

COVID-19 Unit Operational Plan Phase One

Please complete the following document to identify the precautions required in your unit work spaces to ensure the health and safety of faculty, staff and students.

Once this document is complete, please submit to your supervisor for their review; followed by review of your Dean or Director; and finally, to the Environmental Health and Safety Office.

Once operational plans are approved by the unit's lead (Vice-President or President), any employees returning to campus will be required to read and sign off on a back-to-work orientation package. Links to this package will be circulated soon.

Date: 2021-06-23

Personnel:

Katie Skead – Engineering Outreach and Communications Coordinator, Director Worlds UNBound

Allison True – Assistant Director

Nature of work: Worlds UNBound will deliver Science, Technology, Engineering, and Math (STEM) camps for children in Grades 1 - 8. There will be 3 camps per week with a maximum of 15 campers, 2 instructors, and 1 High School Intern per camp. One senior staff member and one high school intern will work primarily from the temporary office relieving instructors as needed for breaks and in the case of instructor absence. There will be up to 60 people in Head Hall each week for Worlds UNBound camps. All campers and staff will follow UNB Engineering's operational plan for traffic in the hallways, etc.

Work in building:

Camps will be held in 3 classrooms in Head Hall (C9, 10, 11). A temporary office/storage room will be set up on C-Level (GWC-122). One room will be used as an isolation room in case a camper shows symptoms (GWC-111). This plan covers the use of these rooms for our camps, and the outdoor space used for recreational time for the campers. Other staff members may be in the building at the same time, it is expected that they follow proper operational plans, directional arrows, and maintain physical distancing from all others in the building. The same is expected of the Worlds UNBound staff and campers.

Basic Requirements:

- All Faculty/Staff/etc. covered under this plan must be listed (with updates made accordingly, approved by the Dean/Director/etc., copies forwarded to EHS).
- All locations/offices/labs/etc. covered under this plan must be listed (with additions made accordingly and forwarded to EHS for VP review and approval).

- All persons operating under this plan must complete the Online Safety Orientation Supplement before returning to campus (which directs them to review this plan);
 - o Self-screening per the GNB posters at each entrance.
 - o Logging of visits using the UNB QR code for Faculty/Staff.
 - o Tracking of attendance for students/visitors.
 - o These records must be held for 28 days, destroyed on the 29th day, and record of the destruction held for one year.
- Physical distancing of at least two meters (2m).
- Wearing community face masks at all times indoors (except under certain exemptions) and in outdoor spaces where physical distancing cannot be assured (or according to the most recent Public Health guidance).
- Washing or sanitizing of hands upon entry, any time the activity/location changes, and before departing a UNB building.
- Sanitizing common/shared equipment/devices before and after each use; and,
- All messages from the President or via UNB Special Announcement (or Public Health) will take precedent over any of the details herein.

Room-specific operational plans:

Each camp is assigned their own room. Only students in that camp, the instructors, and the high school intern will be allowed in that room during camp hours. Masking requirements for those in their individual groupings will follow GNB procedures for early childhood centres and schools. In the Yellow alert level this means that when they are in their assigned classroom, camp staff and students can remove their masks. However, relief staff will have to be masked when with a class. In the Orange alert level students and staff will have to be masked even within their groupings.

Worlds UNBound Office (HH-322) – All staff

- All the above basic requirements in the previous section (including mask).
- Only one staff allowed in the office at a time

Worlds UNBound Storage Room – All Staff

- All the above basic requirements in the previous section (including mask).
- Only one staff allowed in the storage room at a time

Head Hall C9, C10, C11 – All Staff and campers

- All the above basic requirements in the previous section (including mask).

Head Hall GWC 111 – Isolation Room

- All the basic requirements in the previous section (including mask)
- Room will only be used if a camper is experiencing symptoms. They will be masked and brought to this room to wait for their parents. Staff bringing them to this room will use appropriate PPE to protect themselves.

Gillan Hall C127 – All Staff (this room serves as a temporary summer office)

- All the above basic requirements in the previous section (including mask).
- Masks must be worn when entering and leaving the room. Masks can be removed when seated in their spot only.

- Sanitizer will be available and staff will be asked to clean their tables before and after each session.

Head Hall HC12 – Katie Skead

- All the above basic requirements in the previous section (including mask).

