

Carleton University
Joint Health and Safety Committee and Union Leadership
COVID-19 Update meeting #4 - May 20, 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).

Information#1. Nancy indicated that the university is operating under Phase 1 of the provincial return. The university is in lock step with the provincial guidelines. Research will be the first wave that will be allowed back on campus. There will be more communications coming out as the days go by.

Nancy added that EH&S is developing Guidelines and will also have a shared location for these, probably on the EHS website. Nancy added that FMP is also putting together documentation on cleaning protocols.

Questions Raised

Q1. How will procedures be shared? Tony replied that the procedures are still in draft form but will be released once they have been finalized. They will be in a common folder eventually once all of the departments have responded. We have received 40 questionnaire responses to date. The areas where people are expected to be coming back first are being focused on at this time.

Q2. A member noted that CUPE held a Zoom video chat, they indicated that the JHSC workers should be inspecting all spaces before workers come back? Nancy indicated that she is not aware of any legislation nor is there any guidance piece that indicates that it is a requirement. Tony added that the university has been following government regulations and guidelines. He also stated that he was unaware of any changes to the Occupational Health and Safety Act, having implemented such a requirement. It is something that can be considered, we will do some research and will get back to the group.

The member indicated that she will review the Zoom CUPE meeting and find the excerpt and share it with the JHSC.

Q3. A member asked who is responsible for signage and how are we doing with it? Nancy indicated that each area is to identify where they are with needs for signage, signage has been crafted that is universal with its instructions. Tony is working directly with athletics. Tony indicated that Sal Ugarte is meeting with Athletics to conduct a walk through of the Athletics buildings with Patrick, Jolana and Jennifer Brenning.

Tony indicated that given that we have the ability to make signs at the Print Shop, signs will be made on campus. A catalogue has been developed related to COVID-19 (social distancing, hand washing). Once the departments get their advisory document with guidance on how to re-open they can then order signs for their department from the Print Shop. Each area as they are approved to open will have priority to get signage and supplies. This is part of the progressive re-opening strategy.

Nancy indicated that the Athletics walk through is taking place on May 20, 2020. Tony indicated that departments will receive instructions on signage but it will be up to the department to order and install. Funding is still being discussed at this point in time.

Linda Cruz A member asked if the JHSC saw that Ottawa Public Health signs that have been created and are available for distribution? Nancy indicated that JHSC-Carleton was already developing signs prior to the release of the Ottawa Public Health signs becoming available. JHSC-Carleton is in constant communication with Ottawa Public Hhealth to ensure that all institutions are adopting similar approaches and in compliance with Ottawa Public Health. Kristie Tousignant, Director of Health and Counselling, is the official contact at the university for Ottawa Public Health.

Nancy indicated that our signs will go above and beyond the Ottawa Public Health signs as they will be specifically tailored to life on campus.

Q4. Andrea Fowler A member asked if Aramark will be re-opening and what their protocols will be? Nancy indicated that she and Dan Redmond have reviewed Aramark's signage and procedures to ensure they align with Public Health. The large dining areas have been closed down and ~~we~~ shifted to take out only. Tony indicated that Aramark, the Book Store and other ancillaries will be brought back in progressive ways. Kevin Mann indicated that each area is unique and they are reviewing their operations to ensure that everything being done is scaled properly and in compliance with all regulations.

Q5. Carmen A member indicated that she received information about time slots pertaining to when to return to campus to collect items form offices and had questions about if on the accuracy of the information ~~was accurate~~? Brian Billings indicated that access to buildings is being coordinated with the deans and verified that the information Carmen the member received is correct. Campus Safety is looking to coordinate designated access to buildings so that faculty can access the campus to get their supplies so that they can prepare for classes online.

Brian indicated that he was not sure of the exact timeline of when the access will take place but noted that it will be in the not too distant future.

Q6. Bruce Marshall asked if there will be training videos for staff? Nancy indicated that videos have been drafted, waiting for confirmation from Steering Committee to ensure that guidance is in place. It will be on CU-Learn and will be mandatory, it will be Ontario based, will focus on handwashing, face masks, gloves, social distancing, what does it mean, what are the expectations. Will Following the Ontario Public Health videos. EH&S and Health Counselling will be also developing videos that reference our specific policies and programs. Anyone who hasn't completed WHIMIS training will need to completed due to the number of cleaning products that are now being brought onto campus. A number of products are WHIMIS exempt but several are not. As soon as return to campus training is ready everyone will be notified so that everyone can complete it before they return to work. The training will be short and specific.

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