

Laboratory Staff Meeting Minutes

November 18, 2020

12:15 to 13:15

Present: Laura S, Moses, Solomon, David, Laura G

1. Opening sterile water:

- please put date on bottle when opening and don't open multiple bottles at once.
- they are not good forever once they are open

2. Gowns in TB lab:

- not enough hooks for everyone to have one.
- there are 2 silver hooks.
- one by the BSC will be for the PCR day shift and one by sink will be for PCR evening shift
- on Friday the PCR day shift tech will put their gown in the wash and when the PCR evening tech is done their shifts for the week they will do the same
- if there is still a gown in there at the beginning of the week, please put it in the wash and don't put your gown overtop of it

3. Water samples on the weekend:

- Taiga is not opened on the weekend but sometimes we get samples sent to us
- they will be outdated by Monday so please make sure we process them here in this case
- these are peoples drinking water samples and we need to make sure it gets completed
- keep a list of ones that come on weekends and Laura S will see if we can have it arranged so they are not collected on Fridays or the weekend

4. COVID testing numbers:

- Laura S has said we can do 55 in the week and 12 on Saturday and 12 on Sunday
- she emphasized with management in a surge we can do more for a couple of days but it is not something we can do for a long period of time

Laboratory Staff Meeting Minutes

November 18, 2020

12:15 to 13:15

5. Laura S away:

- Laura S is away November 28 to December 6 and she will not be in Yellowknife
- Veronica is starting on December 1 and Elwood is going to set her up with onboarding
- Moses will be acting Monday to Wednesday and David Thursday and Friday

6. Main BSC maintenance:

- will be done by the micro tech not the PCR tech
- the PCR tech will just do the TB BSC

7. COVID samples from HR to Laura S:

- not sure why they are doing this but these samples are not specifically for Laura S
- just ignore this

8. New phone and label printer:

- the new phone is working by the microscope
- please use this phone when calling results to avoid the congestion at the main phone
- the computer at the back now has the label printer working. It is still TB lab printer

9. Pooling:

- Laura S and Emily are working on a project for pooling samples for the GeneXpert
- there are supplies for us that are on the 2 shelves in the TB room

10. Laura G vacation:

- wanted to know how it will work when she returns
- she will get tested and then hopefully be back at work the next day