

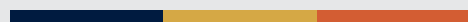


ST. FRANCIS XAVIER
UNIVERSITY

Protocols for Isolation

**For Symptomatic Students
in Residence or Off-Campus**

MODIFIED: WINTER TERM 2021



The information within this document outlines how potential or actual COVID 19 cases are managed in both residence and off-campus instances. Potential cases are those where 811 or Nova Scotia's Public Health Authority (Public Health) has directed a student to be tested (either from a student initiating contact or Public Health contacting a student through contact tracing protocols). Actual cases are those where a student has tested positive for COVID 19.

A. Notification to the University

When a student experiences symptoms of COVID 19 (as described by the Public Health), they are directed to either call 811 or do the online self-assessment at 811.novascotia.ca. The assessment determines whether testing and isolation are required.

Every student directed to isolate and be tested must notify StFX's Student Life Team (Student Life) by emailing isolate@stfx.ca. Students who live in residence must also contact StFX's Safety and Security Office by calling 902-867-4444.

Faculty and staff who become aware of a student who is isolating or being tested should direct the student to email isolate@stfx.ca. Faculty and staff may also notify isolate@stfx.ca if they are aware of a student needing to isolate and Student Life will connect with the student to ensure they have the right information and supports to properly isolate and go for testing.

For Residence Students Only

Residence students must inform StFX Safety and Security Services at 902-867-4444 if they have been directed to isolate or get tested by Public Health officials. From this call with the student, Security will:

1. Collect the student's name, contact information and residence location;
2. Confirm or remind the student to email isolate@stfx.ca;
3. Inform the student that a member of Residence Life will be in touch with them shortly.

Security informs the Residence Life Coordinator (RLC) on call of the student's name, room number, and contact information.

B. Isolating Students in Residence Pending Test Result

Once the student has notified the university of the need to be in isolation, if the student lives in a building with shared washrooms (Cameron, MacKinnon, MSB, Bishops, FX, or Maclsaac) or an apartment with other students (Somers or Power), they will be moved to a designated apartment in the AC core. If the student lives in Governors, O'Regan or Riley, they isolate in their assigned room.

If relocating to designated apartment:

1. If the student is to be relocated, the RLC or Manager, Residences will inform Security of the apartment number of the temporary relocation (Power AC apartments).
2. Security will prepare a temporary key for student.
3. The RLC will contact the student and arrange to meet them at the apartment AC entrance.
4. Should there be a delay in the process of moving for any reason, the RLC will ensure that, until the student is moved, the student knows the appropriate safety measures for isolating in their residence.
5. The RLC will pick up the key from Security and bring it to the student.
6. The RLC will confirm any dietary needs with the student and offer assistance with transportation to the testing site (tax voucher with Captain's Cab).
7. The Director, Student Life (DSL) will notify Safety and Security and cc the Manager, Residences, and Manager, Housing, of the student's name, student number, original residence assignment, and where they have been relocated to.
8. Residence Life arranges the pickup and delivery of meals to students in isolation.
9. The DSL sends a notice to the Associate Dean (for Arts or Science students), the Dean of Business, or the Dean of Education regarding their class absence. The Deans then send a notice to the student's professors of their absence.
10. The student is encouraged to contact professors individually to ensure that they have access to the course material to stay caught up.

11. DSL contacts the student each day to check on their wellbeing, status of their testing, and to ensure appropriate academic supports are in place.
12. The student contacts isolate@stfx.ca immediately upon hearing the results of the test from Public Health.

If isolating in a suite-style residence:

1. The DSL will notify Safety and Security and cc the Manager, Residences, and Manager, Housing, of the student's name, student number, and their residence assignment.
2. The DSL will notify Facilities Management (FM) of the room number only — no personal information is shared — at the start of isolation.
3. Residence Life arranges the pickup and delivery of meals to students in isolation.
4. The DSL sends a notice to the Associate Dean (for Arts or Science students), the Dean of Business, or the Dean of Education regarding their class absence.
5. DSL contacts the student each day to check on their wellbeing, status of their testing, and to ensure appropriate academic supports are in place.
6. The student contacts isolate@stfx.ca immediately upon hearing the results of the test from Public Health.

A Negative Test Result:

1. If the student relocated during isolation, the student will go back to their residence and return the temporary key to Security. If the student isolated within their own room, the isolation period is deemed complete upon receiving a negative test result.
2. The student can resume going to classes and other activities.
3. DSL will update Safety and Security, Housing, Residence Life and FM.
4. Manager, Housing, requests cleaning of vacated isolation apartment (when applicable).

