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

Present: Andrea, Tanee, Karen, Maryann, Ben, Karla Pacheco, Sue McKone

Absent:

Date and Time: August 18 3:00-4:00 pm via Zoom (Recorded)

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Special meeting to review current Return to Work policies and procedures. On-going flexibility is the constant theme in order to address changes as prescribed by Western, London Health Unit etc.

Presented by Karla.

September 1 is anticipated date to have all staff return fully to the office environment. Potential for an informal outdoor welcome back at that time. CIA student staff anticipated to return on September 15 and will occupy rooms 315 and 318.

#### Staff Vaccination Validation

- Almost 100% of staff have returned forms indicating that they have had 2 doses of Covid vaccines. Of those remaining most have indicated that they have had the doses but have not filled in the form, or have a 2<sup>nd</sup> dose scheduled.
- UWO Pharmacy is now offering appointments for all 3 types of vaccines
- P/T staff and CIA students to be presented with vaccine validation forms to submit to HR
  - It is hoped that Western will accept our program rather than asking students to submit duplicate proof of vaccinations to multiple sites.
  - For those who are not vaccinated twice a week testing will be required and face masks plus shields will be mandatory. USC to provide face shields.
- Daily screening questionnaire to include question about vaccination standings (ie fully, part, none)
  - Suppliers/vendors/visitors *should* be using/be directed to use the Swiped On applications in order to facilitate tracing. We will refer to Western's policy on this once it has been released.
- Pending Western guidelines processes to be established for tenants, visitors, suppliers, students passing through building. Students, faculty, staff are currently first priority for developing protocols.
- Expecting Western's vaccination and testing center will be open shortly- more info to be released on Friday.
  - Uncertain of what testing will look like- rapid test, full test? Would we be better to utilize their services rather than sourcing our own test facility? What risks would be involved if we provided the service?
  - When would we require a test? Only if someone displays Covid symptoms, for anyone who feels ill? What about those suffering from allergies?

#### Physical Spaces

- Anticipating that all staff who are in the building for a full day will be set up in a private office where they will be able to remove their masks.

- Appliances in the Staff lunch room will be available for use one person at a time, but the area will not be available for eating lunch. Staff are asked to use their offices, outdoors or other eating spaces in the building.
- No capacity limits currently in place (ie. CIA staff, conference rooms) but masks will still be required
- Spoke looking to reinstate contact tracing for anyone dining-in, using SwipedOn model. Will compare to what Western is doing with their food service and hospitality areas.
- Room rentals- will not be our responsibility to screen for or provide contact tracing procedures. Some debate over the advisability of renting spaces out at present.

#### Events

- Maddie has confirmed that there are no in-person events scheduled for first semester.
- O Week is a joint concern between USC and Western-students being required to have proof of vaccination to be on campus/in residence, the contingent of Off Campus students are of more concern. Currently looking at splitting events into 4 locations, however two of those locations are indoors with a capacity limit of 2000 people.

#### Paid Days for Covid Emergency Leave

- Not currently part of training for PT staff. Three paid days (scheduled shifts) to be made available for anyone needing time for certain Covid-related absences. Procedures to be developed but will require tracking at manager and payroll levels.

3:45 end of presentation

#### **JHSC Meeting Notes:**

Member poster to be updated and distributed to operations.

Meeting and Inspection schedule to be updated.

H&S boards to be inspected to ensure most up to date policies are posted.

While not a JHSC function it was recommended that information about rapid test and vaccination sites on campus, Covid protocols be posted on the H&S boards

Three first aid kits were found in storage and are available for any operation that may need one.

**August Inspection: Andrea and Tanee**

**Next meeting: September**

Andrea Klooster  
Management Representative,

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

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Date\_\_\_\_\_

Jeff Armour  
General Manager

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Date\_\_\_\_\_

*Tanee Edwards*

Date\_August 19 2021

Zamir Fakirani  
President

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Date\_\_\_\_\_