

# MINUTES

## Risk Management Meeting – All Divisions

Thursday, February 11, 2021 – 2:00PM

### **Zoom Conference Meeting**

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

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

Absent: Rosa Hernandez

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#### 1. COVID Response Plan and Activity

- a. COVID Cases – Eliana reported that at one point over the last few months we were up to 17 positive cases, however, that number has been reduced to only 2 currently.
- b. Mitigation Efforts Continue Companywide
  - i. Social Distancing Efforts, Cleaning and Disinfecting Plans, and Mask Wearing Policy
    - The Human Resources staff presented a new Covid Prevention Plan training on Monday, January 11<sup>th</sup>, hosted on Zoom for all management staff
      - Eliana stated that they are still waiting on the acknowledgement forms to all be returned for this training session.
    - Rosa took an additional training through Alliant and that will be forwarded to all of the committee members to review as well.
    - The Shops continues to stay on track with all of the safety precautions and plans that have been disseminated from CalOSHA for our workplace locations.
  - ii. Feedback to mitigation efforts, adjustments needed?
    - The committee members didn't have any feedback in regards to current mitigation efforts and there were no further adjustments needed at this time.
    - As a reminder, Eliana stated that if any cleaning, sanitation products or masks were needed to let her or Rosa know so they can get those for them.
- c. Vaccine Rollout
  - i. The campus began the vaccine rollout starting last month and all of the Shops staff are able to get this as an essential University employee.
    - In order to register for this, individuals need to sign up through a chicklet on their SSO homepage.
    - Ali reported that there was an issue found with our student employees not being able to access that feature.
      - In an effort to get them that access, he has been working with the campus along with HR to convert generic student email addresses to a name based SA format under the MIM system that they would be able to use moving forward.
      - This process has not been finalized yet but once it has, Rosa will be working with the Directors on an official roll-out process for management on what this would mean for incoming staff moving forward.
- d. COVID Monthly Inspections

- Clint reported that there was some confusion in regards to filling out these audit forms and that the information being reported was inconsistent.
  - In order to prevent this from happening in the future, he suggested that the Directors review these forms before they are submitted to him.

## 2. Accident Investigation Report

- In regards to any recent accidents, Eliana reported that there weren't any new one to report.
  - As a reminder for when accidents do occur, she asked that these forms be turned in as soon as possible so that HR can get that process started right away.

## 3. Quarterly Inspections

- Clint would like all of the finalized edits to these Quarterly Inspection documents to be forwarded to him for one last final review before they are formalized to begin using for this audit process moving forward.
  - Once he receives these he will be following up with the departments and divisions directly.

## 4. Vehicle Inspections

- As a reminder, Clint needs these forms sent over to him as soon as possible if they have not been already.
  - These forms are located on the Share Drive if anyone would need to access them.

## 5. Other Safety Concerns

- Anti-maskers
  - There was an incident earlier in the week at the Bookstore and Robert asked Cyndi about how we should address this issue moving forward.
    - She reported that the Bookstore is working on a new policy that if someone comes into the store not wearing a mask the employee who sees them should contact a manager immediately who can engage with the customer moving forward.
    - Fortunately, there haven't been many issues of customers refusing to wear masks but many come in wearing their masks incorrectly.
    - As a reminder to the committee, Robert stated that if there is an incident with a customer who refuses to wear a mask that needs to be escalated to the University Police to help handle especially if employees are involved.
- Public Restrooms
  - A few weeks back there was incident where some personal items were found inside the Bookstore corporate restrooms.
    - This looks to be an isolated instance as INX has not reported seeing that happening very often.
    - When it comes to these restroom doors, Clint confirmed that we would not be able to use pull handles as they do need to latch as per the Fire Marshall code.
    - If there is continued concern about these door handles being clean then we could install a sanitizer station outside these facilities.

## 6. Next Steps

- When it comes to the next meeting, it was suggested that we schedule that on Thursday, March 18<sup>th</sup>, at the same time of 2pm.