Carleton University  
Joint Health and Safety Committee and Union Leadership  
COVID-19 Update meeting April 9, 2020.  
Microsoft Teams Meeting, 11:00 am

The JHSC Management co-chair Tony Lackey, chaired the meeting.  
Given the special nature of the meeting, quorum was not required (although it was attained).

While the JHSC meeting minutes from the March 25, 2020 meeting were distributed to members and union leadership, they will be reviewed and formally approved at the next scheduled JHSC meeting on June 24, 2020.

Tony Lackey shared opening remarks.

1. The president has been providing updates on a daily basis. Winter term has been successfully completed. The university is doing its best to comply to provincial gov orders concerning essential services. The university Operations Committee has been reaching out to all departments to review all activities are in compliance.

2. There will be further government restrictions coming in the next week. The interpretation of the Orders is that the overwhelming majority of Carleton staff and faculty should not be on campus. It is allowable o come to campus to pick up some items required to work at home. Given the new Building Access policies, individuals should speak to their manager prior to coming to campus. Campus Safety will also need to be advised if access is required.

3. New policies regarding reimbursement of fees and events in the summer along with summer term are being reviewed and implemented.

4. A review of current policies is also being undertaken to see how the university proceeds forward with re-opening the campus for the fall term.

Questions Raised

Q1. If FMP does rounds and finds anyone in a classroom, what is the protocol?

R1. There shouldn’t be people in classrooms, contact Campus Safety. It was also clarified that there are a few people coming in on an extremely limited process to record classroom lectures in Southam Hall. Otherwise, please contact Campus Safety and they will identify any individuals still on campus who should not be.

Campus Safety is locking the buildings as best as possible, however some buildings have tunnel access that prevents them from being fully secured. Campus Safety is patrolling, adding caution tape as a visible deterrent along with regular patrols. Contact Campus Safety at 613-520-2600 x.4444.

It was also clarified that it is important to call in any unauthorized activity to ensure that the spaces can be cleaned and disinfected properly.
Attendees were reminded that non-compliance with the Essential Services Order can be $10,000 per individual along with jail time and the university can be fined up to $10,000,000.

Members were reminded that if there are hazards or issues of H&S concern, EHS is leveraging existing systems to identify and address workplace hazards. This will serve as a measurable replacement for the monthly JHSC inspections, and will serve as confirmation and justification if ever required from a ministry point of view. Currently, the largest population of “on site” staff are FMP, Campus Safety and EHS. Together they will be able to report hazards as observed during their daily activities for remediation.

No further questions or issues were discussed at the meeting.

Next meeting(s)

Another meeting will be scheduled over Microsoft Teams in the next couple of weeks.

The next official meeting will be Wednesday, June 24, 2020, at 9:00 AM, Room 608 Robertson (or Microsoft Teams).

Adjournment