**Committee members:**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice-President, Resources</td>
<td>Michael Histed (for Karina Adam)</td>
<td>x</td>
</tr>
<tr>
<td>Vice-President, Research</td>
<td>Terry Campbell (del.)</td>
<td>x</td>
</tr>
<tr>
<td>APUO</td>
<td>Evan Sterling</td>
<td>x</td>
</tr>
<tr>
<td>APUO</td>
<td>Alexandra Gregory</td>
<td>x</td>
</tr>
<tr>
<td>APTPUO</td>
<td>Esther Senneville</td>
<td>x</td>
</tr>
<tr>
<td>APTPUO</td>
<td>Omer Livvarcin</td>
<td>x</td>
</tr>
<tr>
<td>IUOE, 772A</td>
<td>No nominee</td>
<td>-</td>
</tr>
<tr>
<td>IUOE, 772B</td>
<td>Marcel Gagnon</td>
<td>-</td>
</tr>
<tr>
<td>OSSTF</td>
<td>Scott Dick</td>
<td>x</td>
</tr>
<tr>
<td>OSSTF</td>
<td>Gabriel Ramsay</td>
<td>x</td>
</tr>
<tr>
<td>CUPE, 2626</td>
<td>Cristobal De Armero</td>
<td>x</td>
</tr>
<tr>
<td>CUPE, 2626</td>
<td>Vanessa Susenski</td>
<td>-</td>
</tr>
<tr>
<td>CUPE, lifeguards</td>
<td>No nominee</td>
<td>-</td>
</tr>
<tr>
<td>PIPSC</td>
<td>Alain Le Hénaff</td>
<td>x</td>
</tr>
<tr>
<td>Non-unionized group</td>
<td>Lorraine Devanthey</td>
<td>x</td>
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<tr>
<td>JOHSC Inspector</td>
<td>No nominee</td>
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**Resource People:**

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<tr>
<th>Role</th>
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</thead>
<tbody>
<tr>
<td>Rep. Deans</td>
<td>Nada Nagy</td>
<td>x</td>
</tr>
<tr>
<td>Rep. Deans</td>
<td>Silvana Gandolfini</td>
<td></td>
</tr>
<tr>
<td>Rep. Directors</td>
<td>No nominee</td>
<td>-</td>
</tr>
<tr>
<td>Rep. Directors</td>
<td>No nominee</td>
<td>-</td>
</tr>
<tr>
<td>Health &amp; Wellness</td>
<td>Lise Griffith</td>
<td>x</td>
</tr>
<tr>
<td>Office of Risk Management</td>
<td>Michael Histed</td>
<td>x</td>
</tr>
<tr>
<td>Office of Risk Management</td>
<td>Céline Clément</td>
<td>x</td>
</tr>
<tr>
<td>Worker certified members</td>
<td>Scott Dick &amp; Alexandra Gregory</td>
<td></td>
</tr>
<tr>
<td>Management certified member</td>
<td>Denis Bouchard</td>
<td></td>
</tr>
<tr>
<td>Chairperson:</td>
<td>Gabriel Ramsay</td>
<td></td>
</tr>
<tr>
<td>Secretary:</td>
<td>Céline Clément</td>
<td></td>
</tr>
</tbody>
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1. **Agenda/Ordre du jour**  
   The agenda was unanimously approved.

2. **Approval of the minutes of September 2, 2020 and October 21, 2020**  
   The minutes were unanimously approved.

3. **COVID-19 and Recovery Plan**  
   M. Histed indicated that, since the last meeting, Ontario and federal governments, have reported increasing numbers of COVID-19 cases, number of deaths, number of people getting tested as well as the number of hospitalizations. Ottawa is bucking up the trend this week as the number of cases has gone down considerably. As of yesterday, there were about 18 people who tested positive in the city.

   During the summer, the Province of Ontario was using a 3-level warning system (green, orange, red) for informing people about the public health measures required depending on the colours in their zone. As of two weeks ago, the Province of Ontario is now using a 5-level system (green, yellow, orange, red and gray). Previously Ottawa was in the red zone because our cases were ranging between 50 to 100 and that was considered a high level along with Peel, York and Toronto. Now that Ontario is using the 5 colours system, Ottawa has gone down to the orange zone where others have gone up to the lockdown scenario. This means Ottawa restaurants, gyms, movies, theatres are open to the public. This impacts the University since there are now more areas that can open, some of which with increased capacity.

   The Premier has indicated that he wishes to avoid another provincial lockdown because of the impacts on businesses and people. The provincial government is exploring at extending the school break for high school, pre-school, etc. but not for universities. The impacts will be on parents and children. As for the uO, our winter term for the academic year started on January 11, 2021, instead of the week before. Other universities in Ontario decided to extend this to January 18, such as Brock, Western, Guelph, etc. Depending on faculties and capacity, next term will continue with about 5% of classes on campus. The big planning cycle is more for 2021-2022 with the hope that 30-35% of classes will be on campus. Of course, this is dependent of many factors.

