

Procedure Title: Communicable Diseases Outbreak Plan		Page 1 of 3
Creation Date: April 1, 2021	Version Date: December 5, 2025	Review Date: December 5, 2026
Authority: Vice President, Administration and Finance Vice President, Academic and Research		Responsibility: Manager of Health, Safety, and Environment Director of DME & Family Medicine

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

1. Outbreak of Communicable Disease

- 1.1 Under the Public Health Act, the PEI-CPHO is notified by the Provincial Laboratory and ordering healthcare provider when there is a positive result for a reportable communicable disease. When disease cases occur in excess of what would normally be expected in a defined community, the site is considered to be in “outbreak”.
- 1.2 University Members shall participate in Infection Prevention & Control activities to include hand-washing, cough etiquette, physical distancing, staying home when ill and wearing Personal Protective Equipment (PPE) if appropriate.

2. Isolation Plan for Single and Multiple Cases

2.1 Single Case on campus

The individual will isolate according to PEI-CPHO guidance. In some instances, the PEI-CPHO may contact the individual with specific direction. In other instances, the Health, Safety, and Environment Manager (HSEM) may be requested by the PEI-CPHO to provide additional information, i.e. names of students in a particular class, and will work with the University faculty, staff, and students, to assist with identification of close contacts, work with Facilities Management to ensure cleaning protocols are adapted as required and ensure appropriate campus leadership are up to date, including Communications.

2.2 Multiple cases contained to one building

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

2.3 Multiple cases in more than one building

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

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

3. Outbreak Guidance

The following table is addressed to UPEI students in residence, students off-campus, faculty, staff and UPEI campus visitors. It outlines protocols that will be followed during an outbreak and provides information on available resources.

Procedure	Responsibility	Instructions and Guidance
Notification	PEI-CPHO	If an individual gets tested for a communicable disease, they may receive a notification from PEI-CPHO or from the provider who conducted the test for instruction. Depending on the situation, the University may receive notification from the PEI-CPHO for awareness and instruction while maintaining the confidentiality of the individual/case
Contact Tracing	PEI-CPHO	PEI-CPHO will take the lead and may request assistance from UPEI.
UPEI Tracking Lists	Supervisor or Instructor	For students: Their instructor will provide the CPHO classroom and laboratory tracking lists For faculty and staff: Their Supervisor will provide the CPHO employee schedules.
Isolation	UPEI/PEI-CPHO	Students in residence: May isolate in-residence Students off-campus: May isolate in off-campus living quarters Faculty and staff: May be requested to work from home/isolate
Cleaning/Disinfecting	UPEI/PEI-CPHO	On campus: Facilities Management will ensure affected areas are cleaned/disinfected according to UPEI Health, Safety & Environment Standards

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Procedure	Responsibility	Instructions and Guidance
		Students off-campus: Students will follow instructions from PEI-CPHO on cleaning and disinfecting
Communications	Student/faculty/staff/visitor	Students, faculty, staff and campus visitors should review messaging on posters and signage on campus. Students, faculty and staff may also receive email communications from the Senior Administration
Follow up testing	PEI-CPHO	This will be coordinated through the PEI-CPHO
Resources	Responsibility	Instructions and Guidance
Human Resources	Supervisors	Supervisors will work with HR department regarding alternate work arrangements, absences etc. of employees
Mental Health Care	Student/faculty/staff/visitor	Support is available at Student Affairs and UPEI Health and Wellness clinic . For more serious care, contact Mental Health Walk-In Clinics at 902-368-4430 to request a telephone visit; May also call 8-1-1 for advice and support Call 9-1-1 for emergency