



**SAFETY COMMITTEE MEETING MINUTES**

**Thursday, December 1, 2022**

**Via Zoom**

**Regular Meeting: 2:30 p.m. – 4:00 p.m.**

**Approved**

**Members and Resource Staff present:** Lorraine Barrales-Ramirez, John Cuevas, Rob Dean, Max Hartman, Ray Hernandez, Kim Lopez, Carlos Luna, Ben’Zara Minkin, Joseph Morbrink (for Grey Sanderson), Karen Pinkham, Ludmila Prisecar, Megan Rodriguez Antone, Nathan Staples, Diana Tedone-Goldstone, Brian Tupper.

**Members and Resource Staff absent:** Tony Burrola, Lucas Cantin, Casey Fortier, Vince Garcia, Yesenia Haro, Michael Hoffman, Chialin Hsieh, Bettina Lee, Ingrid Melgoza, Manuel Alejandro Pérez, Michele Rudovsky.

**Guests and others present:** Mary Chries Concha Thia, Sebrienne Ferguson, Monica Malamud, Chantal Sosa.

AGENDA ITEM	CONTENT
<b>1. Review and Approve Agenda</b>	<b>ACTION:</b> A motion to approve the agenda was made by Nathan Staples and seconded by Diana Tedone-Goldstone. Motion passed.
<b>2. Review and Approve the November 3, 2022, Meeting Minutes</b>	<b>ACTION:</b> A motion to approve the November 3, 2022, minutes was made by Nathan Staples and seconded by Lorraine Barrales-Ramirez. Motion passed.
<b>3. Reports and Updates</b>	<p><b>Public Safety:</b> Rob Dean provided the following updates:</p> <ul style="list-style-type: none"> <li>• Facilities is checking all building and office doors and repairing them, if needed, to make sure there are no break-ins. Rob reminded people to make sure they secure items in their work stations and close doors when they leave their office. He also reminded people to be vigilant, lock their cars and do not leave anything visible in the car. He also cautioned people to drive safely during the rainy season.</li> </ul> <p><b>Facilities:</b> Karen Pinkham reported the following:</p> <ul style="list-style-type: none"> <li>• Facilities is receiving notifications and work orders due to water coming into the buildings, roof leaks and water intrusion. She reminded people to remember to close their office windows. Facilities staff is responding as quickly as they can and she reminded people to please submit a work order when requesting Facilities support.</li> <li>• Roof drains and storm drains are being emptied and Facilities is checking them routinely.</li> <li>• Work on the stairs from the Loop Road down to the athletic field is being done. There may be a lane closure and the stair going down is closed until project is finished. They will be a flagman in place when they do the concrete pour.</li> <li>• Reminder that when people leave for winter break to unplug things that can be unplugged and make sure windows and doors locked.</li> <li>• The fire marshal will be on site tomorrow as the campus finishes its annual fire inspection. They will go into every single office on campus and will look at possible hazards, such as heaters plugged in to extension cords, and other problems.</li> </ul>

### **Emergency Preparedness Office**

**Building Captain Training:** Ben'Zara Minkin reviewed the Building Captain training that has been held this fall. Building Captains are required as part of Cal OSHAs general industry requirement and they enforce the Emergency Action Plan. There should be a 1 to 20 ratio of captains to building occupants, which includes students, faculty and staff.

The training now incorporates advanced bleeding control and bleeding control kits are given to each participant and will be included in every Go Bag and AED cabinet. All Building Captains are also trained to administer Narcan in the event of an opioid overdose. They did live fire training and triage/head-to-toe assessments have been added. Since the training is standardized district-wide, people can choose the sites as long as they are trained in all three sessions.

Building Captain training was held on Oct 19-21 at Skyline, (22 people attended, 2 officers and two facilities personnel). Cañada's training was held on November 16-18 and 19 people were trained, including two Skyline people who attended. The next training will be on December 13-15 at CSM. The link to sign up for the CSM training is: [https://docs.google.com/forms/d/e/1FAIpQLSeYIfPKJsGKT5AAsqrROtwgTJOdXYKLz8hTGf4RZCizpJyoSw/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSeYIfPKJsGKT5AAsqrROtwgTJOdXYKLz8hTGf4RZCizpJyoSw/viewform?usp=sf_link)

- VP Prisecar is compiling a master list of Cañada buildings and noticed that some buildings do not have Building Captains because people have left or moved to different buildings. She will be asking for the committee's assistance to help recruit more Building Captains. Ludmila will work with Ben'Zara to schedule trainings in the spring since some people indicated they could not participate in the fall.

