

JOINT HEALTH & SAFETY COMMITTEE MEETING



St. Clair Catholic
District School Board



Date: October 15, 2021 – 9:00 A.M.

Via: Google Meet

**James Duff, Lisa Burden, Brian Breault, Dina Carter, Len Fera,
Daniel Portelance, Mat Roop, Silvia Leggiero, Thelma McNear,
Beau Cockburn, Chad Coene, Colleen Coghe, Dan Solinas, Dave
Geroux, Heather Carron-Doyle, Jen Morrow, Jeremy Zimmer,
Steve DeGurse, Wayne Bechard, Tamara Johnson**

Chair: Len Fera

Guests: Gabe Lacroix
Damon Srokosz
Diana Stephenson

Regrets: Tony Montanino
Paul Lernout

Interpreters: Lori Doig
Christie Reaume

Recording Secretary: Libby Perry



A. Call to Order

The chair called the meeting to order at 9:00am.

B. Opening Prayer

The committee opened the meeting with a prayer.

C. Welcome

The committee welcomed everyone in attendance.

D. Adoption of Agenda

11.6 Rapid Antigen Home Test Kits for Students – C. Coene

Motioned by all committee members that the agenda be approved with the addition of item 11.6.

E. Confirmation of Minutes – June 11, 2021, and August 25, 2021

Motioned by all committee members that the minutes be approved as presented.

F. Review of WSIB Reportable Incidents for June, July, August & September

Action:

- S. DeGurse suggested that the documents be titled as the agenda item they represent. This will be done moving forward.

- D. Portelance questioned the Board's stance on the use of wooden door stoppers. D. Geroux clarified that wooden door stoppers should not be used on fire doors/secured locked doors. If a fire door needs to be held open, a magnetic closure needs to be used.

G. Review of Employee Accident/Incident Reports for June, July, August & September

Action:

- The September incident report summary now includes a unique identifier. This was an item brought forward through central terms with OECTA whereby a unique identifier needed to be used in any incident that involves a student. This will be provided moving forward.

H. Review of Incident Trend Reports for 2020-2021

Action:

- C. Coene questioned the 2020-2021 year-to-date trend reports. There may be to be potential overlap between aggression and struck/contact by incidents (e.g. St. John Fisher). It was questioned if a review of these reports was completed to ensure they are coded correctly.
- L. Burden clarified when an employee fills out an incident report, they can select several boxes (for example, they can select aggression and then select multiple boxes associated with this, like struck/contact by). L. Burden to do a review to ensure incidents are being pulled through the reporting system correctly. We will provide an update at the next meeting.
- On a go forward basis we are including a unique identifier number on the incident reports to give the committee the ability to determine if workplace violence incident reports involve the same student.
- D. Solinas questioned if moving students into transition classrooms would have an effect on the reports being submitted. J. Morrow clarified there is stringent criteria for moving a student into the transition classrooms. The transition rooms are currently only guaranteed for the current school year, and we do not know if they will be extended. We are also currently facing barriers in getting students into these classrooms (e.g. parent

consent) but staff are working as hard and quickly as they can. J. Morrow to send out the document created for Principals to share with their school team.

- D. Geroux questioned if an additional chart could be created for the reporting to indicate how many incidents involved the same student. J. Duff to take this item for review.
- J. Morrow clarified that the criteria for the transition classrooms has not yet been shared with all schools. However, as it has now been approved by Executive Council, it will be going out to Principals.
- C. Coene gave an update on the September incident trend report and confirmed there are no issues in overlap between aggression and struct/contact by.

I. Review of Incomplete Workplace Inspection Notes – Cumulative

Action:

- C. Coene stated that it appears several items have been completed and should be able to be removed from these reports. Upon review, Facility Services confirmed the items have been actioned, however they were not closed off in the system.

J. Review of Workplace Inspection Reports for June, July, August & September

Action:

- W. Bechard questioned the number of incomplete workplace inspection reports for the month of September. It is a concern during the first month of school, during the COVID pandemic, that multiple schools did not do their inspections.
- L. Burden clarified that the reports are run as true to the timeframe as possible. We conduct follow up with the schools to make sure the reports are completed as much as we can. L. Burden will follow up and provide a status update to see if any schools remain incomplete.
- D. Portelance questioned the Monsignor Uyen September inspection. There is a repetitive list of classroom 106, but when you read the description the location in the room states a different room. D. Geroux shared that the Help Desk is experiencing similar issues with this location.