   Two requirements from the Province that impacts the uO are:
   - Prior to returning to campus, workers must complete their COVID-19 pre-screening survey. uO requests their workers to do this before coming on campus but does not log the information. The uO is exploring way to log the result of the pre-screening by using an application like the SecurUO app. Meanwhile, they are trying to gather further information from the Province about the extent of the requirements (logging the data, verifying if the person is ok to enter the campus, etc.)
   - Providing the number of positive cases at the uO to the province. Currently the uO is updating the COVID-19 webpage every Wednesday and indicates the number of cases that are active on campus during that period of time. The number of cases were low for the last two weeks.
L. Griffith indicated that it is no longer mentioned on the COVID-19 webpage to complete the self-assessment before coming on campus. She indicated that this was mentioned to the CRF and needs a follow-up. L. Griffith also indicated that back in the spring, Human Resources worked with Information technology to develop a self-assessment questionnaire for people to complete. This could be an option until an application is developed.

M. Histed indicated that there is a meeting this afternoon with the Privacy Officer and Information Technology to review all the options available to meet the requirement. Another aspect that requires review is the screening procedure exploring the scenario of if a person who comes on campus should be able to prove that the assessment is completed and is fit to be on campus.

The University has currently about one thousand students in residence. The university has also negotiated with the City for them to use the Friel Residence. This residence is currently empty, and the intent is to use it for low-income families who may have difficulty to social distance or self-isolate. The City will be taking over this residence for now.

We are also reviewing the mask issue raised by several public health agencies regarding the suggestion that masks should have 3-layer plies with one made of polypropylene. The polypropylene is a polymer where the gap between the mesh is smaller than other types of material while retaining breathability. The University is reviewing these recommendations and comparing them with its current inventory.

As indicated at the last meeting, the University will divert away from having a mandatory mask policy as information is constantly changing and it's very challenging to review or enforce. Note, the University is still enforcing wearing the mask while inside public areas and classrooms. The Student Ambassador group is reminding people when observing non-compliance and continue to monitor situations related to COVID-19 and building-related issues.

It should also be mentioned that Ottawa Public Health (OPH) viewed favourably that people are wearing their mask and self-distancing because in a situation where there was a positive case on campus, they have deemed the risk to be low. Because it is deemed low, OPH do not consider that individuals need to automatically self-isolate but more to monitor for their symptoms. There were cases from undergraduate students but their exposure were from outside the uO.

A question was raised to find out if there were cases of people refusing to wear a mask. M. Histed indicated that he is not aware a case where people would have refused to wear a mask. On the other hand, there were cases reported by the Student Ambassadors of individual circulating without a mask and who needed to be reminded.

A member requested an update on the ventilation in buildings, specifically of older buildings such as Hagen, Tabaret, etc. M. Histed indicated that Facilities have upgraded the ventilation system where possible and increase air ventilation. This will be more challenging with the winter month where the cold weather becomes an issue. Filters were upgraded where feasible. From Facilities perspective, they indicated that they are trying to achieve the ASHRAE recommendation as much as possible.
It was also mentioned that there have been some cases where a person contracted the virus in a restaurant setting where the person was sitting in direct line of the ventilation unit where the air flow coming from the air condition unit to the person sitting at a table. The air droplets transmissions were facilitated by the air flow coming from the air condition unit, across the table where one individual was infected then to the other table where people were sitting. That was how the outbreak was explained regarding the situation with that restaurant. As for larger buildings, the air goes to the returned air grill, through the docks, then in the air handling unit, goes through filters, then through a dock and other areas for finally getting distributed to all the different vents within a building. The viral load when the air is returned starts to be much lower taking into consideration all the measures implemented to enhance the existing system and the measures implemented to try to minimize the exposure (social distancing, masks, etc.). The contributing value is relatively small compared to measures in place to minimize exposure and enhance the ventilation and the fresh air.

The uO is trying to minimize the number of open buildings and promotes opening windows where possible to reduce duration of contact with other people and reduce the occupancy level. Older building situations will be brought up to the CRTF meeting for review. Other measures will be reviewed as well as numbers.

4. **Policy 67a-Prevention of Harassment and Discrimination**

A member indicated having concerns that the policy and procedures were not followed at some occasions and are seeking for improvements. The member indicated that there were several cases where formal complaints were filed with the Human Rights Office by some of their union/association members. The HRO made a preliminary assessment which is not, as per procedure 36, of their collective agreement, according to the member and the union. The member indicated that HRO decided that the complaint didn’t meet the criteria for harassment. The procedure 36 requires that for every formal complaint filed, the HRO contact the respondent and ask for a written response within 10 days before deciding if the complaint meets the threshold for harassment.

