

UNBC JOINT HEALTH & SAFETY COMMITTEE

July 30, 2020

Charles J McCaffray Hall – Senate Chambers

Zoom Meeting

1:00pm to 2:00pm

Participants:

Sarah Elliott, (Employer Rep)- Co-Chair
Ian Hartley, (Employer Rep)
David Claus, (Employer Rep)
Kerry Roberts, (Employer Rep)
Twylla Hamelin, (Employer Rep)
Christa Florell, (Faculty Employee Rep 1)
Chris Jackson (Faculty Employee Rep) *Alternate*
Malgorzata (Mal) Kaminska, (Faculty Employee Rep 2)
Deb Schweder, (CUPE Employee Rep 1) *Alternate*
Joyce Henley, (CUPE Employee Rep 2)
Beth Gentleman, (CUPE Employee Rep 2) *Alternate*
Dorna Sobhani, (CUPE 2278 Employee Rep 1) *Alternate*
Navjot Kaur, (CUPE 2278 Employee Rep 2)

Committee Resource:

Lydia Troc– Health & Safety Manager, (Resource)
Tammy Klassen-Ross, (Positional Resource)

Absent:

Colleen Smith, (Employer Rep) *Alternate*
Shannon Wagner, (Employer Rep)
Vacant (Employer Rep) *Alternate*
Aaron Olsen, (Employer Rep) *Alternate*
Sean Kinsley, (Employer Rep) *Alternate*
Trevor Smith, (Employer Rep) *Alternate*
Helen Lapp, (CUPE Employee Rep 1)- Co-Chair
Saphida Migabo, (Faculty Employee Rep) *Alternate*
John Anku, (CUPE 2278 Employee Rep 1)
Navjot Kaur, (CUPE 2278 Employee Rep 2) *Alternate*
Conan Ma, Chemical Safety Officer (Resource)
Natalie de Bruyn, (Positional Resource)
Jennifer Skaar – (Recording Secretary)

Meeting Co-Chair: Sarah Elliott

- A. Chair Comments:** The post-secondary institution COVID sector requirements have not yet been released. Our Principles and Guideline document is still in draft pending receipt of the PSI sector requirements and implementation of any needed changes from those requirements.
- B. AGENDA**
- b.1) No additional changes or additions to the agenda.
- C. APPROVAL OF MINUTES – June 25, 2020**
- c.1) No changes required. Motion to accept David & Mal
- D. BUSINESS ARISING FROM THE PREVIOUS MINUTES**
- d.1) **All project and sub-committee work is temporarily suspended due to COVID-19*
- Sarah is hoping the sub-committee's and projects can start back up at the end of August.
 - Comment: With all the changes for course delivery requirements and preparations for September, there may not be faculty available to the sub-committee working groups at the end of August.
 - Sarah would like to see how things go and perhaps look at the work already done by the groups and perhaps move forward on some of those recommendations. In particular, the new employee orientation and training.
 - Question: There was reference to a requirement from WorkSafe for COVID training to be provided to employees. Do we have a training module for COVID or will one be available?
 - Sarah indicated that a COVID training module is approximately 3/4's completed. The module is being formatted by Continuing Studies with hopes of this being completed next week. Sarah is uncertain of the expected release date but she is aware that a significant amount of work has been done. Sarah asked Kerry for input.
 - Kerry confirmed. Kerry had just emailed Sarah on some additional content. It will then go to Continuing Studies to format into the training module. Once complete Kerry can bring back to the JH&S Committee for review and input.
 - Sarah will get back to Kerry tonight and asked that once Continuing Studies has it formatted that it be sent out to the JH&S Committee members for review. Sarah reminded that the content may need to be adjusted based on the PSI Sector guidelines yet to be received.
 - Question: Will there be an expectation for supervisors to track employees for verification of completion of the COVID safety orientation?

-Kerry indicated that the software used for the safety orientation set up via Continuing Studies can produce progress reports.

Question: Could it be easier to have employees take a screen shot or email their supervisor with details that they have completed rather than fall to another department? It is not clear who the responsibility for monitoring sits with.

-Question: Will every employee be required to complete this COVID orientation? Kerry confirmed all employees will need to complete to ensure they are aware of all requirements including changes as they develop.

-Question: How will this training be provided for students – many work direct with Faculty? Sarah indicated that Amelia and Student Life are working on a similar orientation that will be provided to all students, new and returning. It will include the same material that is being provided to staff.

-Question: Will this training be mandatory for employees and if so how will it be enforced? If they do not complete the training will they not be permitted to return to work? Sarah indicated that as per WorkSafe BC it is mandatory and a requirement that employees will need to complete. Kerry indicated that as it is a mandated safety requirement, it would be handled the same as refusing to meet any other mandated safety requirement.

