MESSAGE FROM THE PRESIDENT

It’s an exciting time as we welcome you back to our campuses and I’m thrilled to see more faculty, staff and – most importantly – students on campus.

Our return aligns with the province’s overall Together Again reopening plan, which includes recommendations regarding employee return to workplaces and an overall planned resumption of community activities over the coming months. We cannot wait to see our students in September.

I am grateful our campuses are safe places to work and study and I encourage you to keep up with the health and safety practices to which we’ve all become accustomed - they work. If you have not already had the opportunity, I encourage you to get your COVID-19 vaccine. It is one of the greatest tools we have to help move us out of the pandemic.

This transition might be easier for some of you than others and I encourage compassion as we settle in. I also ask for your patience as we move through the coming months. We expect we’ll continue to make adjustments here and there.

As we emerge on the other side of this global event, Memorial is ready to tackle the opportunities and challenges ahead and we have our exciting, new strategic plan, Transforming our Horizons, to guide us. I look forward to your contributions and collaborations as we implement this plan.

I want to acknowledge the incredible dedication and amazing work of Memorial’s employees who kept our university operating since March 2020 and our students who have continued to impress me during this time of online learning. You have my sincere appreciation.

I’m so happy to welcome you back as we resume our new normal in our on-campus communities at Memorial.

As we’ve done for this last year, we’ll get through it together.

Dr. Vianne Timmons, OC
President and vice-chancellor
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1.0 INTRODUCTION

This plan has been developed to ensure that Memorial University students are able to learn and that faculty and staff are able to work in a safe on-campus environment. This guide should be used by the Memorial University community to plan for the fall 2021 semester, with a goal of resuming in-person and on-campus activities and operations, while managing the anticipated risks of the global COVID-19 pandemic at that time. This plan and guidance applies to all Memorial campuses and locations, with the exception of Harlow Campus.

This plan, in addition to the other resources that are available, will safely enable Memorial to resume in-person programs and activities, while ensuring the appropriate controls are in place.

What September will look like depends on COVID-19 risk levels and the number of vaccinated individuals in our community. Memorial has a number of safety measures in place to mitigate risk, but the best thing individuals can do to ensure their safety, and the safety of their friends, family and colleagues, is get vaccinated.
1.1 Goals and Priorities

Memorial University prioritizes the health and safety of its students, employees and the wider campus community, while taking into account the important role it plays as a key institution in the province of Newfoundland and Labrador. Throughout the COVID-19 pandemic, Memorial has continued to deliver on its teaching and learning, research and public engagement. In addition, Memorial has developed Guiding Principles for Living with COVID-19 in our Campus Communities.

For Memorial, recovering from the COVID-19 pandemic means resuming regular on-campus university operations, while ensuring the safety of students, faculty and staff. A key component of the Memorial University experience is the student experience and the in-person activities that occur on campus. In order to fulfill this commitment to students, Memorial needs to transition back to conducting most activities on campus.

In September 2021 Memorial University will welcome two cohorts of new students to its campuses: one group beginning their university experience, and another beginning their second year, but who have not yet been on campus. Students are anticipating a more normal university experience with the necessary measures to support safety and learning while orienting them to their new community. This is in line with the Government of Newfoundland and Labrador’s reopening plan, Together Again.

1.2 Plan Components

Throughout the pandemic Memorial has worked closely with other institutions and Public Health to ensure it is meeting and exceeding the requirements to ensure a safe campus. As long as the level of risk and the Public Health emergency continues, so will the requirements, controls and restrictions. Memorial has developed many components that are an integral part of pandemic management, which are updated with the changing situation, including:

1. Memorial’s Guiding Principles
2. Guide for Living with COVID-19
3. COVID-19 Density Calculator
4. COVID-19 Impact Scale
5. COVID-19 Health and Safety Moment
6. COVID-19 Awareness Training for Students (under development – coming soon)
7. COVID-19 Awareness Training for Employees
8. COVID-19 Daily Self-Assessment Tool
9. Employee Return to Campus Plan
10. Student Self-Isolation Supports and Planning
11. Emergency Management Plans
2.0 ROLES & RESPONSIBILITIES

It is the responsibility of every member of the university community to uphold the guidelines and controls necessary to keep Memorial's campuses safe, as outlined in this document. In addition, there are various departments at Memorial specifically tasked with roles and responsibilities relating to COVID-19. Descriptions below are related only to department work pertaining specifically to the pandemic. For more information on a unit/department's services and offerings, follow the link to visit their webpage.

