

Occupational Health & Safety Committee

Meeting Minutes

June 16, 2020

Attending: Mason Carter, Patricia Chalmers, Monica Farrell, Sheldon Gouthro, Dolly McIntyre, Trisha Miles, *Daniel Orovec, Jordan Roberts, Tim Ross, Devon Sheppard, Ian Wagschal

*Daniel Orovec represented Liz Maskell on behalf Chartwell's Food Services

Regrets: Katie Merwin, JM Nsengiyumva

Campus Re-opening Safety Plans

Ian Wagschal as university Safety Co-ordinator opened the meeting to discussion on the Safety Plans provided by all university departments. He noted that all departments should add that following 811 protocols to their plans is necessary. These protocols provide a plan for any member of campus who might fall ill with COVID-19. As part of this plan all departments will be required to provide a Contact Tracing list for the Nova Scotia Health Authority in the event someone becomes ill who has been on campus. Also, bi-weekly staff meetings to discuss safety protocol updates should be considered.

ACTION: D. McIntyre and T. Miles will draft a safety screening protocol process for the next meeting. Part of this document should include a list of questions related to health considering COVID-19, which will be posted around campus once approved by the committee.

Coordination plan for the University – It was determined that a sub-committee is needed to explore all options in terms of campus activity, how people will move around campus – access through hallways, doorways, and washrooms as well as accessibility issues. **ACTION:** M. Carter, P. Chalmers, T. Ross and I. Wagschal will study the university entrances, passages and hallways to produce a plan for entrances and exits to each area.

Items discussed during the committee meeting –

- Each department safety plan must be examined and commented on by committee members at the next meeting.
- The plans are always fluid and must be updated as each situation demands
- The NS Health Authority does not provide a directive regarding implementation of each department's plan. This must be determined internally.
- Personal Protective Equipment (PPE) use on campus is to be determined by the OH&S. Mandatory vs. non-mandatory. The provincial guidelines recommend using masks if the 2-metre separation cannot be met. The impact on those with respiratory issues must be considered.

ACTION: The committee agreed that mandatory masks in all situations is not required. It is recommended that people provide their own masks, but disposable masks will be available at each reception area for those who ask, as supplies allow.

- Disciplinary action for those who do not conform to the campus safety rules was discussed at length. A suggestion was made that the Code of Conduct for students might be modified to

include all those on campus. It was determined that more thought and discussion on this is required. **ACTION:** M. Farrell will discuss the student Code of Conduct with the Dean of Students.

- Communication about the rules and training for all must be implemented for the plans to work. Regular email reminders, staff meetings and direct verbal reminders will all help keep everyone informed and compliant. Training will be mandatory and will be directed by each department to fit their needs with support from I. Wagschal. There may be an opportunity for a student position to manage the communication and training. **ACTION:** P. Chalmers will speak to P. O'Brien and G. McOuat regarding what access is available to inform and train faculty and students on Brightspace.
- As a final note I. Wagschal noted that the plan(s) will evolve but it is more important to have an action plan now rather than trying to produce a perfect plan in the future.

Next meeting: Tuesday June 23 9:00am

Meeting adjourned

Occupational Health & Safety Committee

Meeting Minutes

June 23, 2020

Attending: Mason Carter, Patricia Chalmers, Monica Farrell, Sheldon Gouthro, Tanya Lovell-Shepherd, Dolly McIntyre, Gordon McOuat, *Daniel Orovec, Jordan Roberts, Tim Ross, Ian Wagschal

Regrets: Liz Maskell, Katie Merwin, Trish Miles, JM Nsengyumva, David Swick

Notes:

*Daniel Orovec represented Chartwell's Food Services on behalf of Liz Maskell

D.McIntyre noted that Fr. Ranall Ingalls, University Chaplain, has been asked to join the Committee, waiting on response.

The purpose of this meeting was to discuss the safety plans presented by all departments of the University in relation to campus re-opening, and how to proceed once the plans are approved.

Ian Wagschal, Safety Coordinator, opened the meeting with a request for responses and comments about the various plans. A question was raised as to who makes the final decisions on the plans. I.Wagschal reminded everyone the OH&S makes the final decision on approval, with guidance from the Nova Scotia Health Authority.

The **Bookstore** plan, **Wardroom** plan, **Sexualized Violence Prevention and Response** plan and **Galley** plan were considered well thought-out and detailed.

Questions were raised about the following plans:

Athletics – the preamble should lay out the phases of re-opening the Gym and Athletics more clearly. The plan was excellent otherwise, with a plan to have a slow opening, allowing for any setbacks.

Chapel – the plan might follow a similar format to Athletics, using phases of opening, as both areas have many non-King's people involved. Also, the issue with singing in Chapel may lead to virus transfer. P.Chalmers later provided a information from the Bishop allowing small choir singing-but no congregational singing. The committee felt that the Chapel must provide more clear direction and specific protocols.

ACTION: The Chapel will be asked to update their plan. The Chapel must designate Greeters who will remind visitor and members that group gatherings and congregational singing are not permitted.

