

King's Occupational Health & Safety Committee

Meeting Minutes

July 8, 2020

Attending: Ashleigh Baxter, Mason Carter, Patricia Chalmers, Monica Farrell, Sheldon Gouthro, Dolly McIntyre, Gordon McOuat, Trish Miles, JM Nsengiyumva, Daniel Orovec, Jordan Roberts, Tim Ross, Devon Sheppard

Regrets: Ranall Ingalls, Liz Maskell, David Swick

Welcome: The committee welcomes Ashleigh Baxter from the Registrar's office to the committee.

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.

Masks

- K.Merwin noted that maintaining 2 metre social distancing will be required in residence, particularly at the start of the fall term. Masks will be used if the 2 metre social distance cannot be maintained. Other universities prefer the use of masks.
- D.Orovec noted that in the dining hall staff will wear masks, and they will encourage diners to wear masks until seated with food and drink.
- **ACTION:** I.Wagschal will update the safety plan to state that masks will be required when in a social setting with others.

Social Distancing

- K.Merwin noted that "bubbling" will not be permitted in residence. 2 Metre social distancing must be maintained.
- JM Nsengiyumva reported that the tables in the Wardroom will be spaced out to provide 2 metre social distancing.
- **ACTION:** K.Merwin and JM Nsengiyumva will meet to update the Wardroom plan.

Accountability

- K.Merwin asked about "compliance and enforcement". Who will enforce these? At other universities the plan is to "normalize" mask wearing and positive behaviour by requiring that masks be worn in all public spaces.
- I.Wagschal replied that the term "accountability" is the preferred word and documents will use this term in future.
- P.Chalmers asked that the committee consider those who cannot wear masks for health reasons. Perhaps those should be required to wear face shields instead.
- K.Merwin noted that few masks are being worn at present on campus as it is quiet. However, the wearing of masks will have to be reconsidered once in-person service returns to campus.

Safety Training

I.Wagschal noted that the Nova Scotia government requires that issues and concerns with policies must come first to the Occupational Health & Safety committee, with the President

serving as the final authority. The Occupational Health & Safety committee is a resource to all on campus. Also noted was the Dalhousie COVID-19 page on their website, which is a useful tool that can be adapted to King's. Also, COVID-19 training must become part of the job orientation for any new staff on campus.

The plan: 1. All staff and faculty must review the webinar, 2. All groups must have department specific training, 3. Each group must have regular meetings to update everyone., 4. Controlled shutdown will be required if needed

ACTION: I.Wagschal will produce a power point presentation and webinar to be used by all on campus as a learning tool. All departments must participate. A recorded copy of the webinar will be available for those who could not attend.

Contact Tracing

I.Wagschal reported that the NS Health Authority has issued a directive regarding contact tracing and confidentiality. Only the NS Health Authority or its agents have permission to ask for any contact tracing lists. Members of the university community cannot share any information publicly, unless directed to do so by the NS Health Authority.

Accountability

I.Wagschal noted that this committee's responsibility is to the staff and faculty of the university. Students do not come under its purview. Students are the responsibility of the Dean of Students. K.Merwin responded that the accountability plan for students involves education, responsibility for actions, and as a last resort, the requirement to leave campus. P.Chalmers asked if this should be noted in the University safety plan. J.Roberts suggested the term "other applicable documents" would help give room for any other relevant documents. I.Wagschal asked if there is a single repository of all policies and K.Merwin noted that all policies are stored on the website in the Policies section (policies.ukings.ca).

ACTION: K.Merwin will update the Code of Conduct and Residence Guidelines to reflect this accountability. I.Wagschal will update the campus safety plan with this information referencing "other applicable documents".

Densification of Campus

G.McOuat noted that some people were hoping to have small groups of 10 or less meet for tutorials. K.Merwin noted that FYP has a policy of no group meetings for 2020-21. T.Miles noted that there have been requests for small, closely monitored groups to use the Gym, as per the Athletics safety plan, and asked the committee for clarity on the numbers and details. The final decision of the committee was that each group wishing to come to campus must provide a comprehensive safety plan which will first be approved by the committee, with final authority by the President to veto. K.Merwin has concerns about off campus groups in the Gym.

ACTION: G.McOuat will remind Faculty of the safety plan and responsibilities. T.Miles and T.Ross will make each group aware of their responsibilities and the need for a safety plan. K.Merwin, T.Miles and M.Carter will meet to discuss these policies and report to the committee.

Physical Barriers

M.Carter noted that signage and training are a key component to safety, but we also need physical barriers in place. I.Wagschal reported that Facilities has plans in place to place locks on

outer washroom doors. K.Merwin and M.Carter noted that locks on outer doors provide a place to “meet” that is not socially distanced. The preference would be for individual stalls to lock.
ACTION: Facilities to install locks on each stall but leave outer washroom doors unlocked. Facilities will add touchless hardware wherever supplies and cost permit, in order of highest usage areas.

Overflow Space in NAB

Space for student use and overflow dining will be set up on the 2nd floor of the New Academic Building (NAB). These spaces will be socially distanced. The question of what level of service will be offered by Chartwell’s will be offered for these spaces.
ACTION: T.Ross and K.Merwin will meet to plan these spaces and service.

Accessibility

M.Carter noted that updates to the plan are needed to account for those with accessibility needs who require assistance, such as elevator use.
ACTION: I.Wagschal will update the safety plan to reflect accessibility needs.

