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1.0 INTRODUCTION

This plan has been developed to ensure 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 2021-22 academic year, with a goal of resuming in-person and on-campus activities and operations, while managing the anticipated risks of the global COVID-19 pandemic. 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.

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.

As we transition from a pandemic to an endemic state, based on high vaccines rates, natural immunity and learning to live with COVID-19 we understand that this will be hard for some of our community. As we deal with these challenges, we must protect our community, show empathy, and be responsible for our own personal safety, and the safety of others. While others welcome more in person activities, others will find it stressful and hard. We must be work through this together.

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 Course for Students
7. COVID-19 Awareness Course 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>
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<tr>
<td>Marine Institute Accessibility Services</td>
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<tr>
<td>Campus Enforcement and Patrol (CEP)</td>
<td>Responsible for reinforcing COVID-19 guidelines and policies by educating the campus community.</td>
</tr>
<tr>
<td><strong>Grenfell Campus CEP</strong></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>
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<tr>
<td><strong>Centre for Innovation in Teaching and Learning (CITL)</strong></td>
<td>Provides childcare services to students, faculty and staff of Memorial University.</td>
</tr>
<tr>
<td><strong>Childcare Centre</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>Conference and Event Services</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><strong>Residence Life</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><strong>Grenfell Campus Conference Services</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>Marine Institute Catering and Conference Services</strong></td>
<td>Responsible for liaising with faculty.</td>
</tr>
<tr>
<td><strong>Environmental Health and Safety (EHS)</strong></td>
<td>Responsible for reporting on expenses that are incurred as a result of COVID-19.</td>
</tr>
<tr>
<td><strong>Grenfell Campus Environmental Health and Safety</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>
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<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><strong>Grenfell Campus Facilities Management</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>Marine Institute Facilities and Technical Services</strong></td>
<td>Responsible for liaising with faculty.</td>
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<tr>
<td><strong>Faculties and Schools</strong></td>
<td>Responsible for reporting on expenses that are incurred as a result of COVID-19.</td>
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<tr>
<td><strong>Financial and Administrative Services (FAS)</strong></td>
<td>Responsible for assisting employees who require workplace accommodations as a result of COVID-19.</td>
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<tr>
<td><strong>Grenfell Campus Administration and Finance</strong></td>
<td>Responsible for reporting on expenses that are incurred as a result of COVID-19.</td>
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<tr>
<td><strong>Human Resources (HR)</strong></td>
<td>Responsible for assisting employees who require workplace accommodations as a result of COVID-19.</td>
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<tr>
<td><strong>Grenfell Campus Human Resources</strong></td>
<td>Responsible for reporting on expenses that are incurred as a result of COVID-19.</td>
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<tr>
<td><strong>Marine Institute Human Resources</strong></td>
<td>Responsible for reporting on expenses that are incurred as a result of COVID-19.</td>
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<tr>
<td>Department</td>
<td>Description</td>
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<tr>
<td>Information and Technology Services (ITS)</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>
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<tr>
<td>Grenfell Campus Information and Technology Services</td>
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<tr>
<td>Marine Institute Information and Communications Technologies</td>
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<tr>
<td>Internationalization Office</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>
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<tr>
<td>Grenfell Campus International Student Services</td>
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<tr>
<td>Marine Institute International Student Services</td>
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<tr>
<td>Marketing and Communications</td>
<td>Responsible for coordinating and disseminating relevant COVID-19 messaging to the university community.</td>
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<tr>
<td>Grenfell Campus Marketing and Communications</td>
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<tr>
<td>Marine Institute Marketing and Communications</td>
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<tr>
<td>Office of Development</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>Marine Institute Department of Development and Engagement</td>
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<tr>
<td>Office of the Provost and Vice-President (Academic)</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>
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<tr>
<td>Office of the Vice-President (Grenfell Campus)</td>
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<tr>
<td>Marine Institute Office of the Associate Vice President (Academic and Student Affairs)</td>
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<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</td>
</tr>
<tr>
<td>Grenfell Campus Administration and Finance</td>
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<tr>
<td><strong>Marine Institute Department of Administration and Finance</strong></td>
<td>management team of the university, making decisions on COVID-19 related items.</td>
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</tr>
<tr>
<td><strong>Office of the Vice-President (Research)</strong></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><strong>Memorial University Libraries</strong></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><strong>Registrar’s Office</strong></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><strong>Grenfell Campus Office of the Registrar</strong></td>
<td>Responsible for providing support to graduate students and disbursement of the Graduate Student Emergency Fund.</td>
</tr>
<tr>
<td><strong>Marine Institute Registrar’s Office</strong></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><strong>School of Graduate Studies (SGS)</strong></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><strong>Student Life</strong></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><strong>Grenfell Campus Student Services</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>
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<tr>
<td><strong>Marine Institute Academic and Student Affairs</strong></td>
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<td><strong>Student Residences</strong></td>
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<td><strong>Grenfell Campus Housing</strong></td>
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<td><strong>Students’ Unions</strong></td>
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<tr>
<td><strong>Memorial University of Newfoundland Students’ Union (MUNSU)</strong></td>
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<tr>
<td><strong>Grenfell Campus Students’ Union (GCSU)</strong></td>
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<tr>
<td><strong>Marine Institute Students’ Union (MISU)</strong></td>
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<tr>
<td><strong>Graduate Students’ Union (GSU)</strong></td>
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<tr>
<td><strong>Student Wellness and Counselling Centre (SWCC)</strong></td>
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<tr>
<td><strong>Grenfell Campus Counselling and Psychological Services (CPS)</strong></td>
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<tr>
<td><strong>Technical Services</strong></td>
<td>Responsible for fabricating barriers and other materials and supplies to support COVID-19 mitigation guidelines.</td>
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<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>
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</tbody>
</table>
3.0 SITUATION & ASSUMPTIONS