A Positive Test Result:

1. Public Health will contact the student with further instructions and initiate a contact tracing investigation.
2. The student will remain in the same location they isolated (capacity permitting). If capacity to isolate students in the AC apartments is needed for new isolating students, positive students may be moved to International House for the duration of their recovery. Note that two positive students

do not need to isolate from each other and could share a space if there is a capacity issue.

3. Public Health and/or a Health and Counselling Nurse will have regular contact by phone, email or video to provide support and assess the student's condition.
4. The DSL will update FM, Security, Housing, Residence Life and the Dean's Office that isolation is continuing for an extended period of time.
5. If the student's health deteriorates to a point where they cannot care for themselves in isolation, the student will be transported to St. Martha's Regional Hospital by ambulance.
6. When a student is hospitalized for complications related to COVID-19, the DSL will contact the student's emergency contact, if the emergency contact has not already been informed.
7. Public Health will determine when a student has recovered and when the student is no longer required to isolate.
8. DSL will update Security, FM, Housing, Residence Life and the Dean when the student is no longer required to isolate and able to return to regular activities.

Placement and Capacity

There are 12 apartments, each with the capacity for two students to properly isolate (i.e. separate washrooms and bedrooms). In addition, there are eight spaces that could be used in International House and 5 suites in Governor's designated for isolation.

In order, isolators will be placed as follows:

1. One person per apartment in AC (capacity of 12)
2. Five spaces in Governor's Hall (increasing total isolation capacity to 17)
3. Eight spaces in International House (increasing total capacity to 25)
4. Second person in each apartment in AC (increasing total capacity to 37)
5. Other ensuite/suite-style vacancies on campus
6. Remain in regular assigned residence room with designated washroom.

Positive cases will remain in their isolation space. However, if needed, people who test positive can isolate together in an apartment in AC or in International House. This would only be appropriate when the cases are identified within a day of each other so their isolation times are similar.

A COVID Management Task Force consisting of the Director, Health Counselling & Accessible Learning, Director, Ancillary Services, Director, Student Life, and Director, Risk Management, will meet daily once there are more than 10 people isolating.

When there are confirmed cases on campus, the same group, or a subset of the group, will have daily contact with our local Public Health representative assigned to StFX. Public Health will advise on further isolation protocols and placement of cases on campus.

C. Protocol for Isolation of Symptomatic Students: Off-Campus

Designated isolation spaces on campus are ONLY for residence students. Off-Campus students will not be accommodated on campus, however basic supports will be in place to assist.

When an off-campus student is directed to isolate, the appropriate notifications must occur:

1. Every Student directed to isolate and be tested must notify StFX's Student Life Team (Student Life) by emailing isolate@stfx.ca.
2. The DSL sends a notice to the Associate Dean (for Arts or Science students), the Dean of Business, or the Dean of Education regarding their class absence.
3. DSL contacts the student each day to check on their wellbeing, status of their testing, and to ensure appropriate academic supports are in place.
4. The student contacts isolate@stfx.ca immediately upon hearing the results of the test from Public Health.

A Negative Test Result:

1. The student can resume going to classes and other activities and monitor for symptoms.

A Positive Test Result:

1. Public Health will contact the student with further instructions and initiate a contact tracing investigation.
2. Public Health and/or a Health and Counselling Nurse will have regular contact by phone, email or video to provide support and assess the student's condition.
3. The DSL will update the Dean's Office that isolation is continuing for an extended period of time.
4. The DSL will work with the student to determine and coordinate necessary supports (e.g. groceries).
5. When a student is hospitalized for complications related to COVID-19, the DSL will contact the student's emergency contact, if the emergency contact has not already been informed.
6. Public Health will determine when a student has recovered and when the student is no longer required to isolate.
7. Student can return to class and resume normal activities and monitor for symptoms.

D. Communications

The university will follow the protocol of Public Health when it comes to notification of potential exposure location and number of cases. Generally, communication direction of this nature will come from Public Health and the university promotes through its communication channels. The university will reinforce and promote Public Health notices in the interest of ensuring our community is well informed.

In practice, Public Health has provided detail about a positive case that includes identifying when it is a student at an institution and whether they have been isolating appropriately. StFX will share Public Health announcements regarding campus cases to the campus community.

Should there be a need to disclose details for the purpose of contact tracing, Public Health will direct what needs to be communicated. Otherwise, ensure the individual's privacy, the identity and/or location of the case will not be disclosed. The safety protocols remain the same for people living and working in residence spaces where students are isolating whether the student is awaiting test results or has a positive result.

Information about individuals who have been directed for testing and/or are isolating for any reason will not be shared with the community.

E. Adapting to Changes/Exceptions to the Protocol

Should there be changes to Public Health rules and isolation protocols that necessitate deviation from our isolation protocol, the COVID-19 Steering Committee is responsible for considering those changes and making recommendations to the Executive Council.