

MINUTES

Risk Management Meeting – All Divisions

Thursday, April 15, 2021 – 2:00PM

Zoom Conference Meeting

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

Staff Present:	Eliana Diaz	Rosa Hernandez	Sandra Ramirez	Robert de Wit
	Clint Campbell	Alfredo Macias	Cyndi Farrington	Tom Collier
	Marianne Russo	Ali Hamidian	Liz Sanchez	Margie Ramirez
	Susie Uriarte	Manuel Gil	Jason Eisenmann	Chris Ramirez

1. COVID Activity

a. Staff Questions on CDC Guidelines (Mask/Travel/Exposure):

- Rosa reported that even though our quarantine numbers have remained low and we haven't had any positive cases for the past month, there aren't any plans to change or modify our current COVID safety protocols, distancing guidelines and cleaning standards.
 - She believes that our continued mitigation efforts have helped to keep our numbers consistently low.
- Recently, she has been receiving questions about what the exposure and travel guidelines would be for those staff members who are fully vaccinated.
 - When it comes to traveling outside of California, Robert confirmed that we will still be requiring that staff members quarantine for 10 days before coming back to campus.
 - Rosa will be in touch with the campus and will confer with them on any changes to this quarantine guideline moving forward.
 - In regards to fully vaccinated staff members who get exposed to the virus, whether or not they would need to quarantine would depend on when they had received their 2nd dose and if they had any COVID symptoms.

2. Inspections and Audits

a. COVID Monthly Inspections Update

- Clint clarified for the committee members that the COVID monthly inspections were the responsibility of the departmental managers to fill out and turn in to Clint especially since they would have the authority to make any needed changes that are found in regards to these inspections.

b. IIPP- Locations Inspections Audit

- Like the COVID Monthly Inspections, the Location Inspections also need to be filled out and completed from the Departmental Managers not just the Risk Management Committee members.
 - A question was asked if the committee members could assist and/or review these documents and it was agreed that while that was acceptable, the managers would need to sign and be accountable for these audits as well as being responsible to fix any issues identified.
- ii. Clint reported that he continues to have issues with this documentation not being filled out correctly and turned into him in a timely manner.
 - Doing these inspections and completing the subsequent forms should be treated like any other standard departmental operating procedure.

- As part of this process, Clint requested that he would like better follow-up from the departmental managers and/or committee members when it comes to resolving any issues that had been identified in these inspections and audit documents.
 - Additionally, he would like to include a divisional committee member report out for these audits in subsequent Risk Management agendas moving forward.
 - There was a question about if every department is represented in this audit process especially when it comes to the corporate office so Robert and Rosa would be following up on that for the next meeting.
- c. NEW Department Manager Training- Process Review
- To help support our departmental managers, Rosa and Clint will be offering training on how to correctly fill out and put this documentation together to make sure that everyone understands this process fully especially coming into the new fiscal year.
 - Rosa suggested that this training could be done in May before the commencement timeframe and would take about an hour to conduct.
- d. Audit Naming – When it comes to naming and submitting these documents to Clint once completed, he would prefer that the files be saved as the following moving forward:
- Cart audits: (Cart Number) INSP (two digit period number) Example: F01INSP02 This is also on the weekly inspection form
 - Facility audits: (Revenue Center)(Month) Example: 418NOV
 - COVID audits: (month)_(RVC)_CPP example: MAR_418_CPP also shown on the original instruction page

3. Fire Marshall

- Clint reported that all of the violations have been or were in the process of being handled on the departmental level.
 - An issue that has come up was that our current fire safety vendor was lagging on getting back to us so Clint was looking into a new vendor to replace them with in the future.
 - As part of these corrections, Clint was sourcing materials to get the Bookstore Printer Alcove up to fire code standards, however, he didn't have a start date with Scott on that process as of yet.
 - Clint would be walking this area with a campus inspector in conjunction with the IT staff to sign off on this upcoming construction and he was planning on it to take around 3 to 4 days to complete from start to finish
 - Additionally, he was still working with the campus to review the Bookstore AC duct work to verify that they contain the correct fire dampeners needed.

4. Accident Investigation Report

- a. Eliana confirmed that there weren't any new accidents since the last meeting to report out on for the committee.

5. First Aid Services

- Eliana reported that we have been using a company called First Aid 2000 that helps to stock our first aid kits on a regular basis.
 - However, since the onset of the Covid pandemic, the HR staff have been seeing serious delays in service and that doesn't look to be getting better any time soon.
- After some discussion, it was decided that the committee would move forward with creating a process for staff that could be added to the current documents in order to audit their own first aid kits moving forward.
 - Eliana and Rosa will review a process so that it could be added to the next audit and inspection cycle.

6. NEW Kitchen Equipment Training

- a. In the past there had been a working group to review 26 items that the dining division would need training for when it comes to kitchen equipment used.
 - Eliana has received more safety and PPE information for this machinery and she has put that together into a PDF document which resides under the Risk Management drop box.
- b. As for the next steps to implement this training, the dining and res dining managers need to review and update these documents as needed.
 - From there, the appropriate training would then be given to all employees assigned to use this kitchen equipment moving forward.
 - These trainings could be subsequently added to the Training Matrix so that they could be deployed when needed to departmental employees in the future.
 - Once that had been organized and established, Rosa and Eliana would bring that back to the group in terms of identifying equipment and what the cycle would look like from the training to maintaining documents.

7. Action Items & Next Steps

- After some discussion the next meeting date was confirmed as Friday, May 21st, at 2pm.