

**Risk Management Meeting – All Divisions**  
**Monday, May 24, 2021 – 2:00PM**  
**Audit schedule – Dining Services / Feb, May, Aug, Nov**  
**Audit schedule – Bookstore Services / Jan, Apr, Jul, Oct**

1. COVID Activity
  - a. Staff Questions on CDC Guidelines/Masks/Travel/Exposure (Rosa/Eliana)
2. Inspections and Audits
  - a. COVID Monthly Inspections Update (Clint)
  - b. IIPP- Location Inspections Audit (Clint)
    - i. Responsibility of Department Managers
    - ii. Audit and Documenting Corrections
  - c. NEW Department Manager Training- Process Review
    - i. Audit forms
    - ii. Risk Management website
  - d. Corporate Offices
3. Accident Investigation Update (Eliana)
4. NEW Kitchen Equipment Training (Eliana/Clint)
  - a. Follow- up
5. First Aid/CPR/AED Training
  - a. AED location
6. Action Items & Next Steps