

College of San Mateo

Safety Committee Meeting Summary

Friday, December 10, 2021 2:00 PM – 3:30 PM

Members Present: Brian Tupper, Cynthia James, David Lau, Emily Barrick, Jesenia Diaz, Micaela Ochoa, Rob Dean, Robert Gutierrez and Viji Raman

Staff: Luz Román-Amaro

Guests present: see enclosed list

Micaela called the meeting to order at 2:05 PM

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 November 19, 2021 Meeting Minutes

The Safety Committee members present reviewed and approved the November 19, 2021 meeting minutes as presented.

Public Comment on Non-Agenda Items

Micaela welcomed committee members and guests to speak on non-agenda items.

Rob Dean commented that he has noticed a persistent disregard for traffic safety rules on campus. He asked members and community present to be mindful of traffic safety and speed while driving on campus.

Micaela requested for Safety Committee members present to report Rob's update to their respective constituency groups. Rob Dean and the Safety Committee members agreed that they would communicate the update to their constituency groups.

There were no other comments or feedback offered on non-agenda items.

Follow-up from November 19th CSM Safety Committee Meeting

Micaela introduced Michele Rudovsky to present on PPE, Ventilation, Sanitization and Masks.

PPE, Ventilation, Sanitization and Mask Wearing, and FAQ

Michele Rudovsky shared information about the district's Covid response and HVAC Ventilation. Michele's PowerPoint presentation is posted on the Safety Committee meeting page at the following link: <https://collegeofsanmateo.edu/safetycommittee/meetings.php>

She also talked about the districts' Sanitization Strategies and PPE Equipment requests. She directed people to visit the campus page: <https://smccd.edu/return-to-campus/employees.php#ppe>

Trang Luong asked if the counseling department could have air purifiers since they do not have a health screener in place.

Michele responded that the area does not meet the criteria to have an air purifier because it has appropriate ventilation and good air flow into the space. Additionally, if people are sick, they need to stay home. Michele also communicated that employees are supposed to be fully vaccinated.

Ray Hernandez clarified that the District does not have electronic health screeners, but they do follow Cal/OSHA guidelines like the self-assessment that happens before entering the building. Ray explained that this process has been working very well and he communicated that there have not been any documented cases of campus transmission. He agreed that more education about the self-screening process is needed.

Jesenia Diaz asked in the chat if her department could have an electronic health screener. Ray responded that the self-assessment is the process that the district is supporting and it will continue to use after the Winter break.

Trang Luong asked in the chat where does the self-assessment happen? Ray responded that the self-assessment happens at the entrance of every building, but there is no documentation conducted or health screener at the door. The district will be reviewing their signage now that more people will be returning to campus.

Michele continued with her presentation showing the latest information of Covid-19, such as the recovery process, sanitization, standard operations procedures regarding Covid-19 prevention, face masks and requests for PPE.

<https://smccd.edu/return-to-campus/employees.php#ppe>

She also shared the link to the district's sustainability website, which provides information about ventilation systems and indoor air quality.

Link to Sustainability website:

<https://sites.google.com/my.smccd.edu/smccdsustainability/air-and-environmental-quality/indoor-air-quality>

Michelle finished her presentation by providing the link to the online form that the staff need to use to request N95 and face shields

Link to request PPE:

<https://app.smartsheet.com/b/form/be7e34cd732b44c8b910b42af93f22a1>

There were no more comments about Michele's presentation.

Micaela introduced Kristi Ridgway to present on the follow-up from the prior meeting, and the QA document she prepared.

Kristi Ridgway commented that she wanted to share the follow up that she did regarding the concerns that were brought up by Jesenia Diaz and Trang Luong at the Safety Committee meeting on November 19. Kristi explained that she met with Jesenia and Tran and she created an FAQ after their conversations. The FAQ is divided in different sections.

David Lau asked where is the FAQ linked. Micaela and Kristi responded that it is linked to the Agenda.

David commented that he will be sharing the information with faculty regarding the return to campus and would like to include the FAQ. Micaela explained that the FAQ is linked to the Outlook calendar invitation and offered to send Michele's PowerPoint via email, in order for him to share it as well.

There were no more comments or questions regarding the FAQ.

