



SAFETY COMMITTEE MEETING MINUTES

Wednesday, October 28, 2021

Via Zoom

Regular Meeting: 11:00 a.m. – 12:30 p.m.

Approved

Members present: Lorraine Barrales-Ramirez, Alex Claxton, Mary Chries Concha Thia, Xitlali Curincita, Albert Elzey, Casey Fortier, Jose Garcia, Vince Garcia, Yesenia Haro, Max Hartman, Ray Hernandez, Michael Hoffman, Bettina Lee, Kim Lopez, Carlos Luna, Karen Pinkham, Ludmila Prisecar, Megan Rodriguez Antone, Brian Tupper.

Members absent: Ronda Chaney, Jamie Hui, Debbie Joy, Michiko Kealoha, Ben'Zara Minkin, Griselda Paredes, Manuel Alejandro Pérez, Tammy Robinson, Nathan Staples, Diana Tedone-Goldstone, Elsa Torres.

Guests and others present: Wissem Bennani, David Eck, Jenna French, Jacky Ip, Adolfo Leiva, Sarita Lopez, Monica Malamud, Michele Rudovsky, Jessica Silver-Sharp, Chantal Sosa, Peter Tam.

| AGENDA ITEM | CONTENT |
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| <p>1. Review and Approve Agenda</p> | <p>VP Ludmila Prisecar noted a correction to Agenda item #5, Proposed Spring 2022 Meeting Schedule. The April 28th meeting time should be corrected to 10:30AM-12:00PM.</p> <p>ACTION: A motion to approve the agenda with the meeting time correction was made by Lorraine Barrales-Ramirez and seconded by Albert Elzey. Motion passed.</p> |
| <p>2. Review and Approve September 30 Minutes</p> | <p>ACTION: A motion to approve the September 30 minutes was made by Lorraine Barrales-Ramirez and seconded by Alex Claxton. Motion passed.</p> |
| <p>3. Safety Committee Purpose, Membership, and Bylaws</p> | <p>Prior to leaving Cañada, former VP Graciano Mendoza said he would work with the VP at CSM and Skyline College to discuss streamlining Safety Committee membership across the district. Ludmila met with the other VPAs and they drafted bylaws that will be refined and brought back to the Safety Committee for review at the November meeting, along with the purpose and membership. The recommendations will then be brought back for a vote by members prior to the first Safety Committee meeting in 2022.</p> <ul style="list-style-type: none"> • Brian Tupper clarified that part of the Health & Safety Committee membership framework aligns with bargaining unit agreements and would not be voted on. • David Eck said it would be helpful to distinguish between exceptional circumstances and normal situations. During exceptional circumstances, like we are currently in, it would help to have a lot of representation. He suggested that distinction be noted in the bylaws. • It is also recommended that the draft agenda be sent ahead of time. • Michael Hoffman suggested looking at the AFT and CSEA contracts to see what the language states around the design of the committee. Policies relating to the campus' Safety Committees can be found under Item 16.6 on the AFT contract, Item 13.6 on the CSEA contract and Item 13.6 under the AFSCME contract. There are two reps from AFT and CSEA on the committee. VP Prisecar will check with Karen Pinkham about appointing two reps from AFSCME. |