<table>
<thead>
<tr>
<th>Unit/Department</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ancillary Operations (St. John’s Campus)</td>
<td>Responsible for ensuring COVID-19 health and safety protocols are in place for food service providers, campus ID cards, retail spaces and dining halls on campus. Work with vendors to ensure appropriate plans are in place.</td>
</tr>
<tr>
<td>Accessibility Services (The Blundon Centre)</td>
<td>Assist students who require academic accommodations as a result of COVID-19 through the Accessibility for Students with Disabilities Policy.</td>
</tr>
<tr>
<td>Grenfell Campus Accessibility Services</td>
<td></td>
</tr>
<tr>
<td>Marine Institute Accessibility Services</td>
<td></td>
</tr>
<tr>
<td>Department/Service</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Campus Enforcement and Patrol (CEP)</strong></td>
<td>Responsible for reinforcing COVID-19 guidelines and policies by educating the campus community.</td>
</tr>
<tr>
<td>Grenfell Campus CEP</td>
<td>Responsible for guiding academic units/instructors on teaching approaches, educational technologies, and media for online, remote, blended and in-person instruction; supporting students’ academic success and assisting them with technologies used in their courses; and maintaining educational technology infrastructure for delivering online courses, hosting educational media and using instructional technology in classrooms and learning spaces.</td>
</tr>
<tr>
<td><strong>Centre for Innovation in Teaching and Learning (CITL)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Childcare Centre</strong></td>
<td>Provides childcare services to students, faculty and staff of Memorial University.</td>
</tr>
<tr>
<td><strong>Conference and Event Services</strong></td>
<td>Responsible for event logistics and planning, including event amenities, registration, and catering. During COVID-19 services must be adapted to align with guidelines set by Public Health and Memorial's Environmental Health and Safety unit.</td>
</tr>
<tr>
<td><strong>Residence Life</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Grenfell Campus Conference Services</strong></td>
<td>Responsible for event logistics and planning, including event amenities, registration, and catering. During COVID-19 services must be adapted to align with guidelines set by Public Health and Memorial's Environmental Health and Safety unit.</td>
</tr>
<tr>
<td><strong>Marine Institute Catering and Conference Services</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Environmental Health and Safety (EHS)</strong></td>
<td>Serves as a resource to the university to assist all members meet their obligations to provide a safe and healthy work, teaching and learning environment and undertakes a central coordinating role for the development and implementation of health and safety protocols relating to COVID-19.</td>
</tr>
<tr>
<td>Grenfell Campus Environmental Health and Safety</td>
<td></td>
</tr>
<tr>
<td><strong>Facilities Management (FM)</strong></td>
<td>Ensures adequate sanitation protocols across campus, proper air handling/circulation systems, signage, repairs and maintenance are carried out in a safe manner.</td>
</tr>
<tr>
<td>Grenfell Campus Facilities Management</td>
<td></td>
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<tr>
<td>Marine Institute Facilities and Technical Services</td>
<td></td>
</tr>
<tr>
<td><strong>Faculties and Schools</strong></td>
<td>Responsible for course scheduling and student experience events and activities in accordance with health and safety protocols.</td>
</tr>
<tr>
<td><strong>Faculty Relations</strong></td>
<td>Responsible for liaising with faculty.</td>
</tr>
<tr>
<td><strong>Financial and Administrative Services (FAS)</strong></td>
<td>Responsible for reporting on expenses that are incurred as a result of COVID-19.</td>
</tr>
<tr>
<td>Grenfell Campus Administration and Finance</td>
<td></td>
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<tr>
<td>Marine Institute Finance and Contracts</td>
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</tr>
<tr>
<td>Office</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------------------------</td>
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</tr>
<tr>
<td><strong>Human Resources (HR)</strong></td>
<td>Responsible for assisting employees who require workplace accommodations as a result of COVID-19.</td>
</tr>
<tr>
<td><strong>Grenfell Campus Human Resources</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Marine Institute Human Resources</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Information and Technology Services (ITS)</strong></td>
<td>Responsible for supporting students, faculty, researchers and administrators in the use of technology, data and information including support for remote learning, remote work and return to campus activities</td>
</tr>
<tr>
<td><strong>Grenfell Campus Information and Technology Services</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Marine Institute Information and Communications Technologies</strong></td>
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<tr>
<td><strong>Internationalization Office</strong></td>
<td>Responsible for supporting incoming international students and aiding in the entrance processes and self-isolation requirements in place due to COVID-19. Also provides assistance, financial and otherwise, to international students in need that are living in Canada.</td>
</tr>
<tr>
<td><strong>Grenfell Campus International Student Services</strong></td>
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<tr>
<td><strong>MI International</strong></td>
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<tr>
<td><strong>Marketing and Communications</strong></td>
<td>Responsible for coordinating and disseminating relevant COVID-19 messaging to the university community.</td>
</tr>
<tr>
<td><strong>Grenfell Campus Marketing and Communications</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Marine Institute Marketing and Communications</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Office of Development</strong></td>
<td>Responsible for collecting donations for the Undergraduate Student Emergency Funding and the Graduate Student Emergency Fund to provide financial relief for undergraduate and graduate students who face exceptional challenges and personal crises.</td>
</tr>
<tr>
<td><strong>Marine Institute Department of Development and Engagement</strong></td>
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</tr>
<tr>
<td><strong>Office of the Provost and Vice-President (Academic)</strong></td>
<td>Primary responsibility for academic matters, ultimately responsible for the programs of students across a wide range of disciplines. Working in close collaboration with the other vice-presidents, deans and other members of the senior management team of the university, making decisions on COVID-19 related items.</td>
</tr>
<tr>
<td><strong>Office of the Provost and Vice-President (Grenfell Campus)</strong></td>
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<tr>
<td><strong>Marine Institute Office of the Associate Vice President (Academic and Student Affairs)</strong></td>
<td></td>
</tr>
<tr>
<td>Office of the Vice-President (Administration and Finance)</td>
<td>Leads the administrative portfolio of the university which includes the functional areas of human resources, finance, budgets, technology and information management, facilities, and risk. Working in close collaboration with the other vice-presidents and other members of the senior management team of the university, making decisions on COVID-19 related items.</td>
</tr>
<tr>
<td>Grenfell Campus Administration and Finance</td>
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</tr>
<tr>
<td>Marine Institute Department of Administration and Finance</td>
<td></td>
</tr>
<tr>
<td>Office of the Vice-President (Research)</td>
<td>Responsible for creating a pandemic research framework and evaluating research projects to determine what projects can operate and when. Working in close collaboration with the other vice-presidents and other members of the senior management team of the university, making decisions on COVID-19 related items.</td>
</tr>
<tr>
<td>Memorial University Libraries</td>
<td>Responsible for providing study and computer space to students who require it during the pandemic, and ensuring students, faculty and researchers have access to books and materials.</td>
</tr>
<tr>
<td>Registrar’s Office</td>
<td>Responsible for preparing for the return to on-campus teaching and learning in addition to providing academic support services and systems to prospective and current students. This includes scheduling of classes in accordance with COVID-19 guidelines.</td>
</tr>
<tr>
<td>Grenfell Campus Office of the Registrar</td>
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<tr>
<td>Marine Institute Registrar’s Office</td>
<td></td>
</tr>
<tr>
<td>School of Graduate Studies (SGS)</td>
<td>Responsible for providing support to graduate students and disbursement of the Graduate Student Emergency Fund.</td>
</tr>
<tr>
<td>Student Life</td>
<td>Responsible for providing support (including emergency student support) to students and disbursement of the Undergraduate Student Emergency Fund. Also responsible for enforcing the Student Code of Conduct in relation to failure to observe COVID-19 regulations.</td>
</tr>
<tr>
<td>Grenfell Campus Student Services</td>
<td></td>
</tr>
<tr>
<td>Marine Institute Academic and Student Affairs</td>
<td></td>
</tr>
<tr>
<td>Student Residences</td>
<td>Responsible for implementing safety measures through residence facilities to mitigate against COVID-19, and supporting self-isolation requirements, as possible.</td>
</tr>
<tr>
<td>Grenfell Campus Housing</td>
<td></td>
</tr>
<tr>
<td>Students’ Unions</td>
<td>Responsible for ensuring student union run facilities, spaces, bars, shops, and services operate in accordance with COVID-19 guidelines. In addition, the unions provide communications, resources and advocacy for students.</td>
</tr>
<tr>
<td>Memorial University of Newfoundland</td>
<td></td>
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<tr>
<td>Students’ Union (MUNSU)</td>
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<tr>
<td>Grenfell Campus Students’ Union (GCSU)</td>
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</tr>
<tr>
<td>Marine Institute Students’ Union (MISU)</td>
<td></td>
</tr>
<tr>
<td>Graduate Students’ Union (GSU)</td>
<td></td>
</tr>
<tr>
<td><strong>Student Wellness and Counselling Centre (SWCC)</strong></td>
<td>Responsible for providing counselling, health, and wellness supports including primary health care, counselling, health promotion, disease prevention, and wellness education. This includes COVID-19 testing, vaccination and supporting students in self-isolation.</td>
</tr>
<tr>
<td><strong>Grenfell Campus Counselling and Psychological Services (CPS)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Technical Services</strong></td>
<td>Responsible for fabricating barriers and other materials and supplies to support COVID-19 mitigation guidelines.</td>
</tr>
<tr>
<td><strong>Varsity Athletics</strong></td>
<td>Responsible for ensuring COVID-19 protocols are in place for varsity programs with regards to practice, games and travel.</td>
</tr>
</tbody>
</table>
Memorial’s approach to resuming in-person learning will be based on adhering to Public Health guidelines and the following:

