

**Carleton University**  
**Joint Health and Safety Committee**  
**Minutes of Meeting of March 25, 2020. Meeting #213**  
**Zoom Meeting, 9:00 am**

Membership	Representing	Name	Present	Regrets
<b>Worker Members</b>	CUPE 2424	Graham Galway	✓	
	CUPE 2424	Linda Cruz	✓	
	CUPE 2424	Samantha Shortt	✓	
	CUPE 2424	Kim Heuff (co-chair)		✓
	CUPE 910	J.P. Sabourin	✓	
	CUPE 910	Brad Crawford		✓
	Non Union	Andrea Fowler	✓	
	CUPE 3778	John Kavanagh		✓
	CUPE 4600-1	Ana Santos	✓	
	CUPE 4600-2	Ali Ghaharbeighi	✓	
	CUASA	Carmen Leblanc	✓	
	CUASA	James Green	✓	
	OPSEU 404	Michael Radcliffe	✓	
PSAC 77000	James Lafortune	✓		
<b>Employer Members</b>	Human Resources	Robin Karuna	✓	
	Facility Management & Planning	Dan Redmond	✓	
	University Services	Kevin Mann	✓	
	Faculty of Arts & Social Sciences	Cheryl Murphy	✓	✓
	Faculty of Science	Gail Atwill		
	Faculty of Engineering and Design	Laura Wilson	✓	
	Campus Safety Services	Brian Billings	✓	
	Athletics	Bruce Marshall	✓	
	Library	Gilles Monast	✓	
	VP Student Affairs and Enrolment	James Moretton	✓	
Finance	Tony Lackey (co-chair)	✓		
<b>Resource/ Secretary</b>	Environmental Health and Safety	Nancy Delcellier	✓	

<b>Handouts (Distributed electronically or hard copy)</b>	Agenda (e)	Incident/injury/good catch report (e)
	Minutes (e)	
		*Indicates that member arrived later

**Items:**

**Action:**

The Management co-chair chaired the meeting.  
 Quorum – quorum was attained

Order of meeting changed to allow Special Guests to speak first

**1. Special Guest - Bailey Reid**

Sexual Violence Report

Nancy to share the Powerpoint presentation with the group.

## 2. Agenda and Minutes

### 2.1 Call for Agenda Items

Chair

There were no new agenda items. New business was already on the agenda.

### 2.2 Approval of Agenda

Chair

The Agenda was approved

### 2.3 Approval of Minutes of January 25, 2020 (Meeting #212)

The Minutes were approved as written

## 3. Announcements

Chair

James Lafortune was welcomed to the committee, replacing Rana Amache for PSAC77000.

N. Delcellier welcomed the members to the zoom meeting. Union presidents, and the Labour Relations members were likewise welcomed to the meeting. Committee members participated in the initial discussions, with the union leadership permitted to ask any additional questions following the initial discussion.

## 4. Covid-19 Discussion

T. Lackey

T. Lackey summarized actions taken to date, updating discussions held at the January meeting. The Working Group had looked at issues since early January and assessed the risks associated with the virus. March 11-12, the full potential of the risks associated with the virus became apparent to the world at large and the emergency management framework was activated. Three committees were created as part of the framework – Operational, Academic and Steering. These committees meet daily to identify and address issues and make decisions around policies and procedures. The Steering committee makes final decisions. There are some challenges arising daily, but a lot of great things happening: Enhanced cleaning, working from home, physical distancing. The Carleton community for the most part are doing their part.

Question and answer period

Q1 – With Building Access protocols, will the lists of current users for after hours be revised?

R1 - Students have been removed from access lists, to limit access, but the intent is not to limit access from those who have legitimate needs to be on campus. As of March 30<sup>th</sup> access has been restricted to essential people only. There will be a list of people who have access to each building. Departments are being asked to report those staff that are required to attend campus and the building to carry out essential service. A message to the community will go out Friday, March 27<sup>th</sup>.

Campus Safety are available through the Safe Walk Program, and the check in services of the Working After Hours Program. Procedures for Working Alone are currently being reviewed by EHS to align with having reduced staffing on campus.

Q2 - How are International Students that are still in residence eating? Are they interacting or self isolating?

R2 - There are currently 600 students or less. Food will be provided by individual take-out. They are self isolating. Lounges are restricted to limit social gatherings. Students encouraged to use technology to interact. There is lots of messaging to ensure they are distancing from each other. Housing staff are checking in with the remaining students ongoing to reinforce.

Q3 - Are we planning to get those 600 home or will they be staying?