The union/association indicated that, according to their observations, the assessment of the complaint was not done consistently with policy and the procedure in place. This is a concern for the union because there is no opportunity to hear the case and appeal. The union/association is of the opinion that the complaints filed by its members are not treated with fair judgment. The member indicated that regardless of the number of complaints, it should follow the procedure and require to contact the respondent for a response. According to the member, the union/association tried to address the issue with the HRO several times over the last two years but this type of issue persists and the union/association would like that this committee request a response in writing from the HRO on why they are not following according to policy 67a and procedure 36.

T. Campbell thanks the union/association member to introducing the topic. She indicated that in the past the committee has had the director from HRO to attend the meeting from time to time and to provide information or explanations related to policy or its implementation. T. Campbell
indicated that this might be an appropriate way and will provide the committee members to have an equal understanding and to raise questions.

The member indicated that this is a good idea but the union/association member indicated that this has been ongoing for some time and they would like to have a response in writing in addition to a less formal discussion at this committee.

L. Griffith asked the member if the complainant provided the reasons behind the decision from the HRO.

The member indicated not knowing the details of each individual complaint because of the confidentiality. However, from the information received, the member indicated that they were not given specific reasons. Nonetheless, the member indicated that the procedure doesn’t allow the initial dismissal of the complaint when a formal is filed. L. Griffith indicated that the suggestion from T. Campbell to have the director of the HRO to attend the next meeting is one that could provide the clarification to the committee.

A member indicated that this approach will provide clarification to the committee as this was done in the past. In addition, one of the next upcoming functional committee, which is the Psychological Health and Safety Committee, will certainly allow to review the policy, procedure and their implementation. The pandemic has created enormous amount of stress amongst the university community and the around the country. This new committee will allow for further discussion on mental health and wellness.

The committee agreed to invite Noël Badiou, Director of Human Right Office, to attend the next meeting and to provide clarification on the matter. The member also requested to have one of the Officers of the union/association to attend the meeting as a guest since they have more familiarity with the situation. A member indicated that this was reasonable.

5. **Unions and UOJHSC Terms of Reference (dated October 31, 2019)**

C. Clément indicated that, at the last meetings, members were interested in moving forward with the new structure rather than the status quo. Members indicated that they would be discussing with their respective union/association to find out if this is also their position during the current situation with the COVID-19.

We also followed up with each union and association to request them to provide their nominees for each committee, as well as, a publication made in the Gazette to bring awareness and invite workers interested to contact their union/association. As of today, we received very few responses from most of the unions or associations about their new nominations. Therefore, it will be with only very few union/association representation that we would initiate meetings under the new committee structure. Those who are currently on some of the committees would also be required by their union/association to confirm their nomination on the new committee’s structure.

This needs to be addressed. Despite reminders to unions/association, we received no response from most of them. One option we are exploring is to initiate meetings under the new structure.
starting in January.

M. Histed indicated that it is disappointing that unions/associations have not provided their nominees on the committees. We have been trying to move ahead with the new structure over the last months without success. The Ministry of Labour is expecting that we move ahead with the new structure. It seems that we won’t have much option other than moving ahead with the new structure starting January 1, 2021. We will be having meetings with representatives that will have been identified by their respective union/association. This means that some unions/associations will not have representation on some of these committees. This is not the way we would like to operate. Those are important committees for the University for the safety and health of the institution. We strongly suggested the members to request to their respective union/association presidents to obtain representation on each committee because the University would rather have full representation.

A member indicated that he reached out to his union and it was indicated that a newsletter will be sent to all their members to invite them to come forward if interested to participate to a committee. Unfortunately, with the pandemic, it is more challenging to reach the members.

Another member indicated that there is a lot of support groups created and this may assist in finding new members.

Another member indicated that communication was sent to their union but received no response.

6. Hearing conservation program
   C. Clément indicated that an orientation workshop to the University Hearing Conservation program is now available online. People can register in the LRS and follow the training. The document and the training is intended to those who work in an environment that can be considered hazardous to their hearing. Employee who has health concerns or would like to have audiometric testing information should contact the Health and Wellness Sector at Human resources.


   -Policy 77 (Occupational Health and Safety) and Policy 66 (Prevention of Violence)
   C. Clément indicated that the commentary period was extended to allow members and unions/associations to provide their comments. No comments were received at this point. The Policy will be reviewed with Legal Service and we will be presenting you with the proposed draft shortly.

