

Executive Safety Committee (ESC) MINUTES

Tuesday September 29, 2019 | 11:00am – 12:00 pm | ZOOM

ATTENDANCE AND MEMBERSHIP LISTED AT END

Note: If you no longer wish to be on the membership list, please contact Nayeli Gonzalez, n.parra@csus.edu.

CALL TO ORDER: 11:04 am by Gary Rosenblum, Chair

MINUTES APPROVAL: Approved

OPEN FORUM

Susan C-M. asked if facilities management employees are to wear face coverings when working on Campus. Gary R. responded that if they are working outside, alone they are not required. Chela C. mentioned that employees need to wear a mask as required by the Return To Work protocol, but that it is not required at all times. She described that when they are working outside, and are six feet apart from others they do not need to wear one. Susan C-M. stated that she noticed three facilities working between Del Norte and River front who were not properly wearing their masks, and had asked them to please wear their masks. Chela C. mentioned that perhaps the workers were done with their job, and were getting ready to head out and took them off, but that it all depends on situations. She added that as long as they are within compliance, they should be ok. Gary R. stated that it is preferable if they wore their mask, but it is feasible not to wear and agreed with Chela C, on compliance. Gary R. mentioned that they are hoping people are wearing face coverings, and staying six feet apart.

Kevan S. mentioned that they are starting to get request from faculty who want to take students to voluntary fieldtrips in addition to staff who serve as advisors, who are being asked by students when they can return to campus to meet for curriculum needs. They are looking for guidance as they are entering virtual conferences and competitions for the spring. Gary R. mentioned that spring activities are being reviewed at the moment. Chela C. asked for clarification as some are not Faculty. She mentioned if the spring request have to be amended through the process of Onbase, and accessed on a case-by-case basis. Gary R. mentioned that there is a range of request, that for example classes did not go through Onbase, that the form was used for administrative purposes. Individual classes were reviewed by EHS and Student Health individually, not through Onbase. Gary R. mentioned that activities would be adjusted on a case-by-case basis, when changes are made. Faculty who are asking changes, such as adding fieldtrips or adding more students in their classroom, etc. will need to update EHS and EHS will review and approve such requests. Gary R, mentioned that they are first looking at automatically approving classes that have not changed, that are the same as the fall, but if there are any drastic changes, those safety protocols will be reviewed and adjusted.

Lisa J. mentioned that this could also change if there are any changes in exposures that are reported to the county. Gary R. mentioned that it could get worse, or better, but that he wants people to continue to work with EHS.

Roy N. mentioned that he would like guidance on what could do as he is losing his stock room staff member, and is tough to get things done with limited people. He likes to know what the process will look in phase three. Gary R. mentioned that there will be flexibility, but all activities will still need to be reviewed on a case-by-case basis and approved by EHS, Student Health and County. Roy R. asked if it is ok to share his plans with Risk. Gary R. mentioned that there should be no issue with reviewing the plan, but to not make changes yet.

Bill M. mentioned that the return to work research has different levels of staging. He mentioned that at the moment, they are at 35% of staging, as restrictions get lifted, items will be adjusted, the rubric will be the same, but the allowable score will look different as conditions change,

Gary R. mentioned that the campus worked directly with the Chancellors office to get official approval for limited activities on campus for the fall, which included the specific limited numbers of people per day and that he cannot change the numbers drastically as this will cause the campus to fall out of compliance with the CO approval. He added that any changes will need to be resubmitted, that there is not a clear amount on how many are added that we need to keep that in mind. He shared that even changes to staff numbers are made, they need to be reported to the Chancellors office. Chela C. mentioned that such changes would have to be discussed with the union.

Michael K. asked what the protocol for fire drills are. He shared that although there is not a lot of people in campus, he wants to know what this is going to look like if there are limited floor marshals etc., that this should be considered. Todd D. mentioned that fire drills were postponed due to wildfires causing air problems, so outdoor activities, like leaving a building for a fire drill, were postponed. A new schedule will be coming out soon. Michael K. asked if there is going to be any changes made so that they are aware. Michel K. asked if this communications are getting sent out to the campus. Todd D. added that they should be receiving emails, guidance and tabletops.

Chemical Hygiene Plan Annual Report

Tyler H. reported that are findings for change as part of the chemical hygiene plan annual assessment. One is related to the operating procedures for inspecting labs across campus which will be and added SOP's and CHP. Second, there is a new process for the entire campus for purchasing chemicals that has Procurement and EHS reviewing and approving chemical purchases which will also be added to the CHP. The CHP will also add COVID-19 safety to the plan.

Tyler H. also reported that EHS is also responsible for an annual review for methods to minimize hazardous waste generation on campus. This year, with COVID-19, the amount of hazardous waste generated has dropped substantially. The volume is expected to increase when most classes reopen, and at time EHS will again look into areas for improvement. The CHP is passing all campus wide inspections but can improve moving forward. Gary R. added that for clarity, the CHP applies to all

campus chemical activities, and that NSM has developed its own Laboratory Safety Plan that involves safety of chemicals used for academics and research by the College in its two buildings.

Mandatory Safety Training: Changes for All Employees Announced

Gary announced that there are three mandatory safety trainings for all employees who work on campus. These are the Injury Illness Prevention Program (IIPP), Emergency Response Training and COVID-19 safety training. The IIPP and Emergency Response have been traditionally taken whenever new employees come on board. That means that most employees may have taken these trainings years ago and that no refresher training is required by law.

