

# Joint Health and Safety Committee

**August 11, 2020**

**3:00 pm – 4:00 pm**

**Online Meeting via Zoom**

## Minutes

Regrets: John Siecker, Chris Murray

In Attendance: Chris Gouett, Shannon Scott, Carolyn Rimkey, Theresa (T-Bird) Prisciak, Rosa Fabiano, Bernadette Pickles, Tim Rowe, Frank Cappadocia, Elana Weber, Sree Kurissery, Vicki TeBrugge

Guest: N/A

1. Approval of Agenda

Approver: Elana

Seconder: Frank

Moved

2. Approval of the Minutes from last JHSC meeting – May 5, 2020

Approver: Rosa

Seconder: Shannon

Moved

3. Items Arising from the Minutes (last meeting)

- HVAC at Heritage Place
  - Physical Plant has been in contact with Building Management/Ownership
  - Building Ownership has hired their own professional to review the report
  - The space and HVAC system was designed for certain occupancy
  - Subsequent changes were made to some rooms afterwards as requested by LU, which in turn has an effect on the HVAC systems
  - LU will also be reviewing how the rooms are occupied in order to ensure that the HVAC systems aren't overburdened
- Fire Plan
  - Almost Done – sent for final review by the committee
  - When done will be able to print and log it
- Orillia Campus Health and Safety Website

- Updating items on website – specifically training
- Rather than choosing a position and completing the training, the user now is given a list of employee groups. In those groups the training required is listed. The user then chooses the training related to their position
- COVID 19 Training is on the training website
  - In order to work on campus the training must be completed
  - Human Resources is able to see who has and who has not completed the training
- AED Defibrillator at Heritage Place Campus
  - Donation for AED at Heritage Place has been withdrawn and allocated toward Student Relief Fund
  - Frank has requested more information regarding an AED – he will speak with Building Ownership regarding it.
  - Discussed whether the Ambulance Bay across the street from Heritage Place has an AED on site and if it is accessible
- First Aid Training
  - Recertification deadlines had been extended until the end of September, 2020 due to the COVID Pandemic
  - St John Ambulance has started to offer recertification again
- Campus Re-opening Plan Update
  - Information page is online with hyperlinks answering questions people have regarding opening
  - Information will be shared with all staff
  - Faculty Departments have a plan in place where Faculty if they require to work on Campus fill out a form requesting permission from the Dean of their Department. That form is shared with management of the campus in order to plan for their return. (Security, Cleaning, Human Resources, etc.)
    - Form includes questions regarding why they need to access the campus, what equipment they will use, areas they will visit, etc
  - At present Staff who are not required to be on campus have been asked to continue to work from home
  - Communication is encouraged so that the Campus can plan for those who visit the campus. (Security, Cleaning)
  - Student facing departments and groups have requested access to campus – specifically Student Affairs and LUSU
    - Plans for other departments to return to work will have forms similar to Faculty

- Essential staff who have worked on campus during the shut down will not have to complete the forms
- Employee who share office space have been asked to either work in separate areas or work on alternate days. If this not possible then a plan would need to be developed by leadership
  - Contract Lecturers for some Faculties have been asked to work from home during the Fall Semester
- Discussion has been ongoing with Cleaning Company regarding cleaning requirements. Will be re-examined as more staff start to work on campus and students arrive
- Cafeteria will open partially starting September 3, 2020
  - Limited opening
  - Administration is working with Imperial to plan opening and provide service to students
- Residence has move in protocol ready
  - Limited number of people helping to move a student in
  - No access to common areas
  - Quarantine if necessary
  - Communication will be sent to students and to administration
- Student Health and Wellness
  - Will not be performing in person – will be using a remote access strategy
  - Health and Wellness Centre in Residence will be closed until further notice. Noted that First Aid supplies in the room will not be accessible at this time

#### 4. Injury and Accident Report

- Staff
  - Security Staff was walking Residence and Cafeteria buildings when they tripped on some uneven ground. They were able to roll out of the trip. No injuries reported
- Sports related
  - None to report
- Students
  - None to report

#### 5. Lab Update

- Thank you to Security for keeping an eye on the lab during the shutdown

- List has been created of who has access to each lab room – shared with Security. This list is kept up to date
  - Periodic inspection of lab space is scheduled
  - 6. Items for Discussion
    - COVID 19 Updates
      - Security
        - Self-assessment of Security Staff before they come into work – also taking temperature. If they are feeling unwell they are asked to stay home
        - Ongoing screening of visitors to campus
        - Hand out available to first time visitors to the campus telling them areas they can access and protocols to follow (face coverings, hand sanitizers, physical distancing, etc)
        - Security is still providing first aid response on campus. Protocols in place to protect the Security Staff member in place
    - Committee Update
      - Welcome back to Frank Cappadocia and Elana Weber
      - Chris Glover has decided to leave the Committee as Frank is back. Thank you to Chris Glover for being part of the Committee
7. Adjournment/Next Meeting.
  - Next meeting in November, 2020
  - Meeting adjourned