



Victoria University

in the University of Toronto



CUPE

JOINT HEALTH AND SAFETY COMMITTEE

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MERLIN CHARLES (CUPE)
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PATRIK BAGHDASSARIANS (Alternate)
CHRISTINE SAATI (Alternate)

Minutes of Special Meeting

Tuesday July 21st, 2020 at 10:00 a.m. to 12:00 p.m.

Location: MS Teams/teleconference

Present: Joanne Evans (Chair), Milly Weidhaas, Paul Kutasi, Carmen Socknat, Peter Athanasopoulos, Jennifer McCann, Evan May, Lyndon Nobre, Merlin Charles, Mark Austin, Christine Saati

Absent: Merlin Charles, Candace Zinkweg, Asha Bridgemohan,

Welcome extended to Vikas Mehta, Director of Physical Plant, who joined us to update on reopening initiatives in his area.

- Motion to approve the agenda for today's meeting: Milly Weidhaas, seconded by Lyndon Nobre

Overview: Health & Safety Considerations for Return to On-Campus Work

- Three main areas for Health & Safety planning and consideration for return to work:
 1. Onsite units: ancillary and operations, food services, physical plant, office of the Dean of students (many have remained on campus since beginning of the pandemic)
 2. Administrative units: working from home where possible during COVID
 3. Academic areas: spaces, faculty returning to work due to UofT announcement re hybrid teaching model
- Onsite units are considering the following protocols: physical distancing, sanitization, signage, notice re face coverings (two per employee & how to distribute), UofT is distributing masks to students, Health & Safety consultant WSPS is on campus doing risk assessments (screens/barriers, PPE requirements, how to deal with increased traffic), units are considering staggering staff start times or creating staff cohorts/bubbles
- Administrative units are considering: continuing working from home wherever possible as long as possible to reduce on campus density, some departments will require critical positions

on campus: front line staff, those dealing with students, how to identify these positions is covered in part in the Leadership Toolkit from Uof T with strict guidelines, WSPS risk assessments to be completed as needed for these units

- Academic considerations: classroom capacity has been assessed, Vic College will be hybrid teaching, signage to inform maximums in progress (Victoria College building and Northrop Frye Hall), Emmanuel College will be almost entirely online

Report: Vikas Mehta, Director of Physical Plant:

- COVID-19 caution signage: signage has been developed by EHS at U of T re wearing a face mask/covering when inside buildings, public hallways and elevators, etc. signage at Victoria University campus will be branded as such, uniform campus wide continuity of messaging is important since most students on Victoria campus will be U of T students, signs are being posted in academic sites, three residences, AH, MAH and RJ will have COVID related signage at main floor public spaces and elevators.
- COVID-19 symptoms: signage outlining symptoms and not to enter our facilities if you have any of the symptoms listed for passive screening of entrants to our facilities.
- Elevators have maximum capacities based on size with notices posted: most on campus will have a 2 person maximum capacity.
- Northrop Frye Hall will have one way traffic in hallways at upper floors where hallways are narrow.
- Additional Hand sanitization stations are being installed across campus with up to 45 more stations in public spaces being added: classroom entrances, elevator entrances, building entrances, residences, academic spaces.
- Academic classrooms: maximum occupancy assessments completed considering 6 feet for social distancing: ACE and Vic did two independent assessments: results were similar, maximum room capacity will be posted on each classroom door, fixed seating vs moveable seats are all being demarked or decommissioned
- WSPS consultant-led risk assessments ongoing for front line teams with managers: Bursar's group, Dean's front office and VUSAC front office completed, recommendations within a week to advise on needs for plexiglass screens, possible need for PPE, need for more sanitization stations etc; as other departments return to work, the consultants will be available for them as well to carry out risk assessments per flow of work anticipated in individual offices.
- The prime focus of these Health & Safety initiatives is to keep everyone returning or continuing to work on campus safe, and provide the necessary tools they need to safely perform their jobs

Discussion:

- Q: U of T released a 45-page document called *COVID -19 general workplace guidelines* on July 7th, a general overview of return to work, will we be abiding by it?
 - A: this document is under consideration – there continues to be a lot of unknowns and we need to consider Victoria University's unique needs: our Victoria University Reopening Committee has all documents that fall under the U of T Leadership Toolkit; the committee is composed of members of Victoria University's leadership
- Classroom considerations: droplet vs aerosol transmission unknowns, sanitization between classes, mask requirements