Camp Specific Requirements

Worlds UNBound will follow guidance from the University of New Brunswick and our past operational plans.

Drop-Off and Pick-Up

To reduce the number of parents in the building and to ensure traffic flow inside the building is followed, the following measures will be respected:

- Drop-off and pick-up will occur outside, to minimize the amount of traffic flowing in and out of Head Hall. As the front entrance of Head Hall is sheltered, we will be able to conduct these steps outside rain or shine. Markers will be placed on ground to encourage physical distancing.
- Where possible, drop-offs and pick-ups should be completed by **one designated parent consistently**.
- Three tables will be set-up in the morning and afternoons appropriately spaced 2m apart. Each table will be designated to one age group. Parents and camper will approach the table and will sign-in and sign-out their camper.
- Parents will sign in using pen and paper, there will be on container labelled CLEAN PENS, and another labelled DIRTY PENS. Pens will be disinfected after morning sign-in.
- Once the camper is signed in and the pre-screening has been checked, an instructor will take them directly to the appropriate outdoor play area (or classroom if raining) and remain with their group. See Table 1.
- Community face mask must be worn by the instructor and parent.
- Drop-offs are requested to be completed between 7:45am and 9am daily. This will allow staff to be available to complete the pre-screening and welcome the campers. After 9am, staff are inside the building and have less availability.
- Payment will be taken by credit card in our on-line registration system only. Payment must be completed before the first day of camp, or completed on-site using an iPad. iPad will be disinfected after each use.
- Tables will be set up outside for pick up. Approved people will sign their campers out at the table and an instructor will get the camper from the play area (or classroom if raining) and bring them to the parent. Pick up will be between 4pm and 5pm.

Table 1: Drop Off and Pick Up Outside Play Area

Group	Room	Drop off Play Area	Pick up Play Area
1	C-9	7:45am – 9am(South of walking path)	4pm – 5pm (South of walking path)
2	C-10	7:45am – 9am (North of walking path)	4pm – 5pm (South of walking path)

3	C-11	7:45am – 9am (Grassy area in front of Head Hall)	4pm – 5pm (Grassy area in front of Head Hall)
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Parents will also be asked to complete the following:

- UNB's Child COVID-19 Waiver (appendix A)

Outside Spaces

There are three outside spaces that we will make use of during the outside playtime; the area directly in front of the Head Hall Main Entrance, the grassy hill area in front of Sir Howard Douglas Hall north of the walking path, and the grassy hill area in front of Sir Howard Douglas Hall south of the walking path. All age groups will have staggered recess and lunch times.

Table 2: Outside Play Areas

Group	Room	Morning Recess	Lunch	Lunch Recess	Afternoon Recess
1	C-9	10-10:30am (South of walking path)	12:40pm – 1:00pm	12:00pm – 12:35pm (South of walking path)	2:30-3pm (South of walking path)
2	C-10	1030-11am (South of walking path)	12:10pm – 12:30pm	12:30pm – 1:00pm (South of walking path)	2:00 – 2:30pm (South of walking path)
3	C-11	10-10:30am (North of walking path)	12:40pm – 1:00pm	12:00pm – 12:30pm (North of walking path)	2:30 – 3:00pm (North of walking path)

Field Trips

As per public health guidelines, field trips are allowed with an operational plan. Parents will be required to sign permission slips when a field trip is planned.

- Queen Square Park – twice a week each group will visit Queen Square Park on different days. They will walk to the park using the sidewalk from the Windsor side of Head Hall. Students and instructors will maintain 2m distance from others. Masks will be brought in case they cannot maintain 2m distance.
- Laboratory visits – Campers may visit labs on the UNB campus. The operational plan for individual labs will be followed for these trips. Campers will bring masks for use in hallways as required.
- UNB Swimming pool – once a week each group will visit the UNB swimming pool at separate times. They will walk to the pool using the sidewalks on the UNB campus. Masks will be brought to wear in the building and changing room, but will not be required in the pool.

Mentor Visits

Mentors often visit our program to discuss their work in the STEM fields. If a mentor visits our program, they will be required to wear a mask while in the hallways, and remain at the front of the classroom during their visit, more than 2m from the participating campers.

Community Face Masks:

All staff and students will bring 2 face masks with them each day. Face masks will be required in all common spaces in Head Hall and outside (including at the park) when 2-meter physical distancing is not possible.

