

MINUTES

Risk Management Meeting – All Divisions

Wednesday, April 20, 2022 – 2:30PM

Zoom Conference Meeting

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

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

1. COVID Activity

- a. Staff Questions on CDC Guidelines (Mask/Travel/Exposure):
 - Rosa discussed that nothing has changed regarding current COVID health and safety guidelines established by CalOSHA earlier in the year.
 - Staff quarantines remain high at between 13 – 16 people over the last few weeks.
 - The Directors have been involved in some recent meetings on the campus side where discussions were had about COVID mitigations past the spring semester timeframe specifically in terms of masks and the Pre-Screening COVID online survey.
 - If anything does change, the group will probably receive more definitive information coming from campus over the next weeks.
- b. Vaccination Exceptions
 - As per previous discussions, Rosa explained that while the campus had already mandated the COVID vaccines for all employees they had made the decision towards the end of 2021 to include the required booster shot as part of this process on the Employee Vaccine Attestation Survey.
 - The deadline for getting these boosters done and updated was designated as February 28, 2022, but there hasn't been much follow-up from the campus about this deadline.
 - For those employees that choose not to comply with this process, they will need to be enrolled in the COVID Testing program moving forward.
 - However, there are also questions about whether this testing process will be continuing after this semester as well.

2. Inspections and Audits

- a. Updated Audit Forms:
 - Eliana shared the updated Audit Inspection Forms that she and Clint had been working on based on the feedback from the group.
 - Some of the changes to the form include the following:
 - The Corrective Action form has been included within the last part of this new document instead of being its own separate form.
 - Information for the Office Audit reports are now included within this new and more comprehensive form.
 - Moving forward, Clint will including division specific items such as annual audit items.
 - She let everyone know that she would be sending out this document after the meeting so that it could be used for the upcoming Bookstore and Corporate Audits due at the end of April.

- There were several Bookstore and Corporate committee members who responded that their departments had already conducted these audits using the previous form.
 - As such, Eliana recommended that all of the department representatives go ahead and use the older form this time around and transition to the new form for the Dining Services audits in May.
 - However, she would still send over the new Audit form after the meeting so that the group could review it and get back to her and Clint if they had any questions.
 - b. Fire Marshall/Internal Walkthrough – TBD
 - As discussed in previous meetings, Eliana reminded the group that she and Clint would be doing a walkthrough over the next few weeks to review the exceptions made during the previous Fire Marshall audit as well as identify potential hazards that are occurring now.
- 3. Incident/Safety Update
 - a. Accident Investigation Forms
 - Eliana re-iterated to the group that it is vital that both the Accident Investigation Report and the Employee Accident forms be turned into the HR Office when an accident occurs.
 - The reason for this is that it not only helps us to understand why an accident happened but also how best to prevent it from happening again in the future.
 - From this information, HR can determine if there would need to be updated training for staff, identify if equipment needs to be replaced or if any PPE may need to be purchased and distributed accordingly.
- 4. Emergency Evacuation Maps
 - a. Update Status
 - Eliana reported that she is working with both Vinny and Tomoka on the final edits to these Evacuation Maps so they should be completed soon.
 - Once they are done, she will contact managers in order to have them distributed accordingly.
- 5. General Training
 - a. COVID Training / Acknowledgement Forms
 - These trainings are distributed through our Succeed Training portal and when this has been completed, Acknowledgement Forms are then sent to the HR Office for recordkeeping and audit purposes.
 - b. N-95 Mask Training
 - In terms of this training, Eliana will be running and finalizing a list of which employees would still need to take this training moving forward.
 - c. NEW – Customer Retail Safety TBD
 - Eliana reported that she had reached out to our Alliant insurance representatives who were able to send over a 7-minute video training designed to demonstrate how to de-escalate a potential customer situation.
 - Rosa suggested that this could be sent to the Directors for their review and direction of how this training video should be distributed to their divisions moving forward.
 - d. Bloodborne Pathogens Training TBD
 - It was reported that Eliana and Clint had discussed this training with George Alfaro to help with putting together a training program for the 49er Shops in the near future.
 - At this point, George is reviewing the Alliant training that we already have as part of the Succeed portal to verify if it would meet the campus' standards.

- After the training has been finalized with the campus, we would still need to identify which positions would need to take this training along with determining which departments would require Clean-Up kits for these kinds of incidents.

6. Items to Watch

a. Business Continuity Plan

- Ali continued the discussion on how the University is using the current pandemic as an active test for future updates to be included within the Business Continuity Plan.
 - As part of this, everything that has been done, planned and/or organized for and due to the COVID pandemic conditions would need to be collected and then submitted to the campus.
 - Ali has put together a Microsoft Teams to help with this process and is working with the Directors on who from their staff should be involved with organizing this information.
 - The timeframe for starting this process had been defined as after Commencement, so Ali would schedule a meeting in June to help define the next steps and how best to proceed.
 - A suggestion was made to put together a template for these documents and Ali will look into what could be done for that on his end.

b. Vendor Roll Call

- Rosa explained she and Clint had worked together on a 3rd party vendors spreadsheet during the pandemic to better define all 3rd party vendors who worked closely with and/or in our departmental facilities.
 - The original reasoning behind this was to help verify their Covid and safety mitigations to make sure that these aligned with the campus along with determining how Covid exposure would be communicated between both parties.
- With the changing Covid guidelines, this Vendor Roll Call spreadsheet could also be used to help address code of conduct and/or personnel issues that have come up between vendors and our staff as well as be used for future management of these 3rd party vendors by division.
 - In terms of next steps with this process, there was a suggestion to wait until more direction has been provided in terms of ongoing Covid protocols especially with the campus before we delve into the code of conduct direction and if there are any new personnel issues those should be directly dealt with on a case by case basis.

7. Action Items & Next Steps

a. Meeting Frequency

- The next meeting would be scheduled for May 25th, at 2:30pm