



## **UPEI Operational Plan**

**2022 Winter Academic Semester**

February 16, 2022

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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 actively prepared to safely welcome students, faculty, and staff back to campus in September 2021.

We 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, would proceed for the fall of 2021. The PEI-CPHO issued guidance in August that it was expected that most COVID-19 restrictions would be lifted in September once PEI achieved a fully vaccinated rate of 80% (people aged 12 years and older), including that room occupancy could also return to pre-COVID-19 levels. This threshold was achieved and, therefore, over 75% of our courses for the 2021 Fall Academic Semester were in-person. The remainder were delivered online or in a hybrid format for the convenience of our students.

In November 2021, UPEI confirmed that it would return to a pre-pandemic level of in-person activities for the 2022 Winter Academic Semester, meaning that UPEI would resume in-person course delivery methods and classes across all faculties, with limited exceptions, beginning on January 10, 2022, in keeping with PEI-CPHO guidance in place at the time. UPEI actively prepared throughout the Fall to safely welcome students, faculty, and staff back to campus in January 2022.

In December 2021, due to the arrival of the Omicron variant and a significant increase on the number of COVID-19 cases on PEI, the University Senate endorsed a move back to online teaching and learning for the beginning of the winter semester until at least January 17. On January 6, the University Senate extended the date for online teaching and learning to at least January 30, while on January 21, the date was further extended until February 27, with in-person classes beginning on February 28 if public health guidance allows.

In January 2022, PEI-CPHO issued updated guidance for post-secondary education institutions on a temporary basis, which meant many of our original plans and protocols for the 2022 Winter Academic Semester reverted back to winter 2021 restrictions until they updated this guidance in February 2022 following the release of its [Moving On—Transition Plan to Living with COVID-19](#).

The following *UPEI Operational Plan—2022 Winter Academic Semester* includes PEI public health guidance as of February 2022, and includes protocols for the safe return to working on campus on February 17 and to in-person teaching and learning on February 28.

*The UPEI Operational Plan—2022 Winter Academic Semester* is based on the guiding principles:

1. our plans continue to change, 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.

## SITUATIONAL ANALYSIS

Until December 2021, the province of Prince Edward Island continued to be in a fortunate situation with few cases of COVID-19 and no incidence of community spread. The Omicron variant has changed this landscape and as of January 2022, PEI has experienced not only community spread, but also average daily case counts of over 200, hospitalizations, ICU admissions, outbreaks in health care settings, and deaths due to COVID-19.

The PEI Chief Public Health Office implemented several additional measures beginning in December 2021 to help address the spread of COVID-19. The PEI-CPHO updated guidance for post-secondary education on a temporary basis in January 2022, and again in February 2022, with the two major changes being heightened requirements for physical distancing and masking.

**Physical Distancing:** All students, faculty, and staff from different households are required to maintain physical distancing of two metres (six feet) or more in all indoor spaces on campus, except in learning settings as follows: up to a maximum of 100 students while seated and masked during classroom learning; or for certain practical/hands-on learning; or for on-the-job training. Physical distancing should be maximized in learning settings.

**Masking:** All students, faculty, and staff are now required to wear a properly fitting three-layer mask in all indoor areas. Removal of masks for active eating and drinking should be minimized. UPEI has received PEI-CPHO guidance that a good quality, properly fitting, three-layer non-medical mask, disposable or cloth, is appropriate to wear in our work environment. There are a few exceptions: medical-grade masks are required in human-health related areas such as the UPEI Health and Wellness Centre, the Faculty of Nursing, and the UPEI Psychology Clinic. Medical-grade masks are also used in select locations at AVC as per the [AVC COVID-19 Face Protection Protocol](#). N95 respirators are also recommended for Facilities Management employees who are working in the residences when students are self-isolating in their rooms.

UPEI has procured a supply of three-layer masks so that anyone who does not have access to a good quality three-layer mask can obtain one. Students, faculty, and staff can contact UPEI Health Safety, and Environment at [HSE@upei.ca](mailto:HSE@upei.ca), while AVC personnel can reach out to their supervisor.