- Facility Services clarified that they are keeping the old and new Monsignor Uyen sites separate in eBase for contractor purposes and work orders. During the St. Patrick's transition a similar issue was had. During the St. Patrick's transition, an "old" site and a "new" site were created in the system. This will be done for Monsignor Uyen.
- Facility Services clarified that health and safety items in work orders are prioritized.
- C. Coene asked if we can see an update of incomplete inspection reports that include June-August 2021. It was confirmed that for the next meeting, we will provide an incomplete workplace inspection report from September.

K. New Business

1. Immunization Disclosure Process – J. Duff

Action:

- The Chief Medical Officer of Health and MOL required all school boards to implement and develop an immunization disclosure procedural guideline. The Board developed procedures and put forward a confidential process for staff to electronically formally attest if they are vaccinated or not. To respect confidentiality, we provided the option for staff to declare that they do not wish to disclose their vaccination status. In doing so, they would be considered unvaccinated and are required to follow the process for unvaccinated staff.
- Unvaccinated staff are required to watch an educational video on the benefits of vaccination and are required to engage in rapid antigen testing twice per week.
- The Board developed and implemented a system that allows staff a confidential process to obtain test kits and developed an internal system for staff to upload their rapid antigen test results.
- The Board had the option to use a ministry portal, called Thrive App, that allowed staff to upload test results, however this had concerns regarding confidentiality and consent. Thus, we opted to build an internal model which is working effectively. It allows us to see the dates when tests are uploaded, the picture that was uploaded and gives us the ability to confirm accuracy.
- The procedures and instructions were shared with staff via email. They stated that failure to comply may result in disciplinary action up to and including termination. It was not

intended to be a threat. It is the Board's responsibility to make sure staff are aware of the consequences of not complying.

- For non-compliant staff, occasional teachers and casuals have been frozen from our list and are currently unable to work until they formally attest or follow the process.
- Permanent, temporary and LTO employees who have not complied have gone through discipline investigations.
- There is a process in place to track when staff return from leaves or new staff are hired to ensure they complete attestation process.
- The same requirement for attestations is required for non-staff (who frequently visit our schools and have direct contact with staff/students).
- We have 1512 active employees. 1405 employees have formally attested. 91% are fully vaccinated.
- S. DeGurse questioned Executive Council's review of parish teams and if they are able to start coming back into schools. Police officers also fall into this group. J. Duff clarified we are looking at what frequent and regular contact visitors look like. We are trying to make sure our definitions and application of this definition are consistent and accurate.

2. Critical Injury Report – L. Burden

Action:

- In September there was a critical injury that was reportable to MOL. A critical injury involves a broken bone that isn't a finger or toe.
- An EA at St. Patrick's slipped in water and fell on her right side and fractured her upper right arm. The committee received email reporting this as a reportable and critical injury. D. Geroux and L. Burden went to the site and reviewed the critical incident written report and submitted this to the MOL.
- A student was playing around with a disposable water bottle, crushed it and was throwing it around leaking water. The EA assisting the student slipped in water and fell on her right side. She received medical attention and is currently off until she is medically supported to return. She is doing quite well.
- The incident report was submitted to the MOL and we haven't received any calls from MOL in follow up to the situation and nor has the school.

3. September MOL Visit – J. Duff/L. Burden

Action:

- J. Duff, L. Burden, L. Fera and D. Geroux were in attendance for the annual MOL meeting.
- During this meeting documentation from the field visit was shared, as well as review and unpacking of the operational guidance document.
- MOL was very pleased and impressed with the work Facility Services has done with ventilation. It was a positive and reassuring visit.

