

# JHSC - Duncan McArthur Hall

Location: Remote via Microsoft Teams

Date: 2020/10/23

Time: 1100-1200

Co-Chairs: Management - Chris Ingram  
Workers - Terrance Ly

Minutes Taken: Brooke Ethridge

## Minutes

**1.1 Review Minutes From Previous Meeting** -Carried

**2.1 Review Agenda** -Carried

**3.1 Elect Worker Co-Chair** Confirm consensus of co-chair and ratify decision  
-Nominations: Clint Giroux, Terrance Ly and Zabe MacEachern

**3.2 Elect Worker Co-Chair** Worker Members must elect a co-chair to represent them.  
-Terrance Ly accepted 2-year term effective October 23, 2020  
-Carried

**4.1 Presentation of the Harassment and Discrimination Policy** The university has been developing a new harassment and discrimination policy that will replace the interim policy that is currently in effect for employees. Lon Knox will present and gather feedback  
-Lon Knox to send document and Chris will post to the Teams group for review  
-Policy will change how complaints/reports are brought forward and tracked

**5.1 Review New JHSC Inspection Checklist**

<https://queensuca.sharepoint.com/:f:/r/teams/GROUP-EDUC-JHSC/Shared%20Documents/General/2020/Other?csf=1&web=1&e=L7Cd9E>

-Addition to be made to the **General** section to include;  
Access to signage/floor decals when needed

**6.1 Review Classroom and Workstation Protocols**

<https://queensuca.sharepoint.com/:f:/r/teams/GROUP-EDUC-JHSC/Shared%20Documents/General/2020/Other?csf=1&web=1&e=L7Cd9E>

-Note under **Instructor Classroom Guidelines**, the procedure for sanitizing mics  
  
- High traffic areas, floor decals can be added on a case by case basis

**Additional information**

-None

Meeting adjourned at 11:34 am. The next meeting will be on November 24, 2020 from 2:30-3:30 pm.