1. Voluntary vaccinations of students, faculty and staff
2. Health and safety controls
   a) Self-assessments
   b) Masks
   c) Hygiene and cleaning
   d) Physical distancing
   e) Contact tracing
   f) Gathering limits
   g) Engineering controls (e.g. ventilation, physical barriers, etc.)
3. Supporting self-isolation and quarantine periods
4. Supporting testing for COVID-19
5. Education and awareness
6. Rapid response protocols and plans for managing occurrences, clusters and close contacts on campus
3.1 Assumptions

The following assumptions have been made to assist with planning:

1. The percentage of vaccinated people will increase and by September 2021 a significant percentage of Memorial’s campus community, as well as the general public, will be partially or fully vaccinated.
2. The Public Health “emergency” declaration is expected to no longer be in place in the fall, or the restrictions will be decreased.
3. Public Health restrictions are expected to gradually allow for greater gathering limits and a broader re-opening of the community.
4. General Public Health recommendations such as hand sanitization, cleaning protocols and mask use are expected to remain throughout 2021 and into 2022.
5. COVID-19 will remain an active concern and some people will continue to be infected and may become sick; however, the overall risk to the broader community should continue to diminish throughout 2021 and into 2022.
6. It is expected that the reliance on physical distancing (density) as a strict requirement will diminish, although it will continue to offer an additional layer of protection, and will be subject to change based on risk levels.
7. Existing vaccinations should continue to prove effective against emerging variants; if they do not, then this plan will need to be revisited and Memorial will likely be operating in a higher risk level.
8. A high percentage of vaccination does not mean there will be no virus on campus. It is possible for some people who have been partially or fully vaccinated to still contract COVID-19, but likely will experience milder symptoms.
9. The COVID-19 virus is unlikely to be eliminated from the population, but it can be managed the same way as other respiratory infections.

All academic, continuity and emergency management plans will need to have flexibility to allow for any unforeseen epidemiological developments, which could complicate and alter these assumptions.

3.2 Risks

There are a number of risks associated with the return to on-campus instruction in the fall 2021 semester. However, by identifying, assessing and mitigating risks, Memorial can safely welcome students and employees back to campus. All risk assessments are completed using Memorial’s Enterprise Risk Management Framework.

Memorial uses five stages of risk levels for decision making and pandemic risk mitigation, which assist with the scale-up and scale-back plan for university functions. Changes in the local and provincial case counts and hospitalizations, Public Health guidelines and vaccination rates guide the risk levels, with further consideration of risk mitigation measures and continuity planning in place on campus.
The occupancy density calculations are based on physical distancing between occupants. Values are a baseline, and already consider typical room furniture such as a desk, bookshelf, or a wall with a countertop. Additional objects such as large island counters, laboratory equipment, or conference tables that reduce the walkable floor space would reduce the base area accordingly.

