



**SAFETY COMMITTEE MEETING MINUTES**

**Thursday, August 18, 2022**

**Via Zoom**

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

**Approved**

**Members and Resource Staff present:** Rob Dean, Casey Fortier, Vince Garcia, Max Hartman, Ray Hernandez, Michael Hoffman, Chialin Hsieh, Bettina Lee, Kim Lopez, Ben’Zara Minkin, Karen Pinkham, Ludmila Prisecar, Megan Rodriguez Antone, Michele Rudovsky, Grey Sanderson, Nathan Staples, Louis Tang (for Eshton Liu), Diana Tedone-Goldstone, Brian Tupper.

**Members and Resource Staff absent:** Wissem Bennani, Mary Chries Concha Thia, David Eck, Jamie Hui, Jacky Ip, Michiko Kealoha, Maria Lara, Carlos Luna, Monica Malamud, David Reed, Jessica Silver-Sharp, Chantal Sosa, Peter Tam, Kate Yamahiro.

**Guests and others present:** Wissem Bennani, Paul Gaskins, Carlos Luna, Tessa Noriega, Peter Tam, Marie Varelas.

<b>AGENDA ITEM</b>	<b>CONTENT</b>
<b>1. Review and Approve Agenda</b>	A request to move Item #14, Dealing with Student Mental Health Issues, to follow the Reports and Updates was made. ACTION: A motion to approve the agenda with this change was made by Max Hartman and seconded by Casey Fortier. Motion passed.
<b>2. Review and Approve April 28, 2022 Meeting Minutes</b>	ACTION: A motion to approve the April 28, 2022 minutes was made by Casey Fortier and seconded by Bettina Lee. Motion approved.
<b>3. Review and Approve May 19, 2022 Meeting Minutes</b>	ACTION: A motion to approve the May 19, 2022 minutes was made by Casey Fortier and seconded by Bettina Lee. Motion approved.
<b>4. Welcome New Members</b>	The new interim Public Safety Captain, Robert Dean, was introduced. Also introduced were Grey Sanderson, the new Athletic Center Manager, and Chialin Hsieh, new interim Vice President of Instruction.
<b>5. Reports and Updates</b>	<b>Public Safety:</b> Rob Dean is currently overseeing two campuses, Cañada and CSM. The Colleges have testing kits, N95 masks, and surgical masks at both the Public Safety Offices and Bookstores and at entries into buildings. Public Safety officers replenish the PPE daily.  <b>Facilities:</b> Karen Pinkham said the Facilities team has been preparing all summer for the fall return to campus. Facilities can also provide PPE and custodians fill requests on a nightly basis, including placing disposable masks in all the classrooms and buildings. Karen walked with Captain Dean to make sure the campus was ready for Opening Day. They recommend placing a one-way sign coming out of Parking Lot 4 near Building 1.

**Emergency Preparedness Office:** Ben'Zara Minkin provided an update on the following items:

Building Captain Trainings

Building Captain trainings have been scheduled throughout the district and Cañada College's training is November 16-18. Only seven people applied to be Building Captains at Cañada, so there are talks within the District Office on how to augment those numbers. Building Captain trainings are open to all campus staff and District Office staff. Since the curriculum is the same across the district, people who may not be able to attend a full three-day training at their home campus or District Office, can attend a training at one of the other campuses.

Emergency Action Plan

Information on the new Emergency Action Plan (EAP) was presented. The EAP is based on all of the details of each campus, with specific procedures for every medical emergency and exact phone numbers to call. Emergency posters will be replaced. A QR code on the poster will download the EAP to a person's phone. Training modules on the new EAP will be created.

The EAP differs from the EOP, Emergency Operations Plan, which is a document required by FEMA. The EOP plan is very general and the District's EAP is very specific. The EAPs will be provided to the Building Captains, who will also receive a new Building Captain handbook. Information on that handbook will be shared at a future meeting.

