

King's Occupational Health & Safety Committee

Meeting Minutes

October 1st, 2020

Attending: Mason Carter, Tim, Ross, Trisha Miles, L Ranall Ingalls, Ian Wagschal, Daniel Orovec, Patricia Chalmers, Gordon McOuat, JM Nsengiyumva, Jordon Roberts, Michael Bennett, Tim Lade, Ashleigh Baxter, Katie Merwin, Sophia Lawall (Guest)

Regrets: Adriane Abbott, Dolly McIntyre

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 Sept 15th Meeting

- Dr. Gordon McOuat and Mason Carter passed a motion to approve the September 15th minutes.

Review Staff Training Progress

- Currently we have an 83% response rate from staff and faculty who have completed their safety training. The Board of Governors would like a 100% response rate, where all King's employees sign off on their respective safety plans. This includes new hires, faculty that do not live in Halifax, and student employees.
- **Action:** Departmental OH&S representatives to ensure that everyone in their department has completed safety training and signed off on their respective safety plan

Review Athletics Revised Phase 2

- The province of Nova Scotia has lifted some restrictions regarding sports, gatherings, and the performing arts
- The athletics team has landed on the capacity number of 30 guests. Because it is over 10 people, their plan must be approved by the president
- Patricia, Mason, and Tim felt comfortable with this plan and the new capacity rate
- **Action:** President William Lahey to approve of Athletics Phase 2B Safety Plan, and the proposal to have up to 30 guests in the gym

Review Library and Archives Revised Operational Plan

- The Library is looking forward to the day the stonework on the library steps is complete. The construction is noisy and blocks off the access to our welcoming lobby
- Access to the library continues to be from the south side of the building

- Students are hesitant to book their study time and are unsure about ‘walk-in appointments’. Please spread the word to students. The library staff predict that it will get busier as the semester moves forward
- The library is hoping to expand their working hours to better accommodate students
- The library revised their self-declaration form

Review Galley Staff Meeting Safety Plan

- The Galley hopes to host an in-person staff meeting and training session, where new and returning employees can review all new safety procedures. They are also hoping to sample some new menu items
- This will total 15 people between students, staff, and training
- Tim Lade from residence, who also ran training for 18 students on campus recently, suggested physically separating the seats in the wardroom beforehand. This is a clear indicator and sends a clear message that people cannot sit together
- Trisha and Tim L both approved of the plan
- **Action:** President William Lahey to approve of the Galley Staff Meeting Safety Plan. After this, the Galley can move forward and begin training their employees

Residence Programming

- Residence is currently missing the ‘social’ piece that makes life on campus special. They have received feedback from students, who are largely saying “I sit in my room all day and I’m having trouble meeting people and making friends”. This has impacts on their mental health. Residence is usually about friendship, relationship, and community building.
- Residence is hoping to expand their programming and host a series of events that bring groups of 25 people together (with the help of athletics, KSU, etc).
- Tim Lade created a general use document that can be applied to multiple events.
- **Action:** To date, every event with more than 10 people needs an individual plan. Tim to update his document to highlight that this is a reusable plan
- **Action:** The committee to decide how we are going to communicate to the wider King’s community that we have a safety plan in place for every event; and how we are going to coordinate so that we don’t have multiple events occurring on the same day
- **Action:** The OH&S Committee approves of this plan, except for the communication and coordination pieces

New Business

Review NSPIRG, EMSP, and Wordsmith COVID Safety Plan

- Mason C, the KSU representative, shared three society safety plans with the OH&S Committee. Sophie L, joined to answer any questions.
- NSPIRG is a joint King’s and Dalhousie society, and they must receive approval from both institutions. However, they are located in the basement of the Dalhousie Student Union building. Once King’s students enter Dalhousie’s campus, they must follow their COVID rules and regulations. The OH&S Committee noticed that the NSPIRG safety document

did not mention a size limit to social gatherings. King's has a current rule that states there are to be no non-essential gatherings of less than 10 people; and that groups of more than 10 must be approved by the OH&S Committee and The President of the University. We are not familiar with Dalhousie's limit.

