

MINUTES

Risk Management Meeting – All Divisions

Wednesday, March 16, 2022 – 2:30PM

Zoom Conference Meeting

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

Staff Present:	Cyndi Farrington	Rosa Hernandez	Eliana Diaz	Clint Campbell
	Alfredo Macias	Tom Collier	Marianne Russo	Ali Hamidian
	Liz Sanchez	Patrick Joyce	Jason Eisenmann	Margie Ramirez
	Susie Uriarte	Manuel Gil	Patricia Arredondo	
Absent:	Robert de Wit			

1. COVID Activity

a. Staff Questions on CDC Guidelines (Mask/Travel/Exposure):

- Rosa discussed that the University plans to continue have anyone who comes onto campus fill out the COVID Pre-Screening Symptom Survey through the SSO portal moving forward.
 - Unfortunately, the Qualtrics issue affecting the chain of notification emails going out from filling out this survey online are happening on and off currently.
 - This is a nationwide issue with the Qualtrics system and they are working as quickly as possible to get it completely back up and working again, however, there isn't an anticipated date for that yet.
- Since the last Risk Management meeting there have been changes updated through LA County and the Long Beach Health department regarding masking guidelines.
 - Customers, including students, coming into our retail locations at the front of the house, are “Strongly Recommended” to wear masks.
 - However, all 49er Shops staff, even those working at the back of the house areas, are “Required” to wear masks especially since the CalOSHA guidelines put in place at the beginning of the year haven't changed.
 - Rosa recently sent out an email explaining these changes along with the mask distinctions and provided the appropriate area signs that would help customers and staff understand what was expected of them.
 - It was preferred that only employees be allowed into our back of house areas since everyone would need to be masked for their continued safety.
 - When Rosa asked if there were any questions about these updated requirements, she received the following feedback:
 - There was a question about the Bookstore's ADA elevator access since it would require customers to go through the back office areas even though there was a strong likelihood that customers may not be wearing masks.
 - ❖ After some discussion, it was decided that masks would be offered to these customers by Shops' employees since this could cause a bigger service issue for the Bookstore.
 - Additionally, there was inquiry about what kind of masks would need to be worn by our staff:
 - ❖ Rosa confirmed that employees would be required to wear N95's, KN95's, or wear two medical grade surgical masks as per the current CalOSHA employee requirements.

b. Vaccination Exceptions

- At the end of last semester, there was a notification from the campus mandating that all staff would need to get the vaccine booster six months after receiving either the dual shot from Pfizer/Moderna or the single J&J shot in order to be considered as “Fully Vaccinated”.
 - Once that booster shot was received then it would need to be included on the Vaccination Attestation portal through the SSO platform.
 - The deadline for getting these boosters done and updated was designated as February 28, 2022.
 - Rosa reported that she had received feedback from staff who had received the vaccine but had concerns and/or didn’t want to get the booster shot.
 - Unfortunately, the campus would not be allowing either religious or medical exemptions for this booster alone unless that was also used for the vaccine.
- An email will be sent out to our staff later in the week that would address this booster mandate again and ask that all of our staff comply with this campus request at their earliest convenience.
 - For those employees that will not comply with this process, they will need to be enrolled in the COVID Testing process moving forward.
- Rosa asked if there was any additional question regarding Covid and ongoing safety protocols and guidelines to which the group discussed the following:
 - As more meetings are being scheduled in the Corporate Conference Room, there were questions about if there would be guidelines to using this space.
 - Rosa reported that the Directors had recently discussed this and the room could be used as long as these guidelines were adhered to:
 - ❖ Maximum capacity at 50% or 10 people
 - ❖ All participants would need to wear masks
 - ❖ The room would need to be cleaned with disinfectant wipes after each use which shouldn’t affect the table and chairs too much.
 - There was a question about whether the Residential Dining table spacing was still in effect at the Dining Halls.
 - Alfredo confirmed that this was still the case, however, depending on if everything stays the way it is now, they may allow closer table seating after the Spring Break week.
 - Eliana asked the group to make sure to remind their departmental managers to have their staff return her phone calls if they are experiencing Covid symptoms or would need to quarantine due to exposure.
 - By delaying getting back to her then it could mean that they may not be able to get cleared to go back to work as quickly as their managers would prefer.

