

## King's Occupational Health & Safety Committee

### Meeting Minutes

August 19<sup>th</sup>, 2020

Attending: Jordan Roberts, Michael Bennett, Timothy Lade, David Swick, Trish Miles, Patricia Chalmers, Daniel Orovec, Dolly McIntyre, Gordon McOuat, JM Nsengiyumva, Tim Ross, Sheldon Gouthro, Katie Merwin, Ian Wagschal, Mason Carter, Ranall Ingalls, Devon Sheppard, Benjamin Von Bredow, Ashleigh Baxter

Regrets: Tanisi Pooran

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The purpose of this meeting is to review the safety Plans from the various departments on campus and approve a campus wide plan, with emphasis on specific items.

#### Review revised Chapel and Choir safety plan

- The committee reviewed and approved of Section 2a (the general policies that guide the chapel and form the foundation for everything they do), Section 3a (daily services and prayer), 3b (eucharist and holy communion services), and 6a (hikes and other outdoor activities with 10 guests or less).
- Father Ingalls and Ben reviewed research related to singing, seating and cleaning policies, the mandatory mask requirement, the welcome procedures for guests (sanitize, seating, and contact tracing), the circulating system for those who are not able to bring their own personal books, the plans to move and eliminate the chairs, etc. The chapel hopes to get some equipment for live streaming (they have a camera on order).
- Katie asked how the Chapel keep guests accountable and 'enforce' the rules?
- **Action:** Committee to meet again and discuss chapel activities and events that include singing, that are greater than 10 people, the O-Week concert, and small choral rehearsals (See Section 3c, 3d and 4 of Safety Plan).
- **Action:** Chapel to work closely with Tim from conference services to place the chapel chairs in storage (Penthouse or unused classroom).
- **Action:** Chapel to include a list of self-screening questions at their welcome desk and sign-in book (the athletics department is a good reference and example of self-screening questions).
- **Action:** Monitor the usefulness or impact of current safety plan before thinking ahead about larger groups
- **Action:** Dr. Gordon McOuat to send Father Ingalls and Ben peer reviewed research article on singing

#### Review revised Galley and Wardroom safety plan

- JM provided the OH&S committee with a brief update and summary to the revised safety plan. He also reviewed the entry and exit points and differentiated the different plans for The Galley (campus café) and The Wardy (campus bar). JM currently has no student employees to train safety plan on.
- **Action:** Wardy (campus bar) has the potential to open in the fall (October). Further discussions to follow.

#### Review Equity Officer safety plan

- Tanisi could not be with us today. Committee had very little feedback for her safety plan.
- **Action:** Tanisi's office is located in the library. Find out if there are any conflicts between the Equity Office Plan and Library plan.

#### Review Residence safety plans (Residence reopening, Self-isolation, Don-Training)

- While the original residence plan has already been approved, Katie reviewed the rules for students quarantining at King's in residence due to travel (International and outside of the Atlantic Bubble).
- Questions were raised regarding the PPE for staff going into residence (security, dons, cleaning, etc.). The provincial government suggested looking into the policies for home care or personal support workers entering consumer homes.
- The committee approved Katia and Tim's plans to conduct some in-person training for dons in Alumni Hall to compliment their virtual training. This will give done the opportunity to practice some role-playing scenarios and hard skills. Masks will be worn, and the space will be cleaned afterwards.

#### Review progress of safety training in all Program/Departments

- **Action:** If there is any need for help, support, or assistance please contact Ian. You do not have to this alone.
- **Action:** Complete training and have everyone sign off on their safety plans by September 4<sup>th</sup>.
- **Notes:** This is a busy time for the KSU due to Orientation Week. Mason and their team may need extra time. Faculty are also busy working on their syllabi. Gordon promised to follow up with them as a group and individually.

#### Schedule next meeting

- **Action:** The OH&S Committee with meet again next Wednesday August 26<sup>th</sup> at 9:00 am (ADT). We will review the progress of safety training in all Programs and Departments, as well as the Chapel's plans for their O-Wek concert, activities and events greater than 10 people, and small choral rehearsals.

## King's Occupational Health & Safety Committee

### Meeting Minutes

August 26<sup>th</sup>, 2020

Attending: Michael Bennett, Trish Miles, Patricia Chalmers, Dolly McIntyre, Gordon McOuat, JM Nsengiyumva, Tim Ross, Sheldon Gouthro, Ian Wagschal, Mason Carter, Ranall Ingalls, Ashleigh Baxter, Katie Merwin, Tanisi Pooran,

Regrets: Adriane Abbott

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The purpose of this meeting is to review the safety Plans from the various departments on campus and approve a campus wide plan, with emphasis on specific items.

