

# MINUTES

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

**Wednesday, July 20, 2022 – 2:30PM**

### **Zoom Conference Meeting**

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

Staff Present:	Robert de Wit	Gordon Copley	Clint Campbell	Rosa Hernandez
	Eliana Diaz	Alfredo Macias	Tom Collier	Marianne Russo
	Liz Sanchez	Cyndi Farrington	Patrick Joyce	Jason Eisenmann
	Margie Ramirez	Manuel Gil	Patricia Arredondo	
Absent:	Ali Hamidian			
Guests:	Sylvana Cicero	Associate Executive Director of Associated Students, Inc.		
	Jordan Eres	Assistant Director, Human Resources of Associated Students, Inc.		
	Jesse Avella	Employee Training & Safety Coordinator of Associated Students, Inc.		
	Arnecia Bryant	Director, Facility Operations & Sustainability of Associated Students, Inc.		

#### 1. Introductions

- As we move forward with the Shared Services activity between the 49er Shops and Associated Students, Inc., Rosa had our guests from ASI introduce themselves and our staff introduced themselves in kind.
  - Rosa, Clint and Eliana would be auditing their Safety Committee Meeting to see if we can learn from each other's procedures and processes in the future.

#### 2. COVID Activity

##### a. Cleaning Protocols

- Rosa discussed that nothing has changed regarding our current COVID health and safety guidelines as discussed in the past meeting's June updates, however, quarantines and positive Covid cases did remain high over the past few months.
  - As such, she wanted to recommend that Departmental Cleaning Protocols were reviewed for the fall semester especially knowing that many of the departments would be hiring more staff to support the extra traffic on campus.
  - These can and should be updated regularly based on staff along with updated hours of operation and if there are new changes, those should be forwarded to HR so they can be posted online accordingly.
- Rosa reminded the group that if any of their employees are experiencing Covid symptoms or have been exposed to the virus they need to fill out the form that can be accessed by clicking on the Forty-Niner Shops COVID Survey chiclet found on the SSO portal.
  - The data collected from this form is used by Eliana to help with coordinating for possible quarantines, providing information about tests needed along with being used for contact tracing for the organization.
    - Recently, the campus has restored their online Pre-Screening COVID Symptom Survey, however, Rosa has asked ITS to not include that chiclet on our staff's SSO dashboard to minimize confusion in the future.
- Additionally, mask mandates for the 49er Shops are still continuing and all employees need to wear mask at all times while working unless they are alone in an office.

- With cases still on the rise, Rosa believes that LA County and Long Beach Health Department may re-instate the indoor mask mandates in order to help curb the risk of exposure moving forward.
  - If that does become the case then new signage, guidelines and emailed communications would be sent to all 49er Shops employees.

### 3. Inspections and Audits

#### a. Updated Audit Forms:

- Clint reviewed and discussed some reoccurring issues and mistakes that he was still receiving on completed Audit Forms which includes the following:
  - The name of the file should not only contain the word “Audit” as the title and the correct naming convention have been included on the upper right-hand section of the most up-to-date form.
  - Separate emails should be submitted for different audit form types with the correct file name per document.
  - If managers are not sure which answer to give for a question, they shouldn’t just choose “N/A” as a default for not know or understanding how best to answer.
    - Clint can field any question about these forms and would rather that any issues come into him so that these documents are completed correctly.
- Additionally, Clint has the updated Cart Inspection documents and would distribute those to the group.

#### b. Fire Marshall/Internal Walkthrough – TBD

- Eliana and Clint would be conducting this walkthrough over the next few weeks to review all Shops’ locations in order to check if there would be any hazards or issues that could be written-up as an exception during a regular Fire Marshall walkthrough.

### 4. Incident/Safety Update

#### a. Accident Investigation Forms

- Eliana reported that there have been 6 workers compensation related accidents that have happened since the beginning of the year.
  - Some of these have occurred due to the fact that staff had the wrong personal protective equipment (PPE) or hadn’t known where these items were in their departments.
- As we approach the fall semester, she asked that if any employees need new PPE then to please have them reach to the HR to help prevent any future incidents in the future.

### 5. Emergency Evacuation Maps

#### a. Update Status

- Eliana reported that while several of these had been completed, she was working with the Communications team and doing walkthroughs to finalize a few more locations.
  - This would include the Residential Dining Halls, CHillside Café, and the Beach on 2<sup>nd</sup> Street.

### 6. Items to Watch

#### a. Business Continuity Plan

- Since Ali was not able to attend, Marianne discussed that he would like to have this topic flagged for the next Directors’ Meeting so that they could provide him more information as to who should be involved in these meetings and how best to get that process started.

#### b. Back-to-School Concerns

- Rosa asked the group if there were any concerns and/or questions that they or their staff as we get closer to the start of the fall semester.
  - The only question was about whether the campus had any health and safety related guidelines for social gatherings or events that people would want to schedule at our 49er Shops’ locations.

- Clint confirmed that at this time the only guidelines would pertain to much larger events of over 150 people.

7. Action Items & Next Steps

a. Meeting Frequency

- The next meeting will be had on September 14<sup>th</sup> at 2:30pm since August would be a very busy month throughout the organization.