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| | <ul style="list-style-type: none"> • Michael Hoffman said proposals have been developed from AFT discussions and suggests that the Safety Committee vote on the proposals in hopes they can be presented to the district Safety Committee. Michael will submit the proposals to VP Prisecar for the Safety Committee to review in November and vote on a final draft in December. • Alex Claxton noted that with a larger membership, there is a larger threshold for quorum, so it matters if people who are listed as members are not in regular attendance. He feels it is important to limit the voting membership but keep the Safety Committee meetings open for people to come and speak. | | | | | | | | | | |
| <p>4. Changes to Fall 2021 Meeting Schedule</p> | <p>There was a recommendation from prior meetings to lengthen the meeting time to 90 minutes. Members were asked to vote on changes to the meeting time to 2:30-4:00pm on November 18 and December 9.</p> <p>ACTION: A motion to approve the time change to 2:30-4:00 on November 18 and December 9 was made by Alex Claxton and seconded by Jose Garcia. Motion passed.</p> | | | | | | | | | | |
| <p>5. Proposed Spring 2022 Meeting Schedule</p> | <p>The proposed meeting dates for spring 2022 are:</p> <table border="0"> <tr> <td>January 20, 2022</td> <td>2:30-4:00 PM</td> </tr> <tr> <td>February 17, 2022</td> <td>2:30-4:00 PM</td> </tr> <tr> <td>March 17, 2022</td> <td>2:30-4:00 PM</td> </tr> <tr> <td>April 28, 2022</td> <td>Corrected Time: 10:30 AM-12:00 PM</td> </tr> <tr> <td>May 19, 2022</td> <td>2:30-4:00 PM</td> </tr> </table> <p>It was noted that the April meeting was moved from April 21 to April 28 due to Flex Day. VP Prisecar said in the future, if things change and the time needs to be adjusted, we would have the opportunity to do that.</p> <p>ACTION: A motion to approve the proposed spring 2022 meeting schedule was made by Dean Max Hartman and approved by Interim President Kim Lopez. Motion passed.</p> | January 20, 2022 | 2:30-4:00 PM | February 17, 2022 | 2:30-4:00 PM | March 17, 2022 | 2:30-4:00 PM | April 28, 2022 | Corrected Time: 10:30 AM-12:00 PM | May 19, 2022 | 2:30-4:00 PM |
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| <p>6. Reports and Updates</p> | <p>Public Safety Update: Captain Al Elzey provided the following update:</p> <ul style="list-style-type: none"> • In years past, the campus could not be locked down in case of an emergency and the college now has bollards and chains in Parking Lots 4, 5 and 6. There is now a swinging gate at the west entrance of campus and a gate in front of Parking Lot 2 that is being installed. • Parking Lot 9 is reserved for Cañada Public Safety, however Captain Elzey said there is short-term parking available for people who have business in Building 22. • Employees are given two N95 masks and may request them from through the Public Safety Office website and pick them up from 8:00-11:00 AM Monday-Friday and from 1:00-6:00 PM Monday-Friday. Surgical masks are available through the division offices. Public Safety is not issuing gloves or hand sanitizer. <p>Facilities Update: Facilities Manager Karen Pinkham reported on the following:</p> <ul style="list-style-type: none"> • Photos were shown of the swing gate that has been installed between Parking Lots 1 and 2 off of Farm Hill Boulevard, which will have the option of being closed. A swing gate is also being installed at Cañada’s west entry. Photos were also shown of the bollard and chains that were installed. | | | | | | | | | | |

- Dirt that was excavated from Parking Lot 6 as part of the Building 1 expansion will be hauled to CSM in the near future for their water tank project.
- Seven parking spaces in Lot 9 that are not ADA parking spaces have been set aside for Public Safety and for 30-minute parking. Signage will be created. Signage is also being made for the evacuation area in upper Lot 6 and on the south side of Lot 4 for those exiting the new Building 1. There will also be evacuation signage on the other side of Lot 4 for people evacuating Building 3 and the Bookstore.
- Storm-related Issues: Facilities has been very busy cleaning up the campus after the heavy rain on October 24.
 - There has been water intrusion in some of the buildings.
 - A shorter power outage on campus on Sunday, October 24 at 2:00 AM was followed by a major outage at 1:00 PM, which effected the Cañada College, College Vista and the surrounding area due to a fallen tree that hit a power line. Power was out for more than 24 hours. Generators were operating by 3:00 PM and there is battery backup. The main generator is in Building 8, which is a critical point of entry that controls all IT services and phones. There are two generators in Building 9 to control radios on campus and to our sister colleges, as well as one generator in Building 23 to keep reagents frozen. Once generators come on, the Facilities team has to be on campus continuously to keep the generators fueled and operating.
 - Grounds: Four trees fell during the storm, one large tree in the courtyard and three smaller trees throughout the campus. The grounds crew cleaned up road debris and storm drains on Monday.
- The annual fire inspection had to be postponed due to the storm so it will now be done on November 9th.
- Safety Item for Campus: There is a wooden stairway that goes down from the Loop Road to the baseball field that is old and is being replaced with concrete stairs. There is a flashing crosswalk across the Loop Road at this area, but only one part of the flashing crosswalk is set up. The remaining part will be installed when the stairway is completed. Scheduled maintenance money from the state will pay for the project.
- Employees who require wipes and hand sanitizer can request items by submitting a Facilities work order 24 hours before items are needed. The custodial team typically stock these items at night.

Emergency Preparedness Office: Vince Garcia provided a debriefing on the Great California Shakeout, held on October 21:

What Went Well:

- The district had 100% participation in the drop, cover and hold drill.
- Emergency emails and texts were delivered on time.
- Skyline College's Building Captains had an effective evacuation.

Areas of Improvement

- Several EAS (Emergency Alert System) speakers are not working and there were issues with the Rave mass notification. Vince is working with Rave engineers on the problem.
- There is a lack of building captains at CSM and Cañada so radio response information was inconclusive and delayed because the campuses relied on two Public Safety Officers to clear areas.

- If people did not receive a text alert, they should notify Vince Garcia.
- Other goals include:
 - The Office of Emergency Services will work with the Departments of Public Safety to evaluate that EAS systems are functioning. These will be tested on Fridays.
 - Work with the campus VPASs and Human Resources to enlist more Building Captains.
 - Schedule more Building Captain training in the future.

