

# MINUTES

## **Risk Management Meeting – All Divisions**

**Wednesday, February 16, 2022 – 2:30PM**

### **Zoom Conference Meeting**

(Exception Made Due to Covid-19 Issues & Campus Safety Precautions)

Staff Present:	Cyndi Farrington	Rosa Hernandez	Eliana Diaz	Robert de Wit
	Clint Campbell	Alfredo Macias	Tom Collier	Marianne Russo
	Ali Hamidian	Liz Sanchez	Patrick Joyce	Jason Eisenmann
	Margie Ramirez	Susie Uriarte	Manuel Gil	Patricia Arredondo

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#### 1. COVID Activity

##### a. Staff Questions on CDC Guidelines (Mask/Travel/Exposure):

- Rosa discussed that there may be concerns from our managers and staff since there has been conflicting information about some recent updates given by the state of California regarding COVID health and safety regulations moving forward.
  - The biggest of these would pertain to wearing masks as LA County, Long Beach Health Department and campus would still be requiring staff and faculty to wear N95 masks, K-N95 masks or wear double surgical masks.
    - This requirement would not be changing for at least the next 6 weeks even though other counties have reduced their mask requirement.
  - In terms of social distancing along with cleaning and safety protocols already established, nothing would be changing as of now for our organization.

##### b. SSO Chicklets Students vs. 49er Shops Employees

- Recently, the Shops have seen an increase in student staff needing to quarantine due to exposure from being in campus classrooms/buildings.
  - All notifications of exposures are being sent to Eliana who then works with the campus to verify the severity of the exposure and if quarantine would be warranted or not since this information may not have been defined in the warning notifications that our student staff are currently receiving.
    - Eliana would also be working with Angela and PCR on getting better guidelines as to what the levels of exposure are, how students would be notified per each different level and under what conditions quarantine would be warranted.
  - As part of this campus exposure notification process, some students are then receiving automatic Red X's when filling out their online Pre-Screening Surveys.
    - At this time, managers are doing a good of staying on top of whether these students have been cleared to come to work or not.
  - There were some questions about if these quarantined students would be eligible to use the recently re-instated Supplemental Pay benefit and Rosa did indicate that based on the level and severity of the exposure students would be able to receive that sick time pay for any missed shifts.

##### c. Vaccination Exemptions

- Rosa explained that as part of the campus' Vaccine Attestation policy all employees, faculty or staff, would either need to be vaccinated or provide a religious or medical request for an exemption to this policy in order to work on campus.
  - As part of this process, those employees who had requested an exemption would then be enrolled into medical testing on campus that would need to be submitted on a weekly basis.

- The campus has still not been able to provide Rosa with a Testing Portal dashboard and access to that system so that our staff could be enrolled into the weekly testing process, however, this should be available by March at the latest.
  - For those Shops' employees impacted by this, she and the HR office will be reaching out to them directly to confirm their testing process.
- The University President added the vaccine booster as a requirement under this Vaccine Attestation process at the end of last year before the holiday break which complicates it to an even greater degree.
  - There is a large contingency of staff and faculty who do not want to receive the booster and the campus is working with different unions to figure how best to handle that part of the process moving forward.
  - Additionally, the campus is still working out what this would look like in terms of verifying the documentation for this additional portion so Rosa discussed that she would bring that back to the group once it has been better defined.
- When it comes to our student staff and this Vaccine Attestation process, Rosa would be working with Piya Bose, the Dean of Students, to see which of our student staff members have requested for an exemption.
  - This exemption status could potentially affect scheduling when it comes to their medical testing on campus and their department managers would need to be aware of how this may impact staffing for their areas.
  - Additionally, if any student staff member chooses not to comply with this at all, then the HR office would need to be aware of how best to handle their employment with the Shops.

