

**Queen's University Department of Family Medicine
Joint Health and Safety Meeting**

Minutes

INFORMATION FOR MEETING:

Mon Aug 30, 2021
12:30 pm

Members: Matthew MacArthur, Heather Drouillard, Jennifer MacDaid, Tammy Parr, Laura McDiarmid, Kim Wallace, Lynne McQuarrie, Rhonda Gauthier, Ashleigh Van Luven, Liz Hughson

Regrets: Rhonda Gauthier, Heather Drouillard

Special Guest: Dan Langham, Anastasia Lezhanska

	Item	Action or Information
1.	Welcome & Approval of the Agenda Motion from the chair to approve the agenda.	Approved
2.	Approval of the July 21, 2021, Minutes Motion from the chair to approve the minutes from July 21, 2021, approved by Kim Wallace, seconded by Laura McDiarmid.	Approved
3.	Review of Action Items	Discussion
4.	Resident Presentation on Health and Safety Initiative Anastasia Lezhanska, PGY1 joined the committee to talk about the DFM Environmental Health Interest Group that she is representing. This is a new group in the Department of Family Medicine comprising of faculty, staff, and residents. The goal is to create more sustainable clinical environments that focus on attainable green initiatives and waste reduction. One of the issues in our department identified by their group is that there is no active "Lights Off" policy at the QFHT. She reviewed some of the current lighting use and explained ways to decrease the lighting consumption. They include changing light bulbs to	

	<p>LED, installing motion activated lighting or lights on timers, installing reminder signage to turn the lights off, and reviewing/updating maintenance practices to turn lights off at the end of a shift.</p> <p>If you have feedback or other ideas, please let the group know. Positive feedback received from the committee for the ideas presented. The buildings discussed include both clinic and non-clinic areas at both locations. It was suggested that we start by doing a pilot in one area which would help with buy in from others. It was suggested that there may be cost comparisons available to estimate how much conversions would cost, funding may also be available from sources at Queen's. It was also suggested that the students reach out to the sustainability office with Facilities Management for resources. Their office would also be aware of any other initiatives being implemented on Queen's campus.</p> <p>A motion was put forth that DFM Leadership review the recommendations by the Environmental Health Interest Group presented today to the Joint Health and Safety Committee.</p> <p>For minor changes like reminders and signage, these don't necessarily have to go to the leadership group. Anything requiring funding is reviewed/approved by the leadership group. One of the noted challenges is that the building at 220 Bagot Street is owned by KHSC and they have their own set of facilities regulations.</p>	<p>Matthew to forward proposed motion for the DFM EHIG recommendations to the DFM Leadership for consideration</p>
<p>5.</p>	<p>Update from Queen's Environmental Health & Safety</p> <p>Dan Langham joined the committee meeting today and thanked everyone for their commitment to Health and Safety. He is very appreciative of the members participation. He explained the purpose of Health and Safety committees and how it relates to various aspects of the functioning of the university. The committees are a very important part of our health and safety system. They are a great way for issues to be identified and discussed, given the collective knowledge around the table. They are an extra set of eyes during inspections and in assisting with feedback on policy and procedures. It's a challenging time right now with lots of extras being done. He appreciates the feedback on policies especially when the timeline for review is very tight, during COVID, situations are changing very rapidly. The committees will be sent a document for review "Continuity of Teaching", the turnaround for comment will be quick as it needs to be finalized.</p> <p>Dan noted that there isn't a lot of clarity in how the university is supposed to be operating. Given that we are a teaching facility as part of the university and a medical clinic there are going to be various requirements. They will come from the university relating to the teaching aspect. In addition to that there are other requirements on how to manage the clinic aspect i.e., public health. As things change, we will have to evolve.</p>	<p>Information</p>

	<p>The Fall Planning Framework was based on indications at the time from public health on their predictions for the Fall, with the caveat that things could change. The province is paused at Step 3 in the re-opening roadmap, and the university is waiting for sector guidance on how universities will be able to function. Step 3 is not aligned with where we thought we would be. The guidance should be coming in the next couple of days.</p> <p>Vaccine requirements were discussed for the university. He further explained the background for the decision and the implementation of requirements. The university has started working on the vaccine program. They are currently determining how to gather vaccine information from staff. The best way to stay up to date is through the “Return to Campus” website. There is a senior group (VP’s and Deans) at the university who continues to meet and make decisions about how things will proceed. As information becomes available it will be disseminated. Questions were asked about the effect of being stuck in stage 3 and if it would impact the return to campus for employees as there will be space limitations? The way the regulations are written, distancing needs to be one of the prime measures in place to manage your space. Distancing and capacity requirements remain in place until that regulation changes or something comes out with the sector announcement. Laura asked if the vaccine requirements will cover the Adjunct 1 Faculty members at the distributed sites? Laura will send more detailed information in an email for Dan to review. The four sites would likely fall under the vaccine program, but the individual sites outside of that is unclear.</p>	
6.	<p>FHS Update from Dr. Philpott</p> <p>Updates have been received from Faculty of Health Sciences regarding the return to campus. There are also updates on the Return to Campus website.</p> <p>It was discussed that there is an in person teaching session coming up, we are waiting for sector guidelines for stage 3 as campus is supposed to be opening for in person teaching Sept 1st. Should we be changing the session to virtual, or wait to make a final decision? Brief discussion ensued as it’s unclear on what the guidelines will impose.</p> <p>The vaccine policy has come into effect, anyone coming on campus must be vaccinated. The elentra screening will be ending as we are switching to a different platform for screening, Secure App. Diane Cross will be sending an email regarding this change. Discussion ensued on the storage of personal health information and providing proof of vaccination.</p>	Information
7.	<p>Review of Documents for Feedback</p> <ul style="list-style-type: none"> • Classroom Ventilation 	Review

	<ul style="list-style-type: none"> • Ventilation Management • In Person Class Protocols <p>Brief discussion ensued on ventilation systems at 220 Bagot. KHSC is working with us to ensure HVAC systems are working at optimum levels. The Haynes Hall Seminar Room is not on the classroom inventory list, so Matthew has reached out to Queen’s Health and Safety and ask that it be included.</p>	
8.	<p>Report on Recent Inspections</p> <p>The most recent inspection took place at 220 Bagot Street. Many of the deficiencies were able to be addressed quite readily with Service Master. One of the most notable items were the lights in the exit signs being burnt out and other additional lighting.</p> <p>There is only one person on the committee that has their certification. The time commitment is 20-30hours of training, it is needed to be on the committee and conduct inspections. You can sign up by going to the training tab on the Environmental Health and Safety Committee Page, scrolling down to the Joint Health and Safety Certification tab, then filling out your information and click submit.</p> <p>We don’t have a central hub, where we can keep a repository of Health & Safety Information, so it was decided that we will have a file on SharePoint. Matthew will reach out to our IT Administrator to add a file on the SharePoint. Tammy will then start adding Health and Safety Files/Documents.</p>	<p>Matthew to reach out to IT Administrators to add an Environmental Health and Safety folder on SharePoint</p>
9.	<p>Regular Monthly Meeting Dates</p> <p>Next meeting to be scheduled in a month’s time. Tammy would like to schedule them on a recurring basis. No objections from the committee members, the 4th Monday will be considered at 12:30pm (Sept 27th). Agenda items include scheduling a fire drill, this aligns with October as it is Fire Safety Month.</p>	<p>Tammy to review calendars and schedule recurring Health and Safety meetings</p>