**Vaccination:** All students, faculty, and staff are recommended to be vaccinated with a complete series of Health Canada-approved COVID-19 vaccines *including booster doses*. (The UPEI Mandatory Vaccination Policy remains in place, and we have been encouraging the community to obtain booster vaccines. The UPEI Health and Wellness Centre began offering on-campus booster clinics on January 13. Appointments have been in high demand, so additional clinics are being added as clinics become full. To check availability and to book an appointment for a vaccine booster (or to obtain your first or second dose of a COVID-19 vaccine), visit this link: <https://app.upei.ca/HCBookings>. After February 24, obtain an appointment for a vaccine booster by emailing [healthcentre@upei.ca](mailto:healthcentre@upei.ca).

**Screening and Testing:** All students, faculty, and staff should stay home and seek testing if feeling unwell or experiencing symptoms of COVID-19, however mild. Testing may be accessed at a drop-in testing clinic and individuals should self-isolate until the results are back. Screening and exclusion should be in place for students, faculty, and staff who have already been directed to self-isolate. Test results

(positive and negative) can be found here with most results appearing 4–12 hours from the point of testing: [www.princeedwardisland.ca/testresults](http://www.princeedwardisland.ca/testresults)

- Steps for individuals who test positive are outlined [here](#)
- Steps for individuals identified as close contacts are [here](#)

**Gatherings and Events:** Current PEI public health measures for organized gatherings and events can be found [here](#). Until further notice, UPEI-organized events and gatherings must be approved in advance as per the [event approval process](#). We will continue to review the process with regard to each step of the [Moving On plan](#).

**Personal Hygiene:** Signage on personal hygiene such as handwashing and respiratory etiquette (sneezing and coughing) should be clearly posted throughout facilities. Handwashing supplies and alcohol-based hand sanitizer with at least 60% alcohol should be readily available. (UPEI has continued to comply with this guidance throughout the pandemic.)

**Cleaning and Disinfection:** Maintain enhanced cleaning and disinfection of frequently touched surfaces. (UPEI has continued to place and re-stock cleaning and disinfection supplies throughout campus during the pandemic. We continue to comply with this guidance).

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 applies 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 other Canadian Provinces**
  - Those from Canada
  - International students who are in Canada
  - Students who have decided to travel off PEI and return
- **Students from outside the country**

## COMMUNICATIONS PLAN

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 keeping with crisis communications practices, when updates to COVID-19 information occurs, senior administration consults with various departments to determine the communications strategy that will

be employed, target audiences, and who will serve as spokesperson(s). Messages may be issued to the entire community, or targeted to groups that are impacted directly by the information. The strategy is executed by UPEI Communications over a number of channels:

- email listserv system to faculty and staff (including the sessional roster) and to current students
- web pages at <https://www.upei.ca/covid-19-information>
- UPEI SAFE app (email, text, push notification, Twitter)

More specific communication that is required to ensure safe operational practices is outlined in the Campus Guidance and Measures section.

## OVERVIEW

The following Operational Plan outlines protocols that were initiated beginning in December 2021 through to January 2022, as well as the return plan for all members of the UPEI community to the campus, in February 2022 based on PEI-CPHO's [Moving On plan](#) and guidance in place at that time. The Operational 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
- f. Communications best practices and protocols
- g. Business continuity plans

### 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, 2021 Winter, and 2021 Fall Academic Semesters
- c. UPEI Student Classroom Protocol and UPEI Student Laboratory Protocol
- d. Return to Laboratory Work Plan
- e. Return to Field and Off-Site Work Plan
- 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
- j. COVID-19 Mandatory Vaccination Policy
- k. Contractors Protocol

*The UPEI Operational Plan—2022 Winter Academic Semester* includes additional plans and protocols for:

- A. Supporting Students
- B. Students travelling to PEI
- C. Supporting Employees
- D. Campus Guidance and Measures
- E. Classrooms
- F. Laboratories
- G. Residences
- H. Athletics and Recreation
- I. Robertson Library
- J. Responding to illness/outbreak (including UPEI COVID-19 Pandemic Outbreak Plan)

## **A. SUPPORTING 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](http://upei.ca) website.

UPEI has a number of supports available to all students through **UPEI Student Affairs**, including personal counselling ([studentserv@upei.ca](mailto:studentserv@upei.ca)), Accessibility Services ([studentserv@upei.ca](mailto: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, Fall 2021, and will remain in place for Winter 2022. 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 2022 Winter 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.