Recovery and Safety Update

Ray Hernandez reported that COVID infection rates in San Mateo County are going down. The peak was in August and rates have been decreasing since. Vaccinations continue to increase with 90% of people ages 12 and older having gotten at least one vaccination shot.

The state is tracking COVID information and has disaggregated vaccinated from unvaccinated cases. Vaccinated people are protected from getting severe disease (not from getting COVID). Also, in looking at herd immunity, there are more vaccinated people than unvaccinated in California.

San Mateo County is looking at three metrics on the CDC website:

1. High vaccination rate
2. Low hospitalization rate, which is extremely low currently
3. Total cases per 100,000 over the past seven days

The county needs to stay in the yellow range for three weeks in order to rescind the mask mandate. SMCCCD will continue requiring face coverings indoor on the three campuses, regardless of what the county does. San Francisco has identified cohorts of people as vaccinated and have dropped the mask mandate in some settings. It is not known yet if they are allowing that removal in higher education settings, but Ray is monitoring it.

Employee Vaccination Status/Student Attestation for Vaccination:

Reporting COVID Exposure: The district is reporting COVID exposures when there is an exposure on campus. If someone tests positive for COVID but has not been on campus, it is not counted as an exposure.

Exemptions and COVID Testing: HR is finalizing the list of employees who have declined to state. Employees either must get vaccinated or get an exemption. COVID testing will be done weekly for those employees who receive a bona fide exemption. COVID testing will be held at all three campuses on Mondays, Wednesdays and Thursdays and testing will be open to any employee or student free of charge and is mandated for those have a qualified exemption. The district has hired two of three program specialists who will oversee COVID testing and institute the process around testing. Vaccines are fully-required in spring 2022.

- Monica Malamud would like testing to be available to part-time faculty and students. Ray said the dates and hours he provided are just through the end of this year and are for employees. Starting in the spring semester, testing for students and employees will be held five days a week and he is hoping that it can be provided morning through evening.
- Religious Exemption: Currently, the district is not offering religious exemption from vaccination and is only offering exemption for medical reasons. The board is

expected to make a final determination on religious exemption for students and employees at a future meeting.

- Medical Exemption for Students: If students are requesting a medical exemption, they must select the link in WebSmart to complete the exemption request and upload it. Ray will review the medical exemptions. If a student is denied, they would be prohibited from registering for in-person classes.

Attestation: Attestation begins when registration opens on November 3 and a link will be on the website when students register for classes. Students will have three choices:

- Fully vaccinated (provide documentation for review by program specialists) who would clear them.
- Not vaccinated
- Decline to state

The district is following the same process as the 'drop for non-payment' process in that once students register, they have 10 days in which to attest their full vaccination status and be approved. If they do not attest or do not pass, they will receive notification that they would be dropped only from their in-person classes, but will not be dropped from virtual classes.

Dean Max Hartman said that when students are dropped for non-payment, the 10-day count down is restarted if students have any additional enrollment activity. Ray said he will check on the process but said students would need to act and get approved.

Ray said students cannot come on to campus or use services if they have not completed the full series of vaccination or decline to state their vaccine status. Students would automatically be removed from any in-person classes or services they may have registered for.

Dean Hartman said the Student Services Planning Council is meeting with VPSS Manuel Pérez to discuss how to balance safety for the campus community and access to campus spaces. There will be some opportunities for front-line student services professionals to make sure students have completed their attestation. The Student Success link, which confirms counseling appointments, will provide messaging and prevent students from coming to campus for in-person appointments if they have not completed the process.

It was noted that campus buildings will not be locked because the campuses are open campuses and considered public spaces.

Exposure vs testing positive: Ray presented an Isolation/Exposure/Quarantine Decision tree that shows the reporting procedure and the process that must be followed. For someone who has been exposed to COVID, it is important to get more information before they leave campus. An employee should report information to their supervisor and a student would report to faculty. Information is provided to Ray as the COVID Health Officer and then he will do more tracing. He noted the following

- If people are symptomatic, they need to stay home, isolate and test.
- If people are negative and have no fever for 24 hours, then they may have some other illness.
- If people test positive or decide not to test, then they have to stay away from campus for 10 days.

Ray would investigate and determine if there was an exposure, identify who was involved and whether or not they were fully vaccinated. If unvaccinated, then the person would go into quarantine for 10 days, which is considered adequate time.