The university moves between these risk levels based on a number of factors, including the number of new daily COVID-19 cases, the provincial alert level, advice from Public Health, the extent of community spread as determined by contact tracing, etc. A **COVID-19 Impact Scale** has been developed to guide decision making for locations, activities and personnel as the university moves between the risk levels.

<table>
<thead>
<tr>
<th>Level of Risk</th>
<th>Very Low</th>
<th>Low</th>
<th>Moderate</th>
<th>High</th>
<th>Very High</th>
</tr>
</thead>
<tbody>
<tr>
<td>Occupancy Density</td>
<td>Public Health and fire code guidelines.</td>
<td>Phase 1: 52 sq. ft. (July 1, 2021)</td>
<td>52 sq. ft.</td>
<td>Remote work or minimum 114 sq. ft. required per person</td>
<td>Remote work or minimum 144 sq. ft. required per person</td>
</tr>
<tr>
<td></td>
<td>Phase 2: 30 sq. ft. (as early as Aug. 1, 2021)</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
4.0 MENTAL HEALTH

The mental health and wellbeing of all members of the Memorial University community is a high priority. Feeling stress and uncertainty during this time is understandable. Members of the university community are encouraged to seek out and use resources and supports as needed during this time.

Students can reach out to the Student Wellness and Counselling Centre (SWCC), or Grenfell campus Counselling and Psychological Services (CPS). The SWCC and CPS offer remote and on-site services. Employees feeling stress can find resources through the Department of Human Resources and Environmental Health and Safety.

A number of community mental health resources can also be found on the provincial government’s website. Individuals with urgent mental health concerns should avail themselves of one of the following community-based services:

- 24-hour mental health crisis line: (709) 737-4668 (St. John’s region) or 1-888-737-4668 (province-wide).
- Mobile Crisis Response Team: 1-888-737-4668 (St. John’s region).
- 24-hour Walk-in Psychiatric Assessment Unit at the Waterford Hospital Site on Waterford Bridge Road: (709) 777-3021 or (709) 777-3022.
- A Doorways Clinic - locations throughout the province.
- Additional St. John’s region resources can be found here.
- Additional Corner Brook region resources can be found here.
5.0 PREVENTION & MITIGATION

Prevention measures such as vaccinations, masks, frequent cleaning of high-touch surfaces, hand hygiene and physical distancing help protect against the spread of COVID-19. In addition, mitigation measures such as early diagnosis, self-isolation and contract tracing will help protect against potential spread of the virus.

Consistent with Memorial’s prevention and mitigation measures, the university has adopted and committed to the national POST Promise initiative, which focuses on five key steps to help the spread of COVID-19. A summary of the post promise and the key steps can be found on the next page.
POST
PEOPLE OUTSIDE SAFELY TOGETHER

FOR THE COMMON GOOD

- The POST Promise brings together all businesses across industries to implement a common approach to help keep Canadians safe during the pandemic.
- The logo above signifies the business has voluntarily committed to following the steps needed to ensure workplace safety and help prevent the spread of COVID-19.
- There are five pillars to the Promise.

For more information on the initiative, visit postpromise.com

For information on Memorial’s commitment, email the Office of the Chief Risk Officer at cro@mun.ca.

More than 11,000 businesses have made the promise
Endorsed by businesses, government bodies, and academic bodies
Complements Public Health guidelines

We promise to keep you safe!
We promise to make you feel safe!

www.mun.ca/covid19
5.1 Education and Awareness

It is critical that the university community is educated on the prevention and mitigation measures for COVID-19. To help with this, resources have been developed for students and employees. All individuals are required to complete a COVID-19 awareness course before working or studying on Memorial campuses. In addition, relevant pan-university information relating to COVID-19 will be maintained on the university’s COVID-19 hub webpage.

5.2 Health and Safety Controls

Memorial has developed numerous health and safety controls to prevent the spread of COVID-19. Examples include, but are not limited to:

- Ability to implement physical distancing measures, based on density calculations (determined based on Public Health guidelines and campus infrastructure)
- Enhanced cleaning protocols
- Effective use of face coverings
- Traffic flow management
- Proper air ventilation in campus buildings

Further details on these controls, and more, can be found in Memorial’s Guide for Living with COVID-19.

5.3 Self-Assessments

To prevent the spread of COVID-19, anyone accessing campus for any reason or conducting field work, including students, faculty and staff, is required to complete a daily COVID-19 self-assessment. Before arriving each day, individuals must complete the self-assessment, which is available in the MUN Safe application or online. The answers to the questions in the assessment will determine if access is permitted. Individuals experiencing symptoms are not permitted on campus. The results are valid for 24 hours.

This assessment is not meant to be used as a tool to assess your overall health, nor does it replace a visit to your primary health care provider.
provider. This tool is meant to assess new or worsening long-standing symptoms and not other symptoms, such as those related to seasonal or environmental allergies.

5.4 Vaccinations

COVID-19 vaccinations are an important factor for safely resuming in-person activities and it is anticipated that a high percentage of the university community will be vaccinated by the start of the fall 2021 semester. This will help students and employees ensure their own personal safety and the safety of others, and will allow greater normalcy in the student experience. Memorial University therefore strongly recommends that all members of the university community, especially students, faculty and staff, get vaccinated.