   -Policy 18 – Worker Compensation.
   L. Griffith has nothing to report and there will be a request to abolish it because it is no longer useful. This policy is dated from the late 1970s. Since then, updated information is available on the Policy 77 and its administrative procedure. In addition, the Office of Risk Management has information on their website about what to do in case of a workplace accident. The information will also be added to the Health and Wellness website. Therefore, there is no need for Policy 18
and they will be sending a request to have it abolished.


C. Clément indicated that no critical injuries were reported to the MOLTSD since the last meeting. The uO had no visit from the Inspector of the Ministry of Labour. However, back in February, the uO received 3 orders to comply with. The first two orders were complied with and those were discussed at the previous meetings. The last order was to provide the MLTSD with the designated substances report for 100 Laurier, which was done.

However, following the reception of the report, the MLTSD ordered the University to conduct repairs or removal of asbestos material as per the report and to provide the date of completion. Facilities indicated that the required work was completed by an external company. The notice of compliance form will be sent to the worker committee member and the Facilities management representative for their signature and then it will be sent to the MLTSD and placed on the Health and Safety Bulletin Boards. That will then close this file unless the MLTSD comes back with additional requests.

A member raised a question to find out if it would be considered an occupational illness if someone contracts the coronavirus. C. Clément has indicated that in a situation where a worker contracts or suspects to have contracted the virus at work, a claim would be filed with the Workplace Safety and Insurance Board. We would also report the situation to the MLTSD.

L. Griffith indicated that the uO will also be filing a claim on behalf of the Ministry of Education for students in clinical placement who contracts the coronavirus during their placement. The institution, where the students work, is responsible for reporting the situation to the MLTSD.

9. Inspection

S. Dick indicated that there is currently no JHSC Inspector and not much is happening about the committee’s inspections. It doesn’t mean that Health and Safety Risk Management Officers from Medicine, Science or Engineering are not conducting inspections but officially, as far as this committee is concerned, we don’t have any inspections on the go.

We have some suggestions on how we could consider workplace inspections. On the good side, there are not many people back on campus. It was indicated that the Occupational Health and Safety Specialist will be conducting inspections in areas not covered by the Health and Safety Risk Management Officers or Student Ambassadors where there are workers. Those are considered management inspection. However, should a member who would like to join the OHS Specialist for the inspection, those can be considered committee inspections. The Student Ambassadors are working in many buildings and are looking at COVID-19-related issues. Those could also be considered workplace committee inspections.

A member indicated that we should explore to join the OHS Specialist virtually when he is conducting inspection. This could possibly be done by using a phone or a tablet and would allow
members to virtually join the inspection. Members are invited to join the OHS specialist to conduct inspections.

Members inquired about the hiring process of the JHSC inspector. M. Histed indicated that there are a lot of things happening at the current time. The Office of Risk Management is going under an external review of our structure and what we do. At the same time we are facing COVID-19 and financial restrictions. However M. Histed indicated that he will be making another request to the Senior Leadership to push this issue forward about the hiring of a JHSC Inspector.

A member was inquiring about the legal aspect of this since not many inspections took place. M. Histed indicated that Universities in Ontario have been approaching the MLTSD, considering the limitations about what can and cannot be done. Inspections are there to determine potential safety issues related to the occupants of that space. The question is that, if there are no occupant, what would be considered the right level of inspection required? MLTSD is responded with a gray zone, they did not provide much clarity on the subject. The other universities are coming up with unique and inventive solutions to try to achieve compliance as much as possible. Hiring students might be a solution for inspecting areas not covered by Health and Safety Risk Management Officers. It could also be an extension to the Student Ambassadors work.

10. Review of the Functional Committees Minutes (documents provided)

No issues to report at any of the committees considering that everything was closed-up other than many water leaks.

- **The Office Committee (September 14, 2020)**
  Last reviewed were those of May 25, 2020.
- **The Facilities and Protection Services Health and Safety Committee (June 18, 2020 and September 2020)**
  Last reviewed were November 21, 2019, January 30, 2020, and April 16, 2020.
- **The Laboratory Committee (-)**
  Last reviewed were those of March 4, 2020, and April 29, 2020.

11. New business

M. Histed indicated that they are exploring to implement the possibility of a vaccination clinic for COVID-19 at the uO. This includes many aspects, such as the freezer to maintain the vaccine at the right temperature, the logistic for having a centre, the location, the priority list, etc. Further information still upcoming from the province and internal decisions are still to be made.

12. New business

- **Next meeting dates**
  - January 20, 2021
  - March 10, 2021
  - May 12, 2021
Signature

Karina Adam

Date: 10.02.2021

Appointed Co-Chairperson Michael Histed (for Karina Adam)

Date: 10.02.2021

Elected Co-Chairperson, Gabriel Ramsay