- The King's Early Modern Studies Program (EMSP) Society and Wordsmiths Society plan to run everything online this academic year. They may have two people come onto campus in April to use the King's Student Union printer to print out their journal.
- **Action:** Mason to bring the OH&S Feedback back to NSPIRG re: gathering limits

New Safety Workbook

- Ian shared a new and upcoming safety planning workbook
- Katie has access to safety workbooks, handbooks, and templates from other institutions. She noted that it is useful to include a 'soft' information or summary section that highlights the intended audience, why the event is important, if it involves serving food or alcohol, etc. This will make the workbook more user-friendly to the reader.
- **Action:** Because Katie's workbooks were not intended for distribution by others, she is only going to share them with Ian in the name of safety.

First Aid Kits

- Although it is not specific to anyone's safety plan, Ashleigh inquired if First Aid kits have been updated to include disposable masks. Trish from athletics was going to check her kits.
- **Action:** Check in with Tim, Ian and Trish during the next Occupational Health & Safety Meeting to see if first aid kits around campus have been checked or updated to include disposable masks that would keep victims, first responders, rescuers, and bystanders safe during a first aid incident

Schedule Next Occupational Health & Safety Meeting

- **Action:** Next OH&S Meeting scheduled for October 21st at 9:00 am on Microsoft Teams

Meeting adjourned

King's Occupational Health & Safety Committee

Meeting Minutes

October 21st, 2020

Attending: Benjamin von Bredow., Gordon McOuat, Trisha Miles, Michael Bennett, Timothy Ross, Dolly McIntyre, Sheldon Gouthro, Daniel Orovec, David Swick, Tim Lade, Ashleigh Baxter, Ian Wagschal, Daniel Orovec, JM Nsengiyumva, Jordon Roberts, Patricia Chalmers, Ranall Ingalls

Regrets:

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 October 1st Meeting

- Ben and Sheldon passed a motion to approve the October 1st minutes.

Review Staff Training Progress (Ian W.)

- It is difficult to determine if everyone has signed the safety plan. There is no easily accessible list of all paid staff members at King's (ex. a list of all part time instructors, etc). We are relying heavily on the safety representatives to reach out to their departments

Review Athletics: (Trish M.)

Phase 5

- Phase 5 outlines a safe and effective way to allow specific and trusted rental groups into the gym and dance studio.
- Locker rooms will be off limits, participants must come fully prepared with their water bottles filled, they will be screened upon entrance, and no spectators are allowed.
- The safety officer from the rental group will be trained in our safety standards, and will be charged for any costs associated with increased staffing and cleaning
- Currently there is only one rental group scheduled to use the gym. Trish and her team will monitor this over the next two months and re-evaluate who / if / when we open the gym up to more rental groups.
- Approved by the committee.

President's Hike

- President Lahey and the King's students participate in an annual hike at Blue Mountain. This year, they plan to stay local and have secured a private charter (two bus). All students must sign a registration form and go through a screening process. Students

must wear masks during transportation on the way to and from the destination but may remove it during the walk / hike. Students must abide by 2m social distancing rule.

- Approved by the committee

Yoga for Students

- Athletics would like to offer free yoga to all King's students (living on and off campus) once a week, for 1 hour. Trisha's mother will be the yoga instructor (who teaches at Halifax Yoga). There are limited spots, so students are asked to register online and there will be markers on the floor for when they arrive. Students will wear a mask until they are on their own mat, and then leave at a time after the practice. Students are encouraged to bring their own mat, but there will be 10 mats available for students who do not own their own which will later be cleaned by athletics staff. Students on staff will also clean common touchpoints.
- Approved by the committee

Review Residence Plan: (Tim L.)

Revised Residence Plan

- Approved by President Lahey and by the committee. Don's have the registration forms and look forward to signing students up.

Communication Plan for outdoor events (Tim R.)

