MINUTES
Risk Management Meeting – All Divisions
Wednesday, September 14, 2022 – 2:30PM

Zoom Conference Meeting
(Exception Made Due to ongoing Covid-19 Safety Precautions)

Staff Present:	Gordon Copley	Clint Campbell	Eliana Diaz	Alfredo Macias
	Tom Collier	Ali Hamidian	Marianne Russo	Liz Sanchez
	Cyndi Farrington	Patrick Joyce	Jason Eisenmann	Margie Ramirez
	Manuel Gil	Patricia Arredondo		
Absent:	Rosa Hernandez			
Guests:	Jesse Avella	Employee Training & Safety Coordinator of Associated Students, Inc.		
	Arnecia Bryant	Director, Facility Operations & Sustainability of Associated Students, Inc.		

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1. COVID Activity
    a. CDC Guidelines/Masks
        - Earlier in the week the University President had sent out an email updating everyone to a new change in the campus mask mandate stating that the use of facial coverings were now "strongly recommended" versus. being mandatory as they have been for the last few years.
            - Eliana discussed that a good amount of questions have been received from department managers as to how this update should be handled with their staff
                - She let the group know that Rosa was putting together more definitive information in an email to be sent out to all staff over the next few days addressing what this new information will mean for the Shops' Covid guidelines moving forward.
            - Additionally, she and Rosa have been consulting Angela and Dr. Fodran to address any specific inquiries and/or concerns received.
    b. Ongoing Process
        - As a reminder, our process for filling out the Pre-Screening Symptoms Survey hasn't changed so all staff will still need to fill out an online survey through the SSO chicklet if they are not feeling well or know that they have been exposed.
            - As part of this process, HR clearances are required for any previously ill and/or quarantined employees to return to work.
            - Eliana asked the committee members if there were any additional questions, concerns or feedback received that they would want to bring forward for further discussion and none was given.
        - Additionally, Eliana let the group know that they would be uploading the updated Departmental Cleaning Lists to the Risk Management webpage by the end of that week.
2. Inspections and Audits
    a. Updated Audit Forms:
        - Even through managers were using the newly updated Audit Forms, Clint was still seeing some issues with the forms being submitted back for completion.
            - As such, he will be looking to do another round of revisions in order to help minimize confusion in filling out these forms in the future.
    b. Fire Marshal/Internal Walkthrough Review

- Recently Eliana and Clint were able to conduct the internal walkthrough for the purpose of reviewing areas and issues identified on the Fire Marshal's last inspection of the Shops.
  - They were happy to report that over all everything looked to be in good shape with no real surprises on their end.
- They would be putting together a more thorough report of their findings and that would be reviewed at the next meeting in October.

3. Incident/Safety Update
   a. Accident Investigation Forms
      - An accident recently occurred that became more complicated when an item in the department's First Aid Kit was not available that could have helped the staff member who got hurt.
        - As a reminder, the review of First Aid Kits to verify that they are fully stocked is a part of the departmental Audit Form process so these should be monitored for missing items on a consistent basis.
          - Cyndi suggested that each area should designate a specific team member who can assist with making sure that these supplies are refilled regularly.
        - In terms of these First Aid Kits, she mentioned that there are 2 kinds: Kit A is for kitchen areas and Kit B is for offices.
        - Kelly asked how long the turnaround time for the Human Resources Offices was to get in any items that may need to be ordered for these kits.
          - Eliana replied that while the ordering of these items were done right away, it could take about a week to receive depending on what item was needed
      - Additionally, she emphasized how important it is that any Accident Reports were filled out and sent to the HR Office as soon as an incident occurs and to please have management tell their staff to report any accidents or injuries that happen when at work as soon as possible.
        - This delay can cause issues with them getting proper medical attention along with problems with worker's compensation.

4. Emergency Evacuation Maps
   a. Update Status
      - Eliana reported that she and the Communications Office were finalizing the Beach on 2nd Street's Evacuation Maps which would include the mounting of the fire extinguishers once that has been completed.
        - Arnecia commented that she would follow-up with Clint on getting this scheduled to be completed.
      - They were also working on finalizing updates for the Parkside and Beachside Dining Halls maps.
        - Clint believes it would better for the Beachside location to have a few more Evacuation Chairs available in case of emergencies.
          - When asked if they should check with Housing about procuring these, Clint would rather we just move forward with making sure we can get those ourselves.

5. General Training
   a. First 30 Days
      - The training needed within the first 30 days of being hired was typically scheduled through the HR Office and would include the following:
        - COVID Training /Acknowledgement Form
        - Sexual Harassment Training/Manager Training
      - Eliana stated that they would be removing the N-95 Mask Training in the future with the recent campus updates to this mandate.
   b. First 30 Days- Division

- Most divisional trainings were handled through the departmental managers to disseminate and confirm such as the following:
  - Food Handler Card Training/(Manager Training ServeSafe for all Full-Time Staff)
    - To help with managing these certifications, the Directors are currently working on formalizing this process especially when considering the staff who transfer between different departments throughout the year.
- RBS (Responsible Beverage Service via Department Alcohol Beverage Control)
  - This training is specifically for locations that serve alcohol like the Outpost currently and soon we will be conducting this training for the Nugget staff who are over 21.

c. Other Training
- NEW – Customer Retail Safety
  - More information about this training and the scheduling of this training for staff will be sent out by the end of the week.
- PENDING- Bloodborne Pathogens Training – TBD
- PENDING- Allergen Training
  - Alfredo has been working with Margie to put together a list of who has their Food Handler's Card so that they can be given Allergen Training as well.
    - Moving forward, this training would also be included as recommended in the job descriptions for potential Retail Dining and Residential Dining employees.

6. Items to Watch
   a. Business Continuity Plan
      - Ali provided an update to the group that he would be doing the following activities to help with the updates for the Business Continuity Plan:
        - He is currently working with Human Resources in order to get updated staff information for this document since there have been many departmental changes due to Covid.
        - He would be working with the Directors in order to get more information for the Active Covid Test documentation
          - The group had identified around 6 people who could be representatives for their departments/division and coordinate with Ali to get the documents needed for this report out to campus.

7. Action Items & Next Steps
   a. Meeting Frequency
      - The next meeting was confirmed for Wednesday, October 12th at 2:30pm