
The University Students' Council at the University of Western Ontario Administration JHSC Minutes

Present: Andrea, Tanee, Karen, Noah, Maryann, Ben, Sue McKone

Absent: none

Date and Time: February 24 2021, 10-11:15 am via Zoom

1. Check In

- First minutes of meeting used to welcome Sue and thank her for participating in today's meeting. Check in with committee members to see how everyone is faring.

2. Covid Protocol Refresher- Sue McKone

- **Huge thank you to Sue (and Josh) for all their hard work in coordinating measures taken in the building!**
- With a number of staff having returned to the office this week and in anticipation of more staff returning shortly it was deemed wise to have Sue provide a refresher about what physical measures have been implemented to keep everyone safe, and what the protocols are for office life.
- USC protocols mirroring UWO safety measures
- Signage posted throughout building reminding of social distancing/mask use/hand washing, directional indicators on floors etc.
- Covid assessments reviewed by Andrea each morning
- Swiped on now tracking location (ie on site/at home) to be used for daily check in as well as tool for accessing spaces/offices on site. Provides tracing mechanism if needed.
- Reception desk moved from main office to InfoSource on ground floor, 340 suite locked.
- Staff mailboxes in front area of 340 suite, not in finance area
- UWO caretaking is cleaning bathrooms and touch surfaces every couple of hours
- Plexi glass barriers have been installed in some staff shared work areas (Sue and Josh Try will work with staff to create safe space "bubbles" that can be installed in approx. 1 week, or look at changing office configurations etc.)
- Sanitizing kits at each desk- caretaking will not be cleaning desk surfaces- that will be up to individuals. Restocking protocols being developed but Sue can assist with supplies in the meantime
- Wall sanitizers have been installed throughout
- Most departments working staggered shifts to minimize close space contacts
- Working to isolate groups where possible: staff moved from 318 into offices down IT hallway, room 318 made into pods for coordinators. Rm 301 to house o-staff with barriers installed. Old council chambers

housing bookable space for coordinators, numbers able to access space reduced, swipe card required

- Mustang Lounge now bookable study lounge with distanced/curtained cubicles with power. Single vs group pods as health guidelines dictate. Staff on site to sanitize areas as students leave.
- Meetings to take place in conference rooms not offices
- Staff lunchroom remains closed
- Note- there is no building security at this time. Swipe card access is possible so security after hours will be individual's responsibility.
- Sue is working on a survey re: Facility cleaning- to be released shortly. Will review contracts with departments, frequency and responsibility.

3. Return to Work Survey

- HR looking to send out a RTW/comfort level survey with support of JHSC. Survey reviewed by committee and suggestions made to clarify and define some of the questions. Open comments may be valuable for feedback.
- It was suggested that a video walk through of the USC may be beneficial for employees that have not been to the building in the past year: to show what measures have been put into place, help reduce any concerns about the protocols that have been implemented already. Suggestion that Kurt may be able to work on this.

4. General Updates

- MOL has changed name to Ontario Ministry of Labour, Training and Skills Development. Training modules will need to be updated to reflect the change.
 - Council training to take place end of March, new execs to receive training
- Covid procedure checkboxes to be included on inspection sheets
- Recommendation that meetings continue virtually even after staff have returned to work
- Terms of Reference to be revisited to include allowance for virtual meetings and inspections, include Pandemic protocols. Andrea to send to JHSC members.
- Virtual H&S board to be added to hub, include gov't mandated posters
- Look into JHSC email (Noah), likely to be monitored by Andrea and Tane. Include address on committee poster.
- Look into updating photos of JHSC members for poster.
- Question raised about updating HUB vs Trello. It was determined that until Trello has been launched that the HUB will be the place to go for info...will eventually migrate over.

5. New Business

- Inspection will need to be done by end of week. Ben and Noah have both volunteered.

- Due to the current diverse work locations and schedules, and to accommodate social distancing, JHSC agree that inspections can be done by individuals rather than teams and can be done by either manager or worker reps. Union agreement should be sought, nominally granted by Noah.

Next meeting: March TBA

Feb. Inspection: TBA

Andrea Klooster
Management Representative,




Date March 1, 2021

Tanee Edwards
Co-Chair Worker Representative, Co-
Chair & Recording Secretary

Tanee Edwards

Date Feb 26 2021

Jeff Armour
Chief Operating Officer



Date Mar 01 2021

Matt Reesor
President



Date Mar 01 2021



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