

College of San Mateo Campus
Safety Committee Meeting Summary
Friday, November 19, 2021
2:00 PM – 3:30 PM

Members Present: Micaela Ochoa, Brian Tupper, Emily Barrick, Cynthia James, Tania Farjat, Jesenia Diaz, Gloria D’Ambra, Joseph Puckett, Viji Raman and David Lau

Staff: Luz Román-Amaro

Guests present: see enclosed list

Micaela called the meeting to order at 2:02 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 October 28, 2021 Meeting Minutes

The Safety Committee members present reviewed and approved the October 28, 2021 meeting minutes as presented with no changes or modifications.

Public Comment on Non-Agenda Items

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

There were no requests to speak on non-agenda items. There were no comments or feedback offered on non-agenda items.

New: Website Redesign with Updated Bylaws

Micaela presented the new design of the Safety Committee webpage, and explained that the bylaws the committee approved in October 2021 are now a part of the new webpage.

There were no questions, comments or feedback about the new design or updated information on the Safety Committee webpage.

No Smoking Policy

Micaela reported on the updated no-smoking policy that was presented to the board as an information item in October and as an action item in November. The updated no-smoking policy has now been approved by the Board of Trustees and is posted on the Board’s website. - Board Report NO. 21-11-103B

Reports and Updates

Note: Due to problems with connectivity issues, the Reports and Updates section of the agenda started with Parking Permits instead of Recovery, Attestation and Covid Testing.

Parking Permits

Micaela communicated that an FAQ related to the new parking permit system was created after Brian Tupper met with CSM's Administrative Services staff to answer their questions about the new system. This FAQ is part of today's agenda packet.

Brian offered a brief introduction about the new parking permit system (iParq). He explained that the previous parking system, Credentials, was used to issue student parking permits through a mailing system. It is no longer in service. Starting in December, Public Safety will use a new digital parking permits system that will require vehicle registration, name, G-number and the vehicle's license plate. The license plate then becomes the vehicle's permit.

Staff: Brian explained that staff will receive a notification with a link to a website to register and create an account). Staff will need to enter their name and G-number, and they will have the option to choose a staff permit. This permit will be free and valid for two years. Each staff member will be allowed to register up to two vehicles in their account. Staff will also have the opportunity to update their account and vehicle information if there is a need to change registered vehicles.

Students: Brian further explained that for the students, the new parking permit system works similar to the Credentials parking permit system, but without the physical permit. The students will enter their G-number and that G-number is tied to their account. Students will have the option to purchase a semester long, two-semesters long, summer term or daily permit.

Public: For members of the public, they will be able to purchase a daily permit without having a G-number. iParq also offers special event permits and is parallel to almost everything that people experienced with Credentials.

Brian explained that Public Safety was working to find a solution after they found out in October about the problem with Credentials. The idea of trying to have a new parking permit system in place by the return to work, and of students, to campus was a high priority. The new parking permit system will go live in December. Public Safety, ITS and iParq are working on trying to get this cloud system set up. They still need to establish an exchange of communication between iParq and Banner.

Brian communicated to the meeting attendees to send him an email if they have any questions or suggestions on how to make the new parking permit system better.

He also shared that Public Safety will focus during the Spring semester on transitioning to the new parking permit system and there will be no parking citations in the Spring.

Micaela reminded attendees that the Parking Permit FAQ is linked to today's agenda, and posted on the Safety Committee meeting webpage.

Viji Raman asked about parking permits for guest lecturers or guests that come to campus.

Brian answered that they are in the process of working on a VIP permit that can be used for special events or meetings. This new system offers different types of permits. With this new system they are eliminating paper products, physical contact, and the permit stations. These changes will be a cost saving to the district.

Cynthia James reminded Brian that a couple of programs like Cosmetology, Skyline's Esthetic program and the Dental program have members of the public coming to campus several times during the month. She asked if Public Safety is taking those visits into consideration when talking about public funds?

Brian responded that the system can be set up in advance to account for those visits.

Viji Raman asked if she could send in advance a list of all the people that will visit during the semester.

Brian responded that at the moment that is not possible, but he is taking these two questions back to Jason and Arlene to be addressed. It is important that they address all questions from the three different campuses. The information will be shared with the different divisions and departments.

Public Safety would like the new parking permit system to be a positive experience for everyone.

Kathy McEachron asked via chat: Are you considering placards for Faculty and Staff as a visual for security?

Brian responded that he had already answered the question in a previous meeting. The placards are a good idea for visual recognition. Staff will still have to register and the permits will be valid for 2 years. He is about 95% sure that the placards or a system like that will be put in place to supplement the new parking permit system.

Tania Farjat asked about students that visit various campuses. She asked "will they be able to use the same parking spot? Can you elaborate on how the new system is going to work regarding those students?"

Brian responded that the system is district wide. When the license plate is scanned, the system will say whether they have a permit or not, but it will not say the person's home base campus.

