

MINUTES



Meeting:	IBPAC Joint Health and Safety Committee	Date & Time:	Monday, August 31, 2021 10am - 11am
	Zoom (link in calendar invite)		
Chair:	Janelle MacPherson-Kenney		
Attendees:	Cam Miller Dan Tremblay Tricia Baldwin Julia Stroud Aaron Holmberg Brittainy Bonnis Dan Langham Maggie Hunter		

Discussion Item	Attachment
1. Call to Order: 10:03am Mover: TB Seconder: DT	
2. Approval of the Agenda: Mover: TB Seconder: DT	
3. Approval of July 7 th meeting minutes: Mover: AH Seconder: TB	
4. Joint Facility Inspection Report - Cam and Aaron: <ul style="list-style-type: none"> DT will start joining the inspections as the DSDM representative There is a new Production Coordinator joining the DAN School (Brian Frommer) and this may fall under his responsibilities too 	

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<ul style="list-style-type: none"> • Lights are still being replaced • The mold/HVAC issues has been dealt with • Mold removal report came this morning <ul style="list-style-type: none"> ○ DT asked if the letter could be shared to reassure staff ○ IBCPA will share letter after this meeting • Humidity will be added to the monthly checklist to keep an eye on • It is suggested that all the departments get thermometers for their spaces • There are devices that can be programmed to give alarms or text messages that something is wrong • Chiller issues - IBCPA will make a recommendation to PPS for a process for main campus to know immediately if there are problems here <ul style="list-style-type: none"> ○ For example, every time there is a blackout, PPS should automatically know to come here and restart the chillers ○ PPS does have the ability to see temps here, but there is no process for action ○ Discussion of having spare parts preordered and on site so if there is a problem, there is no waiting for parts ○ As a backup, it is recommended that there be industrial dehumidifiers running in FSR and percussion rooms all summer ○ NEXT STEPS - AH will draft a process for this and circulate it 	
<p>5. Update on facility issues (chillers, humidity, mold):</p> <ul style="list-style-type: none"> • Everything has been cleared, as discussed above • Suggestion that every 5 years, the rooms get a deep clean • IBCPA does a carpet cleaning every year and there is a suggestion to the departments to see if they want to join this effort <ul style="list-style-type: none"> ○ The percussion room, orchestra chairs and studio theatre rooms are specifically mentioned 	
<p>6. Reporting building issues process:</p> <ul style="list-style-type: none"> • Suggestion that departments chat together before submitting issues so that they can be merged and submitted together • PPS is asking for everything to be in one spot • Suggestion that after the whole building walkthrough, departments take a couple days to put their thoughts together and then the reports are combined <ul style="list-style-type: none"> ○ Further suggestion that after the combined reporting, departments let their own departments know that issues are 	

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<p>being worked on</p> <ul style="list-style-type: none"> • There will be a side conversation to work this process out 	
<p>7. Update on Queen's Fall Operation Planning - Dan L:</p> <ul style="list-style-type: none"> • Queens is still hoping for more information, hopefully today • The whole education sector is just waiting to hear • The Isabel has their feet in both the academic and performing arts sectors • IBCPA has gone to Kingston Public Health citing other regions (ie St Catherines) that have been granted higher capacities • Kingston is saying no, that they have to go with the lowest allowed interpretations. • Queens is also going with the lesser of what's allowed based on the regulation • Once we have sector guidance, we can see what the sector is ruling is • There are inconsistencies between the same physical space for different uses and Queens expects there will be more of this • As the university is complex, they will need to look at the oddities once they have guidance. • It's a real possibility that the same space will have different rules based on the group using it. • Suggestion that it is impractical to ask guests to download and use a Queens app - that it will be better if we can ask for proof of vaccination <ul style="list-style-type: none"> ○ Example given of The Agnes where everyone is walking so trying to control guest information is challenging • There is a Queens group looking specifically at guest tracking <ul style="list-style-type: none"> ○ The Student/Staff app is the priority and then they'll worry about guests • Question of PCI tests (rapid testing) and how to check if guests are using the apps since you can't ask for medical info <ul style="list-style-type: none"> ○ There will be more information released from Queens as to who may use PCI and how often • Question of why there is not a masking vending machine in the Isabel <ul style="list-style-type: none"> ○ It is determined that there are masks in the vending machine on the third floor • Question of who is checking if students/staff are even using the app <ul style="list-style-type: none"> ○ Managers can see who has done it - they can't see the answers, just that it has been done 	

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<ul style="list-style-type: none"> ○ There is a lot of “honour system” involved here ○ PCI test results will be a different system as it must be reported to the government • Question of how to know if students have checked in, if you’re not a manager <ul style="list-style-type: none"> ○ Government is leaning towards passive screening - people are asked to screen but no one is checking it 	
<p>8. Evacuation training for departments:</p> <ul style="list-style-type: none"> • A date needs to be set, there are multiple holds in the IBCPA calendar and we need to get this set 	
<p>9. 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> • <i>Isabel Building as a whole</i> • Departmental Updates from each Rep <ul style="list-style-type: none"> ○ <i>COVID Related Updates/Changes</i> ○ <i>General Departmental Updates</i> • IBCPA <ul style="list-style-type: none"> ○ Creation of an online festival with the IMAGINE projects ○ Some will be live concerts with a limited audience ○ Links will be sent to DSDM and DFM so that students can see free concerts. • DSDM <ul style="list-style-type: none"> ○ HEPA filter systems were purchased for the Rehearsal Hall ○ Reminder given of not storing items in the alcoves ○ The storage area needs to be cleaned out and inventoried ○ The floor in the Studio Theatre has bubbled and a fix is being looked into ○ Reminder given to make sure all students have their fobs and that the IBCPA custodians are not permitted to let people in ○ Discussion that perhaps a security guard is not needed for that first week of school at all as DSDM can have a student at the Stage Door desk for the one class that needs one <ul style="list-style-type: none"> ▪ Decision made to cancel security 	
<p>10. Other Business:</p> <ul style="list-style-type: none"> • Reminder to all departments that Picture Perfect needs to be 	

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programmed and is a finicky program	
11.Adjournment Mover: BB Secunder: DT	