Some individuals will not be vaccinated for a variety of reasons, however maximizing vaccinations can help Memorial campuses and the regional community to protect against COVID-19. Individuals who do not get vaccinated will not be penalized.

Information on vaccination appointments and eligibility can be found on the Government of Newfoundland and Labrador’s webpage. In addition, Memorial University is offering two clinics where COVID-19 vaccines will be available for students, faculty, staff and retirees. One clinic also accepts appointments from the public.

The School of Pharmacy’s Medication Therapy Services (MTS) Clinic, located at 75 Tiffany Court in St. John’s, is offering first or second doses of the Moderna vaccine as of June 29. This is a free service, available to everyone 18 and older who has valid MCP card. To book your appointment, please contact the clinic at (709) 864-2274. If you are booking a second dose, please have your first vaccine date handy when contacting the clinic.

The Student Wellness and Counselling Centre and the Department of Human Resources will be offering COVID-19 vaccination clinics on the third floor landing of the University Centre on the St. John’s campus. Students, staff, faculty and retirees can avail of these clinics to receive their first or second dose of the vaccine. To book an appointment call (709) 864-8500 and please be prepared to give the date of your first vaccination if you are booking your second dose.

5.5 Self-Isolation – Illness or Contact

Individuals who are ill should not come to campus and should self-isolate, when required. A self-isolation period may be required for some Memorial University students and employees, including those who develop symptoms, test positive for COVID-19, or come into close contact with someone who has tested positive for COVID-19. All self-isolation requirements will be determined by provincial Public Health and the Government of Canada. Current information and requirements can be found on the

Students who need to be absent from class due to COVID-19 isolation will receive information on course-specific accommodations from instructors during the period of required self-isolation. Accommodations will be handled on a case-by-case basis by the instructor and may require supporting documentation from the student. Instructors are encouraged to show leniency and flexibility when dealing with student absences. Instructors should include a statement in their syllabus that outlines their approach to accommodating absences due to COVID-19.

Employees who need to take leave due to COVID-19 isolation can use the “sick leave without a note COVID-19” leave code, SKC. This leave code should be used when an employee is on leave due to required self-isolation or off sick if they have been diagnosed with COVID-19. Other sick leave should continue to be keyed as SKW (sick leave without a note) or SKN (sick leave with a note), as appropriate. Employees who are able to work remotely during self-isolation may do so. Individuals should discuss with their supervisor.

5.6 Self-Isolation – Travel

While self-isolation requirements are determined by Public Health and the Government of Canada, Memorial provides supports for students and employees who may be required to isolate due to travel.

Incoming domestic and international students who are required to self-isolate when arriving in the province should visit the Internationalization Office website or email selfisolation@mun.ca (St. John’s and Signal Hill campus) or selfisolation@grenfell.mun.ca (Grenfell campus) for more information. Supports provided to students may include assistance with booking isolation accommodations, meal planning options, COVID-19 testing, peer supports and check-ins, airport greeting and more.

Incoming faculty and staff who are required to self-isolate upon moving to the province are responsible for planning accommodations and determining their self-isolation plan. The hiring unit/supervisor is expected to support the incoming employee during the self-isolation period, especially when the individual has no ties to the province.

It is anticipated that federal and provincial self-isolation requirements for travel will change as vaccination rates increase and as the country starts to emerge from the COVID-19 pandemic. All requirements are subject to change and individuals should refer to the Government of Newfoundland and Labrador’s COVID-19 webpage and the Government of Canada COVID-19 webpage for current information.
5.7 Contact Tracing and Notification

Contact tracing is the process used by public health authorities to identify individuals who have come into close contact with a person infected with COVID-19. Public Health notifies identified individuals and provides health direction to them. While Memorial does not lead the contact tracing process, Public Health may request information and assistance in carrying out contact tracing that affects the university community. This may include the provision of contact tracing lists (including class lists), access control information or widespread notification through university channels about potential exposure areas on campus. Public Health will work closely with Memorial throughout the process and ensure appropriate contact tracing and notification with the campus community.

It is the responsibility of all units/departments/faculties to maintain contact tracing lists in their areas. This includes, but is not limited to, the following:

- General offices
- Operation of shared use spaces (study rooms, lunch rooms, meeting rooms, etc.)
- Events
- Research laboratories and other research areas

Class lists from the Office of the Registrar will be used for the purpose of contact tracing in classrooms, if required. Instructors will not be required to keep attendance for individual classes.

The safety and well-being of members of the campus community will be the primary concern in all communications decisions and actions that are made. For privacy reasons, information regarding positive or suspected COVID-19 cases in the university community will only be communicated at the direction of Public Health. Public Health takes the lead on all notifications relating to outbreaks, contract tracing, etc. To maintain personal information privacy rights, Public Health will only disclose limited information about a confirmed case in the campus community when sharing the information is required to support effective contact tracing and response.

All individuals on campus are strongly encouraged to download and use the COVID-19 Alert App from the federal government. This app has proven to be a very efficient tool to help control the spread of COVID-19 by alerting individuals of contact more quickly than traditional contract tracing. The less time spent notifying individuals of close contacts means less potential for community transmission.

5.8 Testing

A proactive COVID-19 testing plan, completed in collaboration with the province and Public Health to help identify asymptomatic individuals, is critical for resuming on-
campus activities. Memorial will work with local health care providers and student health services (SWCC and CPS) to ensure students, faculty and staff have easy access to COVID-19 testing, and will look to arrange pop-up testing locations, as required. The SWCC has been granted permission by Eastern Health to test students self-isolating in on-campus student residences.

