing various expectations while self-isolating in Bernardine Hall.
- Students will have access to kitchenettes on the three floors, a TV lounge on the three floors, and two microwave stations per floor. Signage is posted in the kitchenettes to say “one person at a time.”
- If the student wants time outdoors, they are to make arrangements with the security company to attend a designated outdoor space where Security is able to view the student.
- UPEI’s food service provider will prepare meals as per the occupancy lists provided by UPEI Conference Services. UPEI Conference Services student staff will deliver the meals to the occupied rooms based on the list of names provided by the Government of PEI. Security will also assist with this process.
- Once a student completes their provincially required eight days of self-isolation, they will vacate their room and inform security that they are departing, with security retaining the student's key card.
- Once notified of the departure, UPEI Conference Services will check the student out of the system, and remove the student from the meal list.
- Security will identify any no-shows to UPEI Conference Services, which will then update the lists to have the name removed and open up a vacancy for another student.
- UPEI custodial staff will disinfect the rooms and common areas on the three allocated quarantine floors on August 30.
- UPEI has also identified a cohort of selected units in Blanchard Hall for emergency accommodations if contacted by the Government of Canada.
- Students living in residence for the 2021–22 academic year will be moved from their eight-day provincial self-isolation room to their assigned residence room. If required, they will complete the further six days self-isolation required for the Government of Canada quarantine requirement. UPEI will identify their room with a pink sign on their door and on the hallway door indicating the status of their additional self-isolation period.
- Students requiring a further six-day self-isolation will be given a sheet with federal quarantine requirements and any additional UPEI guidelines.
- Signage has been/will be placed in all buildings to indicate that students are in six-day federal self-isolation. This includes pink signs on their door, in the hallway, on the front doors and side entrances. Signs for the cleaning instructions for the bathrooms and kitchenettes have also been posted.

Responsibility

Overall responsibility for the UPEI Student Self-Isolation Plan rests with the Vice-President Administration and Finance and the Vice-President Academic and Research.

The Office of the Registrar will be responsible for notifying the PEI-CPHO and PEI Emergency Measures Organization (PEI-EMO) of:

- Number of students arriving
- Names of students

The Government of PEI is responsible for making the hotel bookings based on vaccine status, and advises UPEI of when students requiring self-isolation are scheduled to arrive and where they are self-isolating.

UPEI's 24-7 emergency contact for all matters related to students who are self-isolating is Donna Sutton, Associate Vice-President of Students and Registrar (902-394-3354).

Transportation from the airport, bridge, or ferry terminal

Students have been advised to pre-arrange their transportation to their self-isolation location with local taxi companies and to save a copy of their booking for their travel plan. A reminder about transportation protocols will be emailed to students prior to their arrival:

- Students must wear a mask until they arrive at their self-isolation location.
- Students should pre-arrange transportation from their port-of-entry to their self-isolation location with a local taxi company.
- Upon arrival at the port-of-entry, students should call the taxi service for pick-up. If any issues arise, they will reach out to their UPEI self-isolation contact.

Student Support during Self-Isolation

UPEI has enhanced its regular student services to assist students who may require increased health and mental health support during the COVID-19 pandemic, particularly while self-isolating. The following information has been shared with students as well as UPEI staff.

a. UPEI Health and Wellness Centre

The UPEI Health and Wellness Centre and nursing staff offer secure Zoom appointments to students for medical issues during self-isolation. If students are from outside the country, they are required to sign a "Governing Law and Jurisdiction Agreement" (and show proof of insurance) before they are seen. If international students arrive early, and require insurance to cover them until the student plan begins, they can purchase additional insurance coverage from the UPEI Student Union. Otherwise, they will be required to pay in cash for services on PEI.

b. UPEI Student Affairs

UPEI Student Affairs comprises the Office of the Registrar, Accessibility Services, Admissions, Campus Life, Chaplaincy Centre, Counselling, EAP and English Learning Centre, International Student Office, Mawi'omi Centre, Recruitment and First-Year Advising, Work-Integrated

Learning and Career Services, Study Abroad and International Collaboration, Webster Centre for Teaching and Learning.

c. UPEI Counselling/Campus Life

The University employs four full-time personal and academic student counsellors. Throughout the pandemic, the UPEI counselling team has adapted their practice to support students. They have further enhanced their services for students who are required to self-isolate.

