

Risk Management Meeting – All Divisions
Thursday, April 15, 2021 – 2:00PM
Audit schedule – Dining Services / Feb, May, Aug, Nov
Audit schedule – Bookstore Services / Jan, Apr, Jul, Oct

1. COVID Activity
 - a. Staff Questions on CDC Guidelines/Masks/Travel/Exposure (Rosa/Eliana)

2. Inspections and Audits
 - a. COVID Monthly Inspections Update (Clint)
 - i. Responsibility of Department Managers
 - b. IIPP- Location Inspections Audit (Clint)
 - i. Responsibility of Department Managers
 - ii. Audit AND Documenting Corrections
 - c. NEW Department Manager Training- Process Review
 - d. Audit Naming
 - i. Cart audits: (Cart Number) INSP (two digit period number) Example: F01INSP02 This is also on the weekly inspection form
 - ii. Facility audits: (Revenue Center)(Month) Example: 418NOV
 - iii. COVID audits: (month)_(RVC)_CPP example: MAR_418_CPP also shown on the original instruction page

3. Fire Marshal Report Out Status (Clint)

4. Accident Investigation Update (Eliana)

5. First Aid Services (Eliana)

6. NEW Kitchen Equipment Training (Eliana/Clint)
 - a. Background on Project
 - b. Next Steps for Implementation

7. Action Items & Next Steps