Training and Drills

Ben'zara worked with professional development staff in the district to hold CPR training and training on new AEDs. The course is limited to 25 people. Since it is professional development, HR Director David Feune will also be sending out information. The link to for signing up for training is: <https://www.pda.training/cpr-first-aid-training>. Members of the community will also be invited to the trainings.

There will be additional training this semester, including reinstating the lockdown/barricade drill and the Great Shake Out on October 20 at 10:20am, which is a district-wide drill. Evacuation will also be done following the Great Shake Out.

Ludmila Prisecar will check with HR to see if Adjunct faculty are paid for professional development training.

**Recovery and Safety Update:** COVID-19 Health Officer Ray Hernandez reported the following:

San Mateo County has been in the high range (orange tier) since prior to the summer break with case rates going above 200. The trend line is now going slightly down. While in the orange and yellow tiers, the SMCCCD asks that people wear masks while indoors. It is not known if there is a new variant at this time.

The CDC provided a report on COVID 19 and guidance to assist people in preventing severe COVID-19.

[https://www.cdc.gov/mmwr/volumes/71/wr/mm7133e1.htm?s\\_cid=mm7133e1\\_w](https://www.cdc.gov/mmwr/volumes/71/wr/mm7133e1.htm?s_cid=mm7133e1_w)

The goal now is to have tools available and to educate the community so people can understand how to protect themselves individually. There are four different areas to

	<p>help people make informed decisions: know your risk, protect yourself, take action if exposed and take action if you are sick or test positive.</p> <p><u>Vaccinations:</u> The SMCCCD will continue to emphasize vaccinations as a strategy. The district is also working with San Mateo County to offer another vaccination clinic on Tuesday, September 6.</p> <p>The CDC provided information on tracing:  <a href="https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Guidance-on-Isolation-and-Quarantine-for-COVID-19-Contact-Tracing.aspx">https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Guidance-on-Isolation-and-Quarantine-for-COVID-19-Contact-Tracing.aspx</a></p> <p>Ray shared a report from the California Department of Public Health on tracing, although it is no longer required or supported. The guide does provide guidance for isolation and quarantine for those with symptoms. Here is a link to the guide:  <a href="https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Guidance-on-Isolation-and-Quarantine-for-COVID-19-Contact-Tracing.aspx">https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Guidance-on-Isolation-and-Quarantine-for-COVID-19-Contact-Tracing.aspx</a></p> <p>Students and employees have received the protocols moving into fall. The SMCCCD utilized what Foothill/DeAnza College District provided as guidance on their website. There is no longer tracing or investigation. If someone tests positive, they no longer contact the COVID Health Officer. Reporting is now handled by individuals. There is a link under Resources on the website, <u>Report COVID-19 Positive Results</u>, and then a tab for students and one for employees that provides guidance.</p> <p>To clarify, Ray reviews the submissions but he no longer takes action since there is no longer contact tracing. The students and employees receive guidance from the website. Part of the guidance includes instructing people to identify who they have come in contact with. Ray updated the guidance tree and talked about exposure and notification.</p> <p><u>New Program Specialist:</u> Program Specialist Kate Yamahiro, who started at Cañada in early April, was introduced. She is located in Building 21, Room 21-104. Her main focus is to do the weekly testing. PCR and antigen tests are available at no cost at this time, however they will ask for insurance as a first line.</p> <p><b>Human Resources Office:</b> No update was reported.</p>
<p><b>6. Dealing with Student Mental Health Issues</b></p>	<p>Ludmila talked about the suicide prevention training that was presented at Flex Day. It was recommended that student services staff attend. Cañada College is partnering with Community Connections Organization on trainings and they do have a participant minimum. Bettina Lee said there was a good turnout for the presentation and they hope to hold a mental health awareness training at the October Flex Day. Max Hartman encouraged Safety Committee members to share information about future trainings with their constituent groups to help ensure that the College reaches the minimum participation so it can continue the partnership.</p> <p>Cañada also has a new personal counselor so Bettina is hoping that the College will be able to open up more group sessions for students and more events as well. She encouraged people to email her or Marcos Chacon with any suggestions for future presentations. They are also interested in forming a counselor educator group, and encouraged faculty and staff to refer any students who are interested in therapy and psychology.</p>
<p><b>7. Response from the District Health and</b></p>	<p>At the March Safety Committee Meeting, faculty presented a proposal for representation on the District Health and Safety Committee. The proposal recommends the</p>

