

**JOINT HEALTH AND SAFETY COMMITTEE MEETING OF
DAVID A. DUNLAP DEPARTMENT OF ASTRONOMY AND ASTROPHYSICS
AND
DUNLAP INSTITUTE FOR ASTRONOMY AND ASTROPHYSICS**

HELD ON OCTOBER 19, 2020, 11:00 A.M.- 12:00 P.M.

<https://dunlap.zoom.us/j/94194414310?pwd=TzY2bGtLckZHd0xpcWkzMUpWQURUZz09>

Minutes respectfully submitted by Ingrid Small, Recording Secretary

Alena Wasney (Co-Chair), Alice Chow (Co-Chair), Stipe Milisa, Dae-Sik Moon, Arya Patil - Guest (GASA Health & Safety Rep), Suresh Sivanandam, Ingrid Small, Ashley Stock, Irene Tang, Christine Weidner and Mike Williams

- 1. Approval of Agenda:** Approved.
- 2. Approval of Minutes of Meeting April 20, 2020:** Minutes approved.
- 3. Business Arising from Previous Meeting**
 - (a) Chemical Inventory follow-up:
A. Wasney/M. Williams outlined the issues and agreed that this should be reviewed again in the next meeting since it is delayed due to staff not being on campus
 - (b) Broken tiles on MP 15th floor balcony:
M. Williams reported that it they have not been repaired yet; M. Williams would email the property manager to ensure the balcony is on his radar. To be followed up during the next meeting.
 - (c) Due to the continued campus restrictions, the inspection has not been completed yet.
C. Weidner offered to assist. S. Milisa offered to come in but to keep numbers down, it was suggested he calls in. A. Wasney would join the on-site inspection to provide access to rooms/labs. M. Williams would schedule a date and time so that the inspection would be completed by the next meeting.
- 4. Report from Joint Health and Safety Committee (South)**

M. Williams reported that there was a JHSC meeting in September and the committee discussed matters related to COVID-19, including contact tracing.

C. Weidner noted that if anyone has any symptoms, they should not be on campus. COVID-19 health screening via UCheck will be required very soon. She added that any employees who were on campus and had any symptoms, were contacted by a public health authority, and/or tested positive for COVID-19, should contact the University Occupational Health Nurse at ehs.occhealth@utoronto.ca. C. Weidner further commented that regardless of the test results, a deep cleaning and disinfection would be conducted and the building contacts (e.g. department manager) would be notified. However, they won't disclose if the person has COVID or not. The numbers of COVID cases in UofT community have been posted on the dashboard website each week - <https://www.utoronto.ca/utogether2020/covid19-dashboard>. C. Weidner also provided a link for the new graphic describing what Close contact is at work: <https://www.toronto.ca/wp-content/uploads/2020/10/8e69-Who-is-a-Close-Contact-at-Work-FNL-Banner.pdf>.

A. Chow asked whether UCheck was mandatory for employees who were returning to campus. She noted the Ontario Government has implemented new screening requirements for Ontario workplaces . C. Weidner responded that people were strongly encouraged to use UCheck and to contact the Health Nurse if feeling unwell. C. Weidner confirmed that there were postings and various other communications advising not to come to work if unwell. Staff would be asked if they completed UCheck .

5. Inspection Report, Plan and Assignment

Refers to 3(c). A. Wasney reported that the Inspection applies to both AB and MP buildings. M. Williams advised an email would be sent when a date and time have been scheduled.

6. Building Security/Safety (A. Wasney)

A. Wasney reported that the Astronomy Building has been reopened for work alone and in social groups of 2-5 people. Later, working in social groups was limited due to increasing COVID cases. Only those working alone in an office were allowed upon approval. A request form should be completed for approval and additional questions may be asked before approval is given to be back at the building. A. Wasney also reported that no more than one or two people in average would be working in the building at once; masks are required unless alone in an office, and kitchens are not in use. A. Wasney also reported communications have been sent out regarding these measures.

A. Chow asked HSC members whether the communications on reopening were clear. S. Sivanandam commented that communications were clear. However, he suggested that there should be communications to clarify that lab groups would follow their separate approval rules and operate based on their lab re-opening plans. The labs were having their own login and logout tracking systems. A. Wasney confirmed that approvals to re-entering the labs were handled by the lab supervisors.

S. Sivanandam reported that he came across a few people near the washrooms in the basement, including the blue food truck operator and the caretaker but wasn't sure who else has been accessing the building. A. Wasney stated that two classes were held in Cody Hall, so washrooms might be used by the students.

A. Chow confirmed that there are two caretakers in the AB building plus the trade people who were there to fix the heat system on Friday, October 16. C. Weidner suggested if no ACE classes were scheduled, the property manager could be asked to change the building access. A. Wasney confirmed that everyone has keys to the building and she would contact Mike Carere, property manager, to have the St. George entrance locked at all times. A. Chow suggested that the Ursula Franklin entrance should also be locked except on Wednesday and Thursday when there were classes in Cody Hall.

A. Stock reported that one of the specific concerns for students was about expectations when they were in the building. As well, they expressed concerns whether caretakers were protected and if the building is safe and clean. A. Wasney responded that an email has been sent regarding the social distancing requirements and other related rules one should follow when they were working in groups or when they were in the building generally. She would send a follow up email as to what would be expected when group works restarts. A. Chow reiterated that the social groups were not the same as social bubbles/circles as defined by the Ontario Government. People working in groups were required to follow the social distancing measure and have masks or face covering on.

7. Other Business

C. Weidner brought up the subject of our Guest policy in HSC. A. Wasney confirmed that she has been reminded by the University JHSC Manager that all worker members on the HSC must be appointed by their respective union. Graduate student representative should be marked as a "Guest" and not "CUPE3902" and the "Guest policy" applies. She would forward the email which outlines the HSC Guest Policy to the committee.

A. Stock reported that the setups of some students who were working from home were not very ergonomic and asked if there could be another round of purchases of mouse, keyboard, laptop stands etc. A. Wasney would contact B. Gaensler or R. Abraham about this request.

C. Weidner also shared a link on an upcoming wellness webinar on setting up a home workstation. The focus of the presentation would be on achieving optimal working postures for computer work using equipment and materials that people might already have in a home environment. The webinar would be held on Oct 21 at 12pm.
<https://hrandequity.utoronto.ca/events/wellness-calendar/>

A. Chow reported that three people were smoking weed near the Ursula Franklin entrance around 6-6:30pm on Friday; she has reported this to Campus Police.

8. Next meeting

I. Small would schedule the next regular meeting in April 2021. A. Wasney welcomed members to inform her if they wanted to include any items in the agenda of the next meeting.

9. Adjournment

Meeting adjourned at 11:50 am