Face masks will not be required when individual camp groups are within their individual classrooms. This includes the instructor, assistant, and students. However, if relief staff is required to join the class, those staff members will wear a face mask.

Office staff will not be required to wear a face mask while seated at their desk as long as they can maintain a 2-meter distance from others.

Cleaning and Disinfecting Procedures

Cleaning and disinfecting checklists will be available for each camp room. One Instructor will be assigned responsibility for wiping down the sign-in/sign-out tables and other high touch areas such as doorknobs, handles, etc. in the morning and at the end of the day. One instructor in each room will be assigned responsibility to wipe down tables and high touch areas such as doorknobs, handles, supplies, etc. in their room in the morning and at the end of the day, as well before and after morning snack, lunch, and afternoon snack.

Head Hall has numerous cleaning staff on site responsible for cleaning and sanitizing the washrooms. Worlds UNBound staff will check washroom facilities twice daily and will clean as necessary or inform the cleaners of any issues.

Proper cleaning supplies recommended by Public Health will be used. Each classroom will have two spray bottles containing Lysol Multi-surface Cleaner (or UNB supplied and approved disinfecting spray), each sign-in and sign-out table will have a spray bottle (9 in total). Paper towel/cloth will be discarded after each use when disinfecting surfaces, doorknobs, high touch surfaces, etc.

WorkSafeNB table:

Please complete the following table, which will help you identify the tasks associated with completing your operational plan. Faculties and departments are only required to complete the sections relevant to their space. Prior to completing the table, please review these two resources:

Government of New Brunswick:
[Living with Covid 19](#)

WorkSafeNB:
[Embracing the New Normal: As We Safely Return to Work](#)

EMBRACING THE NEW NORMAL

AS WE SAFELY RETURN TO WORK

Action Items	Resources (Examples, Templates, Guidance Documents)	Details of Implementation (PPE Specifics, Frequency, Policy Name, Process, etc.)	How is it communicated? (Poster, Training, Verbal Notice)	Status (Done, In Progress, Not Started, N/A)
Public Health Requirements (applies to EVERY workplace)				
Risk Assessment	Risk Assessment Guideline Health Canada			
Complete a risk assessment to determine the engineering, administrative controls and/or PPE controls necessary to mitigate the risk of COVID-19 exposure.		Complete, see previous sections.	By review of this plan.	In progress.
Determine whether you need isolation elements as part of the operational plan for your workplace. For requirements, see page 14 of the Embracing the New Normal guide .	Isolation for Out-of-Province Workers form	No. We all have vehicles and will leave immediately as required in the Orientation Supplement.	By review of this plan.	In progress.
Physical Distancing				
Implement a two-metre physical distance protocol.				In progress.
<ul style="list-style-type: none"> Consider both employees and visitors/customers. 				In progress.
<ul style="list-style-type: none"> Arrange furniture to promote the two-metre rule. 	Physical Distancing	See previous sections.	By review of this plan.	In progress.
<ul style="list-style-type: none"> Provide visual cues (ensure two-metre markings on floor, directional movement for patrons, no-stopping areas in narrow hallways, etc.). 				In progress.
<ul style="list-style-type: none"> Determine if installation of physical barriers such as partitions or Plexiglas is feasible. 				In progress.
Establish a protocol to ensure people don't congregate in groups (stagger start and break times, virtual rather than in-person meetings, limit access to common areas, etc.).	WorkSafeNB FAQ	See previous sections. Staggered breaks and locations.	By review of this plan.	In progress.
Evaluate options to reduce staff onsite, such as having some staff work from home, changing shift times and, implementing flexible work hours.		See previous sections.	By review of this plan.	In progress.
Evaluate the risk of employees coming closer than two metres in all parts of the facility. Stairwells, entry and exit points and narrow hallways can present a challenge. Consider implementing one-way traffic zones where possible (one stairwell for walking up, a different one for walking down).		Directional arrows in place in Head Hall	By review of this plan.	In progress.
Hand and Respiratory Hygiene				
Promote frequent handwashing.		See previous sections.	By review of this plan.	In progress.
Have handwash stations readily available and equipped with running hot/cold water and adequate soap and paper towel.	Handwashing Poster	Washrooms in building.	By review of this plan.	In progress.
Have minimum 60% alcohol-based hand sanitizer readily available.	Hand Sanitizer Poster	Will be placed in each classroom,	By review of this plan.	In progress.

		already in place at all entrances.		
Communicate frequently about good respiratory hygiene/cough etiquette.	Protect yourself and others	Signage in buildings.	By review of this plan.	In progress.
Evaluate the workplace for shared objects and common areas and increase frequency of cleaning of touched surfaces/objects (minimum twice daily).	Cleaning and Disinfection for COVID-19	Technical equipment shared amongst staff to be sanitized after each use.	By review of this plan.	In progress.