Specific plans

Library - P.Chalmers noted that the Library plan is being updated due to issues with entrance/exit door usage.
Chapel - I.Wagschal noted that the Chapel plan has not yet been resubmitted with requested updates.
Wardroom – K.Merwin noted that there may be changes coming to the Wardroom plan after they meet
Chartwell’s (dining hall) – T.Ross noted that there have been some specifics added to the dining hall plan – seating capped @ 50, a plexi-glass divider t the entrance to control entrance/exit, plexi-glass divider in front of desk at door, plexi-glass divider at serving station.. Phases planned for dining services include: Phase 1-residence students and residence staff only. Phase 2-faculty and staff dining. Phase 3-general dining. K.Merwin, T.Ross and D.Orovec will discuss moving to next phase, as needed.

Screening Questionnaire

T.Miles and D.Mcintyre have developed a screening questionnaire to be completed for each person arriving on campus, based on other questionnaires. This questionnaire may be updated as needed and printed
ACTION: I.Wagschal and K.Merwin will discuss best options to keep documents updated.

ACTION: The committee agrees to move the university safety plan forward as updated.

Meeting adjourned

King's Occupational Health & Safety Committee

Meeting Minutes

July 28, 2020

Attending: Katie Merwin, Tim Lade, Jeff Harper (for David Swick), Mike Bennett, Ian Wagschal, Patricia Chalmers, Ranall Ingalls, Mason Carter, Trish Miles, Adriane Abbott, Jordan Roberts, Tanya Lovell, Devon Sheppard, Daniel Orovec, JM Nsengiyumva, Dolly McIntyre, Ashleigh Baxter

Regrets: David Swick, Gordon McOuat

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.

Discuss updates to the Residence safety plan.

- Katie provided an update and reviewed the latest residence safety plan; including the student to bedroom and bathroom ratios, designated self-isolation spots, the move-in plan, mask requirements, guest rules, and the Student Mentorship program.
- **Action:** De-densify common areas (re-arrange furniture, install plexiglass, etc.) to keep Patrol safe
- **Action:** Provide conflict resolution training and discuss how to have tough, difficult, and uncomfortable conversations, perhaps alongside consent talks with Jordan. Goal is to help all residence members feel accountable and understand life and community together
- **Action:** Create a handout for students on how to participate in social events safely, and the risks associated with COVID. Perhaps provide suggestions for safe off-campus activities (ex. picnic on Citadel Hill, Hike at Point Pleasant Park, etc.) or create a way to screen students who are returning to residence

Discuss the application of the provincial mandatory mask requirement at King's.

- The OH&S Committee determines how King's will interpret & implement the provincial governments mandatory mask requirement. For simplicity and consistency with residence, masks are required indoors throughout campus, in hallways, and while interacting with others. You have the option to remove your mask if you are alone in the safety of your personal office.
- **Action:** Masks are required around campus indoors; exceptions are made for folks alone in their personal office
- **Action:** Currently, the provincial government website states their mandatory mask rule does not extend to classrooms. The King's OH&S Committee will review the current mask policy for students and instructors in classrooms when in-person classes are scheduled to resume

Confirm acceptance of Athletics safety plan.

- The OH&S Committee approved of the Athletics Covid-19 Operational Plans to allow skills training in the gymnasium. No objections were made to moving forward. Thanks to Mason, Katie, Neil and Trish

- **Action:** Have COVID specific meetings to review the Athletics Safety Plan to ensure continuous improvement and safety.

Review revised Chapel safety plan

- Father Ingalls joined the OH&S Committee talk through the challenges the Chapel is experiencing while creating their safety plan. As of now, it is agreed that anyone who intends to sing must wear a mask.
- **Action:** The following questions raised need to be answered before OH&S approval
 - Will the chapel host a concert during O-Week? The KSU rep expressed a concern over the fines if a safety violation occurred
 - -Should the Chapel create a mini-plan for each individual activity (service, concerts, choir, etc)?
 - -Will the Chapel be able to provide an open, quiet space for visitors outside of services and choir?
 - -How many people can gather safely in the chapel?
 - -Will the Chapel be able to provide an open, quiet space for visitors outside of services and choir?
 - -How can we manage groups of more than 10 people? (This will need approval by the OH&S and president)
 - -What groups / Who will have access to the Chapel (King's students, Dal students, staff, faculty, alumni, community members, etc)? This will impact how we do contact tracing.

Review Journalism student interview safety plan.

- This plan outlines how journalism students can conduct interviews safely. Most points conclude with "talk to your instructor". Some committee members wondered if there is a guide or matrix for instructors to refer to when making decisions or answering students' safety concerns. And if there is a secondary person the instructor or student can approach for additional support?
- **Action:** Jeff Harper to follow up with J-School.

Discuss the progress of safety training for all units

- The OH&S Committee agreed that there should be a (soft) deadline for when all members of the King's Campus Community should receive safety training to ensure consistency before students arrive.
- **Action:** OH&S representatives will ensure their departments are trained in their respective safety plans and the COVID-19 Campus Coordination Plan by August 20th
- **Note:** Some departments (ex. Chapel) are mostly comprised of students who do not return until the fall term. If you are unable to meet the August 20th deadline, please contact Ian

Discuss the presence of Radon gas at King's

- The university has a legal obligation to disclose any hazards that may exist. Radon Gas, although common throughout Nova Scotia and safe in small quantities, is slightly over its allowed limit in the mechanical rooms, library basement, and storage room of the bays. King's has also conducted an inventory of other hazards including mercury, lead, asbestos, etc.

- **Action:** Contact Ian if you have any questions, concerns, or want to learn more about Radon Gas at King's.

Meeting Adjourned