



University College of the North

## **Self-Isolation Strategy and Protocol for Students in Carroll Hall: November 2020**

The self-isolation in Carroll Hall protocol will be enacted if:

***A resident reports that they have received a health care directive to self-isolate.***

Failure to adhere to self-isolation requirements will be considered a form of non-academic misconduct which threatens the health, safety, and rights of the UCN community and shall be reported immediately to the Manager of Student Accommodations.

### **Service Delivery:**

- Each resident that is required to self-isolate (that we are made aware of) will be moved to a self-isolation room which is stocked with essential supplies (document attached).
- Every Monday, the Manager of Student Accommodations will print off a report of all students self-isolating and share this with the Dean of Students.
- The Coordinator of Student Accommodations will e-mail isolating students a meal order form for that week.
- A member of the Cafeteria staff will be responsible for delivering breakfast, lunch and supper to the student's door (Monday – Friday). They will indicate their presence outside the door and then leave. Meeting face to face is not permitted. Three meals per day will be provided with disposable containers.
- Information will be provided as to which grocery stores, restaurants and pharmacies provide delivery services within the specific community.
- External food delivery will be coordinated through the Coordinator of Student Accommodations and Security services as delivery drivers are not permitted beyond the lobby of UCN.
- Garbage should be left outside the door in a sealed bag that will be provided. Garbage pick-up will occur regularly (by building services staff).
- Only critical maintenance issues, e.g., leaking plumbing, no heat, toilet overflow, etc., will warrant room entry by Facilities, Ancillary Services and Safety staff. In these cases, the resident will be required to temporarily relocate to an emergency room on that floor during the repair process. UCN Safe Work Practice Sanitation Protocol will need to take place prior to staff entering the room. This will be performed by building services.

- If laundry service is required by the student, laundry will need to be placed in a sealed clearly marked bag (provided) and left outside the door. An e-mail request by the student for pick up is required. Laundry will not be done in residence; it will be sent out for cleaning by an external vendor and the expense will be charged back to the student.
- All mail or parcels will be delivered to the student's door by a member of the Carroll Hall staff.
- Information will be shared regarding mental health services in the specific community.
- A plan will be developed with the student to ensure student receives meals and medication as needed.
- A plan will be developed with the student regarding how the student can stay up-to-date with their studies.
- Regular contact will be maintained with the student.

Reporting symptoms to Carroll Hall staff alone will not trigger the self-isolation protocol. Students should be advised to use the Manitoba COVID-19 Screening Tool to determine if they should be tested. Students that have used the screening tool and are reporting symptoms or think they might have contracted COVID-19 should be advised by all staff to contact Health Links – Info Santé directly at 204-788-8200 or 1-888-315-9257 or go directly to The Pas COVID-19 testing site.

If a resident is directed to self-isolate by Manitoba Public Health after they have moved in, are symptomatic and self-isolating, awaiting test results or feeling unwell, the same services can be provided by UCN provided we are made aware. We encourage all residents to inform us of their condition – including a positive COVID test result; however, students **do not have an obligation** to report this to us. In addition to the services and protocols listed above, the Pandemic Rapid Response Team (PRRT) will also reach out to all isolated students and communicate with them regularly with a health and wellness check via e-mail. The PRRT will encourage self-isolating residents to report any change in condition or report to us if they are required to be tested. We will assist them with coordinating medical attention if necessary.

If a self-isolating resident has tested positive for COVID-19, we will be notified by Manitoba Health directly if the case is considered high risk (based on contact tracing). If the case is low risk, i.e., limited contacts, it will be up to the student to notify us.

**Privacy and Communication:** Information on students in self-isolation will be restricted to the PRRT and on a need to know basis. We are under no obligation to notify other residents in these cases. If a resident tests positive for COVID-19 and we are made aware of it, notification to other residents and the UCN community will be guided and determined by Manitoba Health and will be forwarded to the Director of Communication for communication recommendations. In these cases, no information, comments, or statements about the cause or circumstance should be made by any unauthorized UCN personnel to any persons not directly involved in dealing with the matter. All requests for information from media or other sources must be referred to the Director of Communications.