<p><b>Safety Committee Meeting Regarding the Proposed Representation at the District Health and Safety Committee.</b></p>	<p>appointment of one CSEA classified member, one AFSCME employee and one AFT faculty member to represent each campus on the District Health and Safety Committee. Skyline College also has the same recommendation. A link to the proposal is on the Safety Committee website at:  <a href="https://canadacollege.edu/safetycommittee/March%202022%20Proposal%20for%20Representation%20at%20District%20Safety%20Committee%20Canada.pdf">https://canadacollege.edu/safetycommittee/March%202022%20Proposal%20for%20Representation%20at%20District%20Safety%20Committee%20Canada.pdf</a></p> <p>The District Health and Safety Committee met on June 6 and they considered the recommendation. A majority of the committee members agreed to pause on deciding on the recommendation. The June 6 agenda and meeting summary may be found on the District Health and Safety Committee website at:  <a href="https://www.smccd.edu/publicsafety/2022_0606_District_Health_and_Safety_Committee_Meeting_Minutes_fv_2.pdf">https://www.smccd.edu/publicsafety/2022_0606_District_Health_and_Safety_Committee_Meeting_Minutes_fv_2.pdf</a></p> <p><u>Comments:</u></p> <ul style="list-style-type: none"> <li>• David Eck feels there may be consequences by not having representatives from faculty and staff on the committee. He cited the MOU discussion where action that should have happened was not considered.</li> <li>• Monica Malamud feels that the response from the District Health and Safety Committee members is unsatisfactory and is not transparent and inclusive.</li> </ul> <p>Vice President Prisecar will share feedback with the District Health and Safety Committee and ask them to find the bylaws or create them if there are none.</p>
<p><b>8. New Districtwide Policy: Smoke and Tobacco-Free District</b></p>	<p>The SMCCCD revised its policy on smoking and Ludmila Prisecar shared the new policy.</p> <p><b>SMOKE &amp; TOBACCO-FREE CAMPUS</b>  As of August 17, 2022, all campuses and facilities of the SMCCCD (including Cañada College, College of San Mateo, Skyline College, and the District Office) will be Smoke and Tobacco-Free. Smoking, the use of smokeless tobacco, e-cigarettes, and unregulated nicotine products like flavored tobacco, including menthol, will be strictly prohibited.</p>
<p><b>9. Building Captain Training</b></p>	<p>Ben’Zara Minkin presented information on this training under the Emergency Preparedness Office update (Item #5).</p>
<p><b>10. CPR Trainings</b></p>	<p>Ben’Zara Minkin presented information on this training under the Emergency Preparedness Office update (Item #5).</p>
<p><b>11. The Use of ‘Home-Made’ Lab Kits for DE without Liability Waivers</b></p>	<p>Vice President Prisecar requested that Roxanne Brewer check with the district’s legal counsel on this topic. As soon as there is an update, Ludmila will provide information.</p>
<p><b>12. Safety Training: Blood Borne Pathogen and Fume Hood Safety Trainings</b></p>	<p>The new Chief Facilities Operations Manager will coordinate this training. They will delegate a Health and Safety Officer, who will appoint someone at the campuses. Ludmila hopes to have an update at the next Safety Committee Meeting.</p>
<p><b>13. Chemical Hygiene Plan</b></p>	<p>The new Chief Facilities Operations Manager will coordinate this training. They will delegate a Health and Safety Officer, who will appoint someone at the campuses. Ludmila hopes to have an update at the next Safety Committee Meeting.</p>

