

College of San Mateo

Safety Committee Meeting Summary

Thursday, March 24, 2022 2:00 PM – 3:30 PM

Members Present: Ben Zara Minkin, Brian Tupper, Cynthia James, David Lau, Emily Barrick, Gloria D’Ambra, Jesenia Diaz, Micaela Ochoa, Robert Gutierrez and Viji Raman

Staff: Luz Román-Amaro

Guests present: see enclosed list

Micaela called the meeting to order at 2:04PM.

Review and Approve Agenda

The CSM Safety Committee members present approved the agenda as presented with no request for changes or modifications.

Review and Approve February 24, 2022 Meeting Minutes

The Committee reviewed the minutes from the February 24 2022 meeting. Viji Raman communicated a typographical error on page 2. The word “declined” needs to have the “d” removed. The Committee Members present approved the minutes as presented with the correction of the word “decline” on page 2.

Public Comment on Non-Agenda Items

There were no comments or feedback offered on this agenda item.

Approval of Changes to Bylaws Membership

Micaela reviewed the membership section of the Safety Committee bylaws.

She indicated that the SMAC Fitness Center no longer has a General Manager and recommended to change member #7 title **FROM** General Manager, SMAC Fitness Center **TO** Representative from the SMAC Fitness Center.

Kurt Scholler communicated that the facility has been officially renamed as the College of San Mateo Athletic Center. This name change was approved by the board of trustees.

Micaela thanked Kurt for the information and asked committee members if they approve to change the member #7 title **FROM** General Manager, SMAC Fitness Center **TO** Representative from the College of San Mateo Athletic Center.

The change was unanimously approved by the Safety Committee members present and the revised bylaws will be posted on the website.

No further comments, questions or feedback were offered on this item.

Approval of Representative from SMAC Fitness Center (contingent on Agenda Item #4)

Micaela made the recommendation to approve Kurt Scholler as the representative of the College of San Mateo Athletic Center. Kurt Scholler made a brief instruction of himself to the committee. Micaela made a motion for approval of Kurt Scholler to serve on the CSM Safety Committee. The members present approved the membership of Kurt Scholler.

There were no questions or comments offered on this item.

Report out on March 14, 2022 District Health and Safety Committee Meeting

Ben Zara Minkin reviewed the agenda items that were presented at the District's Health and Safety meeting on March 14, 2022.

He communicated that our Emergency Operations Plan is being revised and the following annexes (plans) have been updated:

- Violent Intruder Hazard Annex
- Access and Functional Needs Hazard Annex
- Crisis Communication Plan
- Evacuation Annex
- Pandemic Hazard Annex
- Shelter/Secure in Place Annex
- Poor Air Quality Index (AQI) Hazard Annex

Public Safety's Office of Emergency Management will be scheduling meetings with the deans of the different divisions to help them develop their internal emergency plans. The biggest change in the Emergency Operations Plan is that a policy group was created to create the policies needed for the emergency operations plan. The goal of the Emergency Management office is to create a comprehensive continuity of operations plan for every department and division in every college by the end of next year.

Ben Zara explained the details of the new Building Captain Program. The new program includes an updated handbook, an increased number of training modules, a job description, a website and building captain apparel.

Ben Zara communicated that the new training modules are:

- ICS 402: Management for elected and senior officials
- CPR, First Aid and AED
- Building Captain – 3 full days
- Power Outage
- Radio Training
- Department specific compliance-based trainings
- Business Continuity Tabletops

The recurring trainings are:

- Great Shakeout Drill and the lockdown/barricade drill.

Micaela asked Ben Zara if it will be beneficial for the Safety Committee members to take CPR, First Aid and AED training. Ben Zara responded that it will be very beneficial to the members of the Safety Committee. He is certified in CPR, First Aid and AED and can provide the training.

Micaela communicated that the CPR, First Aid and AED will be added as a discussion item to the next meeting agenda.

Ben Zara communicated the following updates:

- Radio Testing- a district wide radio testing will be conducted by the office of Public Safety on the 3rd Tuesday of the month at 10AM. New radios have been purchased to replace the ones that did not function at the last monthly radio check.

Viji Raman asked if the current radios have to be returned. Ben Zara responded that all radios were checked before being distributed and there is no need to return the one that you have unless it stops working.

- AED replacements – The office of Emergency Management (OEM) has partnered with the Via Heart Project and will

be replacing all the AEDs in all the campuses with a more advanced AED model. People that are already CPR/First Aid/AED certified will be able to use the new AED model without the need for training.

- Lockdown/Barricade Drill – The OEM is reinstating the drill. The first one will take place in April. There will be a morning drill and an evening drill.

Micaela asked the committee members and people present if they were interested in a CPR/First Aid/AED training.

