

# MINUTES

## **Risk Management Meeting – All Divisions**

**Wednesday, September 8, 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	Jason Eisenmann
	Patrick Joyce	Margie Ramirez	Susie Uriarte	Manuel Gil
	Patricia Arredondo			

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#### 1. Risk Management – Roles and Responsibilities:

- a. Rosa discussed that the Risk Management Committee is given the opportunity to view certain safety and health issues from a bigger picture and corporate perspective so as such, it is incumbent for members of this committee to act as their division liaisons helping to impart information shared within this meeting with their peers directly.
  - One of the easiest ways to provide this information to departments and colleagues is to have Risk Management as a permanent part of department meeting agendas.
    - This should also include communication with fellow colleagues to ensure health and safety messages were cascading down from managers to lead staff and front line employees.
  - Additionally, she asked if there was any needed support members would need to help with getting these messages to their areas.
    - Patricia mentioned that there have been some instances where Res Dining staff had questions about filling out the online Covid Pre-Screening surveys and what exactly needed to be sent to the managers to prove they had filled it out.
      - The HR Office has onboarding materials and documentation when it comes to filling these forms out that could help with filling this process.
      - Susie mentioned that she sends her staff information about filling these out when emailing them their weekly scheduling.
  - Rosa mentioned that more strategic messaging could be sent out through the HR Office to help provide more support for the committee members to refer to when staff have any ongoing questions and/or concerns.
    - This could be in the form of a Safety Message of the Month and cover everything from Covid mitigations to safety and accident issues.

#### 2. COVID Activity

- a. Staff Questions on CDC Guidelines (Mask/Travel/Exposure):
  - When it comes to the daily Covid Pre-Screening online survey, Rosa confirmed that this needs to be done daily for the foreseeable future by all Shops employees.
    - Additionally, she confirmed that this information was being presented to all onboarding staff when they first come to the HR Office in order to fill out their initial hiring paperwork.
- b. SSO Chicklets – Students vs. 49er Shops Employees
  - Rosa explained that students are actually given two types of this online Pre-Screening survey, one for their student status and one for their employment status.
    - Rosa reviewed what these icons would look for our student staff to show the committee members the difference between the two different allocations.

- The one that the student staff fills out before they show up for their shifts goes to the Shops via the ASM designation feature, however, the online survey filled out before their classes goes to an outsourced 3<sup>rd</sup> party vendor contracted through Student Health Services which we don't see any indication that has been completed.
  - Additionally, like the online Pre-Screening survey, the Vaccine Attestation also shows two different icons for student staff.
    - But when it comes to this icon, the HR staff wants the students to only fill out the campus side since they will be better able to capture that information moving forward.
- c. Vendor and Paper Surveys:
  - Rosa and Clint are also working on the vendor online Pre-Screening surveys process.
    - One part of this process being defined is which vendors would take the online survey to which Rosa believes it should be anyone who is working directly with any of our employees in closer contact.
    - Additionally, they are clarifying what happens with the online surveys vendors submit and if that should be kept on file and/or sent to the departmental manager of the staff the vendor is working with while on campus.
- d. NEW Vaccine Chicklet and Updates.
  - When it comes to the Vaccine Attestation online survey, there are different timelines for different groups on campus – staff (union and non-union), faculty (union and non-union), auxiliary departments and students.
    - Rosa reviewed what the process looks like for 49er Shops employees moving forward.
      - As a part of this, our staff will need to submit their vaccination record or ask for a religious or medical exemption and include documentation to support that requested exemption on their survey.
      - Then the HR staff will directly follow-up with those who have requested these vaccine exemptions once all of the documentation has been evaluated and confirmed.
        - ❖ The Shops still haven't received access for the campus HR's PeopleSoft system which is where the information is being stored once it is submitted.
        - ❖ Rosa is a part of a weekly meeting to discuss this process in more depth and should have more information to share with the group at the October Risk Management meeting.
      - Even though employees may request and receive a vaccine exemption, they will still be required to wear a mask at all times on campus along with automatic enrollment into the campus' Covid Surveillance Testing program to receive weekly tests.
        - ❖ What this testing process would be for our employees is still being determined in terms of if they would be able to go through the campus' testing program as well as how this testing would be allocated through their payroll since it is a requirement.
  - When the Vaccine Attestation process has been better defined then it will be updated into the Covid Response Plan which would be reviewed by the Committee for approval.
    - Rosa presented the different portions that currently make up the Covid Preparation Plan and highlighted the updated CalOSHA guidelines for the group.
      - From there, HR would put together training for managers along with write any needed policy documentation to support Covid health and safety guideline changes.