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

Beginning in June 2021, the Office of the Registrar focussed its planning on the return of students to campus for the 2021 Fall Academic Semester, and was 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](http://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.

The same overall plan is in place for new students arriving to PEI for the 2022 Winter Academic Semester, although there are fewer students beginning their studies in January than in September, and requirements for entry into Canada and PEI have changed.

All new incoming students have been repeatedly advised that if they are travelling to PEI from outside of Canada, they must fill the out the [UPEI Pre-Travel Enrolment Confirmation Request 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 as necessary, encouraging them

to stay on PEI 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 – Winter 2022

UPEI Student Affairs and UPEI Residence Services have adapted their UPEI Student Self-Isolation Plan from Fall 2021 to the Winter 2022 context.

Effective January 15, 2022, international students who were previously allowed to enter Canada without being fully vaccinated are now required to be fully vaccinated in order to enter Canada. This aligns with the UPEI Mandatory COVID-19 Vaccination Policy; therefore, incoming students were asked to fill out the UPEI Vaccination Attestation and Exemption Form prior to arrival.

Beginning in December 2021, the Government of PEI requires that anyone, regardless of having a PEI Pass and being fully vaccinated, must self-isolate for four days upon arrival to PEI. The Government of PEI requires that students who do not have a PEI Pass self-isolate for eight days, subject to a negative test result on day eight.

Students arriving from international locations must follow the Government of Canada quarantine requirements and have a self-isolation plan for 14 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.

Whether students are self-isolating in a central-isolation-location hotel, UPEI residence, or according to a pre-approved self-isolation plan, they will be provided with a UPEI self-isolation contact person.

### ***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](#). They may be tested at border entry points and then provided with rapid antigen tests to self-administer.

*\*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 for these students is eight days and nights, with testing on entry and on day seven/eight.

International students must isolate at a central isolation location (hotels designated by the Government of PEI) 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)***

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.

**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 2022 Winter 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 Self-Isolation Location***

In 2020, self-isolation for international students took place primarily in Charlottetown area hotels. In Fall 2021, 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, whether they were UPEI residence student or not. At UPEI, 50 rooms in Bernardine Hall were secured to support the self-isolation effort.

However, now that many students are occupying residence rooms for the full academic year, **UPEI is no longer a “central isolation location”**. New UPEI students who are not residence students and do not qualify for a PEI Pass need to complete their PEI self-isolation requirement in Government of PEI-designated hotels or according to their pre-approved self-isolation plan. Those residence students who were on PEI for the first semester and chose to leave and return to PEI will complete their applicable self-isolation 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, 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](mailto: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.

International students who are not fully vaccinated 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 may be required to be further tested by the Government of PEI, depending on their vaccination status.

Once a student has completed eight days of self-isolation and received two negative COVID-19 tests, their requirement for self-isolation has been fulfilled.

#### **Student self-isolation protocols**

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

- Returning residence students are to submit their return travel date to UPEI Residence Services.
- When self-isolating students arrive at their assigned building, they are to go directly to their assigned room.
- Once the student has returned to their assigned residence room, they are expected to contact the Residence Life Advisor in service to inform them they have moved back into their room.
- The student is then required to complete a form on-line requesting meal service for the duration of their self-isolation period.
- Meal service is provided through delivery to the student's room. The meal will be prepared as per any identified dietary restrictions, if applicable.
- Signage is also posted to indicate that masks are mandatory.

- UPEI’s food service provider will prepare meals as per the occupancy lists provided by UPEI Residence Services. UPEI Residence Services student staff will deliver the meals to the occupied rooms.
- Once a student completes their required self-isolation, they will be allowed to exit their room and begin to visit the main dining hall for meals.
- If a residence student tests positive for COVID or is considered a close contact of a positive case, the student will complete the meal service form and begin isolating in their assigned space immediately.
- After the student completes the required isolation period and any additional testing (if applicable) with a negative result, the student is allowed to resume regular movement throughout residence and visiting the dining hall.