## 2. Inspections and Audits

- a. COVID Monthly Inspections Update:
  - Clint has been continuing to receive these inspections forms and trusts that any exceptions are being dealt with accordingly for this documentation.
- b. Facilitating Audit Forms
  - In regards to the January facility audit forms, Clint hasn't received any of these but understands that could be due to the start of the Spring Semester.
    - He has requested that those be turned into him before the end of the month as per the schedule.
  - Department Manager Signatures Required
    - As a reminder, departmental managers are responsible for signing these audit form documentation as they would have the authority to make any needed repair and/or maintenance requests for items that would need to be fixed, updated or upgraded.
  - NEW Corporate Offices
    - There have been some inconsistencies when it comes to who should be handling the facility audits of the corporate departments and offices to which the following staff were identified for this process:
      - Human Resources: Sandra Ramirez
      - IT Offices: Majid Zahedi
      - Accounting Offices: Tom Collier
      - General Manager's Office & Corporate Conference Room: Marianne Russo
      - Communications Office: Marianne Russo
      - As for the main corporate offices, Clint said that he would take the lead on doing the audit documentation for these areas.
- c. Facility Audit Document Review

- Clint plans to review these facility audit forms with divisional representatives from the committee along with their managers over the next few months in order see how these forms could be revised to make them more relevant along with less confusing to fill out.
- d. Fire Marshal/Internal Walkthrough
- In anticipation of our next Fire Marshall facility walkthrough, Clint and Eliana would be conducting an internal walkthrough to review all of our locations and address any issues that they believe would or could be cited as part of this process.
    - When a date and time have been set, this information will be sent out to everyone involved.
3. Accident Investigation Update
- a. Medpost → MOMS
- The Shops have fully transitioned from using the Medpost facilities to the Memorial Occupations Medical Services.
    - Updated MOMS facility flyers have been distributed to departmental offices and if any staff need extra copies, those can be received from the HR Office.
    - Additionally, the Corporate Telephone Directory is currently being updated and that information will be included on that document.
- b. Accident Investigation Forms
- As part of this transition, updated Accident and Workers Compensations Forms have been uploaded to the HR webpage: <https://www.csulb.edu/49er-shops-at-the-beach/current-employees>
    - Eli and Rosa reviewed the webpage and detailed where this documentation could be found under the Employee, Customer and Vendor Accident section.
    - As a reminder, when there is an Employee Accident Form these need to include an Accident Investigation form.
4. Emergency Evacuation Maps
- a. Update Status
- Eliana has been working with Vinny in Communications to have these maps updated and they are working on those final edits currently.
    - As soon as they have those completed, they would be reaching out to the departmental managers to pick up for their locations.
5. General Training
- a. 2 hr. / 1 hr. Sexual Harassment Training
- The 2 hr. training was sent out through the Succeed Portal at the end of last year and Eliana wanted to thank those management staff who had already finished this online training.
    - She will be sending out a list of any staff who had completed this training along with identifying who still needed to take go through this process.
  - The 1 hr. Sexual Harassment Training for the new year would be sent out to those new staff members as it would need to be taken within at least 30 days of the hire date.
- b. COVID Training / Acknowledgement Form
- Like the training above, the COVID training is being distributed to all of the newly hired staff as of the beginning of this year.
- c. N-95 Mask Training
- As part of campus policy, employees were given N-95 masks in January and this mask training was uploaded into the Succeed Training portal to review and confirm it was received.
- d. NEW – Customer Retail Safety

- There had been some incidents over the past few months with rude and belligerent customers that had been coming into our locations and causing issues with employees.
  - The Directors had discussed the need for our employees to receive additional training and guidelines as how best to handle these kinds of situations in the future.
- Eli will work with Alliant to determine what kind of training they would have for Customer Retail Safety that we can provide moving forward.
  - Additionally, Rosa would also contact different HR, campus and auxiliary organizations to see what kind of training opportunities they would be able to offer in terms of this subject.
  - Hopefully this would be available within the next couple of months through the Succeed Management training portal.