<p><b>14. September 29, 2022 Preliminary Agenda Items</b></p>	<ul style="list-style-type: none"> <li>• Reports and Updates</li> <li>• Safety Committee Purpose, Membership, and Bylaws</li> <li>• Other items pending from today’s agenda will be added</li> <li>• Other items?</li> </ul> <p>Please email any additional topics to Ludmila Prisecar.</p>
<p><b>15. Round Table</b></p>	<p><u>Mental Health Support for Faculty/Staff</u>  Monica Malamud noted that mental health support for students was mentioned at one of the Flex Day sessions and she would like to know if support is available for faculty or staff. One of the SMCCCD’s benefits through Claremont EAP is to offer referrals and assessment that would provide up to three hours of service, but there is no counseling or actual addressing of issues. Part-time faculty do not receive district-provided healthcare, so that is not an option for them. Monica would like to find out if the district has mental health support services, and, if so, what types of services and the process for obtaining them. If not, she would like the district to consider providing them.</p> <p><u>Fire Blankets in Campus Labs</u>  Nathan Staples said that the new labs in Building 23 do not have fire blankets, which are needed in labs that have gas for flame use. Ludmila will look into it to make sure these are ordered.</p> <p><u>Driving Safety on Campus</u>  David Eck reported that a student was issued a speeding ticket by law enforcement at the bottom of the hill coming down from Building 1 to the intersection at Farm Hill Blvd. He asked if the College can encourage law enforcement to issue a warning the first time and not a ticket.</p> <ul style="list-style-type: none"> <li>• Brian Tupper said that the county sheriff monitors the intersection every semester and the College has no jurisdiction. Both staff and students have been cited over the years at all campuses.</li> <li>• There was a suggestion to add signage to encourage drivers to watch their speed. Brian said he is not sure if we can add additional signs to the state traffic signs that are already on the Loop Road, but he will look into it. He suggested that Marketing send out an announcement to encourage drivers to watch their speeds on the Loop Road.</li> <li>• Rob Dean said the vehicle code applies to the campus property and a peace officer’s authority extends onto our property. Rob has had discussions with facilities personnel and landscapers on campus and it is a safety issue and a community effort that people must take to be aware on campus. Rob will speak with the San Mateo County Sheriff’s Office. David said seeing some “slow” signs and a county sheriff present may help with speeding.</li> <li>• A suggestion was made to also add sidewalks on the Loop Road. Ludmila said it is a project that is included in the Facilities Master Plan.</li> </ul> <p><u>Parking</u>  Chantal Sosa said that gym members are parking in Lot 4 and in staff lots.</p> <ul style="list-style-type: none"> <li>• Brian Tupper said that Lot 4 in front of the Bookstore is open to the public. Gym members are encouraged to park in Lot 6 across from Building 1. Lot 5 is set aside for staff and in the beginning of September, staff parking tags will be issued district-wide. The staff parking permits will be registered to division offices, which will then distribute to faculty/staff. Public Safety will then be able to enforce parking in staff lots.</li> </ul>

	<ul style="list-style-type: none"> <li>• Electronic permits that were issued to staff by license plate were canceled when it was decided to not enforce parking on campus. The board suspended parking enforcement for this academic year to remove economic barriers to encourage people to attend classes in person.</li> <li>• Maria Lara asked if the Athletic Center members are instructed to park in Lot 6, rather than in staff or visitor lots. Brian Tupper said it is communicated to members. Ludmila will check with Grey Sanderson.</li> <li>• Monica Malamud asked if it is possible to issue students a sticker or placard, even if they are not charged for parking, in order to identify students from the community members. Brian said it would not be hard to do but said there would need to be a reason why a student would need to be identified.</li> </ul>
<b>16. Next Meeting</b>	The next Safety Committee Meeting will be held on September 29, 2022 from 2:30-4:00pm.
<b>17. ADJOURNMENT</b>	<p>ACTION: A motion to adjourn the Safety Committee Meeting was made by Nathan Staples and seconded by Casey Fortier. Motion passed.</p> <p>Meeting adjourned at 3:57 p.m.</p>