

QUEEN'S UNIVERSITY LIBRARY
JOINT HEALTH AND SAFETY COMMITTEE
Minutes of Meeting – June 01, 2021 – Microsoft Teams (Virtual)

Present:

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

1. Approval of Agenda

The agenda was approved.

2. Approval of Minutes of April 01, 2021

Minutes were approved as circulated.

3. Business Arising

a. COVID Update

N. Petri noted that planning remains underway for more in-person activity in September. Based on the progress of the vaccine roll-out and the expected lifting of restrictions, the university anticipates a resumption and a return to full in-person, on-campus instruction starting in the Fall of 2021. There are many complexities to consider when planning for the significant expansion of in-person campus operations. While there are no specific details to share, members of the administration, students, staff, and faculty continue to meet regularly to discuss how the university can bring people back to campus. All plans and decisions will be subject to public health advice and guidelines and may change depending on the circumstances. N. Petri also noted that the library's COVID-19 Access Planning Group remains connected with the University planning groups and meets weekly to discuss how to best address operational and staffing issues to ensure this transition is safe and successful. Both N. Petri and S. Dean also remained connected to the Fall Planning Operations Working Group and the HR Directors Working Group, respectively. These university planning groups will work together to lead and ensure sure fall return plans are safe and fully operationalized.

An audit of all the facilities buildings and its ventilation system throughout campus will be inspected before the return-to-campus in the Fall. Following guidance from the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE), the University will continue to take Heating Ventilation and Air Conditioning (HVAC) measures to help reduce the risk of airborne transmissions of COVID-19. With several recent emails from individual library staff members addressed to the JH&S Committee about building ventilation, G. Akenson asked how these concerns will be communicated and if an

approximate timeline for a response has been established. N. Petri noted that once additional information arises, communication will go out to library and an FAQ about this concern will be addressed on the library's website. No timelines have been established or provided about when inspections for ventilation systems will be completed, as buildings across campus have a wide variety of ventilation systems installed with varying capabilities. D. Langham noted that libraries will be added to the list of priorities for inspection, and that inspections will consist of the entire system/building, including staff workspaces. K. Hernden asked if there will be some firm language around the process of how the university inspects ventilation system. D. Langham will look into this question and get back to the committee at a later date.

Mandatory vaccination of students was also discussed at the meeting. D. Langham noted that as of right now, Queen's has not made a decision on whether students will be required to vaccinate before coming to campus. However, with that being said, the University strongly encourages anyone who is able to get vaccinated to do so before arriving on campus in September. D. Langham noted that a safe return to on-campus instruction and activity relies on a high rate of vaccination among all members of the community. Queen's has begun to work with the local public health unit to plan and facilitate vaccination for students in September in an effort to ensure those students who have not received their two doses of COVID-19 vaccine can do so once the Fall Term begins.

4. Other/New Business

a. H&S Inspections

There are no updates to report. In light of the Province's recent announcements and in keeping with the messaging to limit activities on campus to those that are considered to be essential, JHSC inspections have been paused during the duration of the shutdown.

5. Safety Officer's Report

N. Petri advised that there were no lost time/injuries reported.

6. Report from Members

D. Conner – Nothing to report.

M. Burns – Nothing to report.

N. Petri – Nothing to report.

S. Dean – Participating in the HR Directors Working Group and working on return-to-work agreements and policies, and what that process may look like in September.

K. Hernden – Following up on the Ladder Safety SOP (SOP-Safety-15) process, which outlines the requirements for the use of ladders and/or stepstools to perform work, including the necessary training and review of the SOP by individuals prior to using the device. J. Heil will photograph all kickstools + ladders and look for stickers. N. Petri noted that a training video will be sent to all the relevant units.

A. Cooper – Nothing to report.

S. Jin – Nothing to report.

J. Lee – Nothing to report.
D. Langham – Nothing to report.

Next JH&S meeting is scheduled on June 24th at 2 pm. D. Conner to chair. N. Petri to take minutes.

Meeting adjourned at 8:55 AM.

N. Petri, Chair

D. Conner, Co-Chair