Conference Services - the plan might follow a similar format to Athletics, using phases of opening, as both areas have many non-King's people involved. It was noted that any groups wishing to come onto campus must provide a safety plan for approval.

Food Services - the plan might follow a similar format to Athletics, using phases of opening, as both areas have many non-King's people involved. All outside suppliers must provide a safety plan for approval.

Library - the plan might follow a similar format to Athletics, using phases of opening, as both areas have many non-King's people involved. The Library is offering curbside pick up of books to Dalhousie only at this time. Any books returned are left to sit for 72 hours before touching.

Specific areas of discussion:

- **Automatic hand sanitizer dispensers** were preferred over manual dispensers by several plans and the committee agreed. S.Gouthro and I.Wagschal noted that there is currently a limited supply so the committee should designate specific locations.
ACTION: Locations for automatic dispensers preferences should be sent to T.Ross for placement. Obvious choices were A&A lobby, Breezeway, Alex Hall lobby, New Academic Building lobby, with manual dispensers in other public areas.
- **Gloves** – should we make glove wearing mandatory? Decision – gloves should be available but not mandatory as they are not a guaranteed way to prevent the spread of the virus, as they often give wearers a false sense of security. Hand washing and sanitizing were the preferred options to promote.
ACTION: Requests for disposable gloves should be emailed to T.Ross for ordering and delivery.
- **Auto Faucets** – Questions were raised about the cost of installation and maintenance of auto faucets. I.Wagschal and S.Gouthro agreed that there is a cost, but they should be considered.
ACTION: I.Wagschal will organize meeting of sub-committee to discuss locations for auto faucets, prioritized by heavy usage areas.
- **Off Campus Visitors on Campus** – It was noted that the Chaplain knows the members of the congregation and can ensure that all are aware of their responsibilities. Athletics plan allows for all current athletes to continue to use the gym. They will all be made aware of their responsibilities. Conference Services requires any outside groups to submit a safety plan and pay for the extra cleaning required. Each group booking will have specific safety plans. Food Services requires any outside contractors provide a safety plan.
ACTION: D.Orovec has agreed to share any specifics relating to off campus vendors with the Wardroom and Galley. M. Carter offered to discuss this with JM Nsengiyumva.
- Reporting to work ill – Each group with non-King's staff reported that they do not pay staff who cannot come to work due to illness. M.Carter noted that this makes it difficult for some to stay home as they need the paycheque.
ACTION: Conference Services, Food Services, Security and Housekeeping noted that this is discussed as part of contract negotiations but will be discussed again at meetings with the contractors.
- **Faculty Organized Events on Campus** – G. McOuat noted that all events and conferences are cancelled and will be considered for a phasing in system in January. I.Wagschal reminded the committee that all visitors to campus must provide a safety plan and sign in so we can track contacts if necessary.
ACTION: G. McOuat will follow up with the committee before January.
- **Movement on Campus (group gathering)** – M. Carter noted that the Chapel and SCR host events that lead to people gathering and chatting. Also, the Breezeway often has a group chatting, as does the A&A lobby. I.Wagschal reported that gatherings are not permitted.
ACTION: I. Wagschal will check all narrow areas where people may gather or pass one another closely and determine the best practice with the sub-committee.

- **Confidentiality** – a question was raised about about signing in and confidentiality in some cases. I.Wagschal noted that only the Nova Scotia Health Authority has the authority to request this information.
ACTION: J.Roberts will update the Sexualized Violence Prevention and Response plan to reflect this information about confidentiality.
- **Accessibility:** I. Wagschal noted that accessibility will be affected by the restrictions we put in place and play a large role in how we manage the various plans. Changes will have to be made as needed.
- **Discipline:** I. Wagschal asked if the campus and committee have plans in place to use if the plans and restrictions are not followed. Also, he asked, who does someone appeal to if they feel they are unjustly accused of breaking the rules? A plan was suggested that students might appeal to the Student Life Vice President of KSU, Faculty would appeal to the university Vice President's office, Chapel members will appeal to the Chaplain and staff would appeal to their supervisors. Each group has a safety plan and will meet with their constituents to explain the rules. This led to a broader discussion about discipline and levels of progressive discipline. The committee agreed that there should be a progression with the committee being the final court of resolve, without police involvement.
- **Resources-** J.Roberts noted that to help people on campus dealing with the mental health impact of the changes and safety plans in the reality of COVID-19, King's Equity office and Sexualized Violence Prevention and Response office will make their resources available to anyone in need.

Feedback- I. Wagschal asked that all members consider the suggestions and plans with their colleagues and provide feedback before the next meeting.

ACTION: The sub-committee will meet to discuss coordination of spaces on campus and disciplinary measures before the next meeting. All committee members will discuss their plan and suggested updates with their colleagues before the next meeting.

Meeting adjourned

Next meeting – Monica to send a Doodle poll for best time/date on July 6, 7, or 8.