- Counselling appointments can be made Monday–Friday, during operating hours 8:30 am–4:00 pm (appointments are on the hour, with the first scheduled appointment at 9:00 am and the last one at 3:00 pm).
- Appointments can be made by emailing studentserv@upei.ca or phoning 902-566-0488 (exception: phone line is not answered on Mondays, but email is checked regularly).
- A triage time is held at 3:00 pm, Monday–Friday, so that counsellors can contact a student of concern to assess the student's urgency. If UPEI faculty and staff are concerned about a student, they can call Student Affairs at 902-566-0488 to arrange for the student's triage appointment (if urgent, call 911).
- During the 2020–21 academic year, counsellors facilitated voluntary “Connect through Quarantine” sessions—online group meetings— for students who were self-isolating so they could hear from and share experiences with each other. Students were free to participate in none, one, or all of these sessions. The sessions will be re-evaluated and if there is need, more will be scheduled in advance of the 2021 Fall Academic Semester.
- Counsellors have created a document on coping with isolation, which features a list of resources and contact information. The document, along with Information about tobacco cessation and the "Connect through Quarantine" sessions, will be sent to students in advance of their self-isolation period.

d. Recruitment, First-Year Advising, Admissions, and International Student Office Team

The UPEI Recruitment, First-Year Advising, Admissions and International Student Office teams, led by Donna Sutton, Associate Vice-President of Students and Registrar, will be responsible for advising students of all pre-travel protocols and supporting them during self-isolation. From this team, UPEI will assign a ‘buddy’ to all students required to self-isolate. The Team will seek advice from UPEI senior management (Associate Vice President of Students and Registrar, Director of Ancillary Services, Health, Safety, and Environment Manager, Vice-President Administration and Finance) when required. *Self-Isolation Lead Contacts: Jeff MacLean (Students travelling from Canadian provinces outside Atlantic Canada) and Jerry Wang (International students travelling from outside of Canada)*

e. Other Resources available to Students

- **The Island Helpline** offers 24/7 help. Students on PEI needing to talk can call 1-800-218-2885 and/or visit their website at www.theislandhelpline.com.
- **Community Mental Health Services** now have [Call-in Clinics](#) in Charlottetown. Students can call to speak to a counsellor on the weekends between 1:00–5:00 pm, or during the week while waiting for their UPEI counselling appointment by calling 902-620-3246.

- **Aspiria** is a student assistance program offered through the UPEI Student Union that can access a wide range of professional services anytime and anywhere, for free, 12 months of the year. They operate a toll-free number (1-877-234-5327) that connects to its Clinical Response Centre, a 24/7, confidential, service that can be accessed from anywhere in the world. Students can access the [webpage](#) for contact information and services.

f. UPEI Residence Services

In addition to having contact from the PEI-CPHO, and a “buddy” as indicated above, students who will be living in residence either during or after self-isolation will be supported by Residence Services. Residence Services staff will conduct daily virtual check-ins to see how students are feeling, and help them connect with other students and services.

Residence Self-Isolation Lead Contact: Laura O’Laney, Assistant Manager, Residence Life

Self-Isolation Guidelines and Monitoring

UPEI has provided all students with the UPEI Student Quarantine Guide, which includes a list of guidelines to follow in advance of entering self-isolation so that they can be well-prepared. Students will be advised in all communications that non-compliance with these guidelines may compromise their ability to attend and participate in UPEI programs and activities, affect their ability to stay and study in Canada and PEI, and/or result in fines or criminal charges.

Students in self-isolation may be contacted by the PEI-CPHO. Law enforcement will follow-up if the PEI-CPHO cannot connect with the student.

For students self-isolating at their own housing accommodation

A “buddy” assigned by UPEI’s Recruitment, First-Year Advising, International Student Office, and Admissions team will connect with students self-isolating at their own housing accommodation to ensure they are adhering to self-isolation guidelines as well as provide any assistance to students during their self-isolation period.

For students self-isolating in Central Isolation Location

UPEI Student Affairs/Registrar’s Office staff will monitor students self-isolating in the central isolation location to ensure they are adhering to self-isolation guidelines (similar monitoring will be conducted by residence staff for those quarantining in a UPEI residence). In addition, UPEI Student Affairs staff will provide any assistance required to students during their self-isolation period. *UPEI Central Isolation Contact: Darcy McCardle, Associate Registrar*

Students have also been given information about resources that are available to them during self-isolation including amenities, health and wellness services, communication/technology/support, food services, cleaning/housekeeping, laundry, and exercise and breaks.

Self-Isolation Testing and Screening

Staff who work for the PEI-CPHO, through Operation Isolation, will contact students in self-isolation to check in and do a brief health screening. Phone calls that are not returned may result in fines or criminal charges. The PEI-CPHO will arrange for COVID-19 testing of students arriving from outside the Atlantic

bubble using the mobile testing service. The eight-day self-isolation must be completed regardless of a negative test result.

Students who show symptoms and test positive will have to continue to quarantine as per PEI-CPHO guidelines.

If there is a case of COVID-19, the PEI-CPHO will manage and direct the outbreak, including testing and contact tracing, with support from UPEI Health, Safety, and Environment and the UPEI Health and Wellness Centre if required. Please refer to Section I “Responding to Illness/Outbreak” in the “UPEI Operational Plan for Students returning to Campus for the 2021 Fall Academic Semester” for more information about the UPEI Pandemic Preparedness Plan and COVID-19 Pandemic Outbreak Plan.

