

# MINUTES

## Risk Management Meeting – All Divisions

Thursday, March 18, 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

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1. COVID Activity – Rosa reminded the committee that when it comes to our Shops mitigation efforts, nothing has changed or would be changing in the near future and additionally, these safety and health standards should continue to be a part of all divisional and corresponding departmental meetings.
  - a. Spring Break Quarantine Requirements:
    - With recent tier changes, the Outpost is working on implementing indoor seating and reviewing how best to do this especially when it comes to the 3ft vs. 6ft safety distance between tables.
      - Robert requested that an occupancy analysis be done in order to better prepare for future locations openings especially where it concerns indoor dining.
  - b. There will be limited staff working over the Spring Break time period, Monday, March 29<sup>th</sup>, through Friday, April 2<sup>nd</sup>.
    - As for employees traveling out of the state during this week, they are still required to quarantine for 10 days and vacation and/or sick time can be used for this quarantine timeframe.
      - She reminded the group that Sandra should be notified of any vacation quarantines as they come up per department.
    - There have been questions about staff who are now fully vaccinated and how that pertains to this 10-day quarantine guideline.
      - Rosa is working with the campus and that looks like it would depend on how long the person has been vaccinated for before they traveled, and she will be sending more information out once she has this better defined from the campus moving forward.
    - Robert asked if the campus will be updating the online Pre-Screening survey to include questions about vaccination especially when it concerns exposure questions.
      - Rosa confirmed that they are working on those updates, however, there was not a date available for when that would be launched.
    - The campus' vaccine access will be slowing down from the initial push at the beginning of the year.
      - Part of this stems from the fact that the City of Long Beach will be moving towards a demographic allocation effort when distributing these vaccines to the community at large.
      - Rosa has asked the campus to provide the HR Office with a count of how many of the staff have received the vaccination at this point.
  - c. COVID Monthly Inspections Update

- Clint reminded the group members that every manager is responsible for their own department areas, however, these audit documents can be funneled to a centralized person to review before giving them to him.
  - Additionally, it is very important that staff are seriously and efficiently conducting these monthly inspections as they are legal documents that the Shops will be liable for in the future.
    - If there are any questions about the forms then those should be escalated upward for clarification.

## 2. Accident Investigation Report

- When it comes to accidents for reporting, Eliana confirmed that there had only been one reported accident to date.

## 3. Campus Health & Safety Committee Meeting Update

- The campus has been discussing the repopulation efforts with the staff and faculty first coming back the University first and then concerning bringing back the students.
  - In preparation of this, they are evaluating all of the buildings and the filtration systems included in them which in turn the Shops are also doing for our locations.
  - As part of this, Clint has been working with George to get the Bloodborne Pathogen Training for our employees.

## 4. Audits

- While the audits have been going good, Clint will be reaching out to the group since he may need to recreate the audit database.
  - He asked if anyone would need additional time to fill out their audit documentation considering that the Spring Break timeframe falls at the end of month which would include carts, location and Covid Cleaning forms.
  - There wasn't an indication that additional time would be needed and those documents would be turned in accordingly by Friday, March 26<sup>th</sup>.

## 5. Fire Marshall Report

- The Fire Marshall Report had been received and sent to all of the Directors and Risk Committee members for review.
  - Clint reported that Scott was currently working on correcting the violations detailed in this walkthrough report from Fall 2019.
  - All of these items would need to be addressed by the end of the month.
- Those items that were included as violations, he would like to have updated into the Inspection Audit documentation moving forward.
  - There was a question about the frequency of these kinds of visits and Clint responded that while they are supposed to be annually, it hasn't been consistent.
- Clint also reported that he is looking into changing the Shops fire safety vendor to Cintas in the future.

## 6. First Aid Services

- Sometime in the following week, Eliana will be working with our vendor to service the First Aid Kits for the Shops corporate wide.
  - She is planning on emailing notifications to departmental managers and/or directors in order to get access to certain locations.
  - Additionally, these First Aid Kits can be brought in to the HR Office from closed locations to have these supplies reviewed and replenished as needed.
- Rosa asked if she could get a master list of all these locations to bring to the Directors so they could audit this at the next Executive Management meeting.

- When it comes to billing for these services, it is done by departments and/or divisions.

#### 7. Action Items & Next Steps

- Ali asked if there was any further discussions with the campus in regards to updating the Business Continuity plan.
  - Robert reported that there hadn't been any specific updates especially since they were reviewing the whole process given what the campus and Shops had gone through during this whole pandemic situation.
- Rosa reported that there was an Alliant Presentation update that she would be including on the next Risk Management Committee agenda to review with the group more in depth.
- After some discussion the next meeting date was confirmed as Thursday, April 15<sup>th</sup>, at 2pm.