

Laboratory Staff Meeting Minutes

August 12, 2020

11:15-11:45

Attendees: Jen, Amy, Moses, Solomon, Bayo, David, Theresa, Jocelyn, Pearl, Amelia, Kim, Kayla

Recorder: Amy

1. Welcome to Amelia

- Amelia has started as a Core Technologist this week.

2. Staff Meetings

- Begin at 11:15 on Wednesdays and are mandatory attendance
- Please schedule breaks to attend the meetings
- Going forward meetings will begin with a 5-10min Safety Check in

3. Safety Check in - PPE

- Why we wear PPE in the lab – gowns, lab coats, gloves etc.
- 4 policies pertain to wearing of PPE in the laboratory
 - NTHSSA-wide Policy - Routine Practices and Additional Precautions 12-47-V1
 - Discusses performing personal Risk assessments – to be done prior to patient contact to determine any risk of exposure to blood and bodily fluids to select the most appropriate PPE
 - NTHSSA-wide Policy – Dress Code 01-07-V1
 - Uniforms are to be worn in the workplace
 - They are provided by the organization or you can bring your own
 - To be changed into upon start of work and removed when leaving the building on a daily basis
 - Regional Standard Operating Procedure - Biosafety and Biosecurity 17-01-V1
 - Lab is an area containing biologically hazardous substances which when exposed can be harmful
 - NTHSSA-wide Policy – Proper Selection and Use of Personal Protective Equipment (PPE) 12-44-V1
 - Gowns (disposable or reusable) are to be worn when a procedure is likely to generate exposure to blood/body fluids

- Expectation is that gowns and or lab coats will be worn in the laboratory with the front closed for your own protection per policies and procedures cited above

4. Jen Away

- Jen is away August 17-21
- Carolyn and Cynthia will be covering

5. Staffing Updates & September Schedule

- 2 new supervisors have been hired
- Ren – Core Lab supervisor will start September 1st
- Elwood – Specimen Control Supervisor will start August 31st
- Other posted competitions have closed – will hire 2 core lab technologists and 1 micro technologist
- Will be hiring a casual specifically for COVID testing
- MLA will be starting at the end of the month for specimen control and Jocelyn will be scheduled in microbiology

6. Department geography - Offices

- Current Tech II office will be shared by the supervisors until such time as the other supervisor office renovations are completed then each will have their own office in the laboratory
- Amy will be moving to a touch down space in Admin later this month
- Please remove all personal items from the office
- It will no longer be available to keep drinks or personal items in.
- Lockers are provided in the break room on an assigned basis
- Lockers downstairs are daily use

7. COVID in the media

- Conversations have been ongoing regarding COVID testing at both NTHSSA and GNWT
- A lot of attention in the media lately.
- Will see an increase in testing performed at Stanton for specific criteria such as for healthcare providers

8. Vacation (Round Table)

- No updates at this time
- Policy is being worked on and should see something soon
- Likely not to be much different than current process.