### **Other Training:**

- Ben'Zara and Vince Garcia are holding CPR training as a district-wide professional development series which can substitute for Day #2 of the Building Captain training.
- Specialty training in hazardous materials handling is being developed for Public Safety and Facilities staff, who would be certified handlers once trained.
- They are also starting to establish a new district and county-wide active shooter training that would include all administrators, Public Safety officers and Building Captains.
  - Ludmila would also like safety training for faculty and staff who are located in the new Building 1. She would like that training to be held early in the spring semester.

**Recovery and Safety Update:** COVID-19 Health Officer Ray Hernandez reviewed the San Mateo County COVID-19 metrics that were updated from the CDC website. Case rates are below the threshold, although there is a rise due to people being indoors. New COVID admissions are below the threshold at 7.6, severe illness and ICU bed hospitalizations are low, and staffed inpatients beds are well below 10%.

- The trend line from the beginning of COVID to now was reviewed. The county will see a spike, but it is not anticipated to be as high as last winter.
- Masking: As of now, there has been no decision by the district to change the masking policy. We are currently in the low green range and masks are optional. If numbers go up, they will be required. More than likely the case rates will increase and when people come back from winter break, we may be in the yellow range. Ana Pulido in the district office will be monitoring the case rates and facilitating any communications regarding masking. Colleges are sending weekly notifications about where things stand.

	<ul style="list-style-type: none"> <li>The district will continue to hold vaccination pop-up clinics and home test kits and masks are still being provided by the district.</li> </ul> <p><u>Educational Campaign:</u> A couple of weeks ago, the District rescinded COVID protocols, but the district’s task force wants to make sure that education about COVID measures is still happening. The SMCCCD is developing a one-page document, which is based on the CDC’s science-based paper. The four strategies listed below provide guidance to help people make informed decisions around COVID-19. There will be hyperlinks that will provide more information and a QR code that will connect to the CDC website with more links. The draft will be shared next week. The strategies are:</p> <ul style="list-style-type: none"> <li>Know Your Risk</li> <li>Protect Yourself – including information on COVID vaccines and boosters</li> <li>Take Action if Exposed - Ray said the recommendation is now to test at least five full days after your last exposure, unless you have symptoms, and isolate if you test positive.</li> <li>Take Action if You are Sick or Test Positive – Ray said text would be added that reads: if you at high risk of getting severely ill, they have added information on Paxlovid or monoclonal antibodies.</li> </ul> <p><u>Additional Updates:</u></p> <ul style="list-style-type: none"> <li>The decision tree has been modified to include the new changes and Ray will record a message for the website to talk about the new changes.</li> <li>In January, the masking policy communication will go out from Ana Pulido. Cal OSHA will still require a prevention plan. The plan has been updated with two changes. One change is because the vaccination policy was rescinded and the second change was they have updated the masking policy which the board adopted.</li> <li>Cal OSHA still requires campuses to monitor for clusters and transmissions on campus, which we have not had so far. Michele Rudovsky will monitor those and will also be responsible for updating the program prevention plan.</li> </ul> <p>Ray announced that he is retiring at the end of the fall semester and he was thanked for his years of service. A retirement celebration will be held at Skyline College on Tuesday, December 6 from 12:30-2:30pm.</p> <p><b>Human Resources Office:</b> No update was provided.</p>
<p><b>4. Building Captain Update</b></p>	<p>Ben’Zara Minkin provided an update under Item #3.</p>
<p><b>5. Cancel December 15, 2022, Meeting</b></p>	<p>Since the next Safety Committee Meeting is scheduled in two weeks on December 15, which is also the third round of Building Captain trainings at CSM, VP Prisecar asked if it would be okay to cancel or if people would prefer that the meeting be rescheduled.</p> <p>ACTION: A motion to cancel the December 15 Safety Committee Meeting was made by Dean Max Hartman and seconded by Diana Tedone-Goldstone. Motion passed.</p> <p>Discussion: VP Prisecar said if the committee feels it needs to meet, a meeting could be scheduled for December.</p>
<p><b>6. Spring 2023 Proposed Meeting Schedule</b></p>	<p>Proposed Meeting Dates:</p> <ul style="list-style-type: none"> <li>January 19, 2023, 2:30pm-4:00pm</li> <li>February 16, 2023, 2:30pm-4:00pm</li> </ul>

