



UNIVERSITY OF
ST. MICHAEL'S COLLEGE
IN THE UNIVERSITY OF TORONTO

USMC Joint Health and Safety Committee Minutes

Meeting: #2020-2021- 1	Date: October 5, 2020
Location: Microsoft Team Meeting	Time: 12:00 to 1:00

Attendees:	
Suzanne Ramnauth, Co-Chair	Steven Koshchuk, Co-Chair
Effie Slapnicar	Brian Butcher
Barb Power	Peter Skrepichuk
Richard Carter	Joao Santos
Absent:	

Old Business

Item & Date	Action	Performed By	When
NONE			

New Business

Item #	Action	Performed By
1.0	<p><u>Approval of the Minutes of April 30, 2020</u></p> <p>On a motion by B. Power and seconded by R. Carter the Minutes of August 10, 2020 were approved.</p> <p><u>Business Arising, not covered in other agenda items</u></p>	B. Butcher B. Power
2.0	<p><u>Reopening Updates</u></p> <p><u>Mandatory Screening:</u> ES explained the new mandatory screening policy for all employees, students and visitors attending at the University. Everyone must complete the screening before they arrive on campus. If any of the questions are answered "yes" a notice will be sent to the Bursar. Contract tracing will begin with the Bursar's office and UofT's OHS office providing advice and conducting the tracing process. The USMC screening tool is separate from University of Toronto's UCheck process. USMC screening tool questions are the same as the Government of Ontario screening template. Employees may choose to download UofT's</p>	Effie

Item #	Action	Performed By
	<p>UCheck app as well, however, all St. Michael's employees and visitors must complete USMC screening prior to arriving on campus.</p> <p><u>Communication of Policies and Protocols</u> USMC has an updated webpage of policies, protocols, guidelines and posters related to Covid related health and safety (hand washing and wearing masks etc.).</p> <p><u>Manager and Employee Responsibilities</u> Managers are responsible to ensure departments are set up as per health and safety guidelines in the GAT; managers must ensure employees working on campus are physically distancing and following safety protocols; managers must ensure work area is not congested and keep updated schedules of employees entering/working in the buildings. Employees designated as "essential" or "critical" and required to work on campus, received a letter from their manager confirming status and granting permission to work on campus; majority of USMC staff are working remotely. Employees are responsible to complete screening tool, wear masks, wash hands and follow all covid related guidelines and policies implemented by USMC.</p>	
3.0	<p><u>Committee Member Questions</u></p> <p>Question regarding the challenges of curbside pick-up including managing students on the floor.</p> <p>Question regarding face shields: essential workers were offered face shields however, they declined as some found it uncomfortable; we don't know the effectiveness of face shields - masks are still best option as per Toronto Health recommendations.</p> <p>Question about disinfection schedule: cleaning staff disinfect buildings and other areas 2 to 3 times per day</p>	All
4.0	<p><u>Building Checks</u></p> <p>Only a few building inspections remain for the 2019-20 health and safety year. All will be completed by early October.</p>	P. Skrepichuk
5.0	<p><u>Confirm next meeting</u></p> <p>Another meeting will be held in January</p>	



Suzanne Ramnauth, Co-Chairperson



Steven Koshchuk, Co-Chairperson

Recording Secretary



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USMC Joint Health and Safety Committee Minutes

Meeting: #2020-2021-2	Date: January 29, 2021
Location: Microsoft Team Meeting	Time: 11:30 – 12:30

Attendees:	
Suzanne Ramnauth, Co-Chair	Steven Koshchuk, Co-Chair
Effie Slapnicar	Brian Butcher
Barb Power	Peter Skrepichuk
Richard Carter	Joao Santos
Steven Koschuk	
Absent:	

Old Business

Item & Date	Action	Performed By	When
NONE			

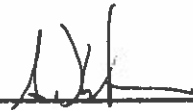
New Business

Item #	Action	Performed By
1.0	<u>Approval of the Minutes of October 5, 2020</u> On a motion by B. Butcher and seconded by B. Power the Minutes of October 5, 2020 minutes were approved.	B. Butcher B. Power
2.0	<u>Changes in Committee Membership</u> D. Rothschild (Electrician) has stepped down from his JHSC role due to his departure from the University in September 2020. Joao Santos (General Support) has been chosen by the USW union to permanently fill the position on the JHSC.	SR