Memorial’s approach to resuming in-person learning will be based on adhering to Public Health guidelines and the following:

1. Mandatory vaccinations of students, faculty and staff
2. Health and safety controls
   a) Self-assessments
   b) Masks (3-ply minimum standard)
   c) Hygiene and cleaning
   d) Physical distancing
   e) Close contact tracing & exposure notifications
   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 (Rapid and PCR)
5. Education and awareness
6. Rapid response protocols and plans for managing clusters and close contacts on campus

3.1 Assumptions
The following assumptions have been made to assist with planning:

1. The percentage of fully vaccinated people continues to increase. Nearly all of Memorial’s campus community is vaccinated, and a significant percentage of the general public is fully vaccinated.
2. The pandemic status will gradually shift to endemic case management.
3. Public Health restrictions are expected to gradually allow for a broader re-opening of the community. Schools (K-12 & PSI’s) have an important role to play in the community and they are essential to the community and our role as the only University in Newfoundland and Labrador.
4. General Public Health recommendations such as hand sanitization and cleaning protocols are expected to remain for the foreseeable future.
5. COVID-19 will remain an active concern and some people will continue to be infected and may become sick; 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. Masks will become more important as a means of personal protection.
7. Existing vaccinations should continue to prove effective against serious disease for emerging variants; if they do not, then this plan will need to be revisited and Memorial will operate in a higher risk level. Vaccines may not limit the spread of the virus but will decrease the severity and support a decrease in recovery time.
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. The COVID-19 virus is unlikely to be eliminated from the population, but it can be managed the same way as other respiratory infections.
9. As COVID-19 becomes endemic we have to be cautious that the most vulnerable of our population is still at risk.
10. 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; 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 density calculator is not for classrooms where additional health and safety controls are in place.

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.
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, 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 close contact tracing will help protect against potential spread of the virus.
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 masks (at least 3-ply)
- 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, must answer the daily COVID-19 self-assessment questions. The self-assessment 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. 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

Students, faculty and staff are required to be fully vaccinated, unless granted an exemption. Recognized vaccines include those approved by Health Canada.

Memorial has a secure vaccination declaration form. You can access this form directly in the My MUN portal. If you have any technical issues accessing the form, please contact the help desk. If you have other form feedback, please email CRO@mun.ca. Please do not send documentation directly to your department. Memorial values the privacy of your information and the form is the most secure way to declare your vaccine status. FAQs can be found here.

COVID-19 vaccinations are an important factor for safely resuming in-person activities. Students, faculty, staff and visitors are required to be fully vaccinated, unless granted an exemption. Recognized vaccines include those approved by the World Health Organization (WHO) and/or Health Canada. 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. More information on Memorial’s vaccine requirement can be found here.

Information on vaccination appointments and eligibility can be found on the Government of Newfoundland and Labrador’s webpage. In addition, Memorial University is offering clinics where COVID-19 vaccines will be available for students, faculty, staff and retirees. More information on vaccine clinics can be found here.

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 Government of Newfoundland and Labrador’s COVID-19 webpage.

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.

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 to identify individuals who have come into close contact with a person infected with COVID-19.

The current Public Health guidance around contact tracing is changing based on the provincial updates. The current definition of a close contact for the purposes of contact tracing are individuals: within a household with confirmed COVID-19 or with whom interactions occurred without masks (like while eating or drinking) or during sports.

If an individual has tested positive, Public Health guidance advises them to notify close contacts. Individuals are asked to keep track of people they interact with when not wearing. Advice for individuals who have been exposed can be found here.