Memorial’s Environmental Health and Safety team and faculty researchers are currently working with the City of St. John’s and Public Health on the possibility of conducting wastewater COVID-19 testing on the St. John’s campus. Wastewater testing would be used to determine the presence of COVID-19 on campus, complementing and supporting other testing methods.

5.9 Academic and Business Continuity Planning

As per Memorial’s Emergency Management plans, the university is required, when possible, to maintain critical services for the university community or to resume services and operations in a timely manner. The identification of critical services expedites the university’s ability to resume, partially or completely, any interrupted critical function within a predetermined time after an incident.

In preparation for the resumption of on-campus teaching and learning, all departments/units of the university will continue to identify their critical functions and complete (or update) a COVID-19 business or academic continuity plan. These plans address essential personnel, critical information requirements, equipment, and alternate space allocation/remote working. This planning process identifies critical functions which will ensure no, or minimal, interruption to the availability of time-critical services and assets of the university. Consultation and/or support for continuity planning will be available through the Office of the Chief Risk Officer.
Extensive controls have been implemented at Memorial University to promote the safety of the campus community and the province. These controls have been developed in coordination with Public Health and are continuously evaluated for effectiveness. As the COVID-19 situation evolves, Memorial’s controls will be updated as needed.

Using health and safety controls to minimize risk, in-person teaching and learning is realistic; however, it is also important to plan for intermittent periods of online learning as a precautionary option. As demonstrated by examples around the world and in Newfoundland and Labrador, COVID-19 cases can suddenly escalate. If there is increased risk from rising numbers of cases, Memorial will quickly draw on contingency...
plans to shift courses to remote delivery. Depending on circumstances, this might be for a two-week “circuit breaker” to allow time for the situation to be resolved and clarify what further actions may be needed to maintain critical safety with minimal interruption to teaching and learning.

Controls implemented to mitigate risk of COVID-19 contagion for on-campus teaching and learning are outlined below and a one-page infographic summary can be found on the next page.

- Students will be required to complete a COVID-19 awareness course before studying on Memorial campuses.
- Occupancy density guidelines apply to areas with dynamic movement, such as labs, hallways, spaces, public spaces, offices etc., and can be calculated using Memorial’s density calculator. In-person classes and program delivery have different controls in place.
- In-person classes and program delivery will be limited to a maximum of 100 people, until such a time as this restriction is no longer required.
- For in-person classes, density guidelines at that time, masks and provincial vaccination rates will be used to mitigate risk.
- To avoid high-density traffic and congestion between classes, faculty will be encouraged to maximize the time between the end of a class and the following class period start time. This will reduce the need to congregate in hallways waiting to enter classrooms, and provide more time to walk to a next class using one-way corridor and walkway traffic flow where possible.
- Students are required to screen for the signs and symptoms of COVID-19 prior to going on campus using the COVID-19 Self-Assessment tool.
- Students are strongly encouraged to download and use the Canada COVID Alert App to help with contact tracing.
- In the event that an on-campus student develops COVID-19, course data will be used to assist with contact tracing.
- Memorial University will offer expanded scheduling of on-campus courses to reduce on-campus density. More classes will be offered before 10 a.m. and after 2 p.m., and on weekends, to reduce congestion.
- Building ventilation (passive or mechanical) assessments have been completed by Facilities Management to minimize potential aerosol transmission of COVID-19.
- Hand sanitizer will continue to be available to supplement personal supplies. All individuals are encouraged to frequently sanitize, or wash their hands, avoid touching their face and wipe down areas that they are working in before and after use. Facilities Management staff will be conducting cleaning of instructional areas.
- The university will continue to maintain a COVID-19 information hub, to maintain transparent and up-to-date communications with the entire campus community.
ADOPTING THE “NEW” NORMAL

RETURN TO CAMPUS AND WHAT TO EXPECT

Class sizes and students
- Class sizes will be up to a maximum of 100 students per class
- Must complete mandatory Return to Campus COVID-19 employee/student course
- Public Health guidelines at the time will be followed regarding distancing

Masks and personal hygiene
- Must wear non-medical masks in classrooms at all times
- Must wear non-medical masks in all public places and common areas, or any time two-metre physical distance cannot be maintained
- Wash or sanitize hands on a regular basis. Sanitization stations are set up at the main entrance of buildings
- Stay home if you are not feeling well

Density calculator, shared spaces and self-assessments
- Use density calculator to determine capacity for shared spaces, based on current risk level
- Must complete the daily self-assessment (also available in MUN Safe) before coming to campus

Wet lab guidelines
- Labs will operate at 100% capacity
- Students cannot wear their personal non-medical masks in labs. Disposable non-medical masks will be provided

Be kind
There are different levels of comfort and anxiety, and these are uncertain times. In case of a change in circumstances, it is important to stand together and keep each other safe!

mun.ca/covid19
7.0 RESEARCH OPERATIONS

Research operations at Memorial University are continuing, with adjustments for COVID-19 risk levels. Modes of research include work from home, on-campus work by lab groups, on-campus work involving face-to-face interactions with human subjects, off-campus work involving face-to-face interactions with members of the public, and off-campus field work.

At the highest COVID-19 risk levels, field work and face-to-face modes of research are suspended, however critical on-campus research can be approved by the vice-president (research) to mitigate disproportionate delay or catastrophic loss. Such approvals require a health and safety plan outlining multiple controls to protect the researchers. At lower risk levels, additional modes of research can be approved by deans, with review of controls such as physical distancing and mask use.

Memorial University, in partnership with Public Health, has adopted a precautionary approach to research involving public contact, allowing such research to proceed only after consideration of local levels of COVID-19 activity, mask use, contact tracing systems, and other controls. All modes of research are subject to immediate suspension or modification as needed to protect both the community and university researchers.