Item #	Action	Performed By
3.0	<p><u>Covid Related Updates</u></p> <p>The University continues to have no staff cases of Covid-19 on campus. There were a few students who tested positive early in 2020 and those cases were managed by the Dean's office. The University has a very comprehensive quarantine and contact tracking process for positive cases.</p> <p>The University works closely with Uoft OHS nurse to contact trace, answer employee questions and advise on how to manage positive cases of Covid-19.</p> <p>On January 14/21, the Premier announced a new work from home order asking that all non-essential employees work from home where possible. The University has communicated this to all our employees and posted messages across campus. Employees entering campus must also complete our screening tool.</p> <p>The University continues to follow Uoft's updated workplace guidelines and there have been few changes since the fall.</p>	ES
	<p><u>New Cleaning & Disinfecting Equipment</u></p> <p>JHSC members were provided with informational material on sanitization equipment currently utilized by the facilities team to ensure the University is disinfected and sanitized regularly. The Sanidyne is portable and disinfects with UV energy once the room is cleared of all occupants. The Mister is an ergonomic cordless system that has simple controls that reduce operator fatigue and cleaning errors. It provides higher efficacy by improving coverage more effectively than spray wipe methods and wipes.</p>	SR
4.0	<p><u>Building Inspection Checklist – Inclusion of Covid control measures</u></p> <p>Committee members agreed that all inspection checklists should include the following covid-19 related control measures:</p> <ul style="list-style-type: none"> • Covid 19 protocol signs in place throughout workplace • Physical distancing protocols are observed as being followed <p>The updated checklists will be utilized by all JHSC members conducting workplace inspections immediately.</p>	SR & All
5.0	<p>Confirm next meeting</p> <p>Next meeting scheduled for June 3, 2021</p>	



Suzanne Ramnauth, Co-Chairperson



Steven Koshchuk, Co-Chairperson

Recording Secretary



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USMC Joint Health and Safety Committee Minutes

Meeting: #2020-2021-3	Date: April 27 th 2021
Location: Microsoft Teams Meeting	Time: 11:30 – 12:30

Attendees:	
Suzanne Ramnauth, Co-Chair	Steven Koshchuk, Co-Chair
Effie Slapnicar	Brian Butcher
Barb Power	Peter Skrepichuk
Richard Carter	Joao Santos
Steven Koschuk	Chanelle Burris
Absent:	

Old Business

Item & Date	Action	Performed By	When
NONE			

New Business

Item #	Action	Performed By
1.0	<u>Approval of Minutes of January 29, 2021</u> On a motion by B. Butcher and seconded by S. Koschuk the Minutes of Jan 29, 2021 minutes were approved.	SR
2.0	<u>New Committee Member</u> Chanelle joins the committee! Chanelle will be taking the meeting minutes and arranging to schedule the future meetings.	SR & Everyone

Item #	Action	Performed By
3.0	<p><u>COVID-19 Updates – Third Wave Protocols</u></p> <p>USMC has had no employee covid cases. However, there was one recent incident with a contractor whose family member had Covid. As such he advised all USMC plant staff whom he came in contact with and they were required to get tested and quarantine. All our employees tested negative. Other cases have only involved students in residence. It is important to remain vigilant in following safety protocols and physically distance while in the workplace. There is a concern that the Ministry of Labour could shut down operations if the workplace has 5 cases or more. The government announced the work from home order for non-essential employees. The University is supportive of all non-essential employees working from home and transferring work temporarily to essential employees on campus (e.g. finance team to collect checks/mail for Advancement staff to eliminate staff coming to campus).</p> <p>USMC's film business is continuing without government restrictions. Very strict protocols are in place to ensure safety. The University prefer larger companies who have safety procedures in place to ensure social distancing and other covid related protocols.</p> <p>In preparation for reopening, the University is looking into add air purifiers to various buildings as suggested by the UofT. It is expected that UofT will have an announcement by July regarding return to in-person classes. In-person classes will help with filling the residences.</p> <p>There is a new program where essential employees of any age, working on campus, can receive their vaccine as St. Mikes is considered a group living setting by virtue of student residence spaces. HR is providing work letters for essential staff to be eligible to book their vaccine.</p> <p>UofT has not announced anything about mandating vaccinations in order to come back to campus, however, this is being discussed amongst the University sector. Some universities in the USA are doing this however Canadian Universities have not yet made a decision. A committee member suggested that there is also a human rights element to mandating vaccines and that the University should think very carefully before making a decision. The University encourages employees to get their vaccine and is permitting employees to use work time to attend vaccine appointments.</p>	ES
4.0	<p><u>USMC Employee Survey</u></p> <p>An employee survey was circulated last month to find out how employees feel about the ongoing university closure, their current mental health and fall reopening. There were only minimal responses and it will be circulated again towards the end of the summer. Some of the preliminary responses suggest employee concern are regarding work life balance, burnout, family health and mental health. Most people are comfortable with the safety protocols that have been put in place and feel supported by the management. Most people rated their mental health from fair to good. Generally, people do feel safe to come back to the office.</p>	SR
5.0	<p><u>Building Inspection Checklist – Inclusion of COVID-19 Control Measures</u></p> <p>The building inspections are being coordinated by JS. Some have already been completed as students moved out. The University's preference is for only essential staff already working on campus to complete the building inspections given the government lockdown. The Janitorial staff will provide additional support for</p>	Peter & All