### ***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 new 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***

New incoming 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. View the [UPEI Pandemic Survival Tips and Resources](#) info graphic. 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](mailto: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 for the 2022 Winter 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](http://www.theislandhelpline.com).
- **Community Mental Health Services** offers [Walk-In Clinics](#) across PEI, but students can also call to speak to a counsellor while waiting for their UPEI counselling appointment.
- **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 new incoming 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***

Students in self-isolation are required to follow all PEI-CPHO guidance. Due to Omicron, the PEI-CPHO does not have the resources to contact students to ensure that they are isolating. Self-isolation is a government order and reports of non-compliance will result in fines and possibly stricter measures.

The PEI-CPHO will contact students who test positive within 48 hours (depending on case numbers) and they will review isolation periods (depending on vaccine status). Students may be required to continue to quarantine as per PEI-CPHO guidelines. Please refer to Section I “Responding to Illness/Outbreak” for more information about the UPEI Pandemic Preparedness Plan and COVID-19 Pandemic Outbreak Plan.

### ***Self-Isolation Off-Boarding***

After their 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. 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 Students” in the *UPEI Operational Plan—2022 Winter 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. SUPPORTING EMPLOYEES**

UPEI recognizes that the health and wellness of faculty and staff is vital to ensure they can support students and campus operations during the COVID-19 pandemic.

**UPEI Human Resources** provides general information on HR services, benefits, and processes on myUPEI. Eligible employees have access to the Employee and Family Assistance Program; however, all employees are encouraged to contact [employeeservices@upei.ca](mailto:employeeservices@upei.ca) with questions about their benefits. With regard to the pandemic, a [COVID-19 HR FAQs](#) page has been developed to guide employees. A standard operating procedure has also been implemented with [Guidelines for Isolation Leave](#).

**The Island Helpline** offers 24/7 help. Island residents needing to talk can call 1-800-218-2885 and/or visit their website at [www.theislandhelpline.com](http://www.theislandhelpline.com). Community Mental Health Services also offers [mental health walk-in clinics](#) in various locations on PEI.

The **UPEI E-Learning Office and IT Systems and Services** were instrumental when the majority of teaching and learning first pivoted online in March 2020. The E-Learning Office continues to provide

UPEI faculty members and academic staff with instructional design, multimedia, and digital teaching resources and support throughout the pandemic.

**The UPEI Health, Safety, and Environment Office** has developed specific UPEI protocols for the COVID-19 pandemic and is the main point of contact with the PEI Chief Public Health Office. To obtain support regarding implementing or enforcing protocols (i.e., mask-wearing, physical distancing, etc.), contact the Manager of Health, Safety, and Environment at [hse@upei.ca](mailto:hse@upei.ca).

If faculty and staff have concerns about guidance and protocols, they are encouraged to contact their employee representative on the [Joint Occupational Health and Safety Committee](#).

## D. 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. UPEI continues to update and communicate security and health and safety guidance directly to students, faculty, and staff in alignment with PEI-CPHO guidance. In August 2021, UPEI relaunched its [COVID-19 Information website](#) to outline plans for the 2021–2022 academic year and continues to update these web pages as campus guidance and measures change.

### 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.*

- 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/Building Guidance

Based on PEI-CPHO guidance received in August for September 2021, UPEI Security Services returned to pre-COVID-19 operational procedures and room occupancy levels, including expanding the operational hours for buildings on campus.

Because of evolving public health conditions and requirements that were issued beginning in December 2021, UPEI adopted, on an interim basis, measures similar COVID-19 protocols that were in place in Winter 2021 (Stage Three of UPEI's Operational Ease-Back Plan) for January 2022; however, from a security perspective, buildings remained open during regular hours of operation.

