MINUTES

Risk Management Meeting – All Divisions

Friday, September 11, 2020 – 2:00PM

Zoom Conference Meeting
(Exception Made Due to Covid-19 Issues & Campus Safety Precautions)

Staff Present: Rosa Hernandez  Robert de Wit  Clint Campbell  Alfredo Macias
Cyndi Farrington  Marianne Russo  Tom Collier  Ali Hamidian
Patrick Joyce  Margie Ramirez  Susie Uriarte  Eliana Diaz
Sandra Ramirez  Jason Eisenmann  Jordana Welti  Rochelle McCoy
Owen Ellis  Lily Lopez  Rico Ovalles  Josie Ramirez
Majid Zahedi  Manuel Gil  Kristin Bonetati

Absent:  Vinny Savastano  Liz Sanchez  Patricia Arredondo

1. Recurring Business

a. Accident Investigation Review ➔ HOLD
b. Check-in: Quarterly Location Inspections ➔ HOLD
c. Check-in: Vehicle Inspections ➔ HOLD
d. Update: Evacuation Maps: January ➔ HOLD
e. Update: Fire Extinguisher Signage; January ➔ HOLD
   • With the events that occurred on campus in the middle of March concerning the COVID-19 crisis has been the main focus for the past few Risk Management committee meetings. Once this has been settled in terms of updated documentation, policies and procedures, we can begin to include the above items back into the topics of the meetings.
   • Robert reiterated that with the ongoing Covid-19 pandemic health crises, the Risk Management committee is instrumental in helping to mitigate risks for the company at every department level.
   • As part of this along with some of the occurrences that have happened within the last few months, this would be an ideal time to review our Business Continuity plan and edit as needed with new and updated information moving forward.
f. Our COVID Response Plan:
   i. Cleaning and Sanitation Plans Review
      ➢ Rosa stated that we have received the Departmental Cleaning Plans and appreciated all of the feedback from departments on these breakdowns.
      ➢ When Rosa asked if there was any additional feedback on these cleaning plans there wasn’t any comments.
   ii. Resources
      ➢ When it comes to receiving needed cleaning supplies and their SDS sheets for safety reasons that process still needs to be formalized.
         o After some discussion among the members, it was decided that it would be best to have a central contact for these cleaning items to facilitate buying them in bulk to be the most cost effective.
Currently, Cyndi has been assisting in getting signs for the Bookstore departments and could help with any other divisions’ sign needs.

There are Lysol cleaning supplies and wipes located in the Warehouse. As those as used up, we will be transitioning to a chemical cleaning spray dispenser and wipes. When it comes to this process Clint and Jason are working on formalizing that in the future.

Clint recommended that we do not use paper towels when cleaning the plexiglass shields as this may scratch and/or damage them. It was discussed that either soap and water or microfiber cloths would be best for cleaning these. Jason will be purchasing bottles and cloths to distribute for cleaning purposes.

INX has been coming daily to cleaning the Shops locations on a regular and consistent basis which includes an industrial fogging spray service at least once and sometimes twice daily depending on traffic in the areas.

iii. Departmental Level – staff feedback and any follow-up needed:

- There was a question about customers using the bathrooms in the Bookstore. Since there are very few buildings on campus open, we have allowed customers access to use the corporate restrooms on the 2nd floor.
  - ID Card Services and Bookstore staff do need to let them in through the coded door to grant access and for safety reasons the door can not be left open and the gate code can not be posted above the lock.
  - Also, those individuals who do come in for the restrooms tend to stay and shop at the Bookstore so we don’t want to discourage this activity.
- When it comes to the main employee door by the HR Office, while Human Resources staff is cleaning this regularly, it still seems to appear dirty. One suggestion was that it might be the hand sanitizer making it more grimy.
- Rosa asked if there was any additional feedback from any of the committee members and/or their staff and there wasn’t any comments shared.

• Campus Efforts: The campus has implemented an Employee Health Pre-Screening & Monitoring system based on answers provided from an online survey that all campus staff need to fill out before coming to work.
  - This online survey must be filled out daily by all 49er Shops employees who are working on campus.
  - As such, employees who are sick must stay home and not come to campus.
  - New employees must notify immediate supervisors if they are sick while telecommuting or on their “day off”.
  - This system seems to be doing well, however, over the past few weeks there have been issues with some student employees who have not been filling out the form correctly.
    - If an employee does voluntarily get tested without presenting any symptoms and/or not under the direction of medical professionals, they can still report to work.
    - Management needs to review these situations and contact HR if a problem develops.
  - When it comes to monitoring that these surveys are being done, Robert asked how management is doing that on a departmental/divisional level.
    - Most departments are requiring that their staff forward them their Pre-Screening clearance email confirmations to verify that the survey has been taken as directed.
For departments that are larger, like Residential Dining, they are doing spot checks where they ask their staff at random timeframes to show them their confirmation emails.

- Robert believes we need a balanced approach for employees who are currently telecommuting and those coming into the office especially when it concerns maintaining safety and social distancing standards.
- Rosa asked the members if anyone needed support with this process and there wasn’t any additional feedback given.

- **Campus Expanded Mask Policy:**
  - The campus has distributed an expanded mask policy guideline and are requiring that coverings must be worn during the following times:
    - Inside of, or waiting in line, to enter any indoor public spaces (including classrooms, laboratories, conference rooms, and campus facilities).
    - Engage in work when interacting in-person with any member of the public or in any space visited by members of the public.
    - Walking through or using common areas such as hallways, stairways and restrooms.
    - Outdoors in public spaces when keeping a six-foot distance from others is not possible.
  - The Shops have updated our policy to align with this mask policy as well as revise the Covid-19 Response Plan accordingly. Rosa will bring that to the next meeting for review.
  - Under this campus Mask Policy, they will be allowing limited exemptions for students and staff for mostly medical reasons. If anyone is requesting an exemption for either medical or mental health then it would go to certain areas on campus – students go to the Bob Murphy Access Center, staff go to the Office of Equity and Diversity, and faculty to the Faculty Affairs department.
    - It is unclear at this time if Auxiliaries will be included as well with this exemption clause and Robert and Clint will verify if that is the case with the campus.

2. **Action Items & Next Steps:**
   - **Action Items:**
     - We need to put together a list of cleaning items needed by departments and designate a staff member to be in charge of distributing those materials as well as purchasing them to be placed in a centralized location.
     - Clint and Jason will be formalizing the transition from Lysol wipes to a chemical spray and will be giving more information on that at a future meeting.
     - Rosa and the HR Staff will be updating Covid-19 Response Plan to include the new campus expanded Mask Policy.
     - Robert and Clint will confirm the exemption process with the campus and if that will include the campus auxiliaries moving forward.
   - **Next Steps:**
     - We do need to start with Cart Inspections again as we have just received new carts. Clint asked the committee if there were any issues with the procedures and processes for the Cart Inspections and there didn’t seem to be any issues.
     - At the next meeting, we will be bringing back the Quarterly Inspections schedule as well as giving history and background of what these are and how we need these completed.
     - While we still haven’t received the official Fire Marshall report, Clint, Eliana and Rosa have notes along feedback from Alliant that should be reviewed at the next meeting.
- It was decided that Friday, October 16th, at 2pm would be a good time to hold the next Risk Management Committee Meeting.