Self-Isolation Off-Boarding

After their PEI-required eight-day self-isolation period in the central isolation location has been completed, students living in residence will be assisted by UPEI Residence Services to transition to residence life for the Fall Academic Semester. (International students will be required to self-isolate for a further six days in their residence room to fulfil the federal government requirement for quarantine). The International Student Office will also assist new international students in their transition to studying in Canada at UPEI.

UPEI Student Affairs services and supports will also be available as outlined in Section A “Supporting our Students” in the “UPEI Operational Plan for Students returning to Campus for the 2021 Fall Academic Semester”.

While students are encouraged to secure housing prior to their arrival on PEI, the Off-Campus Housing Office will assist students who have not yet secured long-term accommodations with their search. If students need to stay at the UPEI-designated hotel in the short term, after their self-isolation period is over, they should make arrangements directly with the hotel.

C. SAFE RETURN TO CAMPUS: GUIDANCE AND MEASURES

UPEI’s Operational Ease-Back Plan was a staged approach to returning safely to study, learn, and work on campus in 2020. In 2021, UPEI has continued to update and communicate security and health and safety guidance in alignment with PEI-CPHO guidance. In August 2021, UPEI will launch its [Safe Return to Campus–Fall 2021 website](#) that outlines the most current guidance under the following categories for the fall academic semester:

Collection of Contact Information

UPEI will collect contact information in the following ways to assist the PEI-CPHO should an outbreak occur and contact tracing be required.

- UPEI will update/reset its online contact information form that must be completed before a student can advance to their Moodle account. The form includes the following:

IMPORTANT - PLEASE READ

All students enrolled in courses that involve face-to-face lectures, labs, or tutorials are required to provide a telephone number to facilitate contact tracing in the event of a positive coronavirus test result. Please enter a number in the field labelled Your contact telephone number on PEI in the Other Fields section below. You will not be able to access other areas of Moodle until you have entered this information and clicked the Update profile button below.

Protection of Privacy

The personal information requested on this form is collected under the authority of Section 31(c) of the PEI Freedom of Information and Protection of Privacy Act and will be protected under Part 2 of that Act. It will be used for the purposes of facilitating coronavirus contact tracing. Direct any questions about the collection to: Registrar, University of Prince Edward Island, 550 University Avenue, Charlottetown, PE C1A 4P3 902-566-0439.

- Contact information collection will take place in sit-down food venues on campus (Wanda Wyatt Dining Hall, AVC Cafeteria, Tim Horton's outlet)
- The Office of Ceremonies and Events has built contact-information collection into its event approval process. It will be essential that all attendees sign in at events and provide a contact phone number. The sign-in sheet will be provided to the event lead by Health, Safety, and Environment and must be returned with the kit within 24 hours of the event ending. The Health, Safety, and Environment will store the records in a safe, secure location for one month after creation of the records and then disposed of using a secure destruction method to maintain the confidentiality of participants.

Security Guidance

Based on PEI-CPHO guidance received in August for September 2021, UPEI Security Services will return to pre-COVID-19 operational procedures and room occupancy levels, including expanding the operational hours for buildings on campus. The University will continue to employ directional signage to assist with traffic flow.

Depending on evolving public health conditions and requirements, UPEI is prepared to revert back to full COVID-19 protocols that include reduction of operating hours, reducing room occupancy, and limiting building access, etc.

Health and Safety Guidance

Vaccinations

Closed spaces such as classrooms and residences continue to represent a higher risk for COVID-19 transmission and vaccination reduces this risk. UPEI will work with the PEI-CPHO in implementing strategies that encourage high rates of vaccination for on-campus students, staff, and faculty.

UPEI has:

- since June 2021, encouraged members of the campus community to get vaccinated as soon as the option is available in all communications.
- established a COVID-19 vaccination clinic for September 10, 2021.

- introduced the [UPEI Mandatory Vaccination Policy](#) on August 27, 2021, for students, staff, and faculty. The process is as follows:
 1. Students, faculty, and staff are asked to read the [UPEI Mandatory Vaccination Policy](#) and complete the online [attestation form](#). Students, staff, and faculty who are fully vaccinated (with either two doses of a Canadian-approved vaccine or the Janssen single-dose vaccine) are now required to fill out the attestation form and upload their proof of vaccination. Information will be kept confidential at the UPEI Health and Wellness Centre.
 2. For those students, faculty, and staff who are not fully vaccinated, when they fill out the [attestation form](#), they will be given an option to apply for an exemption based on medical, religious, or cultural reasons. All those who are not fully vaccinated are required to either call 902-566-0616 or email the UPEI Health and Wellness Centre at healthcentre@upei.ca to book an appointment to be tested. Individuals who are not fully vaccinated will be tested weekly.
 3. Individuals will be notified of their results within two hours, only if they test positive. The PEI Chief Public Health Office (PEI-CPHO) will be notified and will provide direction to the individual.
 4. Individuals who are not fully vaccinated will be required to always wear a mask indoors unless eating or drinking.
 5. When individuals receive their second dose of vaccine, they will need to update and resubmit their attestation form. If they received one dose of the Janssen vaccine, they are considered fully vaccinated.