In February 2022, CPHO provided an update to guidance for post-secondary following the release of its [Moving On—Transition Plan to Living with COVID-19](#), allowing UPEI to move forward with plans to have employees resume working on campus on February 17 and in-person teaching and learning on February 28. The University continues to employ signage to assist with traffic flow and create awareness of physical distancing and masking requirements and other public health measures and practices.

The practice and enforcement of measures is a shared responsibility of all members of the University community; however, if urgent assistance is required with regard to enforcing measures, please contact UPEI Security Services at 902-566-0384. More detailed support about supporting the practice and enforcement of measures is found under "Health and Safety Guidance".

## 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 has worked with the PEI-CPHO in implementing strategies that encourage high rates of vaccination for on-campus students, staff, and faculty.

For the 2021–2022 academic year, UPEI has:

- encouraged members of the campus community in all communications to get vaccinated, including the booster dose, as soon as the option is available
- established on-campus COVID-19 vaccination and vaccine booster clinics
- introduced the [UPEI Mandatory Vaccination Policy](#) 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 be tested weekly. They may attend weekly testing clinics on Friday mornings at the W.A. Murphy Student Centre from 9:00–11:00 am. If they are unable to

make it at this time, they may email [covid19testing@upei.ca](mailto:covid19testing@upei.ca) or the UPEI Health and Wellness Centre at [healthcentre@upei.ca](mailto:healthcentre@upei.ca) to book a testing appointment.

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 actively eating or drinking until the World Health Organization (WHP) declares the pandemic over.
5. When individuals receive their second dose of vaccine or a booster, 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***

- Classrooms are 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/meeting rooms.
- 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](mailto: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.

### ***Personal Protective Equipment (PPE)—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 moved from a strong recommendation to a mandatory requirement to wear a non-medical mask in indoor public spaces.
- In January 2022, UPEI announced that is a mandatory requirement to wear a mask in all indoor spaces at all times except when you are actively drinking or eating. This means that a mask must be worn when seated in classrooms, lounges, or other spaces, and while moving through hallways and stairways.
- Also in January based on PEI-CPHO guidance, UPEI also recommended that all people on campus wear a good quality and properly fitting three-layer mask (versus a two-layer one).
- Individuals who are not fully vaccinated must continue to wear a mask at all times, except when actively eating or drinking, until the pandemic is declared over by the WHO. Gathering to eat and/or drink while at work or school should be avoided.
- Consideration is given to individuals who are unable to wear a mask due to certain health conditions and provide proof of an exemption.
- Supervisors can continue to request PPE including three-layer masks, gloves, (and hand sanitizer) from UPEI Health, Safety, and Environment (HSE). AS AVC has their own supply of masks, AVC personnel can request them from their supervisor.

- UPEI has procured three-layer masks for those who are unable to access them. HSE has communicated the process to request PPE by email to all departmental administrative assistants.
- In laboratories, the requirement for gloves and eye protection will revert to winter 2021 protocols (i.e., COVID-19 Return to Laboratory Work Plans) and depend on the type of laboratory.
- Laboratory workers should use their own supply of three-layer masks. Once this supply has been depleted, supervisors can request a supply from Health, Safety, and Environment.
- If faculty and/or staff require support to implement mandatory masking in the classroom, laboratory, or work space, please contact the contact the Manager of Health, Safety, and Environment at [hse@upei.ca](mailto:hse@upei.ca).

### ***Physical distancing***

- Physical distancing means staying at least two (2) meters, or six (6) feet apart from those not in your household, and must be employed in all public, common areas at UPEI. These areas include but are not limited to hallways, lounges, stairwells, Robertson Library, UPEI Chi-Wan Young Sports Centre, etc.
- Effective February 2022, according to post-secondary education guidance provided by the PEI-CPHO, unless permitted under the public health order, students, faculty, and staff are required to maintain physical distancing in all settings, except in learning settings as follows:
  - up to a maximum of 100 students while seated and masked during classroom learning, or
  - for certain practical/hands-on learning, or on-the-job training.
- Physical distancing should be maximized in learning settings.
- If faculty and/or staff require support to implement physical distancing measures, please contact the contact the Manager of Health, Safety, and Environment at [hse@upei.ca](mailto:hse@upei.ca).

