

**Present:** C. Lamers, M. Dorval, R. Sitariski, T. Post, J. Pohjolainen, C. Paci, M. Rozic, T. Wright, L, Prystanski, S. Robinson, A. Veneruzzo, J.Kantola, J.Willcott, M.Bunn

**Next Meeting:** August 27, 2020

**Regrets:** C. Grenke,

Item		Description	Action By	Time Line
1	<b>Review and Approval of Agenda – May 20, 2020</b>	<ul style="list-style-type: none"> <li>Agenda approved – C.Paci &amp; J.Kantola</li> </ul>		
2	<b>Review &amp; Approval of Minutes November 19, 2019 – Meeting # 24</b>	<ul style="list-style-type: none"> <li>Minutes approved – J.Willcott &amp; T.Post</li> </ul>		
2a	<b>Review &amp; Approval of Minutes February 25, 2020 – Meeting # 25</b>	<ul style="list-style-type: none"> <li>Minutes approved – M.Rozic &amp; L.Prystanski</li> </ul>		
3	<b>Business Arising</b>			
3a	<b>AppArmour “Safe Campus” Mobile Safety App</b> <ul style="list-style-type: none"> <li>Form</li> <li>Covid 19 Updates</li> </ul>	<ul style="list-style-type: none"> <li>Covid 19 self declaration form on the app must be filled out in order to gain entrance to the College. This is following provincial guidelines for screening of Covid 19.</li> <li>Button at the top of the screen that houses Covid 19 updates, separated for students and staff</li> <li>App will also contain provincial updates</li> </ul>		
3b	<b>First Aid Training Update</b>	<ul style="list-style-type: none"> <li>St John’s Ambulance has offered a free online refresher course, free until May 31, 2020</li> </ul>		
3c	<b>Construction Update</b> <ul style="list-style-type: none"> <li>Projects resumed</li> </ul>	<ul style="list-style-type: none"> <li>Restrictions are slowly lifting, and we can bring contractors back on site</li> <li>Winter sand removal is taking place, Facilities staff are working on this.</li> <li>A contractor will be coming to remove the sand piles from the lots</li> <li>Contractor for Neebing building will be continuing demolition work <ul style="list-style-type: none"> <li>Not sure how delays will affect timeline – expected to be complete during the summer months</li> </ul> </li> <li>On going work will continue at the food kiosk in the McIntyre building</li> <li>Shuniah building 3<sup>rd</sup> floor structural roof repairs going out for tender soon. Near the Reach area.</li> <li>Contractors fill out self declaration forms and screened every time they enter the College</li> </ul>		
3d	<b>ACE Representation</b>	<ul style="list-style-type: none"> <li>John Willcott joining as ACE Support staff representative</li> </ul>		
3e	<b>SDS Program</b>	<ul style="list-style-type: none"> <li>Program has been purchased, hasn’t been launched yet, due to Covid 19</li> </ul>		

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		<ul style="list-style-type: none"> <li>College will move to electronic SDS; and have paper and electronic in some areas</li> </ul>		
<b>4</b>	<b>Standing Items</b>			
<b>4a</b>	<b>Hygiene Testing – ACE</b>	<ul style="list-style-type: none"> <li>Feb 2020 one area came back high, but in other areas they were quite low</li> <li>Area where spark plug machine is area that tested high <ul style="list-style-type: none"> <li>Mike working with Matt at ACE.</li> </ul> </li> <li>Stopped spark plug cleaning immediately and had cleaning crew over to clean the area. Machine has not been used since.</li> </ul>	Mike & Matt	
<b>4b</b>	<b>Health, Safety &amp; Environment Update</b> <ul style="list-style-type: none"> <li><b>Facilities Work</b></li> </ul>	<ul style="list-style-type: none"> <li>Some Facilities staff are still working in the building</li> <li>No additional update</li> </ul>		
<b>4c</b>	<b>Training Update</b> <ul style="list-style-type: none"> <li><b>Safety Hub</b></li> </ul>	<ul style="list-style-type: none"> <li>Staff working on professional development during first few weeks of Covid 19</li> <li>Safety hub has added some new courses related to Covid 19</li> <li>Information will be accessible via Staff News</li> </ul>		
<b>4d</b>	<b>External Inspections</b> <ul style="list-style-type: none"> <li><b>No Inspections to Report</b></li> </ul>	<ul style="list-style-type: none"> <li>One inspection report as per R.Sitarski</li> <li>ESA inspected logbooks in Shuniah building, no defects and everything was good</li> <li>Does this committee receive all notices of inspections? <ul style="list-style-type: none"> <li>Is the same paperwork being generated as before when we had the sub committees?</li> </ul> </li> <li>Maintenance Connect database is not working for Cheryl at home</li> <li>Received one inspection back since February 25, 2020 meeting – with college closed and no inspections taking place.</li> <li>Will bring forward to the August 20, 2020 meeting.</li> </ul>	Cheryl	
<b>4e</b>	<b>Workplace Injuries Report</b>	<ul style="list-style-type: none"> <li>7 injuries: 2 staff and 5 students</li> <li>4 students on placement at hospital when Covid first broke – all students tested, and came back negative</li> <li>C.Lamers to follow up on employee slip at ACE</li> </ul>	Cheryl	
<b>4f</b>	<b>Workplace Inspections Report</b> <ul style="list-style-type: none"> <li><b>Facilities and Security Inspections</b></li> </ul>	<ul style="list-style-type: none"> <li>Security using G-track system, pods in higher risk areas to be inspected more often.</li> <li>Any issues are to be sent to Facilities to be fixed or rectified <ul style="list-style-type: none"> <li>I.e. – door repairs</li> </ul> </li> <li>All buildings being inspected, critical areas, emergency lighting inspections, anything to do with health and safety inspections has taken place</li> </ul>		
<b>5</b>	<b>New Business</b>			
<b>5a</b>	<b>Return to Work After Covid 19</b>	<ul style="list-style-type: none"> <li>Mike spoke to one group consisting of Mike, Sr Team and the Covid Task Force working together to follow Provincial guidelines</li> <li>We will remain with one entrance into the Shuniah building (Balmoral St) and everyone will be required to fill out a self declaration</li> </ul>		