- The Faculty of Arts and Science raised this issue at a committee meeting last week: other considerations: rooms without windows, or closed windows during cold season, HVAC recirculating air. Faculties will be consulted too. Some faculties are going largely or totally online. FAS is mostly dual delivery. Most classes are going to be taught online (no % available). Any classes +190 are mandatory online. Most Vic classes are capped at 25. Easier to accommodate in person, available online. Victoria campus has other faculties on our campus. More decisions to be made in August. A mock dual delivery with masks was effectively delivered, but logistics remain up in the air.
- Isabel Bader Theatre is down to 115 capacity from 500. Small rooms in Northrop Frye Hall has 4-12 capacity. Maximum capacity signage will be posted on exterior doors of classrooms and auditoriums. Class Rooms and auditoriums will be operating at about 30% of maximum capacity to allow for Physical Distancing. Ground floor rooms of Northrop Frye Hall aren't being used, so alternate classrooms will be in the Victoria College chapel (40ppl) and Alumni Hall (20ppl depending on layout) in the mornings from 9:00 – 12:00 only.
- Q: Can Vic make masks mandatory in the classrooms, superseding U of T?
 - A: CAO meetings re further guidelines from VP Faculty & Academic Life at U of T are ongoing. Decisions have yet to be finalized.
- Q: What is the requirement for staff working behind plexiglass shields; are masks required??
 - A: Wearing masks behind screens is being assessed by the consultants. Cloth masks are being provided to all staff, personal choice by user, cloth masks are not official PPE
- Q: What is the schedule for cleaning/disinfecting, especially high surface areas
 - A: Current guidelines from Public Health guidelines are to sterilize high touch surfaces twice a day. Vic will be following public health guidelines for sanitizing of high touch points. At this time there are no plans of sanitizing/cleaning of classrooms/spaces between classes and or meetings. For classrooms, normal HK practices will be continued and public health guidelines will be followed for cleaning/sanitizing. We will have 5 fast and efficient sanitizing electric sprayer units (engineering controls) to carry out sanitizing of spaces. We have sanitization supplies stocked but are actively searching for more sanitization supplies for our inventory in planning for return to work We can access U of T supply chain for these products as well. Many units across campus are having trouble sourcing sanitizing products. Bleach/water solutions may be used as stopgap measures in case of unavailability of sanitizing products
- Q: Do we have plans/protocols for international students coming into residences?
 - A: Students will likely arrive middle of August. They must complete a 14-day isolation period offsite. This is managed by the Dean's office. Website for students available via U of T outlining protocols.
- Q: What is the official campus reopening date?
 - A: There is no 'official' reopening date yet. Guidelines will be according to Public Health directives and will vary by department/unit. Those who are able to work from home will continue to do so as long as possible. Units are identifying positions which may need to be on campus.
- Q: Academic mission: we are expecting faculty to come back, we need clarification on when and if they can use their offices and who to contact. What's the desired messaging? Is the

printshop going to be open for them? Although, there will be time between classes (none back to back), will the rooms be sanitized between classes?

- A: Messaging is in development, including guidelines on office use
- A: The printshop will be back to normal operations mid-August (19th ish)
- A: At the moment plans are to sanitize high traffic/ high touch public areas twice a day, per Public Health guidelines
- Q: Librarians are concerned about availability of equipment like gloves when handling returned books. Who supplies these?
 - A: Physical Plant has supplies of latex gloves at the moment. Hopefully we'll get supplies of latex gloves on an ongoing basis. The intention is for Physical Plant to have supplies available for all units across campus providing Physical Plant can obtain/purchase sanitization supplies. Physical Plant's first priority is to maintain sanitizing stations in public spaces functional at all times.
- Q: When is the Library reopening?
 - A: Currently there is no fixed date. Meetings with the Chief Librarian Lisa Sherlock are ongoing. If we get a green light to open minimally, we are looking at which staff will go in to support priority areas
 - Needs for high touch point cleaning will be assessed, and WSPS will be available for H and S risk assessments as soon as reopening plans are underway for that unit
- Q: Also, are meals being served in the dining hall?
 - A: Until the City of Toronto allows a stage 3 opening, meals will be take out only. Masks are required in Ned's and Burwash Hall. Single use condiments only. No self-service with the exception of packaged beverages in fridges, traffic flow restrictions in place, POS at Ned's is relocating to just outside of the pinch point, staff is being given a tutorial around safety protocols when they return, planning is ongoing for seating areas throughout campus, use of physical barriers for food service is being assessed by WSPS
- Q: Will we be notified if someone gets sick in a residence? Is there an isolation room available?
 - A: Notification procedures are being developed. Isolation rooms are being organized via the Dean's Office. Protocols for presumptive positive COVID cases amongst residence students are being developed.
- Q: How do we request WSPS consultations?
 - A: Once departments determine when they expect to return, we are developing how to best take advantage of consultants
- Q: Is there a recommendation for how staff commute to campus? Will there be accommodations for those who are immunocompromised or caring for someone immunocompromised?
 - August 1st is the last date for provision of free above ground parking for essential service staff. No other parking benefits for staff working on campus beyond that.
 - Accommodations of this nature are part of the reopening planning conversation in collaboration with UofT HR.

Recommendations:

- Sanitize classrooms in between classes, particularly if use of masks in classrooms is optional. Concern expressed for tablet-style desks specifically.

- Mark Austin expressed disappointment with the University's decision not to include the members of the JHSC and/or of worker representatives from various areas during the WSPS consultation and during the WSPS physical risk assessment of University's workspaces as required by the OHSA.
- Recommend greater consultation with JHSC in determination of return to work needs and Health & Safety protocols, also with absence of worker representatives from various areas working with WSPS when they do risk assessments. Recommendation for WSPS Risk Assessment Report to be circulated prior to next Special Meeting of the JHSC for input.
- Due to time constraints, when WSPS submits its Risk Assessment Report to Director Physical Plant, recommendations will be implemented right away, not postponed until after follow up JHSC meeting in August. Follow up meeting in August will be to review and consider any additional needs.

Motion:

- Mark Austin moved: "Be it resolved that the JHSC agrees that Victoria University shall implement all recommendations determined by the WSPS Risk Assessment Report." Seconded by: Lyndon Nobre. Motion carried unanimously

Health & Safety Training:

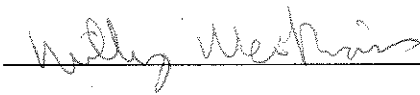
- Basic COVID-19 online training for all staff is being investigated

Next Meeting Date:

- The next meeting Tuesday August 11th, 2020 from 10:00 to 12:00, location: virtual

Adjournment:

Motion to adjourn: Paul Kutasi



Milly Weidhaas (Co-Chair)



Joanne Evans (Co-Chair)