

**Carleton University
Joint Health and Safety Committee and Union Leadership
COVID-19 Update meeting #5 – June 3, 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 she is working with Teaching and Learning Services to complete all of the on-line training based on Public Health and public safety best practices and guidelines. The final completed training should be ready for launch in the next day or so. All individuals who are still working on campus currently will need to take the training right away.

Information #2. (further to previous meeting). Nancy indicated that there is nothing legislated requiring inspections prior to re-entry. FMP has been inspecting the systems during the winter to summer switchover. This includes, preventative maintenance, filter replacement, water system inspections to ensure that the water system is operational. Nancy also indicated that as we bring buildings back on line, FMP is inspecting those buildings based on order of priority. Sal Ugarte has been inspecting all of the buildings to determine primary egress and exits, for installation of signage, and handwashing/hand sanitizing dispensers.

Information #3. EHS has produced a number of Infection Prevention Guidelines including for Offices which highlights what is required in an office environment regarding social distancing, hand hygiene, ventilation, cleaning and disinfection, use of personal protective equipment. Similar documents have been created for various tasks and workspaces

Information #4. The university, based on recommendations from the Safe Return To Work Committee and Public Health best practices, will provide 2 cloth face coverings along with an individual bottle of hand sanitizer. The recommendation will support the voluntary use of masks, and will not be mandatory.

Nancy indicated that part of the return to campus involves messaging and communication to ensure that everyone is well informed of the new procedures prior to returning to campus.

Questions raised

Q1. A member asked about a building with a chronic HVAC issue like Loeb? Nancy indicated that she has been in discussion with FMP, currently Loeb is not a priority building but will be inspected the same way as all other buildings.

Dan Redmond indicated that each building is being assessed so that they will be ready. Loeb is further down the priority list but will be reviewed prior to re-opening. Dan indicated that as much as possible, FMP opened up the dampers on the systems to allow as much fresh air into the system as possible. The new standard is to operate with as much fresh air as possible

coming into the HVAC systems. Systems were previously shut down in buildings that were unoccupied, but now the systems are being left on longer or even left on permanently to allow for fresh air to continually recirculate throughout.

Q2. Question about shared lunch spaces. Brian Billings indicated that we all need to ensure that the fridges are able to be used by multiple people safely. Parameters are being developed and will be shared within Campus Safety. A member asked what to do regarding fridges with more staff coming back to campus. Nancy responded that the guidelines spell out how to properly clean any shared area to ensure that it is safely used. Employees are expected to follow the sanitization procedures. The member requested cleaning supplies for their lunch room, Dan Redmond indicated that cleaning supplies are available from FMP.

Q3. A member asked what to do about contract cleaning staff who are not following social distancing, will they be provided the CU specific training and how that is being handled? Dan Redmond indicated that all contract staff are required to follow social distancing rules, but as employees of an outside company they are bound to their own rules. Dan asked that if anyone sees anything to let FMP know and they will address it.

Tony added that employees should contact their managers if they see something. All contractor guidelines have been reviewed and they are all in compliance. But it is an enforcement management issue as some people do not take social distancing as seriously as others. It will continue to be a challenge going forward with more people coming back to campus.

Q4. A member asked if there will be electronic safety boards or will JHSC documents continue to be posted in paper? Nancy indicated that the current JHSC H&S Board signage has not been updated and there are still paper posts up. This will be reviewed and there have been discussions with various people to determine if screens on campus can be leveraged. Crystal asked why not post them online so that everyone has access. Nancy indicated that a lot of items are being re-considered, the current practice of paper posts is based on worker recommendations. Tony indicated that a communication plan for all guidelines is being developed for COVID EHS and university with COVID information.

Q5. A member also asked about meeting minutes and agendas? Tony indicated that as far as agenda goes, these are not formal meetings and no agendas were being drafted. As far as minutes, these are summary of the meetings, not minutes, are being reviewed and will be available in the first part of next week. Going forward, minutes will be made available as soon as possible depending on workload. Tony and Nancy confirmed that all motions and recommendations can be raised at the next official JHSC meeting, union leadership were reminded that there are 5 official JHSC meetings per year.

Q6. A member asked if unions are invited to regular JHSC meetings or just the information sessions? If there is a specific issue that union presidents want to present, they can be invited

by the Co-Chairs to the meeting and given permission to speak, however, all motions must be introduced by a member of the committee.

Q7. A member asked if the bookstore is open? Kevin Mann indicated that the Bookstore is e-commerce only, shipping is provided to students and shipping is free. The store is not open to the public currently. Kevin indicated that the Bookstore can even send CU branded clothing.

Information #5 Dan Redmond spoke to the Back To Campus Cleaning Procedures. Anytime a group wants to come back to campus, FMP needs to assess the spaces to ensure that a group can get into the building, and have adequate access to washrooms, elevators, corridors, etc. FMP has put together floorplans and reviewed with the group to outline which spaces are being maintained. High touch surfaces are being cleaned twice per day by FMP as per provincial guidelines. FMP is providing disinfectant for all employees to disinfect their workstations.

Employees will need to clean any visible soil first from their workstation, and then use the university provided disinfectant to clean the surface of any contaminants. The disinfectant is available from eShop.

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