

Queen's University Library
Joint Health and Safety Committee
Sept. 23, 2021
9:00 AM

1. **Approval of agenda** – accepted as posted
2. **Approval of minutes** – August 18, 2021 – spelling error, accepted as corrected
3. **Business Arising**
 - a. Per question about washroom capacity in library spaces (awaiting update per August minutes), it was noted that there is no capacity limit, since washrooms are considered part of the library space, but patrons queue up outside as necessary.
 - b. August minutes reflected a ventilation report was pending, which has since been distributed. The question was raised whether staff with offices could request an assessment of that space, but it was determined that it is not our decision, and “private” offices are not being assessed. N. Petri will consult with PPS for any update, and it was suggested after discussion that any information be added to the FAQ for staff.
4. **COVID-19 update** – provided by D. Langham and N. Petri
 - a. Documents have been posted on university and library web pages.
 - b. Library's vaccinations declarations status has been completed.
 - c. Local case numbers remain low, all sites are open and operational, use is increasing.
 - d. Security guards are still onsite, schedules are being adjusted as necessary.
 - e. Masking can be an issue, but patrons comply when reminded; some pushback from patrons using the Terrace.
 - f. D. Langham noted the edited Continuity of Education Plan has been circulated and advised that documents will change as necessary.
 - g. In answer to a question about removal of security, N. Petri advised the plan is to staff through to Christmas break and then re-evaluate. Since Chat Reference staff sometimes receive complaints from patrons asking about masking but are not always able to immediately report to security staff, it was suggested to make a note of where the patron is seated and pass on, or pass the information to I/S staff.
 - h. Regarding the ventilation report, it was observed that Bracken, at 3.2 eACH seems to be very low compared to the other library buildings. D. Langham will check into specific thresholds, and B. Hulme noted that ASHRAE gives 2 eACH as acceptable.
 - i. Members were reminded to provide items for addition to agenda prior to the meeting so that members can prepare as necessary.
5. **Other/New Business**
 - a. K. Hernden provided a report on the discovery of mold found on duct and doorway to the small vault (301A) on the west side of Kathleen Ryan Hall 9/15/21. After notifying N. Petri/B. Hulme, it was further assessed by T. Martinek (EHS) and H. Home and a regular pattern was discovered. On 9/16, D. Langham/N. Petri/K. Hernden assessed and Environmental was brought in (at B. Hulme's suggestion).

Remediation has been completed and anti-microbial paint has been applied. It is suspected windows are the issue, working on determining the root cause, and it was noted that this is the first time that Archives have encountered a problem. It was also noted that no mold was found on materials in the area. N. Petri will follow up in 3 weeks, but overall, the response has been very good.

6. Safety officer's report

- a. No injuries or lost time injuries

7. Reports from members

- a. Dianne - none
- b. Gillian - none
- c. Emily - none
- d. Alex - none
- e. Nancy - none
- f. Ken - none
- g. Samira - none
- h. Heather - none
- i. Brendan - none

8. Next meeting – October 21, 2021

Chair – Dianne; Minutes – Emily