

September 10, 2020

GUIDING PRINCIPLES

1. Ministry of Health and Community Health Services expectations and requirements will be understood and met or exceeded in our response actions.
2. The response procedure will take into account privacy considerations for person(s) testing positive.
3. Communication of positive cases to the campus community will be as open as possible while respecting privacy of person(s) testing positive.

INTRODUCTION

Specific response actions will vary depending on who tests positive (faculty/staff, grad student, undergrad student) and where their work or study locations are on campus. Four example scenarios have been developed and specific response actions based on those scenarios are contained in Appendix 1. The four scenarios involve the following people testing positive:

1. A graduate student who works in a lab in the HSC building.
2. A student who resides in Yamnuska Hall.
3. A commuter student in the Faculty of Arts.
4. A staff member who works in MacKimmie Tower.

The following procedure contains general response steps based on the four scenarios. A flowchart describing the general response steps is included in Appendix 2.

Multiple Cases will likely be reported to the University on an individual basis by AHS or individuals. With each case reported to the University verification will occur, the work/study location and the history of common spaces visited by the individual will be entered onto a case log spreadsheet and reviewed by Staff Wellness to determine:

1. If there were common locations attended by the positive cases which may result in additional or expanded spaces isolated and disinfected.
2. If there is reason to believe there was community transfer on campus in which case an investigation will be conducted by EHS to determine how that may have happened and what actions should be taken to prevent recurrence.

PROCEDURE

Initial Notification

All notifications of positive cases should be sent to OHN@ucalgary.ca.

Upon discovery of a positive COVID-19 case affiliated with the University, AHS will contact UC Staff Wellness (Brendan Webster: primary contact) or Emergency Management (Bob Maber: back-up contact) It is possible that a person will become aware of a positive case affiliated with the University that has not been communicated to the University by AHS in which case knowledge of the positive case will be escalated through management and Staff Wellness and Emergency management will become aware. The following further notifications will take place immediately:

- Emergency Management will notify CMT.
- If the person is an employee, Staff Wellness will notify the employee's supervisor & SLT member and be provided with information of actionable steps to be taken if needed.
- If the person is a student, Staff Wellness will notify SLT leadership as appropriate with information of actionable steps to be taken if needed. Student Wellness will also be informed to provide additional supports to the student: sphi@ucalgary.ca.
- Environment Health and Safety and Campus Security will be notified.

The University's primary contact with AHS (Brendan Webster, Team Lead—Occupational Health) will also serve as the University's Case Officer who will manage the response to all positive cases, ensuring that the steps described in this procedure occur and confirming completion. If any barriers are

encountered in the execution of this procedure the Case Officer will escalate the issue to the Director of Emergency Management.

IMMEDIATE ACTION

The following immediate actions will be taken:

Isolation and Disinfecting

- The locations immediately known to be occupied by the person testing positive (workstation, lab, residence room, etc.) will be isolated. The workstations in the vicinity of the workstation of the person testing positive will also be isolated to promote privacy of the person testing positive.
- Enhanced disinfecting of isolated areas by University group with responsibility for cleaning/disinfecting those specific areas will occur. Enhanced disinfection is a more thorough disinfection procedure than the procedure currently carried out daily as part of cleaning of common spaces.
- Enhanced disinfection in labs will be carried out by lab staff. When the need for enhanced disinfection in a lab arises, the Case Officer will provide the lab staff with a procedure and training on the procedure.
- Campus Security will support with containment and control of area.

Information Gathering

- Staff Wellness will initiate tracking of the person going back two days prior to the University being notified of the positive case. This will include common areas that the person visited and who the person interacted with. HR may be used as a resource for staff tracking. The practices for collecting information on the whereabouts and contacts of a person will be consistent with guidance that has been obtained from the FOIP Coordinator, Legal Services.
- Contact information for people the person may have interacted with or been physically close to is provided to the MOH to enable them to conduct contact tracing.
- The AVP Facilities Management and Director Operations & Maintenance will be notified of the building and rooms occupied by the COVID-positive individual. Staff Wellness will review exposure risk with support of AHS to determine if there is risk to facilities staff (identified by AVP and Director) who may have entered or worked in the spaced occupied by the positive individual.
- The Chief Information Officer and Chief Technology Officer will be notified of the building and rooms occupied by the COVID-positive individual. Staff Wellness will review exposure risk with support of AHS to determine if there is risk to facilities staff (identified by CIO and CTO) who may have entered or worked in the spaced occupied by the positive individual.