For ongoing research that has already been approved at higher risk levels, work is generally able to proceed as risk levels decline. When risk levels move higher, previously approved projects may be able to continue, subject to review and approval of new
controls that may be required. For research activities that have not already been approved, a research request document must be submitted to the appropriate dean in coordination with Environmental Health and Safety. To streamline the flow of requests for new projects requiring a dean’s approval, the research request document has been updated to a survey format. To stay up to date on messaging from the vice-president (research), visit the Memorial University COVID-19 research webpage.
8.1 Employee Return to Campus

Return to Campus information is available that provides details on the employee return to campus and other useful information, including frequently asked questions, guidance for management and supervisors and a return to campus checklist. Additional information is available for Marine Institute and Grenfell campus.

Based on the provincial government’s vaccination roll-out plan, it is anticipated that all eligible members of the community who wish to be vaccinated will have their first dose by July 2021. With that in mind, and the anticipated return of students in September, supervisors and employees should plan for a return to working on campus on July 13, 2021.

The return to campus plan will be continually monitored and Memorial may quickly revert back to a remote work environment at any time if risks relating to COVID-19 increase on campus or in the community.

Exceptions to the return to campus plan will include those who have an approved accommodation from the Department of Human Resources, and those who are involved in a pilot work from home project.
8.2 Accommodations

Workplace accommodations may be granted in accordance with the Workplace Accommodation Policy. Accommodation requests will be assessed and evaluated by the Department of Human Resources in consultation with Memorial’s disability consultant. All medical accommodation request forms must be supported by medical documentation acceptable to the university.

As the environment and circumstances may have changed for many individuals, employees with previously approved accommodations must resubmit requests for consideration and approval.

8.3 Authority

As per the provincial government’s Occupational Health and Safety Act, Memorial University has a responsibility to ensure, where it is reasonably practicable, the health, safety and welfare of its employees. Employees have a right to refuse to perform unsafe work as long as it is based on a reasonable belief. However, should an employee advise their supervisor/academic head that they feel their working conditions are unsafe, the supervisor/academic head shall contact Environmental Health and Safety at health.safety@mun.ca prior to granting any accommodations or making adjustments to the individual’s work situation.

In addition, employees have the responsibility to follow Memorial’s policies and procedures and to work in compliance with all applicable laws and regulations. Employees should report any unsafe act or condition immediately to their supervisor, who will then investigate and take corrective action as required and ensure the employee has the necessary training, assistance and equipment required before beginning a job.

Employees are expected to adhere to all guidance provided by Memorial University and Public Health. Violations by employees will be dealt with through the Department of Human Resources, in accordance with any applicable collective agreements or employee guides.
9.0 STUDENT EXPERIENCE

While the student experience may look different during the COVID-19 pandemic, Memorial is committed to creating a safe, supportive and collegial environment on all campuses.

The associate vice-president (academic) students, in collaboration with Marine Institute’s associate vice-president (academic and student affairs), the associate vice-president (academic), the dean of graduate studies, the vice-president (Grenfell campus) and the associate vice-president (public engagement and external relations), has initiated planning for the fall 2021 semester with a focus on the supports available to students through groups such as the Student Life office, Student Wellness and Counseling Centre and Student Residences and Ancillary Services.

9.1 Residence Operations

On-campus student residences at the St. John’s, Signal Hill and Grenfell campuses are accepting applications from students for the fall 2021 semester. Student residences will continue to be open and resuming operations, with additional controls in place to protect against the spread of COVID-19.
Student Residences have implemented additional controls since the beginning of the COVID-19 pandemic and these will continue:

- Enhanced and increased cleaning throughout all facilities.
- Where applicable, card access has been modified in order to limit the flow of people in buildings and can be altered if needed to address any safety and security concerns. Card access is (and always has been) required to access residence buildings on the St. John’s campus.
- Capacity limits throughout shared spaces.
- Abiding by all provincial guidelines and requirements set out to prevent the spread of COVID-19.

Any additional safety and security measures for the fall 2021 semester will be finalized over the coming months. More information on each residence can be found at the links below:

9.2 Food Services

St. John’s, Signal Hill and Grenfell campuses are working with their respective food service providers, food vendors and cafeterias to ensure that dining halls and food service establishments have adequate COVID-19 controls in place for the fall 2021 semester.

9.3 Student Code of Conduct

Memorial University’s Student Code of Conduct reflects the expectation that students will conduct themselves in compliance with university regulations and policies, departmental policies, federal, provincial and municipal laws, as well as codes of ethics that govern students who are members of regulated professions.

The Student Code of Conduct outlines behaviour which the university considers to be non-academic misconduct offences and the range of remedies and/or penalties that may be imposed.

Memorial University students, as well as non-Memorial students living in residence facilities, are expected to adhere to all guidance provided by Memorial University and Public Health. Violations by students will be dealt with in an escalating manner.
Initially, if a student is accused of violating Public Health orders, Occupational Health and Safety will respond as a means of educating and informing the student around the purpose of such orders and the risks associated with non-compliance.

If there are further incidents involving the same student, they may be referred to the Student Code of Conduct Office for further discussion and intervention including invoking the following section of the Code:

5. OFFENCES

The following shall constitute offences under this Code for which a sanction may result:

a) Offences against persons, which include:

3) Creating a condition that unnecessarily endangers the health or safety of other persons;

The Student Code of Conduct process will then be followed. The scope of the Student Code of Conduct also covers adverse conduct pertaining to off-campus class activities, participation in a university sanctioned event, acting as delegates/representatives of Memorial or a Memorial recognized group and conduct that is egregious enough to impact a complainant’s learning, teaching or work at Memorial University.
10.0 EVENTS

In-person events have been uncommon throughout the pandemic, but are anticipated to gradually increase in the fall 2021 semester, based on health and safety plans and reduced Public Health restrictions.