Micaela asked for Brian to confirm that one permit only is required, regardless of where you park in the district.

Brian confirmed that the statement is correct.

There were no further questions about this item.

Recovery, Attestations & Covid Testing

Ray mentioned that there has been a lot of conversation about the mask mandate and the plan for Spring 2022. He discussed the metrics from the new San Mateo County Health data dashboard. These metrics are bay area wide and provide the criteria for lifting the mask mandate. He shared the following websites:

<https://www.smchealth.org/coronavirus>

<https://www.smchealth.org/data-dashboards>

Ray mentioned that the next free vaccination pop-up clinic will be at CSM on November 30. You must register in advance at <https://myturn.ca.gov/>

Ray also reminded everyone that the district is committed to mask wearing until the end of Academic year and that they are aligning with the County's recommendations after that. Ray continued stating that the student attestation process is going well over all.

Ray informed that two people have been hired to work the attestation process. He also mentioned that people that work with cohorts can request reports and that he will provide Micaela with the details about this later on. (35.14)

Tania Farjat commented about issues with the uploading of documents during the attestation process. She explained that students were concerned about being dropped from classes after uploading their vaccination documentation before the 14 days deadline, and as a result, students were not uploading their vaccination card.

Ray communicated to Tania that they could chat offline to get more details about this issue and shared the link to the return information for Students' page:

<https://smccd.edu/return-to-campus/students.php>

Micaela asked Tania if students were waiting for the end of the two-week period (after completing their vaccinations) to upload their vaccination information, until after they fully vaccinated.

Tania answered that it was correct.

Ray communicated that this was an opportunity to communicate the missing information about not having to wait the 14-day period to upload their vaccination documentation to the fact sheet and thanked Tania for the feedback.

Micaela explained to Ray that it sounds like students do not want to upload their vaccination card until after two weeks after vaccination because they don't want to be dropped from their classes.

Ray reassured Micaela that there is no problem with the system. When students upload their information, the program specialists are looking to see that the shot series has been completed, not that the 14-day post series have been completed.

Tania clarified that students were uploading their first series and were able to register. They thought that they would have 14-days to enter the second series information, but instead they were dropped from their classes before the end of 14-day period.

Ray clarified that if the student has only received one vaccination shot before registration, they are not considered fully vaccinated and will be rejected. Ray will update the fact sheet.

Joseph Puckett mentioned that some employees wanted to wait until they were fully vaccinated to do the attestation and asked Ray to resend the link to employees to do the attestation.

Ray reviewed the vaccination requirements and attestation process for employees.

Joseph mentioned that there was another issue with employees that already uploaded their information and still have to be tested.

Ray indicated that if individuals upload their vaccination card, they should not be on the Covid testing list. Ray communicated that he would run a report to reconcile the attestation information and remove them from the testing list.

Cheryl Navarrete asked via chat: Do we need to upload again once we receive the booster shot?

Ray answered that they are focusing on what is considered to be fully vaccinated, which includes the series and the post 14-days. They already finished the process with employees and are moving forward with the weekly testing of staff with exemptions. Students are still in the attestation the process.

Ray confirmed that they are not requesting boosters or documenting them at the moment. We will wait to see what is done at the national level before we create a procedure or process for the booster shot.

Ray shared in the chat a link to the state's current safety measures and past restrictions:
<https://covid19.ca.gov/safely-reopening/#past-restrictions>

There were no further questions or comments on this item.

Building Captains

Ben Zara Minkin mentioned that Public Safety is planning to schedule a Building Captain training with the district and the three campuses in the Spring. This training will include Covid response protocols and treatment protocols for building captains. At the past training they noticed that the trauma supplies in the emergency-go-bags were minimal and did not include bleeding control kits. Public Safety will be adding the bleeding control kits to the bags and will also be teaching: "stop the bleed" at the training.

Brian added that Public Safety has the overdose prescription medication Narcan® and will also be adding a training on opioid-overdose for the building captains.

There were no questions or comments on this item.

Reporting on Safety Concerns

David Lau commented that some of the safety concerns are being addressed in the Active MOU for negotiations between the district and the District Academic Senate. He added that there are still some concerns about the return to campus such as how sanitizing is going to be done, keeping social distancing in the classroom, mask wearing enforcement and the type of preventative measures the campuses are going to have in place in regards to visitors.

Micaela asked David to elaborate on his remark about sanitation.

David responded that many members of faculty have not been on campus and are not aware about the sanitation process on campus and it will be very helpful to provide some clear communication or factsheet.

Viji Raman asked if we have a policy regarding dogs on campus. Micaela responded that there is a policy and we can present it at the next Safety Committee meeting in December.

Micaela asked Michelle Rudovsky to talk about Sanitization.

Michelle communicated that the district has a very robust health and safety and return to campus plan. In the recovery policies and plan page, there is a section on sanitization and hygiene.