R3- We are unable to reduce the residence numbers to zero due to international students who can't get home. The intention is that we are trying to limit the number that need to be on campus. We will not push them out. We will work with them as much as possible.

The agenda skipped to New Business items 10.1, and 10.2, as both were related to COVID-19.

### 10.1 Incident in the CHP

M. Radcliffe

M. Radcliffe had concerns as to why the incident that occurred on March 18<sup>th</sup> was not reported (closed) until several days later, and did that pose a risk to the CHP worker? N. Delcellier clarified that the report M. Radcliffe received through CuWorkSafe on the 23<sup>rd</sup> was as union president for a possible WSIB claim for one of his members. The occurrence report was received as per normal procedures. Given that the individual of concern did not access the CHP, there was no risk to the CHP occupant. All adjacent spaces and contact surfaces were subject to the enhanced disinfection protocol. N. Delcellier provided background that a homeless person gained access to the maintenance building and stole someone's lunch. When Campus Safety arrived, there was an interaction with the individual, and the worker was coughed on. Hence the possible claim. Because we were unaware of the individual's health status, the precautionary principle was utilized, which is why areas were disinfected, and a worker claim was set up. The CSS worker showered following, which would have minimized risk. R. Karuna clarified that "self isolation" would not be covered under the WSIB, however, the university had committed that no faculty or staff would be negatively impacted if they had to self isolate. Should someone contract COVID-19 while working at Carleton, WSIB would have to connect it with employment in order for WSIB to consider. T. Lackey reminded that current procedures are in place until April 6<sup>th</sup>, but that we can expect communications to address after April 6<sup>th</sup>. M. Radcliffe requested information on the decontamination process after incident. D. Redmond advised that a risk assessment was done and the area was disinfected versus decontaminated. An electrostatic spray was used and all high touch surfaces were disinfected.

### 10.2 CSS PPE Concern

M. Radcliffe

M. Radcliffe expressed concern that carriers for respirators, discussed March 17, have yet to be provided to CSS officers, nor was a timeline provided. A question was raised as to why this was a JHSC issue, as it appears to be a departmental concern that should have been addressed through the appropriate process. M. Radcliffe confirmed that he was advised yesterday that this was moving forward. B. Billings indicated that lines of communication remain open to address

Q4- Is the university following the provincial closure mandates?

R4 - Based on the list yesterday it appears quite broad. The university is in the process of reviewing operations both what is happening on campus and off to ensure we are in compliance – we believe we are still within the order

Q5 - Do we have an idea of how many faculty members are outside of Canada?

R5- No – we have been getting some communications – there are some faculty members that haven't been communicating back to the university. We recognize that the Travel Registry has not been mandatory, however, this circumstance provides additional evidence why this should be pursued.

Q6- If we do have faculty members who become ill overseas, would this fall under WSIB?

R6 – As with all work related activities occurring off campus, accidents and illness would be reported. This would likewise be the case, with the WSIB adjudicating the claim if required. The primary concern would be ensuring that any of our faculty members have access to Medical treatment should it be required. Our employee benefit plan (Canada Life) is covering COVID illnesses for people that are abroad and if they are travelling overseas that they would be covered. The communications from HR are specific and require individuals to contact the University (HR) and advise of any illness. We have been working together to track individuals who are required to isolate or are suspected of having the virus who are part of our community. To date no one has contacted us from individuals that are overseas that have been tested and/or waiting to hear information back.

Q7 – Do we currently have any faculty, staff or students that are positive?

R7 - We do have two faculty members that have been exhibiting symptoms but we have also had individuals who had symptoms and have been cleared. All reports of illness should be reported to HR, who will in turn advise Nancy so that we can complete the risk assessment to identify if there are concerns in the workplace.

Q8- In CSS, there is a procedure for regular disinfection, but is it the same for other areas?

R8- There is additional cleaning, specifically high touch area cleaning. We are still cleaning classrooms that are not being used. Any place where individuals are working on campus will be cleaning regularly and have upped the cleaning. Any location where the students might be we have upped the cleaning (housing, dining services).

Q9 – What about the golf carts?

R9 - FMP has secured cleaning supplies so that they can be wiped down by the individual users in the morning as they start their shift. This is in addition to handles that are being wiped down nightly by custodial. It was noted that this information may not have been passed down to the individual workers. While this was provided to managers, additional efforts will be made to ensure all staff are aware

Q10 - There are a number of reports of homeless individuals found on campus, inside buildings. How is this being addressed?