Ben Zara communicated that CPR/First Aid/AED training is part of day #2 of the Building Captain training that will take place in the Summer. If the committee decides to take the training now, they will only need to take the bleeding control and Narcan training that is also part of day #2 of the building captain training.

Viji asked if you took the training before, do you have to take it again.

Ben Zara responded that she will have to take it again specially if two years have already passed.

Micaela asked Ben Zara if he can come back at the April meeting with a draft schedule of trainings and topics.

Ben Zara accepted the invitation to come back.

No further feedback, comments or questions were offered on this item.

Report from District-wide Health & Safety

Micaela communicated that Ray Hernandez was not able to join today's meeting and read the updates that he provided via email. The email from Ray Hernandez will be attached to the minutes.

No comments, questions or feedback were given on this item.

2022-23 Meeting Dates

Micaela reviewed the 2022-2023 meeting dates schedule. The meetings will continue to be on the 4th Thursday of the month. Micaela made a motion for approval of the 2022-2023 meeting schedule. The committee members present approved the 2022-2023 as presented. No comments or feedback were given on this item.

April 28, 2022 Meeting, Preliminary Agenda Items:

Micaela asked if anyone had any request for items for the next meeting agenda. Micaela communicated that the only preliminary item at the moment was:

- Follow up on Building Captains' Training

She asked committee members to send an email to Luz if they have any request for items to be added to the next meeting agenda. No comments or feedback were given on this item.

Round Table

No comments, updates or feedback were offered on this item.

Meeting adjourn at 2:49PM.

Attendees (alpha order by first name):

Ben Zara Minkin

Jesenia Diaz

Brian Tupper

Kathy McEachron

Cynthia James

Kurt Scholler

David Lau

Luz Roman-Amaro

David McLain

Micaela Ochoa

Dr. Jennifer Yang

Robert Gutierrez

Emily Barrick

Viji Raman

Gloria D'Ambra

Vince Garcia

Attachments:

From: Hernandez, Raymond <hernandezr@smccd.edu>
Sent: Wednesday, March 23, 2022 1:55 PM
To: Ochoa, Micaela <ochoam@smccd.edu>
Subject: CSM Safety Committee Meeting - COVID-19 Health Officer Report 3/24/2022

Micaela,

Here is my report summary. I'm sorry I cannot be there today as I am away.

- The CDC continues to evaluate risk levels based on assessment of 3 factors: vaccination rates, severe disease and hospitalizations, transmission rates per 100,000. In San Mateo County, California, the COVID-19 community level is currently categorized as **low** <https://www.cdc.gov/coronavirus/2019-ncov/your-health/covid-by-county.html>
 - Stay up to date with COVID-19 vaccines
 - Get tested if you have symptoms
- District tracing reports continue to remain low as noted on the exposure report website <https://smccd.edu/return-to-campus/exposures-report.php>
- As of March 11, 2022, the universal masking requirement for K-12 and Childcare settings has terminated. Many of the districts are recommending but not mandating mask wearing indoors.
- Home antigen tests continue to be distributed through public safety for employee and student distribution. Please make sure you have a kit on hand as we head out for Spring break. For those who will be away and engaging in community and vacation activities, you are encouraged to home test prior to returning to campus.
 - Employee kit available at division office
 - Student kit available at bookstore
- Expanded onsite testing continue to be available through spring break at all 3 campuses: <https://smccd.edu/return-to-campus/testing.php>
 - Open to students, employees, and public
 - PCR testing free
 - Hours: Mondays–Thursdays: 10:00am – 6:00pm, Fridays: 10:00am – 3:00pm
 - Cañada College – Lot 10, Building 21
 - College of San Mateo - Lot M
 - Skyline College – Lot R, Portable 3B

Raymond Hernandez, MPH, RRT, NPS
COVID-19 Health Officer
Professor Respiratory Care, Skyline College
<http://skylinecollege.edu/respiratorycare/>
<http://skylinecollege.edu/respiratorycarebachelors/index.php>

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Suggested Use



When should I use my at-home COVID-19 testing kit?

1. If I have symptoms consistent with COVID-19.
2. Assessing recovery status while in isolation at day 5 with rapid antigen test.
(PCR laboratory test no longer recommended for up to 90 days after COVID recovery as they can provide false positive results.)
3. At least 5 days after close contact with someone who has COVID-19.
(If test is negative, may repeat after 48 hours to reassess status.)
4. Before and after travel.
5. When asked by a healthcare professional or public health official.

Additional Resources:

Home Test Video Instructions: https://www.youtube.com/watch?v=qBt_H4Gc-rU

California State Public Health Guidance: <https://covid19.ca.gov/get-tested/#when-to-get-tested>

Center for Disease Control and Prevention Guidance: <https://www.cdc.gov/coronavirus/2019-ncov/testing/self-testing.html>