	<ul style="list-style-type: none"> <li>• March 16, 2023, 2:30pm-4:00pm</li> <li>• April 20, 2023, 2:30pm-4:00pm</li> <li>• May 18, 2023, 2:30pm to 4:00pm</li> </ul> <p>The proposed dates were compared with the Academic Senate meeting schedule. It was pointed out that the April 20 meeting falls on Flex Day. Dean Hartman recommends rescheduling the April 20 meeting and confirming the date when the committee meets on January 19.</p> <p>ACTION: A motion to approve the spring 2023 proposed meeting schedule, reschedule the April meeting and confirm the date at the January meeting was made by Lorraine Barrales-Ramirez and seconded by Nathan Staples. Motion passed.</p> <p>Linda Bertellotti will send out meeting invitations.</p>
<p><b>7. Preliminary Agenda Items</b></p>	<ul style="list-style-type: none"> <li>• Reports and Updates</li> <li>• The use of 'home-made' lab kits for DE without liability waivers</li> <li>• Chemical Hygiene Plan</li> <li>• Safety Trainings: Blood Borne Pathogen and Fume Hood Safety Trainings;</li> <li>• Safety Training for Students: How to deal with hazardous situations on campus</li> <li>• Confirm April Meeting date</li> </ul> <p>Please email any additional topics to Ludmila Prisecar.</p>
<p><b>8. Round Table</b></p>	<p><u>Building Captain Training</u>: Chantal Sosa attended the three-day training and encouraged people to attend.</p> <p><u>Campus Radios</u>: Ben’Zara is collecting all old campus radios and they will be returned to Facilities and reused or repurposed. Ben’Zara will talk to VP Prisecar about the process for collecting the old radios and exchanging them for new ones.</p> <p>While doing radio testing, Ben’Zara discovered that there was a problem with transmission on the campus radios and they thought there was a problem with the repeaters. They found, however, that the problem was with the communication system at Skyline College and people at Skyline cannot communicate on their radios with anyone outside of the Skyline campus.</p> <p>The district is working to obtain Motorola radios. In the meantime, Ben’Zara would like to check to see if the campus Public Safety offices have extra radios that they could supply to campus administrators and Building Captains during an emergency. Rob Dean said there are not many back-up radios available.</p> <ul style="list-style-type: none"> <li>• Ludmila suggested that Ben’Zara contact Arlene Calibo to see if she can purchase more.</li> </ul> <p><u>Building Captain Assignments</u>: Monica Malamud asked if Building Captains are identified for all campus buildings for all times that the buildings are open.</p> <ul style="list-style-type: none"> <li>• Ben’Zara said the college does not have that type of coverage, but they will determine who has been trained and the schedules that people work. Once all the trainings are done, the coverage could change. Anytime that the campus is occupied, there is someone on campus who can enforce the Emergency Action Plan and put it into effect. That includes events that are after hours or anytime that people are on campus.</li> </ul>

	<p><u>Campus Cell Phone Coverage:</u> VP Prisecar said campus cell phone coverage at Cañada is not good. ITS is working with a consultant who is looking at where the gaps in coverage are.</p>
<b>9. Next Meeting</b>	<p>The next Safety Committee Meeting will be held on January 19, 2023, from 2:30-4:00pm.</p>
<b>10. ADJOURNMENT</b>	<p>ACTION: A motion to adjourn the Safety Committee Meeting was made by Max Hartman and seconded by Lorraine Barrales-Ramirez. Motion passed.</p> <p>Meeting adjourned at 3:45 p.m.</p>