R10 – A proactive disinfection of any areas where homeless people have been sleeping was started a few weeks ago. FMP started new disinfection equipment several weeks ago, as part of the original planning of the Working Group. This allowed the university to be ready to spray hospital grade disinfectant in specific areas. This is why the communication chain between CSS, EHS and FMP is so critical. This allows for knowledge to be gained, risk determined, and we can immediately respond appropriately. This avoids any delays in taking action.

Q11 -What is the experience with the university being able to access cleaning and other supplies?

R11 - We had an issue across the campus with people stealing toilet paper. Currently, with reduced number of people we are not having the same issues. Additionally, hand sanitizer stations are being removed from the walls and stolen. We have secured additional supplies and we have ensured that there are sanitizers in areas where they are required to support the community. We started looking at this in December and got orders in early. It may become an issue over time but we seem to be in good shape. We started noticing supply chain issues in January and started reaching out to new suppliers at that time and were able to increase our supply.

Q12 -What should people do if they need more supplies?

R12 - We have a limited supply of hand sanitizers and we are being very strategic in deploying them. Soap and water is still the best thing for people to be using. If people need sanitizer for the department then I think the department will need to manage that but if there is an open space where it would be suitable to have a dispenser we should consider that and will be open to discussion.

Q13 -Back to the issue of faculty outside of the country. What to do?

R13 – first step should be to contact the Dean or HR. Should we be issuing something in our daily email to our faculty to contact EHS if they are ill? NO, every person should be contacting Mandy Hair in HR for notification and then she will send to me (Nancy) for an assessment. There have been over 70 staff and faculty who have contacted HR to date. Communications have been from the President and in the FAQ's. Because a lot is changing daily, we refer people to the FAQs, so we only have to change information in one area.

Q14 -Is CUASA informed if there are any positive cases? Q15 – Would positive cases be reported

into the CuWorkSafe system? Q16- Would the Carleton community be told if someone has been confirmed?

R14/15/16 - We have not been informed of any positive cases among any levels of staff. Currently, a case would only be entered into the system, if there was reason to believe it might be related to a workplace exposure. So far, none have been confirmed. Also, Ottawa Public Health would only share what they are authorised to share. We would need to validate with our privacy officer what is permissible for the university to share.

**ACTION ITEM– Nancy to confirm the process for advising in the case of a positive staff or faculty member, and report back to the committee.**

Q17 -Depending on how long we will be keeping these procedures, what will we do with the students?

R17 We will keep our students in residence as long as they don't have a place to go. Our prime concern is to ensure that they are taken care of and have some place safe to go.

Q18 – Can the members of the planning committees can identify themselves:

R18 - Nancy is on F&A, FMP, the academic advising committee (AAC) and the operations committee (OPS); Tony, and Brian are on the F&A and Operations committee; Dan is on the Operations Committee.

Q19 -Are there no worker members on any of the committees?

R19 -At this point no. It was identified that this question was more appropriately directed to labour relations for the unions, or addressed to Lorraine Dyke or Cindy Taylor.

Union Presidents were asked if there were any further questions or concerns:

Jerrett – none for me – all covered

Art – no comment no question

Dave – I am good here – thank you

Alberto – thank you

Mike – (did not comment)

Q20 – Would the minutes from this meeting be made available to all, and in advance of the May meeting?

R20 – Yes, as always, minutes are sent to the union leadership once approved by the committee at the next meeting.

**Motion:** Can the minutes be prepared and forwarded, exceptionally before the next formal meeting? A vote to approve by electronic means would be required.

Was agreed by majority vote, Motion approved.

**ACTION ITEM– Nancy to prepare and distribute the minutes within 2 weeks of the meeting**

Q21- Will direction be provided to the campus on the effect on research and ongoing research experiments, in regards to what access is permitted, and how to determine whether to run or shut down experiments?

R21- Effective March 30 we will be restricting access to buildings on campus. If you normally have access to buildings that you would continue to have access through access cards. If keys were required, now is the time to make arrangements. After March 30, the only people that would gain access would be the people that have keys or access according to the new procedure. There will be some communications on research and academic continuity upcoming. EHS has developed a check list that was forwarded to the operations committee and to the Deans of the faculties that would indicate that if you were going to be slowing down the activity these are the things you need to do to do it safely. The

building authorities have been contacted and are identifying any issues that might exist. The communication going out Friday should have all of the information that is relevant to these issues. Brian and Dan are working on the physical element, I am working on the health and safety element and the academic side are working on the academic aspects. The intent is not to restrict access to anyone that needs access – that is not the point – The point is to ensure that we are managing things safely.

