

College of San Mateo
Safety Committee Meeting
 Agenda
 Thursday, September 22, 2022
 2:00 PM – 3:30 PM

ZOOM Meeting link:

<https://smccd.zoom.us/j/82805419234?pwd=SFJsdFB0Wm5qUmdSemJ2VUVPOXJWZz09>

Meeting ID: 828 0541 9234

Passcode: 394614

Item #	Item	Lead (s)	Attachments	Time	Action
1.	Review and Approve Agenda	Anthony Djedi	None	2 Min.	Action
2.	Review and Approve: <ul style="list-style-type: none"> • August 25, 2022 Meeting Minutes 	Anthony Djedi	Attached	5 Min.	Action
3.	Public Comment on Non-Agenda Items	Committee Members & Guests	None	5-10 Min.	Information
4.	Reports and Updates: <ul style="list-style-type: none"> • District Health Report • Facilities Update 	Ray Hernandez Robert Gutierrez	None	25 Min.	Information Discussion Feedback
5.	Emergency Preparedness: <ul style="list-style-type: none"> • CSM's Building Captain Training • Lockdown Drill; Run, Hide & Fight Presentation 	Vince Garcia	None	20 Min.	Information
6.	Changes to Safety Committee Bylaws: <ul style="list-style-type: none"> • Addition of a Co-Chair • Increase Number of Faculty Representation 	Anthony Djedi	Attached	10 Min.	Action
7.	Preliminary Agenda Items for October 27, 2022 Meeting	All	None	5 Min.	Information
8.	Round Table: Open for health and safety campus related questions, comments and/or concerns	All	None	5 Min.	Share
9.	Adjourn	Anthony Djedi	None	1 Min.	Action

The Campus Safety Committee meeting schedule for FY 2022-23 is as follows:

2022	2023
Thursday, July 28	Thursday, January 26
Thursday, August 25	Thursday, February 23
Thursday, September 22	Thursday, March 23
Thursday, October 27	Thursday, April 27
Thursday, November 17*	Thursday, May 25
Thursday, December 15*	Thursday, June 22

*Moved to the 3rd Thursday due to a holiday.

CSM Safety Committee Website: <https://collegeofsanmateo.edu/emergency/safetycommittee.asp>

College of San Mateo

Safety Committee Meeting Summary

Thursday, August 25 2:00 PM – 3:30 PM

Members Present: Anthony Djedi, Ben Zara Minkin, David Lau, Gloria D’Ambra Jesenia Diaz, Rob Dean, Robert Gutierrez and Viji Raman.

Staff: Luz Román-Amaro

Guests present: see enclosed list.

Anthony called the meeting to order at 2:06PM.

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 May 12, 2022 Meeting Minutes

The Committee reviewed the minutes from the July 28, 2022 meeting. The Committee Members present approved the minutes as presented.

Public Comment on Non-Agenda Items

Anthony commended Ben Zara and Vince Garcia for their work with the Campus Alert System.

David Lau communicated that as we moved into the green community alert level, a considerable number of students received the campus email announcement, but there were a number of students in the classroom that were not aware that the mask wearing mandate had changed to optional. He recommended that if we are going to be changing the mask wearing requirement back and forth based on the Covid community coding level, we need to make sure that the information is cleared.

Viji Raman communicated that since there are more in-person classes there has been some concern from staff about students parking in the staff parking lots. She asked is there is a way to make sure that students only park in the student parking and not in the faculty and staff parking lots.

Rod Dean responded that the issue at hand is identifying vehicles. He added that without a parking permit, they cannot differentiate between student and faculty or staff. If the parking permits are reinstated they will be able to implement parking restrictions.

Jesenia Diaz circled back to the mask wearing and communication to students. She communicated that she is registered in the alert system as a student and as a faculty member. However, she did not receive a communication about the change in the mask wearing policy.

Ray Hernandez responded that when there is a change the district will put out a districtwide communication to students and employees. The Public Information Officer (PIO) will include the information in any college level communication and in the weekly campus communications.

No more comments or were questions were added on this item.