Cleaning and Sanitizing

- There will be no disinfecting of classrooms between classes; instead, classrooms will be given a thorough cleaning at the end of each day.
- A supply of cleaning disinfectant, paper towel, and hand sanitizer will be available in each classroom.
- A supply of cleaning disinfectant (and microfibre cloths—two per bottle of cleaning disinfectant) over and above a department’s regular supply of cleaning products is available for high-traffic reception/administration areas only, where access is not controlled. Cleaning disinfectant can be requested by contacting Health, Safety, and Environment at HSE@upei.ca.
- Common areas, such as lounges, kitchens, door knobs and handles, railings, elevator buttons, washroom fixtures, etc., will continue to be disinfected by Facilities Management on a regular schedule.
- Laboratories will use their own disinfectant for frequent touch points. For any lab or general area that does not use disinfectant as part of their daily protocols, they can contact Health, Safety, and Environment for direction.
- UPEI will continue its rigorous preventative maintenance program for mechanical ventilation systems on campus, following PEI occupational health and safety standards.

Personal Protective Equipment (PPE)—Non-Medical Masks

- UPEI introduced the [UPEI Mandatory Vaccination Policy](#) on August 27, 2021, which requires unvaccinated individuals to wear a non-medical mask at all times.

- **Effective September 8, 2021, UPEI will move from a strong recommendation to a mandatory requirement to wear a non-medical mask in indoor public spaces where physical distancing of 2m/6ft cannot be maintained, except when eating or drinking.**
- Consideration is given to individuals who are unable to wear a mask due to certain health conditions.
- In laboratories, the requirement for gloves will revert to pre-COVID-19 protocols and depend on the type of laboratory.
- Supervisors can continue request PPE including masks, gloves, (and hand sanitizer) from Health, Safety, and Environment.
- All campus community members can opt to wear a mask at any time.

Hygiene Practices

- Staff, faculty, researchers, and students continue to be instructed to:
 - wash hands with soap and water frequently, and use hand sanitizer when soap and water is not available,
 - cough or sneeze into elbow or a tissue,
 - avoid contact with people who are sick
 - sanitize hands when entering and exiting buildings on campus

Recognizing Symptoms of COVID-19*

- New or worsening cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Sore throat
- Runny nose, sneezing, congestion
- Headache
- Muscle aches
- Unusual fatigue
- Acute loss of sense of smell or taste

**gastrointestinal symptoms like nausea, vomiting, or diarrhea have been reported, but typically in conjunction with other COVID-19 symptoms, and may be more frequent in children.*

Conditions for staying home or self-isolating

Consideration must be given if an individual feels they have been potentially exposed to COVID-19 or are feeling ill. If feeling ill, it is difficult to differentiate between COVID-19 and other infectious diseases such as influenza. Staff, faculty, researchers, and students are asked to adhere to the following:

- Anyone who feels unwell, thinks they may have been exposed to COVID-19, and/or has developed COVID-19 symptoms, should stay at home or in their residence room and call 8-1-1.
- Staff, faculty, and students who develop symptoms of COVID-19 on campus must immediately perform hand hygiene, report to their supervisor/instructor, avoid contact with others, and leave campus as soon as it is safe to do so. Once at home, they should call 8-1-1.

- Students who live in residence and who develop symptoms of COVID-19 in another area of campus should return to their room, self-isolate, and contact their Residence Life Advisor (RLA).
- Symptomatic staff, faculty, and students will be required to self-isolate until tested for COVID-19 and the results are confirmed.
- If diagnosed with COVID-19, staff, faculty, and students must self-isolate until cleared by a PEI Public Health Official.
- If test results are negative for COVID-19 and the individual is cleared by a PEI Public Health Official, but they still feel unwell and/or symptomatic, they should remain at home.
- If an individual's test results are negative for COVID-19 and they are not exhibiting any COVID-19-related symptoms, unless otherwise directed by a PEI Public Health Official, they may return to work.
- If an individual has been exposed to someone who has been confirmed as having COVID-19, they must be tested and continue to self-isolate from the date of the test, regardless of whether a negative result is received.
- If an employee is required to stay home for any of the above reasons, they can refer to the COVID-19 FAQ in the UPEI Employees section of myUPEI.
- If staff, faculty, researchers, or students have arrived on PEI from outside of Atlantic Canada, they may need to self-isolate depending on their vaccination levels. Exemptions from self-isolation may apply to essential health-care providers returning from work outside Atlantic Canada, but this work must be pre-approved by their supervisors.

Event Guidance

UPEI-organized events resumed in 2020 during [Stage Three](#) of UPEI's Operational Ease-Back Plan, subject to approval by the offices of the Vice-President Administration and Finance and Vice-President Academic and Research. In keeping with PEI-CPHO guidance received for September 2021, UPEI has increased gathering size and occupancy limits of spaces on campus, and will allow rental of UPEI facilities by external groups or organizations for events and meetings.

The [UPEI Event Approval Process](#) remains in place for all UPEI-organized events (on- and off-campus), but has been expanded to include external rentals.

