1. Recurring Business
   a. Accident Investigation Review
   b. Check-in: Quarterly Location Inspections (Hold)
   c. Check-in: Vehicle Inspections (Hold)
   d. Update: Evacuation Maps (Hold)
   e. Update: Fire Extinguisher Signage (Hold)
   f. Our COVID Response Plan
      i. Cleaning and Sanitation Plans
         1. Finalize companywide contacts for (supplies, signage, masks, etc.)
         2. Ensuring SDS Sheets are updated and posted; staff are trained
      ii. Additional Resources Needed
      iii. Department level- staff feedback and follow-up needed

2. Action Items & Next Steps
   a. Restart-> Quarterly Location Inspections
   b. Restart-> Vehicle Inspections
   c. Update if Needed-> Evacuation Maps for Open Locations
   d. Update if Needed-> Fire Extinguisher Signage for Open Locations