The Union Presidents were welcome to stay on as we returned to the agenda

## 5 Business Arising from Minutes of Previous Meetings

- |                 |  |                          |
|-----------------|--|--------------------------|
| 11.1 –          | Tunnel Cart Safety<br>T. Lackey advised that twenty five locations were selected with the new signage, and while the intent was to poll students to judge effectiveness of the messaging, this could not occur given the circumstances. No further discussion. | K. Mann<br>(closed)      |
| 11.2 –          | Awareness Video<br>There will be no progress on this in the near future. Will be left on the agenda until can be revisited.  | C. Leblanc               |
| 11.3 –          | Emergency Communications and Washroom Signage<br>T. Lackey confirmed that funding was approved, however until the current situation is resolved, there are no resources to dedicate to ensuring the signage meets university signage standards.                | A. Santos                |
| 19-13 –         | Building Inspection Reflection<br>Until K. Heuff returns, there is no ability to address.  | K. Heuff                 |
| 5.1 –           | EHS Report – Incident tracking in CU WorkSafe<br>Several attempts were made to convene the subcommittee, no luck to date. Will be discussed under subcommittee reports moving forward. Close item here   | M. Radcliffe<br>(closed) |
| 19-16 & 19-17 – | Accessible parking on campus and OTrain Bridge<br>B. Billings advised both items fall under transportation and parking strategies. These will be discussed as we progress with the projects.   | K. Heuff                 |
| 20-01 -         | Safety in newly built and renovated spaces<br>G. Galway confirmed was addressed at last meeting. This can be closed.   | G. Galway<br>(closed)    |

## 6. EHS Report

### 6.1 Injury/Incident Summary

Members were provided with a summary report/graphs created from CuWorkSafe for the past three months. A number of injuries of note were highlighted and discussed. These included:

- 1) one lost time injury. An individual went to grab the door to exit the building as someone was coming in and it slammed into left wrist. The issue was a defective door closer. It was repaired.
- 2) Slip trip fall – a number of falls in parking lots, entrances to buildings and sidewalks on campus. All of the falls were related to weather conditions.
- 3) Exposures – an individual was replacing a light fixture in an office and had shut off the light switch to swap out. When touching the neutral line he received a shock. This does not confirm to the established LOTO program regarding electrical work
- 4) A report was received indicating an explosion in the sauna of the men’s change room. Rather, this was a case of a loose window falling out and breaking during the fall.
- 5) a number of good catches including: possible disturbance/inadequate containment for asbestos (all was in order). All incidents were addressed and corrective actions implemented.

N. Delcellier

6.2 EH&S Updates

The following were reported:

- 1) Inspection and audit for TDG completed by Transport Canada on March 10<sup>th</sup>. Inspection and audit went well and Inspector noted no deficiencies.
  - 2) Focus on the effectiveness of our primary control on campus and ensuring our engineering controls on campus are operating as intended. (In January and February, all local exhaust systems (~60) throughout campus (i.e., snorkels and downdraft tables) were tested and deficiencies addressed on site; Corrective actions resolved issues to 48 fume hoods to ensure the primary control in these spaces were operating optimally and according the CU standards.
  - 3) CUWorksafe login issues have been resolved for all paid staff. Still working on currently members who are not being paid by CU. We have a solution but there has not been time to implement it yet.
  - 4) Completed 32 office ergonomic assessment in January and February. This is currently a 2-fold increase in monthly demand compared to previous years.
  - 5) Successful transition of Fire portfolio to CSS.
- Q – Could updates be provided on Respect and Safety training compliance? Not at this time, but seeking to pursue now that most staff are working remotely.

**5. Workplace Inspections Summary**

N. Delcellier

Workplace Inspections were discussed, including feedback from the Chief Prevention Officer that the normal inspection process can be modified under these exceptional circumstances, as long as a mechanism to identify hazards in the workplace is present. N. Delcellier recommended that with the reduced staffing and activity on campus, a reasonable approach would be to leverage the Good Catch reporting functions of the CuWorksafe system. In addition, Campus Safety staff and FMP staff remain on campus, albeit in reduced numbers. They would report any hazards found directly to the FMP Service Center. EHS will review findings and ensure hazards are actioned.

**6. Sub-Committee Reports**

Chair

Incident reporting – discussed above

**7. Standing Reports**

Chair

none

**8. New Business**

Chair

none

**9. New Ideas & Other Issues**

Chair

Send to Nancy and Tony

**12. Next meeting**

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

**13. Adjournment**

The meeting was adjourned at 10:15 am



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Tony Lackey  
Management Co-chair

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Kim Heuff  
Worker co-chair