For the purpose of the UPEI Events Approval Process, an **“Event”** is a gathering that involves the attendance of people (faculty and staff; students; parents of students; members of industry and the community; dignitaries; and/or invited guests) for a specific purpose at a designated time and date, or for a series of dates. These include but are not limited to national/regional sport events; alumni/class reunion events; conferences; public celebrations, lectures, and workshops; and expos, open houses, and announcements. In order to hold an event, whether it is organized by a UPEI entity or non-UPEI group or organization, it must be pre-approved by submitting the [UPEI Event Form](#) as part of the UPEI Event Approval Process.

For **events that exceed 100 people, inside or outside**, in addition to submitting the UPEI Event Form, a PEI government public health COVID-19 Operational Plan must be completed using the [template](#) and submitted to event@upei.ca as part of the event application package. Once submitted to and reviewed by UPEI, the plan will be sent by UPEI Health, Safety, and Environment to the PEI Environmental Health for their approval.

“Normal academic/operational activities” are classroom lectures, tutorials, labs, workshops (that are delivered by a department/faculty for colleagues and/or students), block courses, field trips, and meetings. Normal academic/operational activities are not considered events unless a dignitary (i.e., high-ranking government official or senior-level industry member) is in attendance. If any person(s) who is not a member of the UPEI community attends a normal academic/operational activity, their current contact information (including name and phone number) must be obtained for contact tracing purposes.

University-Related Travel Guidance

In 2020, all University-related travel outside the province was suspended for UPEI students, faculty, and staff. However, due some travel restrictions easing in 2021 in the province, region, and country, UPEI will allow essential University-related travel on a pre-approved basis by the Office of the Vice-President Administration and Finance (for administrative staff) and the Office of the Vice-President Academic and Research (for faculty members and students).

University-related travel for faculty members which is funded through a research account or professional development travel reimbursement can be authorized at the Dean (or Chair in departmentalized faculties) level. This is the same manner in which University-related travel was authorized before the COVID-19 pandemic. Travellers need to observe all provincial and federal guidelines and restrictions.

Because of the evolving nature of the COVID-19 situation, the University is strongly advising students, faculty, and staff to monitor [Government of Canada travel health notices](#) and [PEI-CPHO guidance](#) before undertaking any travel. In keeping with the recommendations from federal and provincial health authorities, anyone who travels outside of PEI and/or Canada (including the United States) may need to be tested and/or self-isolate upon return to PEI.

D. SAFE RETURN TO THE CLASSROOM

UPEI developed several protocols to ensure that face-to-face teaching and learning could be resumed safely during the Fall 2020 Academic Semester. The University worked closely with the PEI Chief Public Health Office to develop the [Student Classroom Protocol](#) for the safe use of classrooms that included physical distancing/occupancy, masking, and sanitizing measures.

In Fall 2021, the Student Classroom Protocol has been lifted to reflect PEI-CPHO guidance: physical distancing of 6 feet/2 metres will not be required in classroom settings and there will no longer be classroom capacity limits set by the PEI-CPHO.

Because UPEI has a different context than other public spaces in PEI, effective September 8, 2021, UPEI will move from a strong recommendation to a mandatory requirement to wear a non-medical mask in indoor public spaces where physical distancing of 2m/6ft cannot be maintained, except when eating or drinking.

The Student Classroom Protocol may need to be reinstated in full, based on public health guidance.

E. SAFE RETURN TO THE LAB

The [Return to Laboratory Work Plan](#) and [Return to Field and Off-Site Work Plan](#) were developed in 2020 as part of UPEI's Operational Ease-Back Plan as there were a number of areas that needed careful consideration by laboratory supervisors before work in laboratories could resume and for research to be performed in the field and off-site. In addition, the University worked closely with the PEI Chief Public Health Office to develop a student protocol for the safe use of laboratories.

Because UPEI has a different context than other public spaces in PEI, effective September 8, 2021, UPEI will move from a strong recommendation to a mandatory requirement to wear a non-medical mask in indoor public spaces where physical distancing of 2m/6ft cannot be maintained, except when eating or drinking.

The Return to Laboratory Work Plan and Return to Field and Off-Site Work Plan, and Student Classroom Protocol have been lifted for the 2021 Fall Academic Semester, but may need to be reinstated in the future based on public health guidance.

F. SAFE RETURN TO RESIDENCE LIFE

Given the fact that many students coming to live in residence are not from Prince Edward Island and COVID-19 continues to be a global pandemic, **Residence Services reconfigured its operational plan in 2020 and has since updated it for 2021.** This included procedures such as early arrivals, moving/checking in students, student staff training, food service, program delivery, and room assignments.

Residence Services will be maintaining strict enforcement of all processes and policies to ensure the safety of students and staff in Fall 2021. Confirmed students will be made aware of these policies and rules prior to arriving on campus. If a student decides to cancel their residence space because of this information, they will be required to forfeit their deposit. All students, who continue to plan their arrival, will be expected to sign an addendum to the Residence Life Agreement which will acknowledge their understanding of this direction.

