1. **Approval of Agenda**
The agenda was approved

2. **Approval of Minutes of October 28, 2020**
Minutes were approved

3. **Business Arising**
   Increased capacity @ Stauffer – N. Petri provided an update on the increased seating capacity that was being proposed to start in December.

4. **Other/New Business**
   a) **Students and Safety Protocols.**
   Langham asked for an update regarding students following safety rules. Students are for the most part following rules, but there is reminding and reinforcing of the protocols. If staff discover that a patron is not behaving, they are spoken to and a note is made on the IS board. Guards are a visible presence and staff are roving every 45 minutes, usually taking 15 minutes for one round.

   b) **Masks**
   An update regarding masks was provided by D. Langham. The original purchase of masks was to get units going. There is no intent to distribute more masks across campus, so departments have to order as needed upon the request of staff. Masks can be sourced using information procurement has posted on its website. D. Conner advised the committee that Health Canada has suggested 3 ply masks. D. Langham advised we could still use up the original supply and when purchasing more masks, the Library can source 3 ply. N. Petri will send a communication to all staff with instructions on how to request replacement masks.

   c) **COVID Update**
   Plans continue with a thought to increase library capacities, including the Douglas 1923 and 1966 reading rooms. There is currently no pressure to open Law or Bracken libraries.
The guard shortage seems to have stabilized. Multiple companies are now supplying guards with sufficient guards on shift at all locations.

5. **Safety Officer’s Report**
   No lost time or injuries to report, bearing in mind that many staff are still off-site.

6. **Reports from members**
   - N. Petri – welcome A. Cooper and K. Hernden to the group
   - S. Dean – to review inspections
   - D. Langham – JHSC virtual training is coming. One management and one employee rep must be certified. Others can be trained as interested. More details to come.
   - D. Conner – nothing to report
   - G. Akenson – nothing to report
   - J. Lee – Nothing to report
   - K. Hernden – nothing to report
   - A. Cooper – nothing to report

Next JHSC meeting will be December 10. Chair – N. Petri, and minutes A. Cooper.

Dianne Conner, Chair

Nancy Petri, Co-Chair