Memorial University will maintain a level of oversight over all university events, including student-led, university-wide and public events. All groups planning events must operate in a manner that is consistent with current Public Health requirements and recommendations, and Memorial’s COVID-19 controls. Contact tracing is required for all events, regardless of type and size. This may be accomplished through manual lists or electronic tracing, such as the Navigate system. All events are subject to change with minimal notice based on risk levels and changes to Public Health orders.

10.1 Administration of Events

Depending on the university’s risk level and requirements outlined in the COVID-19 Impact Scale, events that include at least one of the items below may require the submission of a health and safety plan and approval by Environmental Health and Safety:
• Food and/or alcohol
• Athletic activities/movement games
• Activities where a two-meter dynamic distance cannot be maintained
• Singing or musical performances
• Variations to density
• Events with 20 or more attendees

For more information on how to develop a health and safety plan, contact health.safety@mun.ca.

Organizers of the event must ensure that all participants:
• Adhere to public health gathering requirements and guidelines
• Wear masks when not seated, and when in public areas
• Complete the daily COVID-19 Self-Assessment
• Are encouraged to download and use the COVID-19 Alert Smart phone application
• Sign in so an accurate record of attendance can be created for contact tracing

10.2 Student Events and Gatherings

Memorial recognizes the need to have face-to-face activities to improve the student experience and support extracurricular activities. Such events and gatherings are encouraged and supported by Memorial University, as long as controls are in place to ensure a safe, healthy and secure environment.

Events organized by student unions, student societies and other independent student groups are expected to operate in a manner that is consistent with the institutional approach with respect to COVID-19.

10.3 Conference and Event Services

Each campus will manage their respective conference and event services operations for internal university events and externally sponsored events based on current restrictions from Public Health. Current information and requirements can be found on the Government of Newfoundland and Labrador’s COVID-19 website. For more information on how to organize a conference or event, visit the appropriate campus webpage below.
11.0 RECREATION & ATHLETIC OPERATIONS

Memorial University athletic operations will continue to operate as they have throughout the pandemic, in compliance with the guidance provided directly by Public Health and the related approved sporting association COVID-19 plans. Planning is underway with Atlantic University Sport to determine COVID-19 protocols for the fall 2021 semester.

Varsity athletics and the School of Human Kinetics and Recreation offer a free online workout program that is geared towards Memorial students called Sea Hawks Strong.

The Works, Memorial’s recreation complex, which includes the Aquarena, Field House and other recreation facilities on the St. John’s campus, remains in operation adhering to Public Health guidelines. Grenfell campus recreation and fitness programs continue to operate.

Marine Institute recreation and fitness programs may continue to operate in a modified format, however fitness facilities will remain unavailable until further notice.
12.0 COMMUNICATIONS

The Division of Marketing and Communications is designated as the university’s public information office to issue internal and external communications about COVID-19 on behalf of Memorial University. COVID-19 communications principles and processes have been developed and are maintained by Marketing and Communications.

The primary channels for mass emergency communications to the university community are by Newsline (employee email distribution) and the MUN Safe application. Other channels of communication, such as social media, mun.ca and the Gazette, will be used for other targeted communications. Relevant pan-university information relating to COVID-19 will be maintained on the university’s COVID-19 hub webpage. Additional information is available on campus-specific webpages for Marine Institute and Grenfell campus. Social media links can be found below.
13.0 RESPONSE

In the event of an emergency situation relating to COVID-19, where response requirements exceed the capability of existing plans put in place, the response section of the appropriate campus’ Emergency Management Plan will be activated to coordinate the response.

The response section of the plan may be activated, in whole or in part, under the guidelines set out in the plan following an assessment of the threat or hazard by Memorial first responders and/or senior university personnel. It may also be activated in response to a declaration of a state of emergency by federal, provincial, or municipal officials or upon request from outside agencies for emergency support and/or assistance.

The primary objective for the emergency management response is to provide a coordinated effort from the campus community and all the necessary supporting agencies required to respond.
14.0 PANDEMIC RECOVERY

As the COVID-19 pandemic subsides, university operations will continue to be restored with the cooperation, support and assistance of all students, faculty and staff.

The university will ensure services and programs are in place to address:

- The psychological and emotional impact;
- The operational impact, including business and academic continuity;
- Community impact; and
- Litigation and insurance issues.

The Office of the Chief Risk Officer will coordinate a post-incident review of the university’s response to COVID-19, which will involve incorporating lessons learned back into the appropriate campus’ Emergency Management Plan, an overall responsibility of the Enterprise Risk Management Committee.
15.0 DOCUMENT MAINTENANCE

The initial version of this document was approved by Memorial University’s Pandemic Strategy Team on June 30, 2021. Future revisions to the plan will be approved by the Chief Risk Officer. Any questions, comments or recommendations relating to this document can be sent to the Office of the Chief Risk Officer by emailing cro@mun.ca.

15.1 Record of Revisions

This is a living document, which will be updated upon any information that constitutes a material change. All changes will be tracked in the table below.

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<th>Version Number</th>
<th>Description of Change</th>
<th>Author</th>
<th>Date</th>
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<td>Initial publication of document.</td>
<td>Office of the Chief Risk Officer (OCRO)</td>
<td>June 30, 2021</td>
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This document is uncontrolled when printed.