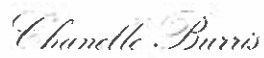
Item #	Action	Performed By
	building checks to ensure they are completed this summer.	
6.0	<u>Confirm next meeting.</u> Next meeting scheduled for June 3rd @ 12PM.	SR



Suzanne Ramnauth, Co-Chairperson



Steven Koshchuk, Co-Chairperson



Recording Secretary – Chanelle Burris, HR Coordinator



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Joint Health and Safety Committee Agenda

Meeting: No 4 - 2020/21	Date: June 3 rd , 2021
Location: Team Meeting	Time: 11:30 a.m. to 12:30pm

Expected Attendees:	
Suzanne Ramnauth, Co-Chair	Steve Koshchuk, Co-Chair, USW
Barb Power, Non-Union	John Santos, USW
Richard Carter, UTFA	Peter Skrepichuk, USW
Brian Butcher, CUPE	Chanelle Burris, Non-Union
Invited Guest(s):	
Effie Slapnicar, Administration	

Item	Details	Presenter	Time
1.0	<u>Approval of Minutes of April 27th, 2021</u> On a motion by B. Power and seconded by R. Carter the Minutes of April 27, 2021 minutes were approved.	SR	5 min
	Business Arising, not covered in other agenda items:		
2.0	Fall Reopening Planning (see link to UofT's 12 step plan) & Building Ventilation Upgrades The number of Canadian's over 18 getting vaccinated is increasing. The 12 step plan has various points of action – the one we are focusing is the “Upgrading Building Ventilation and Air Filtration”. The F&S team is focusing improving ventilation in the classrooms as this is where we will find the most density of students. There is no specific guideline from the government in terms of the minimum air quality standard, however according to UofT's plan they follow the health care standard of six air changes per hour. If this is not possible, we would also consider air purifiers. The one classroom Alumni hall 100 has been having issues in terms of reaching this standard, so we are investigation	ES	25 min



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Joint Health and Safety Committee Agenda

Meeting: No 4 - 2020/21	Date: June 3 rd , 2021
Location: Team Meeting	Time: 11:30 a.m. to 12:30pm

	<p>options – Michael also looking into this. If not, classes there may have to revert back online.</p> <p>There have also been plans for numerous announcements within the next few months. In July, we will be hearing if the fall classes are to return on campus. The main reasons for this possibly to not occur are if the numbers go up due to COVID variants.</p> <p>Last year we were at 25% capacity in classes. We are not sure yet at what capacity we will be operating at this year.</p> <p>The only classrooms in operation will have to pass the 6 air changes an hour standard.</p> <p>As the COVID cases have been going down we could see restrictions loosen as early as next week.</p>		
3.0	<p>Review of 2020-21 Accident/Incident Reports</p> <p>There have been 3 minor incidents from the Janitorial team. And one more serious incident with a contractor in which he had injured his hand. It has been reported that he was not following protocols.</p> <p>It may be a good idea to promote the use of thick rubber gloves when handling the garbage as this can prevent minor cuts.</p>	SR	15 min
4.0	<p>Building Inspection Updates</p> <p>It looks as we are halfway done. There is not much to report here. There have been no hazards only some missing items such as outlet covers.</p>	PS	5 min
5.0	<p>Confirm next meeting</p> <p>This is our last meeting for the year. Have a great summer!</p>	SR	5



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Joint Health and Safety Committee Agenda

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Suzanne Ramnauth, Co-Chairperson

Recording Secretary

Steven Koshchuk, Co-Chairperson