Michele Rudovsky volunteered to answer Jesenia Diaz' question in the chat about conducting assessments of their work spaces before the Winter break. She responded that they have conducted many space assessments in the past 18 months and instructed Jesenia to fill out a Facilities' work order.

Robert Gutierrez communicated that he is managing assessment requests and he had already responded to Jesenia and Tran's requests. Additionally, the assessments have already been conducted.

Viji Raman asked Micaela if she could also share Michele's PowerPoint with the Deans. Micaela responded that she will share the PowerPoint with the Deans and will copy Kristi Ridgway and Mike Holztclaw in the email.

Policy Related to Service Dogs

Micaela communicated that this agenda item is in response to a question that was asked at the last Safety Committee meeting. She indicated that service animals are allowed on Campus. Students who would like to request approval to bring a service animal to campus need to contact the Disabled Students Service Program. Employees can contact the director of Human Resources or the Executive Vice-Chancellor of Administrative Services. The Faculty Guide and the Administrative Procedure related to Service Animals are linked to today's agenda.

No questions or comments were made about this item.

Forum Parking Lot

Micaela introduced Robert Gutierrez to provide an update on the Forum Parking Lot.

Robert shared photos of the Forum Parking Lot and explained that after closed examination of the south and north entries of the parking lot, they determined to move forward with the two recommendations of adding blinking lights at the south end of the parking lot and trimming the bushes at the north end. Both measures will improve visibility and security.

No further questions were made about this item.

Room for Spring Safety Committee meetings, for those who wish to join in person, Building 10-435, capacity 10

Micaela mentioned that this is another follow up item from the last Safety Committee meeting. She communicated that room 435 in Building 10 has been reserved for people who wish to attend the Safety meetings in person. The room capacity is limited to 10. Therefore, those who wish to attend the meeting in person will need to RSVP to Luz Román-Amaro.

There were no comments or questions about this item.

Reports and Updates

Recovery, Attestation, Covid-19 Testing, Updated Fact Sheet, Reconciliation of Vaccinated vs. Non-Vaccinated

Micaela introduced Ray Hernandez to talk about Recovery, Attestation, Covid-19 Testing, Updated Fact Sheet and Reconciliation of Vaccinated vs. Non-Vaccinated.

Ray responded to a couple of follow up questions from the last meeting and gave a detailed update about the employees and students attestation process.

Students Attestation: Ray clarified that Students can attest or submit the vaccination information even if the 14-day post period hasn't lapsed. Additional information can be found at:

<https://smccd.edu/return-to-campus/docs/Student%20Vaccination%20Verification%20FAQ%2012.10.2021.pdf>

Ray reported that approximately 6,000 students have completed the attestation process with only three (3) medical exemptions and forty-three (43) requested religious exemptions requested.

Employees Attestation: Ray reported that the vaccination rate for employees is at 95% of 2,000 employees with only three (3) medical exemptions and twenty-five (25) religious' exemptions requested.

More information is available on our website: <https://smccd.edu/return-to-campus/employees.php>

Ray asked Kristi Ridgway for a status update on the student registration process and for the percentage of students that normally register. Kristi responded that the number of students registered varies during the length of the registration process, but the majority of returning students have already registered.

Ray communicated that the last vaccination pop-up clinics for the fall semester at CSM will be on December 18. The vendor will continue with 3-week vaccination cycles until May 2022 and they will offer 1st dose, 2nd dose, booster and flu shots.

Emily Barrick reported that they will still be offering the flu shots free of charge for students, faculty and staff on Tuesdays and Wednesdays when classes are in session.

For information about vaccination pop up clinics at CSM, please visit: <https://smccd.edu/return-to-campus/vaccine-info.php>

Ray discussed the metrics for the face coverings mandate.

https://covid.cdc.gov/covid-data-tracker/#county-view?list_select_state=California&data-type=Risk&list_select_county=6081

Ray reported that San Mateo County transmission is currently in the orange level (substantial). We need to be at least two weeks in the orange level before it goes to the yellow (moderate); for two weeks in yellow before it finally goes to green (low) -- before the mask mandate is ended. Ray reported that it is expected that with the two variants, we will see an uptick in Covid-19 cases during the holiday and cold seasons. The county mask mandate will probably continue until the numbers start to come down possibly in March. Ray reported that the District will continue with the mask mandate through the end of the school year.