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Public Health Requirements (applies to EVERY workplace)		See previous sections.	By review of this document.	In progress
Screening and Monitoring				
Determine if your workplace must implement a passive or active screening process. For more information on active screening, see page 11 of the Embracing the New Normal guide .	Screening tool	Passive screening with logging. See previous sections.		
Prepare for the possibility that an employee tests positive for COVID-19 and may have been in the workplace. Inform your employees of the procedures to be followed.	WorkSafeNB FAQ	All have vehicles, will leave immediately per the Orientation Supplement. Campers parents will be called.		
Receiving payment for good and services				
<ul style="list-style-type: none"> Use electronic payment devices (if possible). We encourage you to use the tap option or clean devices after each use. 		Use ipad for payments, most payments made online from home.		
<ul style="list-style-type: none"> If you must handle money, ensure regular handwashing and have minimum 60% alcohol-based hand sanitizer readily available. 		If we must take money or cheques directly, sanitizer will be used on site, and then proper handwashing done when staff can.		

Cleaning and Disinfection	Cleaning and Disinfection for COVID-19			
Ensure availability of all necessary supplies for cleaning and disinfecting.		Purchased and available		
Washrooms		FM		
<ul style="list-style-type: none"> Equip with hot and cold running water under pressure, liquid soap, paper towel, toilet paper and garbage containers where possible. 				
<ul style="list-style-type: none"> Hand-washing posters must be posted. 	Handwashing Poster			
If multiple stalls and sinks are provided in washrooms, consider whether you need to limit access through maximum numbers allowed in the space at one time.		Access is limited and posters are installed indication limitations.		
Additional Considerations:				
Use <u>non-medical face coverings</u> for employees, clients and visitors to minimize the risk of transmitting COVID-19.	Health Canada information on non-medical masks and face coverings	See previous sections.		
Develop procedures for selection, use, decontamination (if applicable), storage, handling, limitations, inspection requirements, change-out requirements and employee training, if coverings are used.				
Consider implementing a self-isolation unit. Isolate persons showing signs of COVID-19 immediately at the workplace. Keep the person isolated until they are picked up to avoid contaminating others.		N/A, we can all leave.		
Provide mental health support to all workers, including access to an employee assistance program (EAP) or information on public health supports, if available.	GNB Mental Health Resource	UNB EAP.		

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Public Health Requirements (applies to EVERY workplace)				
If your workplace CANNOT ensure minimal interaction of people within two metres of each other – the requirements listed below <u>must be implemented</u>				
Where feasible, install physical barriers (clear plastic guard, cubicle walls of appropriate design, curtains).		N/A		
If physical barriers are not possible:				
<ul style="list-style-type: none"> Implement active screening processes. 		N/A		
<ul style="list-style-type: none"> Implement enhanced handwashing and sanitation/cleaning practices in shared areas and for shared items. 	Cleaning and Disinfection for COVID-19	See previous sections.		

Provide personal protective equipment such as:				
• Hand protection (nitrile, rubber or latex gloves)	OHS Guide-PPE	Available if needed.		
• Eye protection (safety glasses, goggles or face shield)		Available if needed.		
• Other PPE as determined necessary through the risk assessment		Available if needed.		
In areas/rooms where minimal interaction of people within two metres of each other is not possible, maintain a visitor and employee log. This must be made available to Public Health for contact tracing purposes if it's identified that a person who tested positive for COVID-19 was present in that area.		Limiting room capacity in smaller rooms.		
Additional Protection				
Use <u>non-medical face coverings</u> for employees, clients and visitors to minimize the risk of transmitting COVID-19. Develop procedure for selection, use, decontamination (if applicable), storage, handling, limitations, inspection requirements, change-out requirements and employee training, if face coverings are used.	Health Canada information on non-medical masks and face coverings	See previous sections.		