Residence Agreement

The current Residence Life Agreement was updated in 2020 to reflect the need for all students to be diligent and attentive to the rules relating to COVID-19. The student will also be asked to sign a conduct letter specifically outlining pandemic-related rules and consequences. If a student decides to disregard the policies and procedures regarding COVID-19, they will have their living arrangement within the UPEI residence program immediately evaluated. Based on the results of a completed evaluation, the student may be asked to vacate their assigned residence facility immediately. Students will also remain financially obligated as per the Residence Life Agreement.

Communication

Prior to the beginning of each semester, Residence Services staff communicates several times with every incoming resident to confirm their move-in date as well as flight information. Staff have also issued emails to ensure the students very clearly understand the situation and protocols. On move-in days,

Residence Life Advisors (RLAs) will be stationed at entrances to the University. Signs will identify residence check-in zones.

Occupancy

The total capacity of all three residence buildings (Bernardine Hall, Bill and Denise Andrew Hall, and Blanchard Hall) is 444 students.

It was anticipated early in 2021 that physical distancing guidelines would continue to be important for smooth residence operations during the Fall Academic Semester, as shared spaces provide potential areas for virus transmission. Therefore, the following provides the bedspace breakdown for all three buildings to provide each residence student with their own bedroom although it is anticipated that occupancy/physical distancing guidelines will be lifted in September 2021.

- **Bernardine Hall** typically houses 154 students in single rooms and double rooms. With the expectation of 8 single rooms, all remaining rooms share a bathroom with one adjoining room. In 2020, to reach a goal of only providing students with a single room, each double room contained two beds but only housed 1 student. This dropped the available occupancy of Bernardine Hall from 154 bedspaces to 86. Given the new Fall 2021 guidance, students will be offered the option of doubling up, but it is anticipated that uptake will be low and the majority of rooms will be singles.
- **Bill and Denise Andrew Hall (Andrew Hall)** will continue to house 158 students. This is broken down by 9 single suites, 67 double suites, and 15 triple suites. Each student is assigned a shared suite (except single units) but has their own private bedroom.
- **Blanchard Hall** remains at 132 beds in semi-private two-bedroom apartments. Like Andrew Hall, students will share an apartment but will have their own private bedroom.

RLA Staffing requirements

Bernardine's capacity has been reduced to 50% and, therefore, the Bernardine team has been reduced to 4 people (3 Residence Life Advisors (RLAs) and 1 Senior Residence Life Advisor (SRLA). This will mean the Bernardine team will be on duty more often (2.2 shifts per week, compared to 1.8 for other teams). The SRLA will become part of the RLA on-duty rotation. However, the resident: RLA ratio is comparable to other buildings (1:29 compared to 1:26 in Blanchard and Andrew Hall).

Arrival Plan/Room Assignments

Students will be assigned a move-in date based on whether they need to quarantine or not and to allow social distancing. RLAs will be stationed at UPEI entrances checking move-in times and directing traffic. Check-in will occur in the lobby of each building to minimize large gatherings. ID cards will be printed in advance where possible.

Room Preparation

Rooms will be cleaned and disinfected by the Conference Services Housekeeping team. Once a room has been sanitized, it will be marked and locked so no one can enter prior to the occupants' arrival.

Room Cleaning after Self-Isolation

UPEI Residence housekeeping staff will disinfect all rooms after students have completed self-isolation periods.

Testing Protocols

If a student feels unwell after arriving, they will contact 811 to determine whether they should be tested. If a student is unable to find transportation, they can arrange an on-site test with the PEI-CPHO's mobile testing unit.

Emergency Processes

If a student needs emergency first aid, RLAs will be equipped with masks and gloves. Before entering the room, they will contact UPEI Security Services and Assistant Manager–Residence Life for assistance if they need to enter any self-isolation rooms.

Public access during move-in

Parents will not be permitted to enter residence buildings. RLAs will help students move. This will be clearly communicated to students and parents prior to move-in day.

Day-to-day operational protocols

Residence Services has a detailed operational plan with day-to-day operational protocols that address common spaces, guests and members of the public, general conduct, and if someone becomes sick.

Quarantine Spaces

Self-Isolation spaces have been identified in Bernadine Hall for use prior to the 2021 Fall Academic Semester. If available, these rooms will also be used should an outbreak occur and a suitemate of a sick student needs to self-isolate. If no rooms are available for self-isolation, students will be booked to stay in a self-isolation location as directed by the PEI-CPHO.

Enforcement of self-isolation is critical. Attendants will enforce a sign-in and sign-out process and provide emergency support to residents if necessary. The conference services front desk will also be operational. They will contact UPEI security services if any student attempts to leave the building. If there is a maintenance emergency in a room being used for self-isolation, UPEI maintenance staff will be informed and use the appropriate protocol for the situation. Non-urgent issues will be dealt with after the self-isolation period is over.

