

LST Meeting – November 6th, 2020

1) Discussion after walking through Kaiser:

Teela Narsih performed an inspection of safety signage in public areas of Kaiser.

Three deficiencies were found, that we have now corrected:

- 1) We should have an intermediate plan posted somewhere in the building. We had Silvia connect the online document to a QR code, so people can scan it and access it at any time.
- 2) There were too many chairs on the study floor between first and second floor. It was recommended we reduce the number of chairs, so we took many chairs away.
- 3) Although we have a sufficient amount of signage posted, she suggested to add more which we did.

Discussion:

How is the response rate for QR codes across the faculty?

- Some departments review the responses monthly, and it appears we are far from occupancy limits. We have heard from other units that likely only 60-70% of people are using the QR code upon entry. This will hopefully increase as it becomes more of a habit for people.

Do we have child plans for the different groups of APSC staff coming into Kaiser?

- The Finance team comes in on Tuesdays and Thursdays... we could do a child plan for them. Anyone else entering the Dean's office are coming in and out to just quickly grab something.
- We have been operating under the assumption that anyone coming in to the building needs to be covered by a child plan, but the Dean's Office has been coming in and we do not have a plan for them.
- Are a lot of people coming in from ESS? No, only a few.

There have been a lot of discussions with SRS on what the next steps are. Unless there is a change in messaging from Central, we are going to continue to operate as a remote workplace. If they want faculties to be more relaxed about the day to day policing of operations, it needs to come from Central.

We need to strike a balance between ensuring safety without building a fortress of administrative regulations.

We need more direction on how to deal with these different requests, because we have been under the impression we need a child plan for everything. Can we create an overarching departmental research plan to encompass all ad hoc requests for temporary access?

- Yes we can. The messaging from SRS is changing, and we are going to have to continually adapt.

2. Capstone opportunities for hands-on learning with their industry partners (see working document – Capstone child plan)

Concern about the language used for this, as we do not want students to get the impression that they can do whatever they want. We need to spend some time on this, to ensure we get it right.

- Take a safety-oriented approach. The students need to be supervised, their work needs to be scheduled, it needs to be for a specific task, and once completed they need to leave.

Proposed recommendations/regulations on the following:

- On-campus work on tasks for clients;
- Off-campus, industry site work on tasks for clients;
- The use of public makers spaces;
- Prototyping at home;

Last year we provided spaces for the prototyping to take place. This year students do not have that option, so many will probably opt to work at home. We need to provide them with the guidelines, and it is up to them if they do not follow our recommendations.

What about other courses that have lab components?

- We have provided students with kits that we put together to serve many courses. These kits are to be used at home, and they know they have to use safety goggles. It was mainly assembly at home, and testing in the labs on campus. It is a different situation for Capstone.
- Other departments, such as MECH, are far more relaxed. It appears every different department will allow different options for their students which will be very problematic. Guidance needed on how to work this course when the opportunities for students differ depending on their home departments.

Actions:

- 1) LST members to provide feedback to P. Lusina before next week**
- 2) Next week we need to discuss the option of opening the building on Saturdays.**
- 3) We need to determine what to do with offering different services than other departments. If our students are at a disadvantage we need to address this.**

Meeting Adjourned