**Call to Order:**

**Committee Member Attendance:**

Sophie Connelly, Co-Chair & Management Rep [ ]  Rod Fayant, Co-Chair and PPWC Rep [x]

Rob Macrae, SCFA Rep [x]  Donna Drover, Management Rep [x]

Niki Menard, PPWC Rep [ ]  Rhonda Schmitz, Management Rep [ ]

Kerry Clarke, Management Rep [x]  Jason Dacosta, SCFA Rep [x]

Jennifer Pascoe, PPWC Rep [ ]  Paul Rodrigues, PPWC Rep [x]

Ron Zaitsoff, Management Rep [x]  Emily Moorhead, Minute Taker [x]

Kirsten Gear, BCGEU Rep [x]

**Review and adopt previous meeting’s minutes of 6/9/2020.**

Approved [x]  Minutes are approved as presented.

Declined [ ]

**Approve Agenda:**

Additions [x]  Item #5 under New Business.

Nothing to add [ ]

**Old Business:**

1. Inspection Reports (Inspection reports for previous years are available in the shared committee folder on the s:drive)
* Inspections have been suspended until operations resume in September.
* A schedule of the inspections that have been missed will be created and distributed.
1. Stats Report (Standing Item)
	* Two first aids for the month:
		1. An employee in Trail tripped and fell, requiring stitches. This resulted in a WorkSafe claim.
		2. An employee on a College guided hike in Castlegar experienced knee pain and received first aid treatment. No further action was taken.

**New Business:**

1. Covid-19 Update (Standing Item)
	* Kerry received the ‘Go Forward Guidelines’ from the Ministry. This is a confidential document at this time, but provides guidance for the College for the fall.
		+ Our opening guidelines (SWP, ECP) are within the requirements of the document.
		+ Student housing was mentioned – 12 beds will be left vacant at both Castlegar and Nelson.
* Signage at the College is more than what is required.
* The College is looking to have employees and students complete a self-assessment form prior to entering their classes.
* There will be a daily checklist that instructors will go through with their students.
* If there were to be a positive case at a campus, IHA would be involved and take over. There is no concrete process on how to approach a situation.
* Post-Secondary operations is within Phase 3 and is not as high risk as a dental office or hospital.
* The College will be logging their assessments/walk through and cleaning to prove standard of care.
* Health and Safety have provided training/orientation (donning/doffing gloves, protocols, etc.) to instructors who will then in turn train their students. Both instructors and students will need to sign a form establishing they have received the training.
	+ If instructors do not feel comfortable training their students, Health and Safety will.
* The College environment will not be welcoming in the sense that there will be no couches or as much seating for students to congregate in the hallways/open areas.
1. New management co-chair
* Sophie is no longer an exempt employee, and the JOHS Committee will require another Chair.

**Action:** Management to discuss the new Chair and report to the Committee.

1. Flu Vaccine Update
* Rod has been in contact with IHA. IHA would like to get the vaccine pushed to all employees and students.
* The Clinic will be held on October 6 at the College.
1. Responsibility of masks
* The College has purchased 6,000 reusable and washable masks. All employees and students will receive a mask at no cost. If a mask is lost, there will be replacements sold, at cost, within the bookstore.
* Students/faculty/staff may be required to wear masks in common areas. This will be determined once the official guidance from the Ministry has been released. There will not be a need in classrooms as they will be set up to facilitate a 6 feet separation.
	+ If an employee is working alone in their office it will not be required, but if they are to go to the cafeteria to get lunch, it will be required.
* There were concerns on the efficiency of the masks and if there is a filter layer.
	+ The masks the College have purchased are three layered cotton – the inner most layer has a pocket for a filter (which can fit a coffee filter). It meets requirements of not being able to blow out a candle when worn.
1. Social distancing
* The College is discussing several options to promote and encourage social distancing.
* Safety Champions will be wearing social distancing t-shirts to enforce social distancing.
* A guidance document directed at all employees will be released to empower them to broach anyone that is not complying to social distancing rules.