District Health and Safety Report

Ray communicated that there were a few items that he wanted to focus on:

- Covid-19 landscape- as we started classes the community level changed from a high-transmission level (orange) to a low-transmission level (green). Our mask policy requires mask wearing at the yellow or orange level and is recommended for the green level. The community level is updated every Thursday and the email communication goes out the following Monday.
- Guidance and Isolation – Ray reviewed the Guidance and Isolation from the State on tracing and shared the link below. He also communicated that no more tracing is mandated or recommended for community settings, but it still recommended for high risk settings.

Link shared: <https://www.cdph.ca.gov/programs/CID/DCDC/Pages/COVID-19/Guidance-on-isolation-and-Quarantine-for-COVID-19-Contact-Tracing.aspx>

Ray asked Janis Wisherop and Dr. Yang if have seen any changes in the regarding contact tracing and investigation for high risk settings.

Janis responded that no she has not heard about any changes regarding contract tracing.

Dr. Yang responded that she has not heard about any changes for healthcare settings, but in her area, they are still wearing masks and are asking the people who visit them to wear masks.

Ray reminded the committee and staff present that they are moving from a high-level contact tracing to guidance. The focus is to help people understand their risk level and what can they do regarding vaccination and when they visit a high-risk area.

Link shared: https://www.cdc.gov/mmwr/volumes/71/wr/mm7133e1.htm?s_cid=mm7133e1_w

- Changes on our Return to Campus Website – Ray informed about changes on our Return to Campus website, specifically in the section about symptoms, Covid positive and exposures, which are now guidance. If you report a covid-19 positive result, the information is recorded and people are given their isolation directives, but there is no more tracing. We are moving to an illness protocol similar to the flu. He recommended that we print a copy of the Covid-19 Symptomatic or Exposure Procedure (decision tree) that is link on the “Report Covid-19 Positive Result” tab.

Link shared: <https://smccd.edu/return-to-campus/>

- PCR Tests – If you are symptomatic and the home rapid tests is negative, do a PCR test.
- Notification – Notify individuals who are considered close contact exposure. People are in their most contagious state 48 hours prior presenting symptoms OR testing.
- Pop Up Clinics – There will be giving vaccinations for five years and up. The next clinic for vaccinations and boosters will be on Wednesday, September 7, 2022 from 12PM-4PM at the CSM Campus.
- Covid testing – there are two testing options; thru San Mateo County Health and through the third-party vendor. The on-campus testing is very low, but they will continue the testing.

Rod Dean asked if the new Pfizer booster will be mandated.

Ray responded that Pfizer has not received an approval yet for the new booster. There is going to be a push for the booster and the flu shot this fall. However, we are following the CDC guidelines which do not required a third-booster shot. The chancellor is getting a task force to evaluate our immunization guidelines.

No more feedback, questions or comment were added on this item.

Facilities Update

Robert Gutierrez provided updates on a few items:

- Mask Guidelines Signage -Robert communicated that the mask guidelines signage has been updated with the QR code. This new signage format is more efficient and sustainable.

Link to COVID Community Level coding system, face covering requirements tab: <https://smccd.edu/return-to-campus/employees.php>

- Parking Lots Signage - Robert indicated that the parking lots signs also have been completed and are working very well. The last part on the project will be to update the directional signage. There is not a specific completion date for this part of the project.
- Campus Directories – The campus directories have been updated and tested. They will be evaluated throughout the semester.
- Water Tank Project – They experienced some delays due to some issues with the integrity of the tank. The issues were mitigated and they are back on track. No more road closures are planned, but they might be some traffic interruptions when the old tank is torn down and the debris is hauled away. Construction Notices will be sent out.
- Parking Lot M Stairs – the stairs are finally being replaced. There were some delays due to the labor shortages related to pouring concrete.

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

Changes to Safety Committee Bylaws

Ben Zara communicated that the first three-day Building Captain training was conducted a few weeks ago. It was open to staff from all three colleges but the training was focused on emergency procedures for the District Office. The next Building Captain training will be at the College of San Mateo from September 27-29, 2022. These are three-full day trainings: the first day is instruction based. The second day is CPR, First Aid and AED. Participants will receive a First Aid & CPR card on the training. The third day will be skills-based training. If you cannot make this training, you can attend the one at Cañada. This training will be offered only to the current and new Build Captains registered.

