

AGENDA



Meeting:	IBPAC Joint Health and Safety Committee	Date & Time:	Tues Feb 23, 2021 3:00pm
Location:	Zoom		
Chair:	Janelle MacPherson Kenney		
Attendees:	Aaron Holmberg Cam Miller Dan Tremblay Tricia Baldwin Julia Stoud Brittainy Bonnis - absent Dan Langham Maggie Hunter		
Guest			

Discussion Item	Attachment
1. Call to Order: 3:20pm	
2. Approval of the Agenda: Mover: TB Secunder: DT	
3. Updates from Previous Meeting items: <ul style="list-style-type: none"> No updates or changes to the January 2021 Meetings Minutes. 	
4. Administration Support: <ul style="list-style-type: none"> Maggie Hunter has joined the committee as secretary. It was suggested that the positions be rotated every fiscal year. Further suggestion that the “Terms of Reference” be checked to see if there is a schedule in place already. <p><u>ACTION STEP:</u> DL will email the “Terms” to the committee. At the next meeting, the committee will decide on the time frame.</p>	

Discussion Item	Attachment
<p>5. JHSC Certificate:</p> <ul style="list-style-type: none"> • It was suggested that all departments should have a few staff members get this certification. Every department has to complete their due diligence to make an effort to keep people safe. The Isabel trains their staff annually on evacuation and health and safety and has suggested the other departments do the same. People tend to listen better to people in their own department. • It was discovered that there is an internal supervisory course that is perhaps better suited to this that is three hours instead of the 5-day training that is specifically for people on the JHSC. <p><u>ACTION STEP:</u> each department will come to the next JHSC meeting with a list of how many people in their department have already completed this course and the first aid training. Each department will also come with their incident report policy.</p>	
<p>6. February Joint Facility Inspection Report:</p> <ul style="list-style-type: none"> • Uneventful inspection - one light out and a minor splotch. <ul style="list-style-type: none"> ○ New fire extinguisher tags required. • Upper Lot hasn't been plowed all week <ul style="list-style-type: none"> ○ IBCPA Operations Manager will follow up with PPS. • Snow is also piling up on rough pathway to Tett Centre. <ul style="list-style-type: none"> ○ IBCPA Technical Director will follow up with Barry Carson as a bricked pathway was part of the original design of the building and was never completed. There is discussion that the actual bricks may have already been purchased and are stored somewhere. 	
<p>7. Overall Updates - Begin with COVID Related items and then General Department Updates:</p> <ul style="list-style-type: none"> • <i>Queen's University Updates/Changes</i> <ul style="list-style-type: none"> ○ Kingston has returned to a COVID "green" zone ○ Reminder that zones can change quickly so we should all be prepared for quick shutdowns ○ Currently people coming from outside the region do not need to isolate for 14 days. Queens has a new "enhanced precautions" that we should all follow until told otherwise. ○ It's likely that the policy will be updated as other regions leave lockdown and the variant strains spread more. ○ Evidence that high risk zones are lunch and break rooms <ul style="list-style-type: none"> ▪ People let their guard down, don't wear masks 	

Discussion Item	Attachment
<ul style="list-style-type: none"> • <i>Isabel Building as a whole</i> <ul style="list-style-type: none"> ○ Suggestion made that each department have a COVID liaison whose responsibility it is to make sure protocols are followed (for ex. Students cleaning instruments) • <i>Departmental Updates from each Rep</i> <ul style="list-style-type: none"> ○ <i>COVID Related Updates/Changes</i> ○ <i>General Departmental Updates</i> <p><u>DAN SCHOOL</u></p> <ul style="list-style-type: none"> ○ Only about 10 faculty/staff that come on campus; no students ○ Some faculty is having issues with the rules but DAN has policies to keep them in check ○ DAN is trying to get permission to hold recitals at the Isabel. No audience or adjudicators, 18 performers - recitals will be live streamed on the Isabel Digital Concert Hall. ○ In the interest of equity, the DAN school will provide support to students that are outside Kingston <ul style="list-style-type: none"> ▪ Hope to have an answer by end of February. <p><u>DFM</u></p> <ul style="list-style-type: none"> ○ Very light equipment rental business being done. No one comes into the building - trades happen in the parking lot. <ul style="list-style-type: none"> ▪ Equipment sits in quarantine for three days and then it is cleaned. <p><u>ISABEL</u></p> <ul style="list-style-type: none"> ○ IMAGINE festival is currently happening - mostly with Kingston artists. ○ Still plan to have a Summer Festival and Fall shows and hope to start up with subscriptions in Jan 2022 ○ Have introduced new role of COVID Liaison at stage door for ensuring COVID forms have been submitted, giving evacuation instructions, only people expected come in, etc <ul style="list-style-type: none"> ▪ COVID forms are sent to artists prior a few days before the event so they can self-assess PRIOR to coming to the building ▪ Government regulations require we have contact tracing information ○ Investing in high fidelity equipment and advising industry colleagues on streaming 	

Discussion Item	Attachment
<p>8. Other Business:</p> <ul style="list-style-type: none"> • SeQure App <ul style="list-style-type: none"> ○ The committee discussed how well it's being used. Queen's does not have stats but supervisors can see through the HR website who in their department is using it. There is discussion of using the fob system to track users and that is apparently possible. <ul style="list-style-type: none"> ▪ DFM has a policy of filling out a form when leaving the building with what rooms you used and for how long so that they can be properly cleaned ○ The committee has been sent the updated Harassment Policy to review and send in their comments ○ The committee has been sent a new document from Janet Sellery <ul style="list-style-type: none"> ▪ Both of these documents will be discussed at the next JHSC meeting. 	
<p>9. Adjournment Mover: TB Secunder: DT</p>	