QUEEN’S UNIVERSITY LIBRARY
JOINT HEALTH AND SAFETY COMMITTEE
Minutes of Meeting December 10, 2020 – Microsoft Teams (Virtual)

Present: A. Cooper (CUPE 1302), G. Akenson (QUFA), J. Lee (USW), N. Petri (Safety Officer/LM), S. Dean (Library Management), D. Langham (Director, EH&S), B. Hulme - Resource (Facilities & Maintenance Coordinator), H. McMullen (Library Management)

Regrets: D. Conner (CUPE 1302), K. Hernden (Library Management)

1. Approval of Agenda
   The agenda was approved

2. Approval of Minutes of November 24, 2020
   Minutes were approved

3. Business Arising
   • COVID update
     • Stauffer is now open Saturday and Sunday; 2 shifts – 10:00-2:00, 3:00-7:00
     • Saturday not busy, Sunday full; soft launch
     • Numbers in booking system show Stauffer to be full over the next few weeks
     • Reserve reading room has been moved to Stauffer 121
     • 1966 reading room not in use now; it has no power so may not be used for studying in near future
     • Jordan is open on Wednesday and Thursday as is Kathleen Ryan. Researchers have to book appointment and are met at door by staff. Currently only one researcher at a time in each building; looking at increasing this.
     • Looking at expanding to 2-3rd floor of Education and opening Douglas (beyond Jordan). 1923 and 1966 Reading Rooms have to be opened at same time.
     • No plan to open Bracken or Law; Bottrell Hall still locked down
     • Cleaning is going well
     • Have sufficient guards for now; Student Constables do curbside pickup
     • Increased curbside pickup to include Thursday evening, 7:00-9:00 (started last week)

4. Other/New Business
   • SecureApp update
     • University sent reminder email about using app
     • Library is moving active monitoring; going to be rolled out as of January 4; communications being send out next week.
• New dashboard – managers has access to their own units; information they are getting – time, date, name employee #, affiliation (staff, student), access results (approved, not approved)
• Data dumped after 30 days; follows Public Health guidance for keeping this type of data
• M. Vandenburg and S. Dean can see everyone; managers can only see people in their unit

5. Safety Officer’s Report
• Nothing to report

6. Members’ Reports
• Dianne – thank Nancy for sending email about replacement masks
• Alex – suggest revising the file and folder management for the Health and Safety packages
  • Look at in the new year
• Joseph – nothing to report
• Gillian – nothing to report
• Heather – nothing to report
• Samira – forwarded link in Gazette to staff about new COVID webpage
  • Question for Dan – timeline for when new information will be release
  • Dan - Posted in next couple of days
  • Separate meeting to look at updating new library package
• Nancy – frequency of meeting in new year – normally meet once every 2 months, but after return went to every month. What should happen in new year?
  • Dan – book meeting in new year to get started and see what things look like; little early to make assessment as to what is happening
• Dan – keeping eye on increases number of cases in Kingston region; Province has suggested that there may be a move to orange status maybe this week or next; decisions are made on Thursday/Friday to be effective the next Monday. Can change operations for some if there is a move. Take look at orange framework to see how it will affect the Library
  • Nancy – looked at orange framework with Kim Murphy, Executive Director Risk and Safety Services; impact would be minimal because of how library is set up;
  • Dan – library may be able to set numbers; in red/grey would more impact
  • Heather – move from yellow to orange may not affect staffing levels
  • Nancy – it will affect capacity of students not staffing
• Alex – updates should be going to all staff, not just individual units. IS is well informed but there are other staff are not and are hearing things 2nd and 3rd hand.
• Heather – will take to communication group to look at; with ILL starting again, more staff outside of IS will be coming in and need to know what is happening
• Heather - How we communicate for COVID and how we communicate over all needs to be looked at
• Brendan – site inspections for Education, Law and Bracken are posted; all inspections done for the year
• Nancy – approved capacity for each facility needs to be pinned to the H&S boards
  • Inspections in new year – one a month; continue with Brendan and someone on site from the JH&S committee

Next JHSC meeting will be in the new year. N. Petri will add meetings for every month to the committee members’ calendars.

Dianne Conner, Chair

Nancy Petri, Co-Chair