

FALL PLANNING OPERATIONS WORKING GROUP Meeting Notes

September 9, 2021, 11:00 am

Attendees: Tasha Drexler, Corrina Fitzgerald, Tony Gkotsis, Meghan Hatch, Pamela Hay-Melia, Christine Irving, Sarah Kauffman, Kairee Kirkwood, Lisa Latour-Colby, Patrick Legresley, Dan McKeown, Carlyn McQueen, Steve Millan, Deanna Morash, Brenda Paul, Nancy Petri, Lisa Sansom, Stephanie Simpson, Lori Stewart, Charles Sumbler, Leah Wales, Heather Woermke

Regrets: Dan Langham, Kim Murphy

Chair Updates provided by Heather Woermke:

1. Chair opened the meeting by reminding the group of the updated [Masking Guidelines](#), [Continuity of Education Plan](#), new vaccination [policy](#), and Queen's [Emergency Management Plan](#) circulated for information, as well the notice that was sent on behalf of communications regarding the [updated vaccination declaration](#) deadline of September 13th.
 - a. All staff and faculty are to complete the declaration regardless of on campus status or not as they may be required to access campus in future.
 - b. Since the last meeting further clarification has been provided around instructional spaces, addressing questions raised at the last meeting with respect to washrooms and faculty offices.
 - c. The grievance regarding ventilation standards on campus has been resolved.
2. **Vaccination Declaration** - FPOWG members raised a number of questions regarding the vaccination declaration and status reporting. In responses to questions, it was noted:
 - a. The process to allow visitors and vendors to declare their vaccination status is in development.
 - b. Members should contact their HR advisors should there be questions on how to work through their vaccination declaration with staff members.
 - c. Faculties may assign a designate to monitor the completion of vaccination declarations to enable efficient follow up as needed.
 - d. It was recognized that students who are also employees may appear in the reporting tool twice. This issue is being looked at.
3. **Health and Safety Update** - given by Co-Chair, as Kim Murphy and Dan Langham could not attend the meeting.
 - a. Rapid Testing Program is expected to be launched next week.
 - b. New instructional signs were posted, accessible through the [Resources](#) link.
 - c. Reminder that the SeQure app is to be monitored daily as it will show the manager who is approved to be on campus.
4. **Communications Update** - COVID case tracker will be launched by September 10th.

Next Meeting is September 21, 2021