

MINUTES

Risk Management Meeting – All Divisions

Tuesday, February 15, 2022 – 2:30PM

Zoom Conference Meeting

(Exception Made Due to ongoing Covid-19 Safety Precautions)

Staff Present: Gordon Copley Clint Campbell Rosa Hernandez Alfredo Macias
 Tom Collier Ali Hamidian Marianne Russo Liz Sanchez
 Patrick Joyce Jason Eisenmann Margie Ramirez Manuel Gil
 Patricia Arredondo

Guests: Arnecia Bryant Jesse Avella

1. COVID Activity

- a. New Requirements for the Covid Protection Plan – Effective February 3rd, 2023
 - As per new protocols recently passed, the Covid Protection Plan will be rolled into the hazardous section of the current Illness Injury and Protection Program (IIPP) documentation moving forward.
 - This will also be included in the IIPP Training for newly hired 49er Shops employees and the HR staff is currently working on what that will look like in the future.
- b. CDC Guidelines
 - The group was asked if there were any questions and/or feedback regarding the updated Covid Pre-Screening Survey Flow Chart, Masks or Covid tests.
 - Rosa explained that the Flow Chart came about in response to the removal of California’s Covid Supplemental and Exclusion Pay.
 - Some of the members reported that they and/or their staff were confused by the process, so Rosa and Eliana explained it thoroughly for the group.
 - An email has recently been sent out to employees stating that Covid tests are available for pick-up at the Human Resources Office.
 - They have been working on getting these testing supplies from George Alfaro and may even work with campus vendors in case there is a need for additional supplies for staff.

2. Inspections and Audits

- a. Audit Forms:
 - Clint had some feedback about the audit documents received and discussed the following:
 - There was a question about whether a work order had been placed for a backup alarm at the Dining Hall and Alfredo let him know he would follow up on this with his staff.
 - There was another question about whether extra office audit documentation would need to be filled out when a location facility audit was done.
 - Clint believes this may be excessive since there is an office location area included within the location facility audit documentation.
 - Monthly Covid Inspections
 - As the Shops and the campus have removed more and more Covid restrictions and requirements, it has been decided that these monthly inspection audit documents would no longer be required.
 - New Schedule for Inspections

- To provide context, Rosa spoke to how when the committee was originally put together there had been a discussion about reducing the number of times these location audits would need to be completed as we moved forward and got better with this process.
 - Clint reported that he has been noticing that audit forms have been coming in on time and generally with few errors so he, Eliana and Rosa believe this may be a good time to make this switch.
- Moving forward this schedule would be reduced to the following timeframes:
 - All divisions (Dining Services, Bookstore Services and Corporate Offices) would now be required to turn in their audit documents in April and October.
 - ❖ Clint also plans to do some additional edits to the documentation form and will be sending that out for review once it is completed.
 - Audit forms that had been received in January and February would be used as the documentation for the upcoming April timeframe.
- Additionally, Eliana had checked with George Alfaro on this new audit calendar timeline, and he confirmed that the Shops would still be following the campus requirements.

3. Incident/Safety Update

a. Accident Investigation

- Eliana reported that in terms of safety and accidents, we were doing well compared to the previous year.
 - There has been one recent cut accident but that seemed to be the product employees rushing these tasks due to continuing staff shortages.
- Customer/Vendor Report
 - A form has been created for when customers have been injured while at 49er Shops locations.
- Workers Compensation Training – March
 - Eliana reported that this new Customer/Vendor Report document will be put into the annual Workers Compensation Training for management staff.
 - Dates for this training will be emailed out over the next few weeks for the March timeframe.

4. Emergency Evacuation Maps

a. Update Status

- Eliana reported that all Evacuation Maps have now been finalized for all open 49er Shops locations.
 - Next steps would be to put together an Emergency Preparedness Plan hopefully before the Fall Semester utilizing these documents.

5. General Training

a. First 30 Days

- The required HR Training for the first 30 days have been going well and include the following:
 - COVID General Awareness Training / COVID Response Plan
 - Sexual Harassment Training at 1 hour for regular employees or a 2-hour Sexual Harassment Training for the supervisors and management staff.
 - Customer De-Escalation Training
- Eliana asked if there was any feedback from the group as to how this was going for their employees.
 - The consensus was that this onboarding training was going well and the Orientation Spreadsheet that managers could review to see when the training had been completed for new employees has been very helpful in scheduling new staff members.

- Starting March 1st, the COVID General Awareness and COVID Response Plan Training will not be required as it will move into the IIPP training as had been discussed earlier.

6. New Business

a. Ergonomics Training

- Requests for this type of training have been asked for in the past so HR will be working on putting that together to be rolled out to staff soon.

b. IIPP Training

- Training for the updates to our Injury Illness Prevention Plan document will be sent out to all employees soon.
 - This would come with an acknowledgement document that would be the same for all new employees starting their employment with us.

c. More Training Opportunities

- With the ever-increasing risk of an on-campus shooting, the Senior Leadership Team have been discussing having staff attend an Active Shooter Training with the campus.
 - Eliana has been in touch with Allyson Joy to see if we can align with whatever training they have planned to move forward.
 - Arnecia mentioned that Jesse had done Active Shooter Training as well as ergonomic safety checks so Rosa and Eliana would follow-up with them.

7. Action Items & Next Steps

a. After some discussions between the Associate Executive Directors and their Directors, they agreed that a shift may be for this Committee since we have done some recent re-organization of roles within the divisions.

- Moving forward the make-up of this committee would be shifted to align with the new Associate Director roles since Risk Management would fall under their operational responsibilities to a greater degree.
- Additionally, this group would meet about once a quarter rather than monthly which would align more with the updated location audit schedule.
 - This new committee would consist of the following:
 - Tom for the Accounting Offices
 - Ali for the IT Support Department
 - Marianne for the Communications Department
 - Patrick Joyce, Kristin Bonetati and Rico Ovalles from the Bookstore Services department
 - Jenny Lew for the Residential Dining Services
 - Margie Ramirez for the Retail Dining Services
 - The rest of the current committee could attend if they would like but they wouldn't be required to attend.
- The next meeting was confirmed for Wednesday, June 14th @ 2:30pm