

**Sutherland Health & Safety Committee**  
**Thursday, February 25, 2021**  
**Room N/A, Webex Meeting**  
**Sutherland Campus**

## MINUTES

Sutherland H&S Committee				Minutes and Agenda are located on the <a href="#">H&amp;S Website</a>			
Co-Chairs							
P	Elane Kalavrias (EK) Co-Chair	C	Mike Peart (MP) Co-Chair				
	Members		Resources				
P	David Vasey (DV)	P	Kim English (KE) R*				
P	Joanne Tully (JT)	R	Shannon Beaudoin (SB) R*				
P	Heather Cuthbert (HC)	P	Matt Markovic (MMA) G*				
P	Deborah Leal (DL)	P	Ashleigh Van Leeuwen (AV) G*				
R	Mary Walke (MWA)						
P	Tina Benincasa (TB)						
P	Mary MacLeod (MM)						
P	Cheryl Wardell (CW)						
R	Sue Brown (SBR)						
				Marriah Wickert (MW) – Minutes			
C-Chair		P-Present		R-Regrets	G-Guest	R*-Resource	
At Fleming College, we: <ul style="list-style-type: none"><li>- Put student learning first</li><li>- Value people and community</li><li>- Commit to our environment</li><li>- Waste nothing – not time, talent or resources</li><li>- Take inspiration from Sir Sandford Fleming: innovate with vision, then implement with excellence</li></ul>							
Upcoming Meetings		March 25, 2021		April 22, 2021		May 27, 2021	June 24, 2021

Item #	Agenda Topic - Discussion	Decision	Follow-up/Status
1.	<b>Call to Order</b> Meeting called to order by Co-Chair Peart at 9:02am.	Quorum was met and those in attendance were welcomed.	

2.	<b>Guest Resource Members</b>	<p>Dexterra provided CMT with overview of enhanced safety measures during COVID-19.</p> <p>EK asked how long it takes to fog a room and if the product used is a liquid.</p> <p>CW asked if Dexterra staff have been training on how to use products and where to find SDS.</p> <p>JT asked if rooms not in use are locked?</p> <p>JT asked if programs are held in one room/wing.</p> <p>HC asked if rooms booked over the weekend are added to the cleaning schedule.</p> <p>EK asked Dexterra to detail protocol for known positive case on campus.</p>	<p>AV confirmed that it takes approximately 10 minutes to fog a room and that it is done with a liquid disinfectant solution.</p> <p>AV noted all Dexterra staff have been training on proper use and where to find the SDS.</p> <p>MP confirmed that rooms not in use are locked.</p> <p>Initially this was what occurred but now the focus is on physical distancing.</p> <p>Dexterra confirmed these bookings are added to their runs.</p> <p>KE noted that Dexterra is notified and they will dispatch accordingly.</p>
3.	<b>Welcome New JHSC Members</b>	New Members Welcomed to JHSC and introduce themselves.	CW and SBR are new JHSC members.
4.	<b>Approval of Agenda Motion 1:</b>	It was moved by HC and seconded by EK that the agenda be approved.	
5.	<b>Approval of Minutes Motion 2:</b>	It was moved by JT and seconded by CW that the January minutes be approved.	6.2 wording error, MW to adjust.
6.	<b>Accident Reports</b> 6.1 Student Accident Reports:  6.2 Staff Accident Reports:	<p>Student – 0</p> <p>Staff – 0</p>	
7.	<b>Inspection Reports</b> 7.1 Inspection Review	Worker and management volunteer needed for B-wing inspection in March.	EK and CW to complete inspection.

<b>8.</b>	<b>New Business:</b>		
	8.1 COVID-19 Update	KE provided the CMT with a general COVID-19 update.	KE noted the stay-at-home order has been lifted and that PTBO is currently in the Yellow zone.  KE reminded CMT to reinforce and promote safety protocols to combat complacency.
	8.2 March Resource Member	KE informed CMT of attendance to Common Hours Initiative held by the Schools.  The CMT discussed what resource member will be invited to the March meeting.	KE highlights safety protocols and tools for new staff at specific School Common Hours. Some sessions have been recorded to share with staff that are not present.  MW to invite Rob Marsh to discuss Residence safety protocols at March meeting.
	8.3 COVID-19 Vaccine	KE has offered to help the Health Unit facilitate local vaccinations.	TB to connect with Kim regarding insurance.
<b>9/7.0</b>	<b>Work in Progress</b>		
	7.6 A3135 Incident	MP updated CMT on incident review.	No further concerns or follow-up required.
	7.7 TOR Requires Review	TOR requires review by JHSC	JT noted that the TOR was last reviewed 2019 and requires a review. JT offered to prepare a quick Kahoot for CMT members to test TOR knowledge.
<b>10.0</b>	<b>Next Meeting</b>	Thursday, March 25, 2021	
	<b>Adjournment of Meeting</b>	Motion to adjourn meeting at 9:45am, moved by JT and seconded by HC.	

*Mike Peart*

Mike Peart,  
Co-Chair, Management

March 23, 2021

Date

Elane Kalavrias

Digitally signed by Elane Kalavrias  
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Elane Kalavrais  
Co-Chair, Workers

Date