Michelle indicated that the custodial team clean and sanitize spaces that are occupied, and the community high touch areas as well. Facilities and maintenance also have electrostatic sprayers, which spray a mist that disinfects the spaces. In the places that do not have the electrostatic sprayers, the expectation is that the program equipment is disinfected by the faculty and staff who use it. In offices, they expect the staff to clean their own equipment. Custodial staff clean all common spaces. They are respectful of touching or moving items in private spaces.

<https://smccd.edu/return-to-campus/recovery.php#clean>

You can request surgical masks (in bulk), hand sanitizers, sanitizing wipes and paper towels through your division office. To order N-95 respirators from Public Safety, you need to fill out the form on the return to campus page form employees. <https://smccd.edu/return-to-campus/employees.php#ppe>

All community spaces have sanitizing wipes available. Michelle shared the links to the pages in the chat (links above)

Jesenia Diaz commented that the counseling staff is concerned about being in close proximity to students who might not be vaccinated or might be asymptomatic carriers of the disease. The staff does not feel safe in a space that is in close proximity to students and believe that their concerns are not being heard. Jessenia communicated that they are still being placed at risk and that there is a difference between walking in the hallway and sitting in front of a person for one hour. Robert Gutierrez acknowledged and thanked Jesenia for her comment. He explained that he met with Kristi Ridgway in the counseling space to evaluate the area, some counselors were present during the evaluation of the space. They discussed the possibility of adding Plexiglas and how it will affect the interaction between the counselor and the student. It was determined that adding plexiglass would be more of a burden during this interaction.

Robert is willing to revisit the issue and talk about their concerns.

Micaela asked Michelle if she could briefly speak about PPE and ventilation. This item will be added to the December's meeting agenda.

David Lau commented about the use of N-95 respirators during counseling sessions. He asked about the availability of alternative PPE. Are there face shields with drapes available?

Robert responded that they do have them available.

Micaela asked if face shields can be requested through the regular process.

Michelle responded that the face shields with drapes and N-95 respirators can be requested through the same form that is on the website. There also is a video about the proper use of the N-95 and PPE.

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

David Lau commented that the Safety Committee should be able to provide this information to the faculty and staff.

Micaela offered to do a one-pager and present the information to IPC or at a senate meeting. She is happy to partner with David and Jesenia to do that if they wish.

Viji Raman reminded the committee that they can present this type of information during the student division meetings. Micaela agreed that the idea of presenting the information at the division meetings will ensure getting the information out to very specific groups. David offered to help with this task.

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

Follow-up from October 2021 Meeting

Signage for Pop-up Vaccination Locations

Robert informed the committee that he worked with Emily Barrick to create signs that will help guide students to the vaccination site. The signs will be put up on "A" frames and will go up before the next vaccination clinic.

He asked Tania Farjat for feedback on what will be the best location for the three signs that will be printed.

Tania communicated that the vaccination date has been changed from Friday to Tuesday. She also indicated that the best location for the signs will be at the campus main entrance and offered to meet with Robert to talk about other good locations. Robert agreed to meet with her before the next vaccination clinic.

No further comments on this item were offered.

Forum Parking Exit

Robert showed pictures that he took of the Forum Lot and asked Viji for clarification about the issues with the forum parking lot. Viji responded that the problem is with the cars that are exiting the parking lot due to the bushes. Viji asked if a mirror can be put up.

Robert responded that a mirror cannot be put in that open area. He is willing to evaluate the area again and find some possible solutions.

Cheryl Navarrete asked if a speed bump could be added before the crosswalk. Robert responded that he will reassess the area to determine what solutions can be implemented. Robert asked Cheryl about the crosswalk, but she was no longer present. Robert will reach out to Cheryl to talk more about the crosswalk. Micaela indicated that this item will be kept open for discussion and updates.

December Meeting Date (if needed)

Micaela asked the committee if they wanted to keep the December meeting date.

The committee approved to keep the date, and no specific items were requested.

Round Table

David Lau asked if the meeting schedule for next semester was going to be hybrid. Micaela responded that the schedule will be hybrid.

Based on no further comments or feedback, Micaela adjourned the meeting at 3:23pm

December 10, 2021 Preliminary Agenda Items:

- PPE, Ventilation, Sanitization and Mask Wearing
- Service Dogs Policy
- In-Person Meeting Room (Bldg. 10-435, capacity 10)-space is limited, RSVP to Luz

Attendees (Alpha Order by first name):

Ben 'Zara Minkin	Kathy McEachron
Brian Tupper	Liz Schuler
Cheryl Navarrete	Luz Román-Amaro
Cynthia James	Maggie Barrientos
David Lau	Maggie Li
David McLain	Micaela Ochoa
Elnora Tayag	Michele Rudovsky
Emily Barrick	Michelle Schneider
Gloria D'Ambra	Ray Hernandez
Helia Ying	Rob Dean
Jesenia Diaz	Robert Gutierrez
Jia Chung	Stephanie Martinez
Jose Bonilla	Tania Farjat
José Nuñez	Viji Raman
Joseph Puckett	Vince Garcia