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	<ul style="list-style-type: none"> <li>• Approvals from Thunder Bay District Health Unit (TBDHU) to start some facilities work up again</li> <li>• Looking at Return to Work (RTW) plan – put together a Terms of Reference (TOR) for the Covid 19 Recovery Task Force</li> <li>• Still require a few more members of this committee. <ul style="list-style-type: none"> <li>• Faculty, Deans, Chairs, SUCCI members required.</li> </ul> </li> <li>• Prefer some members from the JOHSC to join the Task Force, and provide thoughts, questions, concerns</li> <li>• Mike is a part of an emergency control group for the City. <ul style="list-style-type: none"> <li>• The group includes, hospitals, schools, mayor's office, larger employers.</li> </ul> </li> <li>• Concern shared that many lockers have not been cleaned out.</li> <li>• Mike shared that Security has access to all lockers, if they smell something they would have opened. Once June 1<sup>st</sup> comes, will start going through lockers, bagging and tagging all items to store for students to pick up once campus opened, or curb side pick up.</li> <li>• Concerns shared about returning to work with the proper PPE to support programs. N95 masks are used in composite programs and at ACE. How will practical components take place without these items?</li> <li>• Mike shared that the Ministry came to us and asked for list of PPE we had on site. We did a full inventory.</li> <li>• A lot of our PPE has been donated to places in the province.</li> <li>• There is a group that has formed in TBay, Mike has a list of companies that have supplies for us to draw from.</li> <li>• If we are going to mandate certain PPE, we will need direct approval from Senior Team.</li> <li>• Purchasing is sourcing PPE and Deans are working on sourcing as well.</li> <li>• Concerns shared with regards to what the College has in place for employee supports for when an employee ticks the 'I am displaying symptoms' box on the self declaration form. <ul style="list-style-type: none"> <li>• Will the College encourage testing, will staff have access to sick leave while they are waiting for test results?</li> <li>• Concerns about staff/students being deceitful. If they are not allowed to work but need to work.</li> <li>• Staff with seasonal allergies, many of the symptoms are similar to Covid. Will these staff be required to stay home?</li> <li>• Human Resources is working on documentation around this with all other Colleges.</li> <li>• At this point, if there is anyone who has declared symptoms, they are being paid, whether sick leave or regular pay. Cheryl will do more research on this. How do we encourage honesty in feeling safe to report?</li> </ul> </li> <li>• How do we as a College operate things like coffee breaks, lunches, washroom usage. As we populate the school again, we need ideas and</li> </ul>	Cheryl	

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		<p>recommendations of what we could practically be doing. How can we operate safely given the current guidelines?</p> <ul style="list-style-type: none"> <li>• Every program will be somewhat different. Some can start online; some are more hands on and require attendance to the labs.</li> <li>• College will have unidirectional hallways, will there be hand sanitizers, hand washing stations located all over the building.</li> <li>• As an institution we need to identify activities, assign risk, assign a priority, then mitigation factors and decide if we can do it.</li> <li>• We need to focus on different stages, this is a staged process. The province hasn't allowed Colleges to teach from campus'. <ul style="list-style-type: none"> <li>• Students returning to class is far off, need to focus on staff returning first. Worry about students later, depending on the government decisions and changes.</li> <li>• Only maintenance and grounds staff are on campus for now.</li> <li>• Floor repair issue at ACE will require Sr Team approval. No indoor work requests approved as of yet, only outdoor maintenance needs.</li> <li>• Starting to review backlog of requests for ceiling tiles, light fixtures, floor issues.</li> </ul> </li> <li>• Interested committee members to let Mike know today if they want to be part of the Covid Task Force.</li> <li>• Will common areas be managed by Sodexo, Facilities, Wellness Centre? <ul style="list-style-type: none"> <li>• Common areas will be reviewed by Covid Task Force. Removal of furniture from common areas to discourage people for gathering.</li> <li>• Looking into repurposing the gymnasium into a classrooms space due to the size and multiple entrances/exits available.</li> </ul> </li> </ul>		
6	<b>Next Meeting – August 20, 2020</b>	<ul style="list-style-type: none"> <li>• Cheryl to set up another meeting before August 2020</li> <li>• Can share ideas from Task Force with JOHSC group before it goes to Sr Team for thoughts, ideas, discussion</li> </ul>	Cheryl	
7	<b>Adjournment</b>	<ul style="list-style-type: none"> <li>• 11:34 am</li> </ul>		