If an individual is positive for COVID-19 either through testing or being a close contact with symptoms, and requires assistance with on-campus close contact notification (unmasked), a reporting form is available in MUN Safe to request assistance. Risk is determined by level of personal protective equipment, time, space and place. Most university operations would not present conditions for close contact including classrooms due to the controls in place. Please
contact cro@mun.ca for further advice. During this process, medical information or an individual’s COVID-19 diagnosis will be treated in accordance with best practices for information protection and privacy.

If there are determined to be close contacts, the OCRO will issue letters of advice to units advising them an employee/student has tested positive for COVID-19. It will include:

- Instructions for contact notification letters
- Contacting 8-1-1 for potential PCR tests based on Public Health advice (when applicable)
- Testing process prior to return to campus

If there are close contacts identified in the workplace, it is the unit’s responsibility to provide a list to the OCRO.

If staff are required to isolate, they can work from home if they are well enough and have their supervisor’s approval. As individuals are notified, it is important that supervisors are cognisant of business continuity and address how a five to seven day absence could impact operations.

Students who must isolate due to COVID-19 requirements should contact their instructors directly regarding their absence and any required accommodations. This information should be treated as confidential. If you are unable to reach your instructor, students should contact the department head who is responsible for the course. Memorial will make every effort to ensure that all students are able to progress successfully through their course work despite potential challenges associated with COVID-19.

Instructors should make reasonable accommodations and work with impacted students to support continued progress toward course completion.

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 if deemed necessary for public health of the university community.

All individuals on campus are strongly encouraged to download and use the COVID-19 Alert App from the federal government used to alert individuals of contact more quickly than contract tracing. The less time spent notifying individuals of close contacts means less potential for 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 works 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 provides on-campus testing locations, as required.

Memorial also participates in the province’s wastewater COVID-19 testing. Wastewater testing is used to determine the presence of COVID-19 in wastewater, 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 are in place 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 short “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 are required to complete a COVID-19 awareness course before studying on Memorial campuses.
- Occupancy density guidelines apply to areas with dynamic movement, such as 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, labs and program delivery will be limited to a maximum of 100 people, when restrictions are required.
- 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, support, if required, will be provided to determine close contacts.
- Building ventilation (passive or mechanical) assessments have been completed by Facilities Management to minimize potential aerosol transmission of COVID-19. Rooms with no ventilation will not be used during the pandemic.
- Hand sanitizer continues 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 continues 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
- In-person classes will be up to a maximum of 100 students per class
- Must complete mandatory Return to Campus COVID-19 employee/student course
- Public Health and Memorial guidelines and measures will be followed to ensure health and safety

Vaccines, masks and personal hygiene
- Get vaccinated, if you are able. Students, faculty and staff must be fully vaccinated
- Wearing non-medical 3-ply masks is mandatory in all indoor spaces, public and common areas on campuses
- Masks must only be removed to eat or drink in designated areas outside of the teaching and learning environment
- 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
- 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
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, 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

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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.

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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.
8.0 FACULTY & STAFF

8.1 Employee Return to Campus

When required, each unit develops staffing schedules to keep campus densities low while supporting teaching and learning activities of the university.

Employees who are required to be on campus to support academic operations are notified by their supervisor.

When in full on campus mode, the requirement to be on campus applies to all employees unless an approved exception applies. Exceptions to the return to campus plan 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.

Return to Campus information is available that provides details on the employee return to campus and other useful information. Additional information is available for Marine Institute and Grenfell campus.

The return to campus plan is 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.
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 change for individuals, employees with previously approved accommodations may be required to 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), plans 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 open 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.

More information on each residence can be found at the links below:

9.2 Food Services

St. John’s, Signal Hill and Grenfell campuses work 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.

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 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. VaxPass may be required for events. 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
- 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, when COVID-19 gathering restrictions allow, 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. Communications is ongoing as required with Atlantic University Sport to determine COVID-19 protocols.

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.

<table>
<thead>
<tr>
<th>Version Number</th>
<th>Description of Change</th>
<th>Author</th>
<th>Date</th>
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<tbody>
<tr>
<td>01</td>
<td>Initial publication of document.</td>
<td>Office of the Chief Risk Officer (OCRO)</td>
<td>June 30, 2021</td>
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<tr>
<td>02</td>
<td>Section 3.2 – updated occupancy density table. Section 8.1 – updated provincial vaccine rates.</td>
<td>OCRO</td>
<td>Aug. 1, 2021</td>
</tr>
<tr>
<td>03</td>
<td>Updated mask requirement information throughout document.</td>
<td>OCRO</td>
<td>Aug. 9, 2021</td>
</tr>
<tr>
<td>04</td>
<td>Updated vaccine requirement information and COVID-19 awareness course for students.</td>
<td>OCRO</td>
<td>Sept. 1, 2021</td>
</tr>
<tr>
<td>05</td>
<td>Updated for Omicron and Winter 2022</td>
<td>OCRO</td>
<td>Jan. 25, 2022</td>
</tr>
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This document is uncontrolled when printed.