

MINUTES

Risk Management Meeting – All Divisions

Wednesday, July 21, 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 Tom Collier Marianne Russo Ali Hamidian
 Liz Sanchez Margie Ramirez Susie Uriarte Manuel Gil
 Jason Eisenmann Patrick Joyce

Absent: Alfredo Macias

1. COVID Activity

- a. Staff Questions on CDC Guidelines (Mask/Travel/Exposure):
 - Rosa reported that even though many California businesses are continuing to open up, we are still in the middle of a pandemic and therefore our mitigation efforts have not changed and would not be significantly changing any time soon.
 - The campus recently conducted Repopulation Town Hall meetings via the Zoom platform to provide more information about this process for the fall semester.
 - During this meeting, they confirmed that cleaning guidelines and mask requirements would still be in effect moving forward.
 - The only procedure that may be changing would be in terms of the social distancing protocols previously put in place.
 - Rosa and Clint will be in communication with the campus and George Alfaro in particular to get better direction of how the Shops should handle self-serve and buffet dining as we get closer to students coming back on campus over the next month.
- b. She also reviewed the recent CalOSHA updates with the committee members that were detailed on their website highlighting the following information:
 - Employers will be able to survey their employees about being vaccinated which would better determine staff mask requirements.
 - In terms of the campus, they are in the process of putting together a vaccine attestation survey through the online single sign-on portal.
 - Those staff members who are not vaccinated would be required to wear N95 masks and/or an additional face shields (as long as a mask is worn as well) and those are available in the HR Office if any employee would like to secure those items now.
 - If employees have any issues with wearing masks then direct them to the Human Resources staff as this could be considered an ADA issue.
 - The campus will be allowing departments to determine what kind of physical barriers would be utilized for their areas and the Shops will be keeping what we already have in place up still.
 - Rosa reminded the group that if you can use Zoom for meetings to keep doing that or at least try to social distance as much as possible.
 - All of our signage will be kept for now and the Directors were working with the campus on obtaining new signage to better align with campus' messages moving forward.
 - When it comes to the updates needed for the air ventilation system, those have been upgraded and maintained by Clint as needed for buildings that have working Air Conditioning systems.

- The Human Resources staff are working on any upcoming COVID training updates with George Alfaro and aligning our materials with theirs to be rolled out within the month.
- If there happens to be an outbreak at a 49er Shops location, the email notification process would remain the same as last year.
 - There have been some positive COVID staff members over the last week, however, exposure has been minimal.
- The most significant change from the University has come from filling out the online Pre-Screening survey.
 - If any staff member responds “Yes” to even one of the symptoms listed then they will be required to get a COVID test before being allowed back on campus.
 - Rosa reminded the group that statistics had shown that even people who were vaccinated had a risk of contracting the virus especially when it comes to the variant strains.
- With the start of the fall semester, managers would need to review their Cleaning Lists and protocols especially with the influx of new staff members coming on board.
 - To make sure these are updated regularly, the committee members should be in communication with their divisional/departmental managers especially in terms of securing any needed cleaning and safety supplies.
- This updated CalOSHA information would be included into our existing COVID-19 Prevention Program documentation and once approved by the Executive team would be uploaded onto the Risk Management website accordingly.
 - A suggestion was made to make this webpage easier to find within the website and Rosa suggested that it could be included on the main webpage drop down menu under the Employment tab.
 - In terms of training, Eliana mentioned that COVID training has been a part of the new staff Orientation process through the Succeed online portal.
 - Full-time employees and Supervisors have more extensive training as part of their onboarding process.
 - This new employee training would need to be scheduled during work hours and can even be done through mobile devices if need be.

2. Inspections and Audits

a. COVID Monthly Inspections Updates

- NEW Corporate Offices Beginning in August
 - With more of the corporate office staff transitioning back to the office from exclusively telecommuting, staff members would need to start completing these audit documents which would be included within the Bookstore audit schedule as they were also located within that building.
 - Staff members who would be responsible for filling out and submitting the Covid and facility audit documents were identified as the following:
 - ❖ Human Resources: Sandra Ramirez
 - ❖ IT Offices: Majid Zahedi
 - ❖ Accounting Offices: Tom Collier
 - ❖ General Manager’s Office & Corporate Conference Room: Marianne Russo
 - ❖ Communications Office: Marianne Russo
 - ❖ All Directors would be responsible for their own office areas including Clint Campbell, Cyndi Farrington and Robert de Wit’s Controller Office.

b. IIPP- Location Inspections Audits

- As a reminder, these documents are the responsibility of the departmental managers to sign and complete.

- Additionally, Clint reminded the group to please send these completed and signed inspection sheets to the FNS-Risk email address and from their department specific email addresses which helps them better organize them on a monthly basis.
 - For the month of July, these would need to be turned in by the Bookstore management staff along with the Corporate staff representatives as defined above.
 - When it comes to the Cart Audit forms, he stated that there is a lack of audit documentation for the unused carts that we would need to have on file.
 - He shared and reviewed these forms explaining to the rest of the members how these should be filled out moving forward.
 - Additionally, all Cart Inspection forms should have activity usage including dates which should be available on the Risk Management website.
- c. Submitting Facilities/Maintenance Requests
- i. Context and details are required to begin work order (who, what, when, where, why, how)
 - To better identify any needed maintenance requests specifically from this auditing process, Clint asked that these have better headings and more details provided so that Scott would be able to identify what would need to be done by just reviewing the request.
 - He also asked that each individual request be submitted separately and not as a comprehensive list for better tracking purposes.

3. Accident Investigation Report

- Eliana reported that there weren't any new major accidents to report and hadn't been any significant accidents through this past year.
 - She reminded the group that all investigation reports must come in after there is any kind of incident and that this information should be passed on to their departmental managers.
 - Additionally, she will be putting together a Workers Compensation program training over the next few months to help refresh our managers on this process.

4. Forklift Training

- a. In terms of the written portion of the training process, that is being handled by the online Succeed Management training portal.
 - Eliana asked if there were additional staff that should be included in this Forklift Training and Cyndi replied that there should be at least another Bookstore staff member so she will follow-up with Eliana.
 - Additionally, Clint will follow-up with her for the Dining side staff.
- b. The Hands-On Forklift Training is being handled through the campus Environmental Health & Safety department, however, the process seems to be little different than in the past.
 - As a point of procedure, the instructors would prefer that any new staff going through this part of the program practice with previously trained Shops staff before the final assessment training with campus staff.
 - The only staff who could do this would be Jason or Scott and Clint mentioned that since Joe already knew Scott, he would help coordinate that in the future.

5. Action Items & Next Steps

- After some discussion the next meeting date was confirmed as Wednesday, September 8th, at 2pm.