

**University of King's College**  
**Occupational Health & Safety Committee**  
**Virtual Meeting Minutes**  
**May 20, 2020**

Present: Morgan Carter, Patricia Chalmers, Monica Farrell, Sheldon Gouthro, Dolly McIntyre, Katie Merwin, Trisha Miles, JM Nsengiyumva, Jordan Roberts, Tim Ross, Ian Wagschal

Regrets: Tanya Lovell-Shepherd, Devon Shepard

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The committee welcomes Morgan Carter as the student representative.

Minutes Approval: Minutes from January 30 **APPROVED** as read – Nsengiyumva/Miles

New Business

**Re-opening of Campus considering Coronavirus (COVID-19)** – Mr. Wagschal, as Safety Coordinator for the University, notified the committee that the Nova Scotia Health Authority, in consultation with each Occupational Health and Safety committee, controls the decision to re-open universities as the threat of COVID-19 (coronavirus) lessens. Each university must present a plan to the NS Health Authority for re-opening that strives to protect the health and safety of staff, faculty, and students.

Currently, the university is operating virtually for the most part, with most staff and faculty working from home. The essential workers on campus, and the few who live there, must adhere to protocols defined by the strategy presented by the NS Health Authority.

The basic strategy to reopen campus consists of simple components:

- Make safety plans for reopening that are as complete as possible to protect the safety of all
- Follow the lead of other provinces/universities for best practices
- Move forward slowly with our plans to minimize and/or eliminate any return of COVID-19
- Be prepared to step back from any plan if needed and re-evaluate

Dalhousie University has prepared a very detailed plan which we will mirror, with King's specific design.

Each department at King's must provide our Occupational Health & Safety committee with a plan for reopening. The committee will review the plans and comment, requesting changes or details. The committee then will produce a complete institutional plan to be approved by NS Health Authority. The King's Occupational Health & Safety committee will make final decisions on any conflicts in planning. Mr. Wagschal, as Safety Coordinator, will provide each department with a template plan to assist with their work. Mr. Wagschal will also be available to answer questions and assist any department with their plan.

The approved plan must then be put into action by preparing the physical space to return people to campus safely. This must be handled slowly and carefully. All groups on campus must be involved for this to work effectively.

Questions/Comments

- JM Nsengiyumva inquired about delineation of plan(s)- as in the case of the KSU should they have a single plan or separate plans for each area (Wardroom, Galley, KSU office, Bookstore). Mr. Wagschal noted that the group should decide what works best for them.
- Trisha Miles noted that during virtual meetings with other university athletics departments all are sharing documents and knowledge, but no one is committing to a specific plan yet.

- Patricia Chalmers inquired about who will be managing the Faculty plan as she will be working on the Library plan. Mr. Wagschal confirmed that Vice President Peter O'Brien may be overseeing the Faculty plan.
- Jordan Roberts inquired about the importance to not forget the very small (often one person) departments and asked about assistance with preparing a plan. Mr. Wagschal offered his assistance.
- JM Nsengiyumva inquired about budget constraints to make these plans active. Mr. Wagschal informed the committee that there is a budget for changes to physical space on campus in respect to COVID-19. The only exception may be significant expenses for a change which would have to be discussed on a case by case basis.
- Katie Merwin noted that residence "is a big part of the puzzle" and multiple scenarios for reopening residences are being prepared for approval. Various groups are affected by these scenarios – Patrol, Alex Hall desk, Food services and the Student Union.
- Mason Carter reminded the committee that student accessibility is an important concern to be considered. Ms. Merwin and Mr. Wagschal reported that these issues have been noted at previous meetings with both King's and Dalhousie.
- Patricia Chalmers inquired as to a potential "start date" for reopening campus. Mr. Wagschal reported that Dalhousie is tentatively planning a July 1 reopening while King's is yet to set a date.

Mr. Wagschal reminded everyone that we must be ready to open when we get approval from the province. Therefore, all plans are required to be prepared in draft form by the deadlines.

#### Details

- Department/Group reopening Safety Plans drafts for reopening deadline - June 8.
- Occupational Health & Safety Committee meeting to review plans - June 15-19

A Doodle poll will be distributed to committee members to determine a date for this meeting.

No other business was brought forward.

Meeting adjourned.