Dining Hall Operations

Food services at UPEI are provided under contract with Chartwells. Chartwells operates the Wanda Wyatt Dining Hall and is following guidance as established by the PEI-CPHO for food premises.

G. SAFE RETURN TO ATHLETICS AND RECREATION

UPEI Athletics and Recreation programming and facilities, including the UPEI Chi-Wan Young Sports Centre, were suspended/closed on March 15, 2020, due to the COVID-19 pandemic. UPEI Athletics and Recreation developed a plan to re-open in compliance with public health guidance and UPEI's Operational Ease-Back Plan and re-opened its operations in phases beginning in June 2020.

Atlantic University Sport (AUS) is responsible for governing interuniversity sport in Atlantic Canada and is comprised of 11 member institutions and over 2,500 student-athletes who compete annually for 17

conference championships in 10 different sports. In June 2020, in the wake of the ongoing COVID-19 global pandemic, AUS announced the decision to suspend all conference regular season and postseason competition until at least January 2021. This suspension was later extended for the Winter 2021 sports season.

In light of the remarkable success of the Atlantic bubble, and evolving public health guidelines, the AUS Return-to-Play Committee (RTP) developed a Return-to-Play framework with the goal of finding a pathway back to competition for the 2021–2022 season. The RTP Committee was comprised of four-member university directors of athletics—one from each of the four Atlantic provinces—and two AUS conference office staff members. The Committee sought endorsement from each of the member universities and provincial chief medical officers in Atlantic Canada. The framework allowed for competition within the existing and evolving parameters established by public health in the four Atlantic province jurisdictions rather than seek special allowances and/or exceptions and included a significant reduction in the volume and frequency of competition and travel. Also, as part of the framework, each member school developed its own operational plan.

In June 2021, AUS announced it would move ahead with plans for exhibition, regular season, and championship competition beginning in fall of 2021. As COVID-19 case numbers in the region decline and vaccination rates increase, AUS remains hopeful that much of the information and guidelines included in the original AUS Return-to-Play Framework will become less relevant. The conference wishes to remain diligent and do its part on respective campuses and in communities to continue to slow the spread of COVID-19, and has asked members to provide a brief update to their operational plan for the period of September 1–mid-October. UPEI’s update to its operational plan addresses: 1. naming a university contact for visiting varsity teams, 2. traffic flow information, 3. spectator policies, and 4. on-campus COVID-19 risk mitigation measures.

The first two sport seasons in the AUS calendar are women’s rugby and men’s and women’s soccer, which have training camps in late August. Several student-athletes from these teams are required to travel from outside Atlantic Canada in mid-August and any without the proper vaccination levels will need to self-isolate before joining their teammates, in keeping with PEI-CPHO guidance and the UPEI Self-Isolation Plan.

UPEI Athletics and Recreation has also developed a Contingency Medical Response Plan specific to varsity student-athletes. The plan identifies team members who will work with university staff on the development of COVID-19 suppression, identification, and management plans for various scenarios in the varsity sport context.

H. SAFE RETURN TO THE LIBRARY

The Robertson Library closed for in-person services on March 17, 2020; however, students, researchers, faculty, and staff continued to have access to the Library’s extensive online services. The Library began offering a pick-up service for faculty, staff, and students during Stage Two of UPEI’s Operational Ease-Back Plan. The Library remained physically closed for in-person access in August, and continued to offer a number of online services, but opened for in-person access for the 2020 Fall Academic Semester. To prepare for its “in-person” reopening on September 8, 2020, for students, faculty, and staff, the UPEI

Robertson Library addressed the requirements for spaces, associated services and activities in its “Robertson Library Operational Plan for Reopening”. The Robertson Library opened to members of the public on October 1, 2020.

For the 2021 Fall Academic Semester, the Robertson Library will install additional hand sanitizing units and provide "cleaning stations" within the Library for users. Physical distancing will continue to be encouraged. When entering the Library, users will be required to check in at the Service Desk to have the barcode on their UPEI ID card scanned for contact tracing purposes. Students will be able to book group and individual study rooms and to use computer workstations, study carrels, and tables without a booking. The Library continues to offer a variety of online services in order to serve all students.

For the most part, the Library will return to pre-COVID-19 occupancy levels, in keeping with PEI-CPHO guidance, but will follow **UPEI’s mandatory requirement, effective September 8, 2021, for users to wear a non-medical mask in indoor public spaces where physical distancing of 2m/6ft cannot be maintained, except when eating or drinking.**

For fall semester library hours, both in-person and virtual visit: <https://library.upei.ca/hours>

I. RESPONDING TO ILLNESS / OUTBREAK

UPEI began communicating to students, staff, and faculty about COVID-19 in January 2020, sharing appropriate information from official government sources such as the Public Health Agency of Canada and the PEI Chief Public Health Office. In its messaging to the campus community, which is distributed by email and posted to the upei.ca website and UPEI SAFE app, the University provides information about COVID-19 symptoms and how to seek help if feeling ill or exhibiting symptoms.