-Question: How will completion of the training then be tracked for students and what will the consequences of not completing be? Sarah indicated that the direction from the Provost has been clear in that regard but she does not yet know how that will look at this stage.

-Kerry asked if we could perhaps have an update from Amelia at our next meeting on the COVID safety training plan, tracking, and consequences for students.

Comment: There are distinct groups of students that will need to be considered for training. One will be a small group of students attending face-to-face classes which we will have an obligation to track, a second who will be attending campus for study groups, library etc but no classroom interaction. These would be just like members of the public using messaging displayed around campus. The final group would be those who will be 100% online and not attending campus – the training is less critical. The primary responsibility should sit with those students who have face-to-face courses and interactions. UBC has delegated the responsibility for tracking student training to individual courses delivering face-to-face classes. The Faculty of Medicine is obligated to track every student's training as well as tracking appropriate PPE. This is the level of obligation UBC has moved forward with.

Sarah wanted the Committee to review the following for consideration:

There is no requirement for us to track everyone who is coming to Campus however Sarah would like to look at the idea of creating an email address, 'I am here@unbc.ca', which would provide the ability for employees, contractors etc who are on site and have no other way of checking in to send an email to the 'I am here' to indicate they are on site. The collection of emails would sit in the email box for 30 days and then deleted. The email box would only be accessed if UNBC was notified by public health that there has been a potential risk of exposure from someone who attended campus and they were trying to do contact tracing. The emails would be provided to assist public health with the names of people known to be on campus for the day in question. Use of the email check in would be voluntary and not mandated and would not be used for any other purpose. Sarah asked members for their thoughts.

-Comment: This is already an expectation set by UBC however they have taken it much further and have made it mandatory. Administration for the Faculty of Medicine space at UNBC must provide a daily report with the names of all persons who attended the Faculty of Medicine building and why they were there. This reporting is happening at other Universities.

-Comment: Is it possible to obtain this information from the card lock system as people use their cards for access? Sarah indicated that there are only a few areas on campus that use the card lock system so it would not work Campus wide and contractors would only have a generic access card that would not identify who was on site. In addition, under the Freedom of Information, we would be very restricted on how the data is utilized.

-Comment: An email option may be the easiest way to gather this information. Should we be looking at implementing the taking of attendance for classes and labs occurring on campus each day? Sarah indicated there are few classes being delivered for September but she is not sure what plans

have been set for those courses. Chris indicated that there has been direction from Kathy Lewis out of the Office of Research for instructors to take attendance.

-Comment: Also agrees that an email makes the most sense and the easiest way to collect the data should it ever be required. There may be some push back from people but it can be made clear it is for safety under the present conditions. Sarah noted that it would be public health who would be contacting people and taking the lead. Establishing this email will give us the ability to produce a reference list quickly should we be notified of a potential exposure.

-Comment: Perhaps creating a form containing the necessary information can be developed to make it easier?

-Comment: Due to the size of the campus, should the information provided also include a location? Sarah would be concerned about not capturing other areas people may have accessed through common areas.

-Comment: The simpler the form is the better. If it gets too complicated such as asking for a list of all buildings you may have accessed, people will be less likely to participate.

-Sarah will present this to PEC for consideration. If the PSI guidelines come in and it is a mandatory prescriptive, then we will have no choice.

d.3) COVID-19 Safety Plans and Building Occupancy Review Update – Sarah

-Sarah asked if anyone had any other questions or comments regarding COVID?

Question: In waiting for the PSI guidelines is there anything that is known that we can begin to work on such as posters on distancing etc. Sarah confirmed that some work has already begun. She acknowledged and thanked Deb who was reassigned for work and has been helping Sarah with assessing areas for set up and occupancy etc. Sarah will be reaching out to others to confirm availability to assist as well.

-Comment: Will those assigned to a space be included in the assessment of their room/ lab for input. Sarah confirmed yes, those who have been assigned will be consulted.

-Comment: There have been many students reaching out and asking questions about attending face-to-face classes in the fall. As the directives from the Province have not yet arrived, what are others doing in this regard? Sarah noted that some stuff has been put together. For those cases where social distancing cannot be maintained, we are moving to a requirement for masks to be worn in that space. The question that has yet to be addressed is who is responsible for providing a mask? In the case of NMP and depending on the deliverables, a medical mask is required where as other areas or tasks will only require a standard mask. This is yet to be determined.

