

**Carleton University
Joint Health and Safety Committee and Union Leadership
COVID-19 Update meeting #1 April 22, 2020.
Microsoft Teams Meeting, 10:00 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).

Tony provided highlights since the last meeting.

1. From a university perspective we have completed winter term and entered into exam period. Exams are going fairly well, few glitches early on have been corrected. Jamie Carmichael spoke with Tony and they discussed the overall success of the exam process.
2. Spring registrations are quite good, which bodes well for the university.
3. Operations and Steering Committees continue to meet on a regular basis. A separate committee has been formed to address how the university proceeds in the fall.
4. The Premier and Provincial Chief Medical Officer of Health feel we are at COVID peak, Ottawa Health Officials disagree.
5. 120 staff on campus completing essential duties in compliance with provincial guidelines. Construction on campus has been shut down as per provincial regulations.

Questions Raised

Q1. A concern had been raised by a JHSC member to EHS, but did not provide sufficient details to evaluate the concern. Nancy requested additional details of the worker member, to identify the union members concern, and initiate a conversation with the concerned worker. A worker was questioning if they should be provided PPE equipment as they are handling IT equipment. The worker member indicated that the union worker was told to just wash their hands. Name and contact information will be provided as obtained. Nancy indicated that issues are being addressed as they are raised, on a case by case basis in light of COVID-19. Nancy has been in contact with various departments to address handling of various items, including things like library books, keys, etc.

Q2. A member had a question about functioning of the science store, specifically in light of COVID-19? Nancy indicated that she has been in contact with staff in Stores and was working with FMP to determine how best to minimize contact points, and provide enhanced cleaning and sanitization. Taking even simple steps like leaving the door open will eliminate a common touch point. It was noted that hand sanitizers are now posted outside the doors, and people are being asked to distance. These measures appear to be working.

Q3. What is the status of the COVID case on campus? Nancy Delcellier indicated that as part of her role, she conducts follow ups on all individuals who are self isolating or have exhibited any symptoms. Nancy confirmed that the first COVID case on campus has completely recovered and is back at home working remotely. We have had other individuals confirmed as COVID positive, but they have not been on campus and likely contracted it through the community. Of the 3, all have recovered, 1 was in hospital.

We have had no students confirmed as COVID positive. In cases where individuals on campus were self isolating, responders such as FMP and CSS have been notified to avoid those areas. Nancy is continuing to track all COVID related updates on a daily basis.

Q4. A member asked if he can go to his office to get his books?

Tony Lackey indicated that the protocol is to contact the department dean to arrange permission and access to campus. In Science the department has asked that each faculty member notify the dean the day before no later than 4:30pm to arrange for access the next day.

Q5. Does the university still have ability to issue physical campus cards?

Kevin Mann indicated that if someone needs a campus card, they are being dealt with on a one-on-one basis and the cards are distributed by Campus Safety. It was identified that new cleaners have been hired on and do not have access as they do not have cards. In addition, it was identified that there were 2 new cleaners in the lobby of Campus Safety and they were failing to socially distancing. Kevin and Dan Redmond discussed options to ensure that cards are issued and delivered. Dan Redmond asked for follow-up details to provide the cleaners with feedback about the lack of social distancing. Dan Redmond indicated that damaged cards can be replaced if necessary.

Information item #6. Dan Redmond indicated that a hawk was found on campus last week and attacked a person. The hawk has a nest with baby chicks and more eggs, on the side of Southam Hall facing Patterson. FMP reached out to Ministry of Natural resources to identify if it is an at-risk species. If the hawk poses a serious problem, the nest can be relocated, the Ministry is reluctant to do that as it could risk the young chick. Due to reduced traffic on campus, the university is prepared to deal with the challenge. Signs have been erected and FMP is monitoring it. FMP and the Ministry prefer if the hawk stays. Nature is doing what nature does and reclaiming some of campus due to the reduced traffic. It is located over top of the entrance to Theatre A at Southam Hall. There have been no further swooping down incidents. A member asked for an email to go out regarding the hawk, Dan Redmond indicated that there is plenty of signage posted to warn all workers. There was a conscious decision not to publicly post the news in Carleton Top 5, which is monitored by local news. This could have led to more people coming on campus to take photos of the bird. FMP does not want to encourage sight seekers to come looking for the bird.

A worker member agreed that reducing the news of the hawk is a good idea as he sees other hawk nests throughout the city and they attract too much attention.

Q7. A member inquired about groundhogs digging up areas of campus. Dan Redmond indicated that the hawk may actually reduce the number of groundhogs on campus.

In regards to reduced human traffic, there is a possibility of additional groundhog activity. FMP normally traps and relocates groundhogs. FMP has received complaints both from people who say there are too many groundhogs and those that are heartbroken when there is a groundhog hit by a car. FMP is doing their best efforts to balance the life of the animals on campus as much as possible. If you see something, say something.

Q8. A concern was raised to a worker member about delivery drivers who are lost and asked Campus Safety for directions. He was dressed in shorts and said he was from Florida delivering air conditioners. Asked if there was a plan to take deliveries?

Nancy indicated that for deliveries that are coming in through Science and FMP, there have been active requests to identify the deliveries in advance, where they are going and who the contact person is. Nancy will follow up about this item as there are several essential deliveries, this needs to be determined.

Nancy indicated that her understanding as far as border crossing goes, essential deliveries are allowed to go through, but there is a process regarding health checks and physical distancing. All correspondence to construction and delivery personnel, has made the expectations clear as to what the process is.

Tony indicated that there are still some projects ongoing on campus, but only for essential services, safety, security. The Nicol building has been shut down. The new residence and the engineering design centre are still in the planning and design stage. Construction is on hold until a further review is conducted on those projects.

Q9. Nancy indicated that there will be upcoming communication sent out about the national day of mourning to mourn those that have lost their lives due to workplace accidents or illness. Further communication will be sent out regarding NAOSH. EHS has paired with Campus Safety and Healthy Workplace to discuss psychological health as quarantining leads to increased mental stress.

Q10. A member asked to confirm that no CUASA members on campus?

Nancy indicated that every dean is providing information on a daily basis to Sal Ugarte as to who are on campus on a daily basis. There are some researchers in Science and are on campus on a daily basis. They would have indicated to their dean as to why they are on campus and why it is critical for them to be on campus. All faculty are to follow the process of speaking with their dean to obtain temporary access to campus to acquire what they need and to leave. Nancy expects that any faculty member would have gone through there derogation process to be on campus.

Q11. A member asked if something could be done in terms of communication to alert people to do a walk around their homes to identify any potential hazards, eg – carbon monoxide, smoke detectors?

Nancy indicated that does align with NIOSH this year. Nancy asked other committee members if they would support this initiative. Nancy indicated that David Hunt is working to try to identify an option to bring office ergonomics into the home with simple tools, tips and tricks. Dave and Nancy are looking to see if they are able to provide some form of in home assessment on a one on one basis.

A member enquired about a workshop? Nancy indicated that if the members want a workshop, it is something that can be done.

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