EMBRACING THE NEW NORMAL

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Action Items	Resources (Examples, Templates, Guidance Documents)	Details of Implementation (PPE Specifics, Frequency, Policy Name, Process, etc.)	How is it communicated? (Poster, Training, Verbal Notice)	Status (Done, In Progress, Not Started, N/A)
Occupational Health and Safety Act and Regulation Requirements				
Communicate to employees and supervisors their responsibilities under the <i>OHS Act</i> and regulations.	OHS Guide-Three Rights	[Hatched Area]		
Communicate to all employees their three rights under the <i>OHS Act</i> .	Guide to Legislation - Three Rights			
Provide employee orientation, information and training on the new policies and processes implemented regarding COVID-19.	OHS Guide-New Employee Orientation			
Provide employee training on the work refusal process.	Right to Refuse			
Keep <u>records</u> of visitor and employee log (with confirmation those individuals were actually screened), as well as orientation, training and inspections.				
Ensure <u>supervisors</u> are knowledgeable of guidelines and processes established by Public Health.				

Ensure all <u>employees</u> receive information, instruction and training on the <u>personal protective equipment</u> required to protect against COVID-19.				
Provide, maintain and make available <u>personal protective equipment</u> .				
Implement a disciplinary process for correction of employee violations of company policies and procedures.				
Consult on any new policies and processes established in relation to COVID-19 (JHSC or health and safety representative, if any, or employees).	OHS Guide-JHSC			
Provide competent and sufficient supervision to ensure employees are complying with policies, procedures and processes established.	OHS Guide topic-Supervision			
Communicate to all staff the requirement to co-operate with Public Health if there is a suspected or confirmed case of COVID-19 in the workplace. Public Health will advise the employee and/or the employer if there is a need to communicate with the employer or workforce during contact tracing. If the employer is advised of a positive case, they must then report it to WorkSafeNB.	WorkSafeNB FAQ			
Include guidance that is not provided in this template and is recommended by your industry association or other resources.				
Sector Specific Additional Resources				

APPENDIX A

WAIVER, RELEASE, ASSUMPTION OF ALL RISK, INDEMNIFICATION OF ALL CLAIMS,
AND COVENANT NOT TO SUE THE UNIVERSITY OF NEW BRUNSWICK
(the Agreement)

WARNING: By entering into this Agreement you indicate that you understand the risks associated with using University facilities, and/or participating in University Activity(ies), and that you are aware that by allowing your child to participate in the Activity(ies) you are exposing them to the risks identified below.

PLEASE READ CAREFULLY!

CHILD'S NAME: _____

PARENT'S/GUARDIAN'S NAME: _____

PARENT'S/GUARDIAN'S ADDRESS: _____

COURSE CODE & TITLE/ACTIVITY NAME : **Participation in Children’s Activities On or Off UNB Campuses**

COURSE/ACTIVITY DATE: **All activities between January 1, 2022-December 31, 2022**

The Government of New Brunswick declared a province-wide state of emergency under *The Emergency Measures Act* on September 24, 2021 (as renewed from time to time since then) to protect the health and safety of all New Brunswickers and to reduce the spread of the novel coronavirus (or **COVID-19**). **COVID-19** is easily spread by contact with droplets produced by people who have the virus.

The University of New Brunswick (the **University**) has put in place measures to reduce the spread of **COVID-19**, however the University cannot guarantee that any individual attending the University Campus, using the University’s facilities, or participating in activities organized by the University, whether on-campus or off-campus (including camps) (collectively, the **University Activities**) will not become infected with **COVID-19**. Further, attending the University Campus and participating in the University Activities, could increase the risk of contracting **COVID-19**.

In this context, a parent or guardian of each child under the age of majority participating in the University Activities is being asked to carefully review, confirm and agree to the statements made below prior to agreeing to allow their child to come to the University and participate in University Activities.

In agreeing to send my child to their University Activities, I understand and acknowledge that, notwithstanding the measures the University has put in place, that there are still risks of transmission of COVID-19 when attending University Activities. I agree that the University will not be liable for any loss, injury or death resulting from the risks outlined within this Agreement. I agree to waive my right and my child’s right to sue the University for the same.