### ***Ventilation***

- UPEI will continue its rigorous preventative maintenance program for mechanical ventilation systems on campus, following PEI occupational health and safety standards.
- MCA Consultants Inc. was hired by UPEI in 2021 to provide professional engineering services for a review of classroom ventilation systems. This comprehensive review encompassed 69 classrooms (any room occupied by students and used for educational purposes) and examined the state of ventilation systems with respect to American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) standards and current best practices during the COVID-19 pandemic. An intensive physical inspection was conducted over the summer and fall to fully assess classroom ventilation so that any required improvements could be implemented expeditiously.
- The consultants prepared a [written report](#) that was organized into the following categories: Operation and Maintenance, Ventilation, Filtration, and Clean Air Delivery, and included recommendations for action both in the short term and long term.

### ***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
- avoid coming to campus when sick

### ***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

### ***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 get tested at a PEI COVID-19 Testing Clinic.
- 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 and get tested at a PEI COVID-19 Testing Clinic.
- 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) and get tested at a PEI COVID-19 Testing Clinic.
- 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 follow [PEI-CPHO guidance for people who have tested positive](#).
- If test results are negative for COVID-19 either through a rapid antigen or PCR test, but they still feel unwell and/or symptomatic, they should remain at home.
- If an individual's rapid antigen or PCR test results are negative for COVID-19, they are not exhibiting any COVID-19-related symptoms, and are not directed to follow [PEI-CPHO guidance for close contacts](#), they may return to work.
- If an individual is considered to be a close contact of someone who has been confirmed as having COVID-19, they must follow [PEI-CPHO guidance for close contacts](#).
- 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, please follow [PEI-CPHO travel guidance](#).

## 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.

Once these restrictions are lifted according to the [Moving On plan](#), UPEI will resume holding organized gatherings, increase occupancy limits of spaces on campus, and allow rental of UPEI facilities by external groups or organizations for events and meetings. Event leads/organizers must continue to follow the [UPEI Event Approval Process](#) all UPEI-organized events (on- and off-campus).

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](mailto: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.

## E. CLASSROOMS

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 a student classroom protocol for the safe use of classrooms that included physical distancing/occupancy, masking, and sanitizing measures.

Due to post-secondary education guidance that was issued by the PEI-CPHO in February 2022, UPEI has updated the [Student Classroom Protocol](#).

Each classroom/teaching space has been equipped with a supply of masks, cleaning disinfectant, and hand sanitizer. If individuals are not wearing masks, instructors should offer them one from the supply; however, if they do not comply, the instructor should call Security Services at 902-566-0384 to address the situation. If instructors require additional support to implement the Student Classroom Protocol, please contact the contact the Manager of Health, Safety, and Environment at [hse@upei.ca](mailto:hse@upei.ca).

## F. LABORATORIES

The [Return to Laboratory Work Plan](#), [Return to Field and Off-Site Work Plan](#), and [Student Laboratory Protocol](#) 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.

While the [Return to Laboratory Work Plan](#) (RTLWP) and [Return to Field and Off-Site Work Plan](#) (RTFOWP), and [Student Laboratory Protocol](#) were lifted for the 2021 Fall Academic Semester, they have been reinstated based on PEI-CPHO guidance issued in January 2022. If faculty and/or staff require support to implement protocols related to the RTLWP, RTFOWP or Student Laboratory Protocol, please contact the contact the Manager of Health, Safety, and Environment at [hse@upei.ca](mailto:hse@upei.ca).

## G. RESIDENCES

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, 2021, and has since updated it for 2022.** 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 Winter 2022. 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.

### **Communications Strategy**

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.

In addition to communicating with students, Residence Services and/or Health, Safety, and Environment will advise the director/manager(s) of Facilities Management and Security Services when they become aware of students who are in self-isolation in residence.

### **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.

- **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. Facilities Management staff will only enter rooms being used for self-isolation during emergency situations and will wear full PPE. All work must be approved by their supervisor prior to entry.

### **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**

If available, some rooms in Bernadine Hall will be used should an outbreak occur and/or 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.

