

FALL PLANNING OPERATIONS WORKING GROUP

November 12, 2021, 9:30 am

Attendees: Deanna Bennett, Andria Burke, Tasha Drexler, Catherine Gaudreau, Meghan Hatch, Pamela Hay-Melia, Chris Ingram, Christine Irving, Pete Jeffrey, Zaid Kasim, Sarah Kauffman, Kairee Kirkwood, Dan Langham, Patrick Legresley, Anne Martineau, Dan McKeown, Carlyn McQueen, Steve Millan, Deanna Morash, Kim Murphy, Ellie Sadinsky, Lisa Sansom, Ryan Sieg, Charles Sumbler, Leah Wales, Heather Woermke

Guests: Josh Vine, Heather Cole, Claire O'Brien

Regrets: Chris Ingram, Lori Stewart, Stephanie Simpson, Corrina Fitzgerald,

1. Health and Safety Update was given by Kim Murphy

- a) **Updated Event and Meeting guidelines** were endorsed by SLT and provided to the JHSC and FPOWG members for feedback due back to Kim Murphy by Tuesday Nov 16.
 - I. Goal is to communicate updated Event and Meeting guidelines next week via communications roll out.
 - II. Clarification regarding occupancy limits in workspaces is needed. This will be brought back at a future meeting.
- b) **Vaccination Status Declaration:** Process is being implemented, for any students who must update their vaccination status, to communicate this information to faculties for further outreach to student.

2. Human Resources Update was given by Steven Millan.

- a. **Remote Work Arrangements (RWA)** are to be signed and in place for staff for a January 2022 start.
 - i. Anyone on campus less than 4 days a week will require a formal RWA.
 - ii. Managers with questions regarding RWA may contact their HR Client Service Advisor.

3. Round table

- a) As cases in our region increase it is important to remind teams that campus is a safe space due to all of the measures in place, including the vaccination policy, hand hygiene, masking, and screening.
- b) The group was reminded that the province has paused further easing of restrictions.
- c) Ellie Sadinsky informed the group that Student Affairs has developed 2 template letters for faculty offices.
 - I. One is to be sent to current students already de registered from in-person fall term and full year courses giving them a deadline of end of November to update their status or fill out the form, otherwise they will be administratively deregistered from in-person winter term courses.
 - II. Second is for new-to-Queen's students starting in January 2022 and lays out the requirements about vaccination, declaration form etc., also with the end of November deadline. Students are encouraged to contact their faculty office or SWS if they have questions.
- d) Frequency of meetings will be discussed at the next meeting.

Next Meeting is November 23, 2021