

# MINUTES

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

**Thursday, March 14, 2024 – 1:00PM**

### **Zoom Conference Meeting**

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

Staff Present:	Clint Campbell	Rosa Hernandez	Cyndi Farrington	Joanna Parada
	Ali Hamidian	Tom Collier	Marianne Russo	Rico Ovalles
	Patrick Joyce	Jason Eisenmann	Margie Ramirez	Jenny Lew
	Kelly Walsh			
Guests:	Jordan Eres	Jesse Avella		

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### 1. COVID Activity

- We had recently updated our COVID protocols at the beginning of the spring semester and that went into effect as of January 2024.
  - These updates would include the following:
    - Only staff members who test positive for COVID will be required to fill out the Symptom Survey via the SSO chicklet.
    - Positive cases must be isolated for a minimum of 24 hours from symptom onset and can be cleared to return to work after 24 hours have passed and there is no fever (without medication), and symptoms are mild or have improved.
    - Positive cases will be required to wear a mask for 10 days.
  - ASI/Shops will continue to conduct contact tracing and will notify all close contacts of an exposure.
    - While close contacts will be encouraged to test, they will not be required to do this as was done in the past.
    - Close contacts will be required to wear a mask for 10 days following a close contact exposure.
  - These new protocols align better with CalOSHA guidelines along as what is currently being done on the campus.
    - Additionally, HR was still providing masks and COVID tests for any staff who would need to request them.

### 2. Inspections and Audits – Coming April 1<sup>st</sup>

- The next round of location and facility audits are scheduled to begin in April with a due date of May 3<sup>rd</sup>, and a new Facility & Audits worksheet link was distributed through the agenda.
  - One of the features of this worksheet is that it includes a Work Order tracking sheet that will allow us to better manage that these facilities requests have been completed since our last audit in October 2023.
  - These audits will be assigned on April 1<sup>st</sup> via notifications that will be emailed out through HR to all staff responsible for this activity very similar to what the process was for our last audits in October.
    - Printable versions of this document would be provided and the due date for returning them back to Human Resources would be Friday, May 3<sup>rd</sup>, 2024 through a DocuSign PDF that will be sent to Joanna.

### 3. Incident/Safety Update

- Employees:

- It was discussed that there had been 3 reported incidents since the last meeting, mostly falls and cuts.
  - Fortunately, the management staff have been staying on top of making sure all employee accident forms are being filled out correctly, which helps HR do the needed follow-up for our staff.
- Customer/Vendor
  - As a reminder, all customer/vendor incidents will need to be addressed with a different form and these documents will need to be forwarded to Clint for processing.
    - Clint mentioned that if there is video evidence that can be included then to please make sure that is included with any documentation.

#### 4. EHS – Health & Safety Data Request

- Documentation for calendar years 2021 and 2022
  - Clint reported that we are still in the middle of going through this campus evaluation overview where they are asking for documentation verifying that proper health and safety protocols have been put in place and are currently in effect throughout campus as part of the management of the campus' Injury Illness and Prevention Program.
    - As we are winding down this process, it looks like the Shops and ASI are in good shape for this documentation overall.
  - At some point, Rosa would like to see if George Alfaro, the Director of Environmental Health & Safety for the campus, would be able to come to one of our future meetings to discuss their department's role when it comes to risk management for the campus.

#### 5. General Training

- Our Beach Shops Employee Training spreadsheet was reviewed with the group and has been divided into separate tabs indicating various kinds and levels of training being done throughout the divisions.
  - We are currently finishing up Sexual Harassment Recertification training that is due by March 25<sup>th</sup> and are only waiting on handful of employees to still complete that.
  - Our Ergonomics and Blood-Bourne Pathogens Training is on track with none that are pending.
  - The next training cycle would be for Sexual Harassment Prevention Training that would start in April 2024.
    - Email notifications would be sent out to all staff who would need to get this training completed.

#### 6. New Business

- Rosa discussed new laws that have gone into effect this year which would include a new one that mandates California employers to maintain a Workplace Violence Prevention Program.
  - HR is currently putting together Workplace Violence Prevention training to hopefully package and start this July 2024.
- Building Marshall Program Changes
  - Rosa discussed that the HR team along with Clint are currently reviewing our Shops' Building Marshall Program
    - With ASI's unique needs, they developed their own training with the campus especially since they would traditionally have more Building Marshalls than the Shops.
  - Unfortunately, the campus' Building Marshall training is still on-hold from the pandemic so we are taking this time to re-evaluate what our Business Marshall needs would be especially in terms of who would be the best individuals for this kind of role in the future.
- When it comes to Shared Services Strategic Planning, we are currently reviewing and looking at what the specific risk management needs would be for each organization.

- For now, we are keeping these needs separate, however, key staff are being invited into these meetings like John and Arnechia.
- Rosa is laying the groundwork for future plans that would help us better coordinate and integrate our risk management efforts and support overall.
- We had a campuswide Evacuation Drill on Friday, February 16<sup>th</sup>, and it was noted that some locations like the Bookstore didn't have their alarms go off at 10:30am as was expected.
  - Patrick mentioned that the alarms did go off but there was at least a 10–15-minute delay that he believes also occurred at several different locations on campus.
    - Also, he reported that he would be getting another E-Vac chair for the Bookstore and Jesse offered to help with staff training for this device.
  - It doesn't look like the Res Dining Hall locations' alarms went off either which was confusing since Clint thought that had been fixed from previous conversations with the campus.
    - Jenny will follow up with Alfredo and George Alfaro to see if we can get that better addressed.
- As a future meeting idea, Rosa would like to do a meet and greet with Lieutenant Carol Almaguer and Chief John Brockie to discuss several issues that are specifically risk management oriented like homeless issues, theft protocols and mental health services.

## 7. Action Items & Next Steps

- Meeting Frequency
  - The next meeting would be planned and organized for next October and meeting invites would be sent out closer to that timeframe.