## **H. 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 Winter 2021.

Due to the 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 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 and 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 addressed: 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.

While the first two sport seasons in the AUS calendar—women’s rugby and men’s and women’s soccer—were successfully completed and women’s and men’s hockey and women’s and men’s basketball began their schedules, the AUS announced that regular season play would be suspended in December 2021 due to the Omicron variant. On February 10, 2022, AUS indicated that it would resume play in mid-February and reintroduce the RTP framework.

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.

## **I. ROBERTSON 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 closed in August 2020, 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 the public on October 1, 2020.

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

The Robertson Library, for the most part, returned to pre-COVID-19 occupancy levels in Fall 2021, in keeping with PEI-CPHO guidance. However, effective in January 2022, based on temporary PEI-CPHO guidance issued for post-secondary education as well as overall public health restrictions, the Library will continue to be open “in-person” in order to support students, but return to a requirement of physical distancing of 2m/6ft, enhanced masking enforcement, and reduced in-person staffing. The Library continues to offer a variety of virtual services. For library hours, both in-person and virtual visit: <https://library.upei.ca/hours>

## **J. RESPONDING TO ILLNESS / OUTBREAK**

### **Pandemic Response Planning**

The University 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 consisting of:

- 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/emergencies/crises 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 for 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 the management of a potential outbreak. To support this effort, UPEI has developed the following COVID-19 Pandemic Outbreak Plan.

#### ***If positive COVID-19 cases occur on campus***

Individuals will review their test results online on the [Search my COVID-19 Test Results](#) web page. If their result is positive, they must immediately begin self-isolation and notify their close contacts by following [PEI-CPHO guidance for those who have tested positive](#). The PEI-CPHO will contact individuals who test positive within 48 hours (depending on case numbers) and they will review isolation periods (depending on vaccine status).

The PEI-CPHO may contact the UPEI Health, Safety, and Environment Manager (902-213-3183) to notify the University that there is a potential outbreak on campus. All information received from the PEI-CPHO will remain confidential in accordance with the Health Information Act.

If notified and requested by the PEI-CPHO, UPEI will institute staged pandemic response plans at the individual-case, building, and campus-wide level.

In the event of a single case on campus, while the individual is self-isolating, the PEI-CPHO may conduct contact tracing and closely monitor the situation. If notified by the PEI-CPHO, UPEI Health, Safety, and Environment will work with Facilities Management to ensure any areas that the individual may have come into contact with are thoroughly cleaned and sanitized. Depending on PEI-CPHO advice, the University may need to restrict specific campus activities.

If UPEI is notified by the PEI-CPHO that there are multiple cases of COVID-19 in one building or in multiple buildings across campus, UPEI will employ appropriate measures in accordance with the UPEI Pandemic Preparedness Plan and under the direction of the PEI-CPHO. These measures may include but are not limited to building closures or restrictions, testing, self-isolation requirements, reduction in services or services delivered on an alternate schedule, enhanced cleaning and sanitizing, travel restrictions, and implementation of the “Residence Occupancy and Operations Plan” and/or departmental “Business Continuity Plans.”

Once approval is granted by PEI-CPHO to resume operations, the University will re-implement the most current UPEI Operational 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 positive cases on campus have been identified, the University *may* employ, on the recommendation and approval of the PEI-CPHO, various tactics to disseminate information to the campus community or to specific faculties/departments to prevent the further spread of COVID-19. Any communication will not identify any individuals who have tested positive.

## **CONCLUSION**

The ***UPEI Operational Plan—2022 Winter Academic Semester*** consolidates UPEI and departmental policies, plans, and protocols that have been developed to support students, faculty, and staff.

*The UPEI Operational Plan—2022 Winter Academic Semester* serves as a replacement to *UPEI’s Operational Ease-Back Plan*, which addressed the return of all employees to campus in August 2020, and the *Safe Return to Campus Plan—Fall 2021*, which addressed the return to primarily in-person learning for the first time since the COVID-19 pandemic began.

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 themes throughout the Operational Plan are:

- the health and safety of UPEI student, faculty, and staff 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.