

Joint Health & Safety Committee  
Administrative Services  
Meeting Minutes of January 19, 2022

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**CHAIR: Dan Langham, Director, EH&S**

**Attendees:** Dan Langham, Melanie McEwen, Shamel Addas, Marie Edwards, Fatima Coutu, Todd Zimmerman, Robin Shearer, Samantha Samson, Sandra Jeffers

**Regrets:** Norma Barrett, Shaun Mackenzie, Gary Larson, Jason Neufeld.

Agenda

1. Call to Order 3:30pm: Dan Langham chaired the meeting on Norma Barrett's behalf.

No additional items to add to the agenda.

2. Approval of Agenda: It was noted minutes from the previous meeting were circulated and a reminder that if there are no comments or concerns they will be posted as official on the EHS website and in the Teams folder. Melanie moved to approve revised agenda and Fatima seconded. Approved by all.
3. WSIB Injury Report: Animal Care. Employee was moving a cage with a non-human primate who reached through the cage and scratched the employee's hand as it went through the glove. There is an established protocol for incidents with non-human primates. This protocol is in place to ensure there is appropriate follow up for all incidents, including onsite wound management to ensure it is thoroughly cleansed and seeking medical follow up at which time an assessment is done to determine the severity of the injury and whether any further medical treatment is required. All of these steps were followed and what the committee is reviewing is the Form 7 that was generated. The incident was reviewed by the Associate Director of the facility Animal Care Services with the employee and they did not find any fault by the employee or the process and it was noted that there is a level of unpredictability when dealing with non-human primates. No additional changes or interventions were noted with this incident. It was also noted that these types of incidents are also reviewed by the Biohazard Technician and at the Biohazard Safety Committee meeting; therefore, there will be a second review of the incident to determine if any changes or interventions should be introduced. The next Biohazard Safety Committee meeting will meet in February 2022.
4. Safety Bulletin Boards -
5. Workplace inspections: The committee discussed if there were any updates on workplace inspections on Career Services, Financial Services and the QUIC offices. It was noted that Financial Services has a new Safety Officer who requested the inspection be scheduled later in

2022. It was noted that it is a challenging time to conduct workplace inspections as the university has shifted back to remote working. Some committees have been able to continue to conduct workplace inspections since they have employees on site and are required to be on campus as the workplace are functioning (i.e. Residences, Isabel, Facilities). It was also noted most of the areas under the purview of this committee would likely be working remotely only. We can look at the list of areas under the committee to see if there are any operational and where staff area already onsite but if not then we should plan to resume inspections around the beginning of 2022. The committee was reminded to review the list of areas and sign up for inspections around the end of February 2022. The committee was reminded the spreadsheet is located in the Teams folder.

6. COVID-19 Updates:

- a. Campus Operations Update: It was noted that Kingston was one of the first areas to be hit with the Omicron variant and the wave of cases into the end of December 2021. It was further noted a surge of cases was seen in the student population and that there was a strain put on the health care system due to the surge in cases. Since Kingston saw the wave early there is hope that we may soon see a decrease in the cases, and it was also noted that if we react the same as other regions have to this variant we do tend to see quick increases followed by quick decreases in cases. It was noted that the university will continue to follow the provincial's requirements as the province moved back to Step 2 from Step 3. The university will continue with remote learning until the end of February 2022 and there is a lot of conversations ongoing at the university what the return to the workplace will look like in March.

It was also noted that the provincial government changed the eligibility requirements related to PCR testing and restricted it to high-risk workplaces and universities do not meet the definition of high-risk workplaces. This means that most of the campus community is not eligible for PCR testing which shifted the focus from going to get tested to confirm if you are positive to self-isolating and determining what contacts I have been in contact with. Contacts then are required to monitor themselves. It was noted the university needs to continue to focus on symptom monitoring and acting accordingly. It was also noted that KFLA has had to change their processes and is no longer providing contact tracing; however, Dan noted that since he has been assisting KFLA throughout the process he is available to assist departments if they have questions/concerns. It was also noted the isolation period was moved to 5 days from 10 days and contacts of positive cases who are fully vaccinated (as most of our population is) and is not displaying symptoms, living with an autoimmune deficient member or working in a high-risk area will only be required to self-monitor instead of self-isolating. It was also noted the university distribute thousands of rapid tests in late December which would assist in allowing employees and students to test prior to returning to campus after the holiday break. With the change to online learning there wasn't the same need for the use of those tests currently and it was also noted there was an issue

with availability of rapid tests within the province so the focus will be on high-risk workplaces at this time.

- b. Masks: it was noted in early January that the cloth masks are not providing the level of protection needed and there is a need to move away from woven masks to the medical grade non-woven masks. There is discussions occurring at the university currently related to the immediacy of need and what will that look like when we return to campus. There will be more information coming out later specific to masking requirements. There was also a question related to who is responsible for providing the masks for employees and students required to be on campus and it was noted that this is part of the communications ongoing currently and will be addressed in the near future. It was noted that there are instances on campus where the department has been providing to employees but it wasn't clarity around if this is consistent across the university. It was also noted that EH&S has a supply of masks but it was noted that departments can reach out to EH&S to provide a box of masks. It was also noted that individuals should be discussing this with their departments/Supervisors and the department should be following up with EH&S at this time.
- c. Room Ventilation: It was noted that Facilities has been conducting room ventilation on campus at this time. There was discussion around the occupancy levels for rooms on the website with regards to room ventilation and whether if the room occupancy is higher does this affect the ventilation levels and the fire code requirements. It was noted that the specific questions related to SSB there may be an issue with the fire code if there are higher numbers in the room. This issue will be forwarded to the Fire Safety Coordinator at EH&S to follow up.

There was some discussion around how an increase in the numbers in a specific room(s) and how it would impact the ventilation and how the ventilation numbers are calculated. It was noted that there would be a change to the numbers on the website as that number is calculated based on the number of times air is circulated into the room, the size of the room and how much air is being expelled the room per hour. The calculation is not based on numbers of people but instead the air moving throughout the space so the numbers shouldn't be affected but the air quality could potentially be affected if there is more people in any room. Dan noted he will follow up with a summary via email. It was further noted that on the website there are some areas that note an air purifier has been added to the space after review of the ventilation numbers.

- d. Meeting Schedule for 2022:
7. New Business: Ministry of Labour Inquiry: It was noted that MOL had received a call from an employee in Richardson Hall in early December who had a concern related to Covid cases and that there hadn't been communication sent out to employees indicating the switch to online learning. It was also noted this was likely just an issue with timing as a communication was sent

out to employees later that same day advising them of the switch to online learning until the end of 2021. EH&S provided MOL with a copy of the email and evidence to indicate there was ongoing discussion at the time and it was communicated to employees. MOL noted they would follow up with the employee and report back to EH&S who will share with the committee.

8. Safety Bulletin Boards: There was a note that the Environmental Management Policy and the Emergency Management Policy were outdated. It was noted that the Secretariat's website was outdated. It was noted EH&S will follow up with the Secretariat's office.
9. Motion to Adjourn: Robin moved, and Marie seconded.
10. Next Meeting Date: Committees have been asked to continue with monthly meetings while the Covid situation is still fluid.