#### Approval of Minutes from Aug 19<sup>th</sup> Meeting

- Both Mason C and Dr. McOuat had the opportunity to review last weeks minutes. JM and Ashleigh made a motion to approve of them
- Ian insured that the decision for the OH&S to discuss Chapel activities that include singing and small choral rehearsals (Section 3c, 3d) at a later date were reflected in the last minutes. Ashleigh confirmed they were.

#### Review revised Chapel safety plan

- In comparison to talking, singing at a higher volume and holding prolonged vowels does release more particles at a faster rate into the air
- **Action:** The Chapel windows will need to be made accessible and easy to open. Ian and his team are willing to help with this, although they (the windows) are old, heavy, and made sticky by the paint
- **Action:** Some of the language in the Chapel safety plan is ambiguous (i.e. 3 or 4 meters from others; 2 or 3 singers present, etc.). This will need to be changed and updated
- **Action:** Section 3c (singing in the Chapel for communion services in groups of 10 people or less, while staying 4 meters apart) was approved.
- **Action:** Section 3d (a maximum of 3 singers plus a director may congregate in the Chapel for choral practices) was approved.
- **Action:** Father Ingalls has asked President William Lahey about hosting Chapel services outside. This is still under consideration. It will need to be approved by the committee at a later date.

#### Review Equity Officer safety plan

- Tanisi the Equity Officer and Patricia from the library were both in attendance. Tanisi's office will be located in the library, but no one is sure of the exact space she is working with
- **Action:** Clarify if there are any conflicts between the library safety plan and Tanisi's Equity Officer safety plan. Peter may need to be brought into this discussion.

## Review progress of safety training in all Program/Departments

- There are a lot of safety approvals coming through!
- **Action:** Once your department has received training, please send the approvals to Ian, who will then forward them to Dolly

## New Business (COVID communications and positive cases on campus)

- Katie M and Tim L would like us to think about the chain of communications if King's has a positive COVID case on campus. How will that process work and what is that going to look like?
- Katie wanted to remind the committee that we need to manage our expectations about the (read: low) level of detail that will come from a community wide communication regarding a possible COVID case, and the importance of protecting ones privacy and confidential health information (especially in a small school)
- Mason C drew comparisons to the communication that happened when King's had a mumps case on campus. Which were similar to the communication that happened when Dalhousie had their first COVID case in the winter semester
- Ian compared having a positive COVID case on campus, and the safety precautions or communications that would follow, to an event where someone trips and falls on the ice in the parking lot as a way to get us to think different and simply about it
- Katie wants us to place our trust in public health to assist with contact tracing and notifying people who may have come into contact with a positive Covid case. Dolly highlights that sometimes public health can be slow with their communications due to the volume they are currently handling
- We discussed what to do if we hear that someone is supposed to be self-isolating, but then we see them walking around campus (purchasing a coffee in the Galley, checking out a book in the library, etc)
- If you are sick or ill and need to miss work, you never need to disclose the nature of your sickness to your employer or colleague. If you are going to be sick or ill for more than 5 days, you do not need to elaborate on the reason, but need to tell HR because it can impact your health insurance plan.
- **Action:** The OH&S representatives are to speak with their team about how to handle or address rumors, how to have difficult conversations if you feel uncomfortable or unsafe on campus, the roles and responsibilities of those who are sick, etc.
- **Action:** Dolly M to draft a message for the King's Community. This draft will be approved by the SAT on Tuesday.

## Questions

- Trish M from athletics asked for an update on the wall mounts for hand sanitizer. Tim R from conference services said they arrived yesterday, with more wall mounts and stand alone pumps to come.
- **Action:** The majority will be in place by the end of the week.

## Update from Katie

- King's had 35 students move in last weekend. They are settling in and enjoy their outdoor time the most; trying to stay the length of a cow or the length of a locker away from one another. Mandatory testing is also going successfully, and the residence team hopes that the off campus students are also coping during their quarantine time
- The residence team is adapting, learning, and preparing for labour day weekend
- Katie would like to recognize Trish M from athletics for all her work and help on staying updated with the provincial governments' new regulations
- Don training (note: the first group activity of over 10 people to happen on our campus) was approved by President William Lahey and has been moving forward safely

Schedule next meeting

- **Action:** The next Occupational Health & Safety meeting will take place Tuesday September 15<sup>th</sup> at 9:00 am (ADT). Dolly will send a calendar invite.

Meeting adjourned