-Comment: There is also the concern regarding cleaning of spaces between classes etc. Who will this fall to, will it meet the WorkSafe requirements, and who is responsible for providing the supplies? Sarah noted that this has been set up for bookable space and meeting rooms. The cleaning supplies will be set up in the room with an expectation that the person who has booked the space will be responsible to clean it prior to leaving. In addition, Sodexo will continue to do high touch areas regularly.

-Question: The janitors do not have access to all of the research lab space and those that occupy these spaces can clean the space but they do not have any cleaning supplies. Will information be sent out to those spaces as well? Sarah confirmed that anyone responsible for space on campus will be made aware of the requirements for those spaces. We have yet to determine how the products are being financed.

-Question: Regarding field classes taking place off campus – will there be portable supply kits provided? Sarah noted that she has done some work on this and again she is waiting for direction on where the responsibility sits. She is working on guidelines and parameters for the field studies.

-Question: Will there be occupancy signage posted at elevators? Sarah verified that yes that signage is being posted at the elevators.

Sarah further advised that the new occupancy numbers have been posted and we have an expectation that everyone on our property will adhere to the physical distancing. However we need to acknowledge that some people will have already increased bubbles. We have students who will be sharing accommodations in residence who may be moving about the campus within their expanded bubble and not maintaining distancing. This is where it becomes difficult as although we have an

expectation of distancing, we have to acknowledge there will be groups on campus who are already in expanded bubbles. We are not here to police. We expect people to practice social distancing but there will be those cases where people are already in a shared bubble. We do not want anyone approaching people who are not maintaining social distancing as they may already be part of the same bubble. This will be the same for elevator use, more people may be on the elevator than what the posted maximum occupancy shows. It will be equally important for people to speak up whenever they feel uncomfortable when social distancing is not being maintained. Using the elevator for example – if two people are already on the elevator politely let tell them to go ahead, you will wait for it to return to respect distancing.

E. Incident Report Summaries

- e.1) **Review of the Worksafe and other classified incident reports for First Aid Incidents; Safety Investigations; & Other Reports sent to members for review. - Sarah**
 - Question: On the incident involving the defective battery. How often is the contractor coming on site to inspect the batteries? Lydia verified that Facilities indicated they are on site once per year. Facilities does a monthly inspection which involves a visual check and voltage test. Part of the recommendation called for the installation of replacement batteries with caps that provide access to visually inspect the fluid levels and battery replacement within the manufacturers recommended guidelines.
- e.2) **Review of Respect in the Workplace Investigation Statistics – Kerry**
 - Tabled for next meeting due to time.

F. Inspection Updates

- f.1) **Building Inspections – Lydia**
 - Building inspections are looking to start up in September.
 -Questions: Will the building inspections be conducted as they have historically been done or are there plans to adapt the inspections to include items such as cleaning etc for COVID? Sarah noted that there will be regular inspections however there will be additional safety items that will be addressed which will include the COVID requirements. Sarah indicated that hand sanitizer stations, refills, and cleaning high touch areas are being address by Sodexo who will be monitoring.
- f.2) **Lab Inspection Report – Tammy**
 -Tabled for next meeting due to time.

G. New Business

- g.1) Ergonomic issues and working from home – Chris
 Chris has had some people come to her concerning ergonomic issues while working at home and is wondering how that is being handled now. Is there some direction on how to address while they are working from home? Sarah noted that some inquiries have come in to the VP’s regarding taking furniture or ergonomic equipment from work to home. There are some items such as chairs, keyboards etc that are easy for people to take home and those arrangements can be made. However desks are not something we have the capacity to move. Anyone experiencing ergonomic issues at home should be contacting Shelley McKenzie or the Safety Office so we can address expediently to prevent any MSI’s occurring while working from home. At the end of the day if an ergonomic set up cannot be achieved for a work space at home then there may not be the ability to work remotely and making arrangements to return to your workspace on campus may be the only

MEETING ADJOURNED AT 2:11pm

ACTION ITEMS

Item #	Description	Who	Action
1) 19-002	Terms of Reference Review	All Members	Review –Tabled
2) 19-009	Committee Projects	Individual Project Groups	On going
3) 19-016	Animals on Campus Policy & Procedures Draft for Committee Review	Sarah Elliott	Tabled
4) 19-017	Employee online orientation and former	Lydia Troc	Working with HR on a new

	safety checklist		option and process. To be presented to JH&S.
5) 20-001	Recommendation to the employer for a Safety Training Officer Position	Bethany Haffner & Sarah Elliott	Sarah to write a letter to the employer with consultation from Bethany
6) 20-002	Posting of revised pandemic plan	Sarah Elliott	Sarah to have reposted on Safety's web page once rewritten.