4. Mentor Visits – L. Burden

Action:

- Each regular school year committee members act as mentors to the site-based reps and typically conduct mentor visits twice per year.
- We are conscious and limiting access to our locations/visitors at this point, however we still want to make sure that our site-based reps are having some connectivity to their mentors/training.
- We wanted to put this to the committee for feedback on how we can move forward with this support or look at the mentor and safety rep contact/relationship.
- We can come up with a proposal for this group, but wanted to collect any thoughts the committee had to offer.
- W. Bechard questioned if the concern was regarding giving release time. In part, yes, but we are also trying to limit the number of individuals going into schools.
- D. Geroux put forth the idea of staggering how we give release so everyone isn't released on the same day/time, trying to choose days that have less pressure on the system (e.g. not Mondays or Fridays)
- Part of our process is to finalize who the mentors are.

5. First Aid Training – J. Duff

Action:

- We are currently engaging in a full tilt vacancy audit for Teaching, EA's and ECE's. We are going through this from the root (employee being absent) to different staffing strategies we can unpack (for example, certain staff only want to work at certain schools).
- Last year many OT's/casuals were hesitant about coming to work. This year we had to freeze many throughout the attestation process. We are deeming this as an urgent matter.
- W. Bechard clarified that retirees can work 50 days. Last year there was an agreement they could work 90 days, but that is not likely to return.
- There are 144 Emergency Response Team (ERT) members across the system. ERT members are required to take first aid training. Due to the pandemic starting in 2019/20 ERT members did not have access to complete First Aid training as they had in previous years. This caused many ERT member's certifications to lapse, and therefore now require full certification.
- Our provider, Bluewater First Aid, is offering a blended-learning module for delivering full certification training that consists of 1 day (6 hours) of online modules and 1 day (7 hours) of in-person training. The in-person training must be completed within 6 weeks of completing the online modules.
- The issue again is release time. We cannot follow past process of hosting a training session centrally and having 20 staff members attend on the same day. Our system will not support this.
- Our 2 main objectives are getting ERT members First Aid and BMS trained. All EA's were BMS trained on the PD day, we now need to look at BMS training for non-EA's. Any strategies we identify through First Aid training might lend into BMS training as well.

11.6 – Rapid Antigen Test Kits for Students – C. Coene

Action:

- In August the government said they were going to begin pilot projects. UCC was mentioned in the pilot projects. The project was supposed to be that if you had a positive case at the school, test kits could be sent home with the students who were in the class and deemed as close contacts.
- Two weeks ago the government said 1000's of kits have been sent to local Public Health units who then would decide which school(s) they could be distributed to. These would be for students for continuous use, students who were unvaccinated and asymptomatic

and expected to voluntarily test once a week to try and keep asymptomatic transmission down.

- Chatham-Kent and Sarnia-Lambton continue to be 2 of the worst places in the Province of COVID cases per capita for anyone aged 0-24. SCCDSB has been #1 3-4 times in the past 2 weeks of COVID cases per capita
- J. Duff clarified that nothing came of the announcement in August. More recently a discussion item has been about trying to find ways to get test kits into student's hands
- L. Burden clarified through calls with the Public Health Units and Medical Officers of Health, the health units will have these tests. In relation to the health unit providing these tests when a location is in an outbreak situation or has elevated cases in an area, L. Burden will follow up with an agenda item on her next Public Health meeting.
- There have been 3 outbreaks since September (St. Ursula, St. Elizabeth and Gregory A. Hogan). Gregory A. Hogan is the only location currently in outbreak. This is the second outbreak at GAH, one has been resolved. The current outbreak is related to a shared bus with Cathcart public school.
- S. DeGurse questioned at what point do the issues with coverage become a health & safety concern. Some schools are experiencing 4 or 5 vacancies. Some EA's are hesitant to cover as EA's have very specific skills to work with certain students.
- J. Duff confirmed one current strategy is the recently hired 6 float EA's. We can deploy them across the system where they can fill in for unfilled vacancies. Through the audit we hope to find additional strategies to put forward.
- We have started engaging our colleges and first year programs. Across the province the amount of students going into this profession is on a down turn. All Board's are being affected by this issue.

L. Adjournment

Len Fera adjourned the meeting at 11:06 am.

John Van Heck

Chair of the Board

Scott Johnson

Director of Education & Secretary