ADDITIONAL ACTIONS BASED ON INFORMATION GATHERING

The tracking conducted by Staff Wellness will determine common spaces visited on campus by the person going back two days prior to the University's notification of the positive test. These common spaces will include food service locations, meeting rooms, classrooms, lecture halls, and study areas. Actions taken based on this tracking will be:

- Common, class and workspace areas locations where the person spent time such as classrooms, lecture halls, meeting rooms, food outlets with seating, libraries, etc. will be isolated upon determination they were visited by the person.
- Common areas that the person walked through (corridor) or conducted a transaction at (purchased a drink without sitting down) will not be isolated.
- All common, class and workspace areas isolated will receive enhanced disinfection beyond the normal daily disinfection protocols for common areas.
- Spaces can be re-occupied one hour after enhanced disinfection but will typically remain out of service until the next day unless the disinfection is done early in the day and there is a significant demand for the space.

Examples of these common, class and workspace areas, responsibility for disinfecting, and identification of disinfecting procedures is contained in Appendix 1 describing scenarios.

STUDENTS ATTENDING CLASSES/LABS WITH PERSON TESTING POSITIVE

The University will be required to provide the names of people who should be contacted by the MOH for contact tracing. Based on guidance from the MOH, the names provided to the MOH for contact tracing will not be the entire list of attendees in a class or lab but instead only those people the University determines may have spent 15 minutes or more within 2 meters of the person who tests positive. Staff Wellness will interview the people necessary to identify the classes/labs attended by the person testing positive and the interactions with others they have had going back two days prior to University notification of the positive test. Staff Wellness will create a list of names to provide to the MOH for contact tracing.

If the determination of names for contact tracing can be done the same day as the University is notified of the positive test, then all students in the class/lab based on the class list will be contacted the same day as University notification of the positive test and informed either:

- a) that they have been identified for contact tracing and should not come to campus until contacted by the MOH and to follow the direction of the MOH.
- b) That they were in a class/lab with a person that tested positive for COVID-19 but they have not been identified as a person subject to contact tracing and can return to campus.

If it will take longer than the same day that the University is notified of the positive test to determine the names for contact tracing, then the subsequent class/lab will be cancelled. All class/lab participants will be contacted the same day as University notification of the positive test and informed that they were in a class/lab with a person who has tested positive for COVID-19. They will also be advised not to come to campus until either informed by the University they will not be subject to contact tracing or contacted by the MOH and to follow the direction of the MOH.

It will be the responsibility of the faculty to contact other students and staff who were in a class or lab with a person testing positive. The means of communication can be either by email or phone call. If the numbers of students to be contacted is large, email would be more appropriate. An email and script for phone notification will be prepared in advance and reviewed with the MOH.

SHUTTING DOWN A BUILDING OR A CAMPUS DUE TO OUTBREAK

There is no external guidance for what would trigger shutting down part of a campus due to an outbreak. Normally, if a few cases were identified in a building then the locations requiring enhanced disinfection based on this procedure would be disinfected and the building re-opening the following day.

A decision to shut down a facility would be based on a large number of cases over a short period of time. Proposed triggers for the CMT to review an outbreak and response measures including potential facility shutdown are:

- Building Shutdown: Five positive cases identified in a single building over a week.
- Campus Shutdown: Thirty positive cases identified on a campus over a week.

One of the factors that would support a decision for shutting down would be community transfer in a building or on campus that could not be explained based on contact tracing. The MOH would be contacted for advice on response measures based on these triggers.

COMMUNICATION

As soon as possible an email notification will be sent to the campus community (faculty, staff and students) immediately affected by the positive case. Notification will include details for:

- Areas affected by positive case
- Actions taken or actions that will be taken (cleaning, contact tracing, closures)
- Guidance for isolation, testing and contacts with questions
- Reminder of the Re-Entry Protocols <https://www.ucalgary.ca/risk/emergency-management/covid-19-response>

The campus community will be notified through the COVID-19 Dashboard (<https://ucalgary.ca/risk/emergency-management/covid-19-response/covid-19-dashboard>) as soon as possible of:

- Identify the building(s) affected and any closures
- Outline the response actions including contact tracing and enhanced disinfection
- Remind of the Re-Entry Protocols