Pandemic Response Planning

The University, however, has existing plans that address how UPEI will respond to illness and outbreaks in our campus setting. UPEI first established a pandemic plan in 2009 in response to the H1N1 virus. The UPEI Pandemic Preparedness Plan aligns with the University’s broader Emergency Management Plan.

A pandemic is one in a possible range of emergencies the University could face and for which it must be prepared. UPEI is guided in its pandemic preparedness and response by the provincial health authority or Health PEI (HPEI), the PEI Chief Public Health Office (PEI-CPHO) of the Department of Health and Wellness at the provincial government, the Public Health Agency of Canada (PHAC), and the World Health Organization (WHO).

The UPEI Pandemic Preparedness Plan identifies issues of primary concern for the University in the event of a pandemic, authority for decision making, and continuity planning. It was created in order to ensure the institution is ready to respond quickly and appropriately to the threat and/or occurrence of a pandemic. The Plan is designed for education and awareness of the threat of a pandemic and describes an appropriate array of pandemic response roles in order to ensure the efficient mobilization and coordination of University resources at a broad level. The Plan endeavours to maximize efforts to provide life safety, protection of property, business continuity, and the protection of research initiatives and animal care.

The plan outlines the governance and authority for decision making in the event of a pandemic. For example, UPEI’s pandemic preparedness and response team is the advisory committee to both the Vice-President Administration and Finance and the Vice-President of Academic and Research and consists of the:

- Associate Vice-President, Human Resources and Legal
- Associate Vice-President, Students and Registrar
- Director of UPEI Health and Wellness Centre
- Director, Ancillary Services
- Director, Communications and University Relations
- Manager, Health, Safety and Environment
- President, UPEI Student Union
- Other invited guests, as determined by the vice-presidents

The UPEI Pandemic Preparedness Plan, along with the associated “Routine Practices and Additional Precautions Guidelines,” was updated in 2020 and provides the framework for responding to the COVID-19 pandemic from a community health perspective, as well as informing an outbreak plan specific to COVID-19.

UPEI Health and Wellness Centre – Business Continuity

The UPEI Health and Wellness Centre plays a vital role to the campus community during both normal operations and in response to certain types of health emergencies, such as a pandemic outbreak. The UPEI Health and Wellness Centre has been designated as an “Essential Service” by the University, and as

such, it is important to identify business continuity plans for a variety of potential threats, including a pandemic, that could disrupt the University business. The priorities for UPEI when confronted with a potential threat are:

- safety and security of faculty, staff and students; and
- to minimize the impact of disruptions on UPEI operations and ensure continuity of services wherever possible.

The UPEI Health and Wellness Centre has developed a Business Continuity Plan that is reviewed regularly by the Director (who serves as the Business Continuity Plan Coordinator) and staff to identify opportunities for improvement and to ensure they meet any new demands of the University or any newly emerging risks, such as COVID-19. The current Business Continuity Plan:

- identifies the types of disasters/emergency/crisis that could impact the University and require the UPEI Health and Wellness Centre to operate an essential services model.
- identifies roles/responsibilities including an emergency coordinator and/or team with defined roles and responsibilities for preparedness and response planning roles/contact information for staff
- identifies essential employees and other critical inputs (e.g. raw materials suppliers, sub-contractor services/ products, and logistics) required to maintain business operations by location and function during an emergency.

- Nurse Practitioner is essential to provide care
- At least one Administrative Assistant needs to be at the desk to receive patients, answer the telephone, direct patients; either LPN/RN needs to be present – specimen collection, prep of patients, assist with triaging patients, provide support to patients with mild to moderate anxiety/depression.
- indicates, depending on the type of disaster/pandemic, as to how long the clinic operation is altered.
- identifies essential functions and services required from other UPEI departments in order for the UPEI Health and Wellness Centre to operate.
- features a Business Continuity Checklist that outlines the measures and changes required to shift from regular to response operations.
- provides for a regular evaluation and review schedule.
- outlines an up-to-date contact list for the UPEI Health and Wellness Centre.

COVID-19 Pandemic Outbreak Plan

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 management of a potential outbreak. To support this effort, UPEI has developed the following COVID-19 Pandemic 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. Depending on the advice of 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.

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.

CONCLUSION

The *UPEI Operational Plan for 2021 Fall Academic Semester, Safe Return to Campus—Fall 2021*, consolidates UPEI and departmental policies, plans, and protocols that have been developed to support students who are physically returning to campus for the Fall 2021, as well as faculty and staff. *Safe Return to Campus—Fall 2021* serves as a replacement to *UPEI’s Operational Ease-Back Plan*, which addressed the return to campus in 2020.

The Operational Plan is a living document that has many components, which may or may not change according to the public health guidance in place at various points in time. The unifying theme throughout the Operational Plan is the University’s student-centric focus that highlights that:

- the health and safety of all UPEI students is the University’s number-one priority, and
- UPEI faculty and staff remain steadfast in their dedication to providing high-quality education and support to students to help them reach their full potential.