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| | <p>Ray talked about close contact exposure and the difference between isolation and quarantine. Isolation is used for someone who is symptomatic or tests positive and quarantine is done when there is an exposure.</p> <p><u>Notification</u>: Only those people who are directed to isolate, to quarantine or are identified as a close contact will be notified.</p> <p><u>Release from isolation and quarantine</u>: if there is an exposure in class, an instructor and supervisor in that area are notified. It is done by attestation and the individual would report back to Ray for an assessment.</p> |
| <p>7. November 18, 2021, Preliminary Agenda Items</p> | <p>Two weeks prior to each Safety Committee meeting, VP Prisecar will send a request to committee members for agenda items. For the next meeting, the preliminary items are:</p> <ol style="list-style-type: none"> 1. Continued Discussion of Safety Committee Purpose and Membership 2. Reports and Updates |
| <p>8. Round Table Health and Safety Discussion</p> | <p>Michael Hoffman is requesting an extra meeting in November per the AFT. Some people would like to see universal masking continue indoors and a more stringent 90% vaccination rate. He provided a list of the AFT proposals:</p> <p>AFT Proposal</p> <ol style="list-style-type: none"> (a) Safety Committee meetings run for 90 minutes; (b) That each meeting has at least a 30- to 45-minute standing item for employee feedback and discussion; (c) That the Committee meets at least monthly year-round with the flexibility to meet more frequently as decided by the members; (d) That we meet twice during November to discuss these proposals with the result that we vote on specific recommended health and safety protocols and procedures to bring forth to the District’s Safety Committee at their December meeting, and (e) That any actions from the District’s Safety Committee December meeting be reported to committee members within one week of that meeting. <p>AFT Proposal</p> <ol style="list-style-type: none"> (a) universal masking indoors continues, regardless of vaccination status and State or County orders, until San Mateo County is at the moderate transmission tier for at least 8 weeks and reaches a vaccination rate of 90% of the total population. (b) N95 masks will be available for faculty. (c) Surgical masks will be available to everyone (employees, students, community members) in all buildings/locations. <p>AFT Proposal</p> <ol style="list-style-type: none"> (a) We propose that a system be put in place such that counselors meeting with students in person shall be able to know in advance the vaccination status or negative test results for that student. (b) In advance of meeting with students in person during Spring 22, a written plan is shared and approved by counselors that includes detailed information such as which spaces are available to meet with students and when, including the available ventilation available in each space, with plans updated in real time throughout the semester. (c) Employees including counselors who work in spaces where ventilation and air circulation are not adequate will be provided portable air purifiers with HEPA filters |

without each request needing to go through supervisors and the District Safety Committee for approval.

AFT Proposal

- (a) We propose that a discussion in this committee to recommend systems by which students provide health/vaccine status and/or undertake a health screening and/or provide information about their vaccination status before entering indoor public spaces like the cafeteria, library, counseling or DRC, with monitoring and enforcement by public safety, safeguards our neighboring colleges are using.
- (b) The District has the funding on hand to hire/train additional staff for this purpose as other districts have done.

AFT Proposal

- (a) We propose that a Human Resources manager be appointed to serve on this committee, to attend all meetings, and provide answers to relevant questions posed by committee members, as well as to bring up to date information about any new health and safety related processes to the committee, for the duration of the pandemic.

AFT Proposal

- (a) For the purposes of transparency and safety, we propose that the current Exposures website be updated as soon as exposures are reported, and be enhanced to include information about the date, time, campus, building and room locations where exposures were reported, as well as the results of weekly COVID testing on unvaccinated students and employees. (see: <https://www.insidehighered.com/news/2020/10/08/many-colleges-publish-covid-dashboards-theres-no-uniform-standard-public-reporting>)

AFT Proposal

- (a) As there have been many complaints that once a day bathroom cleaning, for example near Counseling, has been insufficient, we propose that sanitation protocols for more heavily trafficked areas be assessed and reviewed by this committee and that recommendations be formulated for more robust campus cleaning practices that result in enhanced sanitation to combat the virus. This could include a recommendation to hire and train additional cleaning staff prior to Spring.

AFT Proposal

- (a) For the purposes of transparency and safety, we propose that the steps on how DRC faculty and staff will be notified about student's eligibility to use in-person services be outlined. For faculty and staff that are using SSL, we propose that the steps on how the system is updated for students who are eligible to do the COVID testing, also be codified. We propose that this information be made available by December 1, 2021.

Other Comments

- Interim President Lopez clarified that these are proposals and are not Q&A items with specific suggestions. They can be shared with the committee and allow the discussion to happen and would then go to the districtwide Safety Committee for further discussion since it impacts the entire district.

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| | <ul style="list-style-type: none"> • As a healthcare professional and an instructor, Ray said the county is making decisions based on science, practice and data and at some point, we have to trust the data. • Michael said some of the anxieties that people have not been addressed yet and he is hoping that they can be quelled. • Lorraine would like to see transparency in regard to next steps and that is why the AFT submitted the proposals. They want to see what the procedures are and how it will be done so people understand the procedures behind all of this. |
| 9. Next Meeting | To Be Determined |
| 10. ADJOURNMENT | <p>ACTION: A motion to adjourn the meeting was made by Alex Claxton and seconded by Megan Rodriguez Antone.</p> <p>Meeting Adjourned at 12:30pm.</p> |