Ray reported on information about the employee covid-19 testing webpage.

- The covid-19 program specialists have been situated at their campuses.
- Their hours and contact information are available on the website.

- The employee covid-19 testing is currently done only once a week, but they will eventually offer the testing five days a week and to all staff and students.

Micaela asked Ray if he talked about the reconciliation of vaccinated vs. non-vaccinated.

Ray responded that the numbers were reconciled and he provided the most current information when he talked about the percentages of vaccinated employees and exemptions. He explained that employees who have been vaccinated will not be contacted for weekly testing.

Micaela did a time check and proposed to the committee to either end the meeting on agenda item #5 and move the other agenda items to the meeting in January or extend today's meeting by 15 minutes to cover all the items on the agenda.

The Safety Committee members approved the motion to stop the meeting on agenda item #5, and report on the balance of items at the January meeting.

Report on December 6, 2021 District Health & Safety Committee Meeting

Micaela introduced Brian Tupper to talk about the districtwide Safety Committee meeting on December 6, 2021.

Brian communicated that at the last meeting they talked about recommendations done at the three campuses, but their focus was more on the work that Ben Zara is doing with the district emergency operations plan; building captains planning and district emergency preparedness training. Ben Zara is working with each of the campuses to update the list of building captains.

If anyone is interested in becoming a building captain, they need to contact their Health and Safety Committee Chair. Micaela Ochoa is the HS Committee Chair at CSM.

Micaela clarified that CSM already offered a report to the district safety committee and followed up on items related to CSM.

Protocols for on campus events

Micaela asked Brian, Robert and Ray to share any information that they have might have regarding protocols for people visiting campus.

Brian reminded the committee that they are still self-attesting and that the process includes community members that come to campus.

Ray mentioned that the Board of Trustees updated the Covid-19 requirements policy (BP NO. 2.90) in November 2021. All full-time and/or part-time employees are required to be fully vaccinated. This requirement does not apply to members of the public. Ray explained that the board is currently working on the Administrative Procedure for this policy related to members of the public, which will provide clarification on the classifications of groups.

David Lau thanked Ray for the information about this policy and expressed his desire of being able to use CSM's building 10 for the upcoming Puente event "Noche de Familia" in February and an author's visit in April. Ray responded that the board and the district are taking an inclusive approach balancing the concerns of the different constituency groups. They hope to have an answer regarding the concerns about visitors or events on campus before the end of the Fall semester or at the beginning of the Spring semester.

Micaela asked Ray if he could send her an update before the end of the semester.

Ray responded that they currently have a very rough draft of the Administrative Procedure, but he is listening to all the feedback provided and will provide her with an update before the semester ends.

Viji Raman asked if she will still need to ask the Art Models to email their proof of vaccination to Ray.

Ray responded to check with her Dean and follow the same process that was established in the Fall.

There were no further comments or questions about this item.

Round Table

Micaela asked if there were any additional items to be discussed.

No questions or comments were added.

Micaela adjourned the meeting at 3:32pm

January 27, 2022 Preliminary Agenda Items:

Review and Discuss Fall 2021 Safety Committee Accomplishments

- Conducted seven (7) Meetings with participation and feedback from various stakeholders, including up to 130 community partners at some meetings
- Reviewed, discussed, and took-action on committee bylaws
- Discussed pros and cons of becoming a committee that reports to IPC
- Took-action on transitioning from committee that reports to President to committee that reports to IPC
- Other accomplishments?
- Continuous Improvement: Feedback Regarding Fall 2021 Meetings
- Tentative 22-23 Meeting Dates

Attendees (alpha order by first name):

Ben Zara Minkin	Maggie Li
Brian Tupper	Micaela Ochoa
Cheryl Navarrete	Michele Rudovsky
Cynthia James	Michelle Schneider
David Lau	Monica Malamud
Emily Barrick	Ray Hernandez
Janis Wisherop	Rob Dean
Jesenia Diaz	Robert Gutierrez
Jia Chung	Trang Luong
Jill Haberlin	Viji Raman
Kristi Ridgway	Vince Garcia
Luz Román-Amaro	