### 3. Inspections and Audits

- a. COVID Monthly Inspections & IIPP- Location Inspections Updates
  - As a reminder, departmental manager are responsible for filling out these location audits because these individuals would have the authority in their locations to get any necessary infractions fixed moving forward.
    - While Risk Management Committee members can help with auditing locations with their managers and helping to oversee this process, they shouldn't be the ones filling out these forms or submitting work requests.
    - Additionally, the only audit forms submitted should be the Shops version found on the Risk Management webpage and not from the campus.
  - Furthermore, Clint is still receiving location audits without the corresponding office documentation attached for those departments who do have office areas included.
    - All audit forms must be submitted with the correct file name through the FNS-Risk email account that Clint and Eliana oversee for this audit process.
    - When it comes to health inspections forms there was a question about whether these get sent to the General Manager to keep records as was traditionally done in the past.
      - Robert confirmed that copies of these should go to the Directors who would send it on to the General Manager's Office.
    - Eliana mentioned that if there are any additional questions about this process and/or these forms then committee members and departmental manages can reach out to her directly.
      - She will be the one who will be officially overseeing this process by the end of this calendar year.
- b. Facilitating Audit Forms 2.0
  - After there is a better handle of the process and submitting these documents, then we will work on revising these health and safety audit documents to better align with our specific location and departmental needs probably starting in 2022.

#### 4. 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 would be putting together a Worker's Compensation Refresher Training Course on Thursday, September 30<sup>th</sup> at 2pm.
  - The Human Resources staff believes that updated training may be needed since they have been receiving older version of these documents along with receiving questions about this process recently.
  - She will be inviting the departmental managers to attend and if they can't then asking that they send someone from their team.

#### 5. Business Continuity Training

- a. Ali spoke about how the Business Continuity Plan was put together and submitted to the campus back in Fall 2019.
  - However, with the onset of the Covid pandemic, there was a good amount of information that would need to be updated for the next revision of this document.
    - This would include business location updates along with updating the Essential Staff List and the Campus Contact List moving forward.
  - Robert spoke to the fact that while this Business Continuity Plan was designed to work well enough during an on-campus emergency, it wasn't designed for emergencies that would push employees off of campus as part of this process like what was seen when the pandemic hit last March 2020.

- Moving forward, he would like to meet with the Directors to discuss what kind of information should be included in this document as it pertains to our current situation.
  - Ali will send out the Staff Lists to the Directors so that they can start identifying what kind of changes should be made to these documents.

## 6. CPR – First Aid/AED/General Training

- a. The campus would be conducting additional training dates for First Aid, CPR and AED devices with Tom Lopez for those who were unable to go over the summer or had been newly hired.
  - In terms of having access to an AED device closer to the Bookstore in case of an emergency, Clint would follow-up with George Alfaro to see what that status was moving forward.
- b. These additional sessions would be conducted on the following dates from 8:30am to 1:30pm:
  - September 8, 14, 20 and 22<sup>nd</sup>
  - October 5, 13, 19 and 20<sup>th</sup>
- c. Execution of Bookstore, Retail and Dining Equipment Training
  - Eliana reported that this kind of training is now included as a part of the onboarding process via the Success Training Portal when requests are received for new hires.
    - There was some questions about who was overseeing this process for the Bookstore Convenience Store and Art Store.
      - Patrick and Cyndi confirmed that this training was being handled through Josie currently and that when it comes to safety training, both locations didn't have much equipment to include for that at their locations.
      - Eliana would go ahead and follow-up with Josie and Patrick in order to determine if they needed any support on the Bookstore side with training.
- d. 2021 – 2022 CSURMA-AORMA Risk Management Webinar Series
  - As part of our partnership with CSURMA, we do receive updated risk management training that Robert believes could help supplement our staff as well as provide resources for them and their departments.
    - When these training opportunities are scheduled, they will be forwarded to the Risk Management Committee to disseminate to their divisions.
- e. Food Handlers Card Training System
  - There were some questions about who would be the contact point for the divisions and if they needed any additional support and/or resources.
    - Clint confirmed that Margie handles that for the Retail Dining staff once a staff member is hired then passes that responsibility on to their location manager.
      - This way these managers would be able to keep the certificate documentation on file for these employees if asked for during an inspection.
    - The Bookstore is handled through Patrick who also keeps track of the training and the binder of certificates.

## 7. Action Items & Next Steps

- a. Our next meeting was decided to be on Wednesday, October 20<sup>th</sup> at 2pm
- b. Rosa mentioned that she is working with Ali in order to get the Risk Management webpage on the main 49er Shops homepage as part of the Employment drop down menu which had been a suggestion at the last meeting.