

# MINUTES

## **Risk Management Meeting – All Divisions**

**Wednesday, May 25, 2022 – 2:30PM**

### **Zoom Conference Meeting**

(Exception Made Due to Covid-19 Issues & Campus Safety Precautions)

Staff Present:	Robert de Wit	Clint Campbell	Rosa Hernandez	Eliana Diaz
	Alfredo Macias	Tom Collier	Marianne Russo	Ali Hamidian
	Liz Sanchez	Cyndi Farrington	Patrick Joyce	Jason Eisenmann
	Margie Ramirez	Kelly Walsh	Manuel Gil	Patricia Arredondo
Absent:	Susie Uriarte			

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#### 1. COVID Activity

- a. Effective June 1<sup>st</sup> Changes – Staff Questions on CDC Guidelines (Mask/Travel/Exposure):
  - o Rosa reviewed the Changes to COVID Requirements Impact to Employees breakdown document with the group which highlighted the following updates:
    - Face masks would be considered optional for both outside as well as inside all campus buildings.
      - If staff still wanted to wear masks, they will be allowed to use whatever kind of mask they would prefer to wear and masks would continue to be available to employees upon request.
    - While the campus had decided to discontinue their online Pre-Screening COVID Symptom Survey, the Shops would be utilizing a new online Screening Survey.
      - Employees who do come into work would be doing a “self-check” that they do not have any symptoms nor have been exposed to the virus.
      - For staff members who were experiencing COVID-like symptoms, had been exposed to someone who had tested positive, were waiting on test results or lived with someone who had tested positive for COVID, these individuals would need to fill out a new 49er Shops COVID Symptom Survey.
        - ❖ This new form had been created by the HR Office and would be available by using the QR Code on newly designed Healthy Together flyers that Rosa showed the group along with being linked to the chiclet for the Pre-Screening Survey already available through the SSO log-in.
        - ❖ By utilizing this form, Eliana and Rosa will still be able to conduct Contact Tracing and manage medical testing follow-up that has been done for the last two years and has proven effective on keeping the rates minimal.
  - o To communicate these new COVID guideline changes throughout the organization, Rosa reviewed the HR Bulletin that would be emailed to all staff highlighting the information already shared with the group.
    - This was scheduled to be sent out by that Friday, May 27<sup>th</sup>, so that employees would be aware of the new expectations before the Wednesday, June 1<sup>st</sup>, timeline.
  - o She asked the group if there were any questions and/or feedback about these new changes:
    - There was a question about whether we would be removing the current plexiglass barriers already in place.

- Rosa explained that there were no plans to have those removed at this time, however, we may need to discuss this at a future meeting.
- Eliana stressed that there were still delays when it came to quarantined staff not calling or following-up with the HR Office in a timely manner as well as not getting a PCR test done and only using the Rapid COVID test results to verify that they could return back to work.
  - She asked that the committee members please convey to their managers how it is very important for staff members to follow-up with HR inquiries quickly during the quarantine process so that they will be able to get back to working as soon as possible.
- Since our COVID mitigation message would be different moving forward, there was an inquiry about how to handle communication received from the campus about these guideline changes.
  - Currently Rosa was working with the campus to see if there was a way to limit these messages to our staff as to prevent confusion.

#### b. Vaccination Exceptions

- The HR staff have been following the campus directive regarding the Vaccination Attestation which became a mandate in 2021 and required that all employees be fully vaccinated by receiving either the dual shot from Pfizer/Moderna or the single J&J shot.
  - Moving forward, Rosa isn't certain about how this will be enforced as it is currently not being audited by the campus especially when it comes to religious and medical exceptions to this Vaccine Attestation process.
  - Additionally, Rosa discussed that there has been negative feedback received from staff members who have been previously vaccinated but do not want to receive the booster shot which would mean they would not be "fully vaccinated" according to the University.
    - Current campus policy does not allow for religious or medical exemptions to the booster, however, she does believe that a new designation, "personal exceptions", may need to be discussed in more depth in the future.

## 2. Inspections and Audits

#### a. Updated Audit Forms:

- Clint reviewed the newest version of the Audit Form that he and Eliana had been working on to review the changes made based on the feedback of the committee members.
  - Some of the changes to the form would include the following:
    - They have outlined on the top of the form how the files would need to be named and saved for their departmental submissions to Clint moving forward.
    - There was a space for managers to sign this documentation as they are the ones who should be signing off and taking ownership of since they would have the authority to manage the corrections needed.
    - Some of the questions had been re-written so that managers filling out these forms would need to do more than just check a box
      - ❖ Additionally, questions also incorporated some of the details given to help prevent future exceptions encountered in the past during Fire Marshall walkthroughs.
      - ❖ However, they were still working on a few questions that would better address the process of these items.
    - Location Audit Forms now included the Office Audit section at the bottom of the form instead of as an additional document.

- Additionally, the Corrective Action Form had a new column included delineating whether an action had been noted on a past audit to be corrected.
      - With Clint's organizational role expected to change as we move into the fall semester, this process would be transitioned to Eliana to manage moving forward.
        - Eliana let the group know that if there were any issues in the future with the forms not being submitted correctly then she would be sending these documents back to departmental managers to fix accordingly and then re-submit.
      - These new forms would be formalized and uploaded onto the Risk Management webpage for departmental managers to utilize for this process moving forward.
    - b. Fire Marshall/Internal Walkthrough – TBD
      - Eliana and Clint were still working on scheduling this review over the next few weeks to be done.
3. Incident/Safety Update
  - a. Accident Investigation Forms
    - Eliana was happy to report that both the Accident Investigation Reports were being turned in with Employee Accident forms to the HR office when accidents have been occurring recently.
      - She did have a question about where the different department staff would go to purchase new PPE materials.
        - There was consensus among the group that this equipment was purchased on a divisional level through their own vendors.
4. Emergency Evacuation Maps
  - a. Update Status
    - Eliana reported that she had recently sent out the Bookstore Evacuation Map to Patrick and was having final edits completed for the Outpost Evacuation Map.
      - She and the Comm team are hoping to have all of these completed for all open locations by the start of the Fall semester.
5. General Training
  - a. NEW – Customer De-escalation Retail Safety TBD
    - There had been some questions about whether this training should go through the Succeed online training portal specifically since there was a vital role-playing component to it.
      - After some discussion, it was agreed that this should be brought back to the Directors to review who from their divisions could oversee and manage this staff training moving forward.
6. Items to Watch
  - a. Business Continuity Plan
    - As we enter into the summer timeframe, Ali will work on putting together a meeting with the Directors to start the process of documenting the pandemic as an active test per the direction of the campus.
      - It was recommended to get that initial meeting scheduled in June so that the majority of the work could be done through the month of July.
7. Action Items & Next Steps
  - a. Meeting Frequency
    - The next meeting would be scheduled for July 20<sup>th</sup>, at 2:30pm