However, the law does require that the IIPP is “effective” and that Risk Management has determined that in order to be “effective,” every employee on campus will need to take a refresher IIPP and the Emergency Response training that goes along with it every three years. The initiation of this new refresher process was to start this March 2020, but the pandemic occurred and most employees were switched to telework, which made the IIPP and Emergency Response training less critical at this time. All the employees in Facilities Management received a new IIPP in person training session from Gary in the summer and fall of 2019 and they are not due for two more years. All other employees who have not taken it, or have not taken MPP101, working Safely which includes the IIPP refresher, will be eligible to have it on their Learning Track and have one year to complete it.

Any employee coming back to campus during the pandemic must take the COVID-19 Safety training before entering campus. Those that are teleworking are welcome to take the training because it is good safety information in the pandemic, but it is not required until they are actually coming on to campus, even for a day or a short visit.

The most immediate change is that the three mandatory trainings are now loaded into every employee’s Learning Track on CSU Learn, which is the learning management system operated by the Chancellor’s Office.

Roy N. asked if professors who are working from home need to take their annual required Laboratory Safety training. While many faculty are not necessarily working in physical labs at the moment, Gary R. requested that they take it so they do not get far behind on their compliance and keep up their safety training. Brittany A-S. mentioned that Tyler and herself will look into lab training, and how to move forward with this.

COVID-19 Update

Gary R. mentioned that the university is reporting and sharing the exposure of COVID-19, that they are publicly publishing the numbers every Monday. The numbers are obtained from the Student Health and Counseling Center which operates a web-based COVID-19 Reporting System.

Gary R. added that the student health center will review the risk and how it affects the campus. Gary R. added that the positive numbers are verified by the county. He added that those who are in campus who are positive will also be added to this chart. Lisa J. added that the number of positive are confirmed by tests, that the ones that are labeled on campus are from individuals who claimed they were on campus a few days before becoming symptomatic and tested positive. Lisa J. added

that the numbers are low, and that this is due to safety protocols. Gary R. asked about contact tracing, how individuals get contacted. Lisa J. mentioned that she has not have to notify individuals, that most are quarantined to ensure that there is no infection.

Kevan S. shared that he had an instance where a student sent an email to his professor who was not feeling well went and got tested and tested positive. He shared that professors were notified as well as the deans, but that those who were notified of the incident or hazard that the school took actions to correct it, such as quarantine or cleaning the room. He shared this information needs to be relayed to them. Kevan S. shared that the lab technician was left out of the loop, that he did not know if the room needed to be cleaned. He added that corrective action needs to be taken.

Lisa J. responded that the individual who notified Student Health Center was determined after an interview to be not on campus during the infectious period. She added that whenever there is risk to people on campus, those people will be found and notified. Kevan S. shared that he would like to know what the follow-up is. Lisa J. added that those who want to know can call the Student Health Center who will provide all the information possible within the boundaries of medical privacy

Gary R. added that if any room needs to be disinfected if there is knowledge of an on campus infection, he will relay that information to Facilities management who has a protocol for an enhanced room cleaning, or if necessary, Facilities management can call in a disinfecting contractor.

Gary R. added that the guidance on how to respond comes from the State, so in the case of room disinfecting the State requires that the room be locked off for 24 hours, then cleaned. Lisa J. added that Gary would be alerted if that was the case.

Chela C. shared that COVID-19 is specific to individuals, that it is still new. She added that they cannot ignore HIPPA, that there are ways to get back to employees. She shared that the official employees Roles and Responsibilities could be found at HR's website:

https://www.csus.edu/administration-business-affairs/internal/your-hr/labor-relations/internal/documents/possible-exposure-communications_elr_shcs_07-29-2020.pdf

which is also translated to Spanish. Lisa J. asked that individuals speak to their managers and supervisors, she added that the symptoms to flue and COVID-19 are similar, but that there needs to be work done to help decrease anxiety. The Official reporting system is found here:

<https://sacstateshcs.wufoo.com/forms/covid19-illnessexposure-report/>

Adjourned: 12:05pm

Reconvene in October 27, 2020

Attendance below

IN ATTENDANCE

Gary Rosenblum, Risk Management
Todd Dangott, Risk Management
Lisa Johnson, Clinic Operations
Bill Macriss, Student Affairs
Caity Fox, CSUEU, Chapter President*
Damian Lee, Police Department
Nayeli Gonzalez, Risk Management
Brittany Anderson-Steele, College of Natural Sciences and Mathematics
Karyl Burwell, Student Affairs Administration
Chela Cholula, Human Resources
Kaliah Jenkins, Associated Students, Inc. Board of Directors
William DeGraffenreid, Academic Affairs
Tyler Harris, Environmental Health, and Safety
Daryn Ockey, Facilities Management
Scott Christian, Police Department
Erik Skall, Grounds Management
Roy Dixon, College of Natural Sciences and Mathematics
Michael Keenan, ESC Computing Services
Susan Colley-Monk, Risk Management Services
Nancy Griggs, College of Continuing Education
Martinique Baker, Peer and Academic Resource Center, CSUEU*
David Levine, College of Continuing Education
Janee Hardman, College of Natural Sciences and Mathematics
Tony Lucas, University Transportation and Parking
Nicole Fox, Division of Criminal Justice
Kevan Shafizadeh, Engineering

*Labor representative