
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 Activity

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

- 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:

- 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 W 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,

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- 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

- A secondary part of this process would be looking at vendor management in regards to who would be working with these 3rd 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 7.