

MINUTES

Beach Shops Risk Management Meeting – All Divisions

Wednesday, July 10th, 2024 – 3:00PM

Zoom Conference Meeting

Staff Present: Clint Campbell Rosa Hernandez Cyndi Farrington Joanna Parada
 Tom Collier Marianne Russo Rico Ovalles Kristin Bonetati
 Patrick Joyce Jason Eisenmann Margie Ramirez Manuel Gil
 Andrew Cabrera

Guests: Jesse Avella

1. COVID Activity

- a. The meeting was started with a discussion about the COVID protocols that had been put into place at the beginning of the year by CalOSHA and the State of California.
 - As a reminder, these updates included the following:
 - Only staff members who test positive for COVID are now required to fill out the Symptom Survey through 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 only if there is no fever (without medication) and symptoms are mild or have improved.
 - Any positive cases will be required to wear a mask for 10 days.
 - New COVID and IIPP Training was sent out to full-time employees earlier in June through the Succeed Training Portal.
 - Staff have been asked to complete this required training by June 24, 2024.
 - Moving forward, this training along with the COVID Response Plan document will be included as part of the new employee onboarding process.
 - We have recently seen a spike in positive cases over the last few weeks, however, the numbers are nowhere near what had occurred during the pandemic.
 - Additionally, HR is still providing masks and COVID tests for any staff who would need to request them.

2. Incidents/Safety Update

- a. In April, there was a driving incident with one of the Beach Shops' vans when an employee accidentally hit another vehicle while backing out of a parking space.
 - To prevent this from happening in the future, a rear-view camera has been installed on the vehicle by Bookstore management staff to make this process easier and safer overall.
 - There was a question about whether all of the vans have been updated with this new camera system.
 - Jason mentioned that the cost wasn't too expensive, and the installation process was fairly easy so Joanna will follow up with Eliana about scheduling to get this updated camera equipment installed on the rest of the vans.
 - Additionally, this information will need to be added to the current Van Training information.

3. Beach Shops Driver Program

a. Revocation Process

- Rosa discussed what the process would be if staff let HR and/or their managers know that they wouldn't be comfortable or want to drive either the carts or vans when asked to do so.

emergencies and whether that would be a good idea to make these available in certain Shops' locations.

5. General Training

- a. Joanna discussed the Beach Shops Employee Training spreadsheet and how she appreciated how responsive the managers have been which helps to make sure that this document is updated with the most up to date information.
 - Sexual Harassment Re-certification is scheduled to be sent out on July 29th to be completed through the month of August.
 - Evacuation Chair Training took place last month facilitated by Shops' HR staff and Jesse Avella from ASI.

6. New Business

- a. Emergency Action Plan – ETA October 2024
 - Eliana is working on putting together a draft of our Beach Shops Emergency Action Plan that will be reviewed by the committee at our October meeting in the fall semester.

7. Action Items & Next Steps

- a. Our next meeting is scheduled for Wednesday, October 16th.