## Pandemic Rapid Response Team Members and Roles

The Pas Campus:

<u>Name/Positions</u>	<u>Phone Number/Email</u>
Natalie Tavener, Coordinator of Student Accommodations	204-627-8517 <a href="mailto:NTavener@ucn.ca">NTavener@ucn.ca</a>
Barbara Partridge, Student Counsellor	204-627-8804 <a href="mailto:BPartridge@ucn.ca">BPartridge@ucn.ca</a>
Elder Ernest Samatte, UCN Campus Elder Advisor	204-627-8581 <a href="mailto:ESamatte@ucn.ca">ESamatte@ucn.ca</a>
Jackie Fitzpatrick, Dean of Students	204-677-6479 <a href="mailto:JFitzpatrick@ucn.ca">JFitzpatrick@ucn.ca</a>
Mark Molyneaux, Director of Facilities, Ancillary Services & Safety	204-627-8102 <a href="mailto:MMolyneaux@ucn.ca">MMolyneaux@ucn.ca</a>

### **Jackie Fitzpatrick, Dean of Students**

- Liaises with President's Council and ensures Student Counsellor and Campus Elder Advisor are made aware and set up a plan for wellness checks and support.

### **Laurie Williamson, Manager of Student Accommodations**

- Provides support and direction to members of the team and ensures email account is monitored in a timely fashion.
- Creating and maintaining schedule of self-isolation periods for residents that are arriving or have been placed in self isolation by Manitoba Health.

### **Natalie Tavener, Coordinator of Student Accommodations**

- Coordinating meal delivery service schedule and communicating with the Cafeteria to organize meals.
- Coordinating Laundry Service.
- Communicating with Building Services re: garbage pickup.
- Communicating with students.
- Creating relevant print materials for isolation kits and welcome kits re: safety precautions.
- Maintaining inventory list and supply of PPE and isolation kit items.

### **Barbara Partridge - Counsellor/Elder Ernie Samatte**

- Provide the necessary emotional and mental supports as required/requested.

### **Mark Molyneaux, Director of Facilities, Ancillary Services & Safety**

- Primary contact for facilities.

UCN Cell Phone Number assigned to student: \_\_\_\_\_

# The Carroll Hall

## COVID 19 Self Isolation Rooms

*Natalie Tavener, Student Accommodations Coordinator*  
*Paul Simpson, Workplace Safety and Health/Facilities Manager*

Item	Total	Room 206	Room 306
Sheets for single bed (fitted sheet and top sheet)	2	1	1
Pillow and case	4	2	2
Bed comforter	4	2	2
Towels	16	6	6
Garbage Can	2	1	1
Rags for cleaning	8	4	4
Masks Box – 50 count	2	1	1
Kleenex	2	1	1
Disinfecting whips	2	1	1
Hand sanitizer (large)	2	1	1
Gloves (sm, med, lg, xl)	8	4	4
Toilet Brush	2	1	1
Toilet Paper	2	1	1
Paper Towel	2	1	1
Hand Soap	Need		
Coffee Pot	2	1	1
Microwave	2	1	1
Toaster	2	1	0
Kettle	2	1	1
Dish soap	2	1	1
Shaving Cream/Razors	2	1	1
Shampoo	2	1	1
Soap	2	1	1
Toothpaste	2	1	1
Deodorant	2	1	1
Coffee/Tea	2	1	1
Creamer/Sugar	Mix	✓	✓
Butter, mix of jams and peanut butter	Mix	✓	✓
Soup - Cans	16	8	8
Soup - Package	2	1	1
Juice – 1L Cranberry	2	1	1
Juice – Powder Packs	2	1	1
Granola bars	2	1	1
Cup microwavable Kraft Dinner	8	4	4
Crackers	2	1	1
Water/Case (24)	2	1	1
Oatmeal	2	1	1
Cookies	2	1	1
Can opener	2	1	1
Cutlery Bucket (plate, bowels, utensils, dishcloth, cups etc.)	2	1	1

Garbage Bags	2	1	1
Broom	2	1	1
Reading Material (Books from Library) <i>(did not receive)</i>	Need		
Movies (DVD)	12	6	6
Phone	Need		
Computer	Need		
COVID information package <i>(need to be approved/printed)</i>	Need		
Emergency Numbers	✓	✓	✓

- All items can be replenished upon request.
- Feminine sanitary items are available.
- These fresh food items will be provided upon entry into isolation;
  - Bread
  - Milk
  - Fruits/Vegetables
  - Cheese
  - Yogurt