Ben Zara also communicated that the emergency action plan on Safety Shutdown procedures for ITS has been completed. The Emergency Action (EAP) is required by Cal/OSHA. The difference between the Emergency preparedness plan and the Emergency Action Plan, is that the EAP is College and District specific regarding emergency procedures. Hard copies of the EAP will be distributed to department heads and there will be a link on the Public Safety website.

Robert commented that he attended the Building Captain training at the District. He added that the training was well prepared and encouraged everybody to participate.

Janis Wisherop asked in the chat who is the specific building captain for Building 5.

Ben Zara responded that they don't have a building captain assigned to each building on Campus. Cal/OSHA requires a building captain per 20 occupants in each building. In order to meet this requirement, they are planning to have a mandate for managers and above. At the moment, they are focusing in having the building captains trained. All emergency procedures and protocols will be in the Building Captain Handbook.

Janis commented that she has the hard hat and emergency back pack that belong to the previous manager, but she is not sure about what to do in an emergency.

Ben Zara responded that the issue of the number of building captains needed is being addressed and he will provide

responses once he received the guidelines from the Executive Leadership.

Jesenia Diaz asked if anyone can take the training without committing to be a building captain.

Ben Zara responded that at this they will be offered only to the people that have the responsibility of being a Building Captain.

Ben Zara provided information on what's coming:

- Building Captains will receive their handbooks at the September's training
- Districtwide Standardization of the emergency lifesaving tools: the bleeding controls are being distributed, old AEDs are being replaced with the new ones and the first aid kits are being standardized.

Viji asked in the chat if the building captain that have radios need to bring them to the training.

Ben Zara responded that the old radios need to be brought fully charge and with the charger. At the training, people will also receive Narcan, triage tags and the bleeding control kit.

- CPR Class – there will be a CPR class on each campus every semester. The CPR class at CSM will be in building 10, 4th Floor, Room 468 (College Heights).

No further questions or comments were added on this item.

September 22, 2022 Meeting, Preliminary Agenda Items:

- Changes to the Safety Committee Bylaws

David Lau reminded people that one of the changes is to have a co-chair following the model of the Finance Committee of one Administrator Chair and one Faculty Chair. The other change is to have more faculty representation.

There were no other preliminary agenda items added at this time.

Meeting adjourn at 3:12PM.

Attendees (alpha order by first name):

Anthony Djedi	Heidi Pereira	Vince Garcia
Ben 'Zara Minkin	Janis Wisherop	Ray Hernandez
David Lau	Jesenia Diaz	Rob Dean
Dr. Jennifer Yang	Luz Roman-Amaro	Robert Gutierrez
Gloria D'Amra	Viji Raman	Yung Nguyen

Safety Committee

Purpose	To help ensure the safety of the college’s students, faculty, staff, administrators, and visitors and to develop plans for major disasters and emergencies
Functions	<ol style="list-style-type: none"> 1. Promotes a safe institutional environment for staff and students 2. Works with District staff to coordinate plans for major disasters 3. Monitors Emergency Website 4. Conducts monthly campus safety meetings for students, faculty, classified professionals, administrators, and campus community
Recommends to	Institutional Planning Committee
Chair and Co-Chair selection	Chair is Chair and Co-Chair are selected from within committee
Membership	<ol style="list-style-type: none"> 1. Vice President of Administrative Services 2. SMCCCD Director of Public Safety 3. Public Safety Captain 4. Director of Health Services 5. Representative from Office of Emergency Management 6. Facilities Operations Manager 7. Representative from the College of San Mateo Athletic Center 8. Two faculty at-large 9. Two CSEA classified staff at-large 10. Two AFSME classified staff at-large 11. One student
Term Limits	Two years
Staff	Executive Assistant, Vice President of Administrative Services
Quorum	50% of members plus one
Brown Act	No
Accreditation Standards/ Institutional Priorities	BP 2.28 BP 8.13 Accreditation Standard III.B.1

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Approved: March 24, 2022