A. Assumption of Risk

On behalf of myself and my child, _____ (insert name of child), I understand, acknowledge and agree as follows:

1. The University is attempting to limit the risk of exposure to **COVID-19** by using reasonable efforts to follow the health and safety guidelines recommended by the provincial and federal health authorities. Nevertheless, I understand and acknowledge that there remains a risk that my child could contract **COVID-19** by attending their University Activities and spread **COVID-19** to members of my child’s household(s).
2. I acknowledge that **COVID-19** is easily spread by contact with droplets produced by people who have the virus. I understand and acknowledge that during the University Activities, those participating in the University Activities (including, but not limited to, University employees, volunteers, students, and agents, as well as other children and participants) may, on occasion, be closer than the recommended social distancing guidelines. I voluntarily assume the risk on behalf of my child that they may be

exposed to or infected by **COVID-19** while attending their University Activities and I voluntarily assume the risk that such exposure or infection may result in personal injury, illness, permanent disability, and death to my child and members of my child's household(s).

3. I acknowledge that it is my responsibility to ensure my child learns and follows all health, safety and other rules established by the University. I understand and agree that any behaviour on my child's part that places others at risk could result in immediate termination of my child's right to attend the University Campus, use the University's facilities or attend their University Activities.

B. Waiver of Liability, Release and Indemnification

In consideration of the University permitting my child to participate in their University Activities which includes, if applicable, to attend the University Campus and/or to use the University's facilities (collectively, my "**Child's Participation**"), I agree as follows:

- To waive any and all claims (whether by statute, common law, or otherwise) that I have or my child may have in the future against the University**, its members, officers, employees, students, agents, volunteers and independent contractors (collectively referred to as the **Releasees**) which may occur or arise as a result of actual or potential exposure to **COVID-19** as a result of my Child's Participation.
- To release the Releasees from any and all liability** for any loss, damage, injury, illness, death or expense (including such loss, damage, injury, illness, death or expense that is caused by the negligence, breach of contract, or breach of any statutory or other duty of care on the part of the Releasees) that I may, my child may, or that members of my child's household(s) may suffer as a result of actual or potential exposure to **COVID-19** as a result of my Child's Participation,.
- To hold harmless and indemnify the Releasees** from any and all liability, causes of action, claims, judgments, costs and expenses (including legal fees) that my child, a member of my child's household(s), or any third party may suffer as a result of any actual or potential exposure to COVID-19 as a result of my Child's Participation , including due to any act, omission, or negligence of the Releasees.
- This Agreement shall be effective and binding on my heirs, next of kin, executors, administrators, assigns, and representatives in the event of my death or incapacity.

This Agreement shall be governed by and construed in accordance with the laws in force in the province of New Brunswick and the federal laws of Canada, as applicable. The courts of New Brunswick shall have exclusive jurisdiction over all claims, disputes, and actions arising out of and related to the Activities and this waiver and the parties hereby attorn to the jurisdiction of New Brunswick courts.

I acknowledge that this Agreement is valid from the date I enter into this Agreement until the end of the **Course Activity Date(s)** stated on the first page of this Agreement and governs all the University Activities in which my child participates.

I have carefully read, fully understand, have had an opportunity to consult with a lawyer, and freely and voluntarily accept the terms contained within this Agreement and **understand that I, on my own behalf and on behalf of my child, am giving up substantial rights and accepting the risk that my child may come into contact with, be exposed to, or be diagnosed with COVID-19, following their participation in their University Activities or by attending the University Campus or by using the University's facilities.** I confirm that I have authority to enter into this Agreement on behalf of my child and understand that the terms contained herein are legally binding. I understand and agree that the assumption of risk contemplated herein is intended to be as broad and inclusive as possible by the applicable laws of Canada and that if any portion hereof is held invalid, that the balance shall, notwithstanding, continue in full legal force and effect.

Signed this _____ day of _____, _____.

SIGNATURE OF PARENT OR GUARDIAN

PARENT OR GUARDIAN NAME (please print)

WITNESS SIGNATURE (Non-Family Member)

WITNESS NAME (please print)

WITNESS ADDRESS

WITNESS TELEPHONE #

This Agreement must be completed in full, without alteration, signed, dated and witnessed, and where indicated above paragraphs must be initialed before the child may participate in the activity(ies).