2. Inspections and Audits

a. Updated Audit Forms:

- Clint will be working with Eliana in order to make the audit forms more comprehensive overall along with including some more division specific items for review.
 - They are hoping to get these updates done over the next few weeks for review at a future meeting.
- As a reminder, Clint spoke to the fact that when it comes to these Audit forms, they must be signed by a department manager before being submitted to him.
 - While members of the Risk Management Committee can accompany their departmental manager(s) and help them with their location audits, they should not be the ones signing off on these documents as it is the responsibility of the location managers specifically

- One of the main reasons for this is because they would be able to take ownership and have the authority to make any needed repair and/or maintenance requests for items that would need to be fixed, updated or upgraded.
 - b. Fire Marshall/Internal Walkthrough – TBD
 - At the previous meeting, Clint discussed that he and Eliana would be doing a walkthrough over the next few weeks to review the exceptions made at the previous Fire Marshall audit as well as identify potential hazards that are occurring now.
 - The dates for this will not be announced as they don't want anyone to clean their areas beforehand so that if there are issues they can be addressed together with staff members.
- 3. Accident Investigation Update
 - a. MOMS Forms
 - When an employee gets hurt, the Authorization To Treat forms must be filled out and verified before they go to the MOMS Facility or they will not be able to be treated by the staff there when they arrive.
 - While Rosa and Eliana can provide verbal authorization over the phone, this may lead to a delay in treatment if they happen to not be available when the call comes in for staff being seen.
 - b. Accident Investigation Forms
 - Eliana stressed that when an accident does occur, the HR Office needs to receive the Accident Investigation Report along with the Employee Accident forms
 - The main reasons for this is that it helps both Human Resources along with our insurance company representatives understand why the accident happened, how it happened and more importantly, how it can be prevented in the future.
 - This could mean including updating training for staff, identifying if equipment needs to be replaced or if proper personal protective equipment may need to be purchased and distributed
 - However, if there are repeated incidents, staff members including manager may receive write-ups with disciplinary actions for disregarding safety rules and protocols.
- 4. Emergency Evacuation Maps
 - a. Update Status
 - Eliana reported that she is working with Vinny and departmental managers on finalizing these to hopefully have them done soon.
 - Once completed they will contact managers in order to have them distributed accordingly.
- 5. General Training
 - a. COVID Training / Acknowledgement Forms
 - These trainings are still be distributing through the Succeed Training portal and when they are completed, Acknowledgement Forms are sent to the HR Office for their records.
 - b. N-95 Mask Training
 - As part of campus policy, employees are being given N-95 masks and once received then they will be assigned mask training in order to be shown instructions on how to appropriately wear and maintain these masks accordingly.
 - c. NEW – Customer Retail Safety TBD
 - Eliana reported that she had reached out to our Alliant insurance representatives and let them know about the customer incidents we had been experiencing recently.
 - Alliant will review their safety training catalog and put together a training program over the next few months.

- Once received then the group can discuss how this would be rolled and to whom we should give this to moving forward.

6. Items to Watch

a. Business Continuity Plan

- Ali discussed that the University is developing a process of updating the Business Continuity Plan using the current pandemic as an active test.
 - Everything that was done, planned and/or organized for the COVID pandemic then will need to be collected and reviewed so to help with this, Ali has put together a Microsoft Teams for this Business Continuity Active Test process.
 - Under files, he has included folders for the different departments that would handle activities previously defined as priorities which would include the following:
 - ❖ Residential Dining
 - ❖ Human Resources
 - ❖ IT Department
 - Once this documentation is received, then Ali and the Directors would be able to review and verify them before they would then be moved to the campus' Business Continuity Website.

b. Vendor Roll Call

- Rosa explained that she and Clint had been putting together a spreadsheet to better define 3rd party vendors who worked closely with and/or in our departmental facilities.
 - The driving factor to create this had begun when considering Covid and safety mitigations with these vendors to make sure their standards met those of the campus overall along with determining how Covid exposure would be communicated between both of our organizations.
 - As a secondary part of this project, this spreadsheet could include details about how these vendor employees are trained regarding Codes of Conduct and Sexual Harassment and if that would be included in our initial contracts with them moving forward.

c. New Business

- At some point, Clint would like to include Blood Pathogen Training and evaluate how we could get that scheduled for our staff with George Alfaro and his teams.
 - This would especially be helpful with some of the accidents that have recently occurred with our Dining staff members.

7. Action Items & Next Steps

a. Meeting Frequency

- The next meeting would be scheduled for April 13th, at 2:30pm