- Stephanie, who typically helps with registration, is currently off on surgery. Similar to booking Alumni Hall, people are asked to let Tim Ross know what space they need on campus. The gym and chapel will share their events calendar with Tim to coordinate multiple activities taking place on campus.

Review Curie Waiver Update (Ian W.)

- Our insurance is provided by Curie, an insurance group that all universities in Canada buy into. They have stated that COVID is an exclusion in their policy (i.e. if the resulting harm can come back to COVID and any negligence on the university).
- They have offered waivers that are intended for 3rd parties (rental groups, third party coming on campus, etc).
- Waivers cannot be applied internally (i.e. to students, which is something other institutions attempted)
- By signing this contract, you agree to the risks of COVID and agree not to sue the institution for any COVID-related harm and damages

Review Chartwells Safety Plan Phase 2 (Daniel O.)

- Phase 2 concerns the opening of prince hall to the wider King's family (staff and faculty that may be on site). This would allow anybody to come in and purchase a coffee, pre-order off of the take-away menu, and possibly even order pizza on a Friday afternoon.

Part of this initiative is to keep his supervisors happy with a few extra dollars coming in. While people can come in to retrieve or collect their food and beverage items, they would have to leave afterwards. Hoping for the committee's approval.

- Both Katie and Tim both felt that this would not negatively impact the on-campus residence students who use Prince Hall. In fact, students have been asking if their off-campus friends can join them.
- Currently there are strict limitation to where students can use their dining dollars (ex. Tim Hortons at Dalhousie is one of the few places currently still open). Daniel is hoping to see if students can pick up study snacks with dining dollars
- Approved by the Committee

Review Chapel Safety Plan Sections 1C and 4A. (Ben. B. / Ranall I.)

- As we have our AV tech progressing and hopefully will soon be able to broadcast more music and chapel programs from the chapel and to the broader community.
- The Chapel's original safety plan did not include on campus visits because staff were working remotely from home. However, the music staff are finding it increasingly difficult not having access to their offices and would like to visit campus.
- Section 1C approved by the committee (music staff given access to their office)
- Because the cleaners only come in once a week, staff will be asked to increase sanitization as they come and go. Staff are asked to remain in their family bubbles when coming in to use the office (ex. The Halley's can come in together).
- Section 4A approved by the committee (non-choral events in the chapel with 11 to 25 people).
- The chapel has been limiting their off-campus excursions to places that are accessible by public transportation. They are proposing a modification to section 6A of their safety plan to allow carpooling within a half hour drive if everyone wears a mask and signs a waiver. This is something the chapel has always done for weekend retreats.
- **Action:** Find out if we are insured for the chapel community to use their personal vehicles to transport students to and from a university sanctioned hike

Follow Up

First Aid Kits

- Monica and Tim in residence, Daniel in the dining hall, Trish in the gym, Tim and the cleaners, and JM in the Wardroom have all checked their first aid kits to ensure they have non-reusable masks in them.

New Safety Workbook (Ian W.)

- Individuals in the King's community are beginning to think about hosting social events and getting groups of people back together. An inquiry has even come through from the J School. The workbook will be readily available for when requests for gathering start to increase

NSPIRG Feedback on gathering limits (Mason C.)

- Mason was unable to attend Occupational Health & Safety Meeting. This item has been added to the next meetings' agenda items

New Business & Schedule Next Occupational Health & Safety Meeting

- Elections Canada has requested that King's be a polling station in the event of a federal election.
- Any space that elections Canada takes would be shut out for a week
- Armbrae Academy has said no, and they have not received an answer from Dalhousie.
- It would have to be held in the gym (which has accessibility concerns) or the NAB.
- Elections Canada would take on the responsibility for COVID safety measures and security
- We want to encourage civic engagement from our students, and open up King's to the wider community
- Before saying 'yes', Tim Ross is going to ask for more information and their plan moving forward (his contact in Bonnie/Bonny Reid/Read).
- This matter would have to go to the president
- **Action:** Next OH&S Meeting scheduled for Thursday November 12th at 9:30am on Microsoft Teams

Meeting adjourned