## 6. Items to Watch

### a. Business Continuity Plan

- Ali was able to provide an update from the campus on information needed moving forward for this documentation.
  - It was indicated to him that the campus wanted to receive more information as to how the Business Continuity Plans were used when it came to dealing with the pandemic circumstances and how they worked or didn't work as the case may be.
    - The campus would be using the pandemic as an "Active Test" of these plans for future considerations and updates.
    - In terms of when this information would need to be received, it didn't look like there was definitive deadline as of yet.
  - It was discussed that there would need to be a side conversation in March to better define how this would be presented from our organization.
    - Some suggestions of what could be included were:
      - ❖ How supply shortages were handled and managed
      - ❖ Lessons learned from the experience per division
      - ❖ Reviewing the critical roles and steps taken over these past 2 years
  - Ali volunteered that he could put together a Microsoft Teams group for this project where information could be gathered and stored.
    - If need be, a sub-committee team could be developed to oversee these Business Continuity changes in the future.
  - As for the timeline of this project, it could be started in March and then finalized over the summer months.

### b. AED Installation

- Clint had worked with the campus to receive an estimate for putting these Automated External Defibrillator machines into key locations for the Shops.
  - These devices would be put into the Capital Plans for next year's budget and for distribution into key areas for the Shops accordingly.

### c. Vendor Roll Call

- Rosa explained that she and Clint had been putting together a spreadsheet to better define 3<sup>rd</sup> party vendors who worked closely with and/or in our departmental facilities.
  - The driving factor to create this had begun when considering Covid and safety mitigations with these vendors to make sure their standards met those of the campus on the whole along with determining how Covid exposure would be communicated between both of our organizations.
  - She was working on detailing vendors, listing which divisions they worked with, their specific representatives and when they would be interacting with our staff members.

- A secondary part of this process would be looking at vendor management in regards to who would be working with these 3<sup>rd</sup> party companies and therefore be the point of contact.
  - At this time, it was still being discussed within the Directors to define and organize and once finalized would come back to the Risk Management committee to review.
  - Looking forward, we may want to include clarification as to how these vendor employees are trained regarding Codes of Conduct and Sexual Harassment and if that would be included in our initial contracts with them moving forward.

#### d. New Business

- Earlier in the week, there was an issue with a lightening bolt striking an electrical transformer near the University leading to a campus power outage.
  - The campus is on several different power grids, however, most of campus was without electricity for several hours.
    - Since this occurred off campus, the notification for this outage was delayed as they were trying to get information from Edison as to what happened along with how long it would take in order to be repaired.
  - Discussions were had within the group that guidelines for these kind of safety situations may need to be better defined moving forward.
    - The group agreed that in these instances the best course would be to wait and receive information as to how proceed from the campus.
    - Additionally, the time of the day would determine how best to react as if it is nighttime there are additional safety concerns that would need to be factored into these guidelines.
  - Rosa asked that all of the Directors go back to their respective teams to review what the best processes would be for their areas so that it could be formalized by Eliana and Rosa into a more comprehensive document of Power Outage guideline procedures for the future.
    - A suggestion was given to include what the next steps would be in terms of communications and operations depending on how long the power outage would last short-term and long-term.

## 7. Action Items & Next Steps

### a. Meeting Frequency

- Over the pandemic especially in dealing with Covid safety and changing health guidelines, these Risk Management meetings were moved to a monthly basis.
  - There was a recommendation that we could finish the semester meeting on a monthly basis then review with the group as to whether the monthly meetings could be moved to a bi-monthly basis moving into the next academic year.
  - While frequency of meetings was important, Robert discussed that it was equally important for the committee members to be reporting out what has been discussed within these meetings to make sure the information is being disseminated throughout the divisions to every level of the organization.
    - The group agreed and confirmed that was happening whether it was through report outs at management meetings to forward meeting minutes to their divisions and departments respectively.
- The next meeting would be scheduled for March 16<sup>th</sup>, at 2:30pm