

Executive Safety Committee (ESC) MINUTES

Tuesday November, 17, 2020 | 11:00am – 12:00 pm | ZOOM

ATTENDANCE AND MEMBERSHIP LISTED AT END

Note: If you no longer wish to be on the membership list, please contact Nayeli Gonzalez, n.parra@csus.edu.

CALL TO ORDER: 11:04 am by Gary Rosenblum, Chair **MINUTES APPROVAL:** Approved

OPEN FORUM

Nancy G. Thanked all for helping and assisting with the voting center such as parking, safety ambassadors, facilities etc.

Gary R. mentioned that if people were planning to run events on campus, after President's approval they could obtain assistance from the Safety Ambassador Program. Those looking for SSAs can contact EHS (82020), and they would get connected to the SSA management.

Business Continuity Planning (BCP)

Gary R. asked Don N. to go over BCP and check if members had any questions because at the last meeting Don N. and Meysee V. went over this topic briefly before adjournment. No one reported having questions.

Building Emergency Action Plan (BEAP)

Meysee V. reported that Executive Order 1056 requires that all buildings have an emergency action plan, which includes annual BEAP review and testing. Training includes Tabletop scenarios, annual fire drills and Building Coordinator (BC), and Floor Marshall Trainings (FM). Meysee V. shared that annual new volunteer trainings for BC and FM are scheduled and conducted by Janie Mutchler and the schedule is available in the Monday Briefings.

Meysee V. mentioned that in addition to this training, they have added training for the Student Safety Ambassadors. The training includes teaching SSAs how to assist in building evacuations but are not to take over the BC or FM. The SSAs are included because with today's pandemic restrictions on campus the FMs or BCs are likely not present.

Meysee V. added that there are 57 buildings, that these buildings are being reviewed for their annual reporting. She shared that 46 of the buildings have completed and updated their annual reviews, and 11 have reviewed an extension to complete and update their BEAP.

Don N. shared that the BEAP template is now on a web-based platform, using Cognito Forms, He added that the BC can access the form and complete a brief questionnaire. Once this is submitted, the BC will receive a draft PDF of their BEAP. Once this is completed, Risk Management will review and approve their BEAP. Don N. shared that this new format allows you to add documents and save your progress. Don N. shared that they are available for questions or concerns.

Gary asked that Don summarize how BC and BEAP are different so that everyone is clear on these two programs. Don N. shared BCP deals with situations such as a broken pipe, where a building is suddenly out of operation and that the department would use the BCP to keep operating from a different location. Gary noted that because of the pandemic, the entire campus was operating under a BC plan, because the campus is not fully accessible. Don N. shared that the BEAP deals with emergency evacuations that are best known as fire drills, but that there are other possible reasons for evacuating a building. It helps individuals in the building know how to safely evacuate or do a shelter in place. Gary R. shared that training is required under the Executive Order and OSHA. Meysee V. shared that CSU Learn has both trainings available. She shared that the BEAP training is for Floor marshals (FM) and Floor Coordinators (FC) while the Emergency Management Training is for everyone. Gary R. mentioned that new employees are required to take this trainings. Even though in the past there has been no refresher training in Emergency Management, Risk Management is adding a refresher requirement for employees and that it will be available in CSU Learn. The rollout of the refresher training will occur when people are coming back to campus.

HVAC Safety Report

The HVAC campus safety report is presented and attached to the ESC website for all to review. Tyler H. summarized the report. EHS and Facilities worked together to evaluate all buildings and ensured they are all following CDC guidelines. He shared that most buildings have a MERV 8 filtration system. Some of the recommendations in this report is to increase outdoor air ventilation, decrease the number of people in buildings when possible, increase air filter rating (MERV-8 and MERV-13) without diminishing airflow.

Gary R. asked what the process is when it comes to regulating and filtering outside air, and if facilities needs to be in the building to change the air filtration percentage. Tim B. added that changes can be made by Central Plant through a computer system. He added that they can change the percentage depending on environmental air conditions. Gary R. asked what the process is when a person feels that the air is stuffy or not getting enough outside air. Tim B. mentioned that Facilities can automatically assess the air, review the filtration system in the building and revise the airflow as needed from the Central Plant. Daryn O. mentioned that Facilities will work alongside EHS to make sure that they are maintaining the safety of the system in addition to the safety of the occupants in the building. Gary R. added that if ever needed, EHS has the capability to go to a location and assess the Carbon dioxide levels and recommend to facilities any adjustments.

COVID-19 updates

Gary R. mentioned that weekly numbers are still being uploaded to the website. He shared that the positive cases are staying low in campus and that the transmission level on campus to campus cases is still low. However, with rising cases in the “outside world” it is going to be hard to maintain those low levels, and this is the topic of cabinet level discussions. Lisa J. added that we need to raise awareness as Thanksgiving is approaching and how gatherings can further impact such cases. She encouraged that people be vigilant and not gather and take their flu shot. Gary noted that Risk was working with ABA to get out a safety message to all the campus community before the Thanksgiving break.

Workers Compensation and new COVID-19 California Law Overview

Adell S. reported on Senate Bill 1159, which is effective immediately. The bill requires that employees who have contracted the virus report to this to the campus. The reporting also includes that employees contact their Workers Compensation claims administrator (for Sac State that is Sedgwick). Sedgwick has created an online report system where campus data is imported. The system does not ask for personal information, they are collecting system wide reports to determine if there is an “outbreak” in a particular work facility or building. Students who are employed by the university or volunteers are included in the reporting, but those who are academic students only are not included. Lisa J. asked who is taking the reports for students working in auxiliaries. Adell S. shared that each of the Auxiliaries have their own Workers Compensation so they would take those student employee reports to Sedgwick. Failure to submit accurate data could result in fines by the California Labor Commissioner. This system is in place until January 2023.

Gary R. added that Assembly Bill AB685 is also now the law but it goes into effect January 1st. This bill is to ensure all those who are potentially exposed to Covid-19 in the workplace get notified in writing. He shared that at the moment, all those individuals are getting informed through phone calls from the Student Health contact tracing process, and the new law will just add written documentation. Daryn O. asked about exposures for individuals who are moving from building to building. Gary R. mentioned that the law looks at a specific work location mainly, and those who have been exposed for a certain length of time are included, while those who are just passing by are not. Lisa J. added that the CDC mentions that exposure is not high when one is following the 6 feet social distance, wearing mask and staying in a building less than 15 minutes.

Brittany S-L. asked if there is a way to know who is on campus. Gary R. mentioned that the OnBase Return to Campus Approval System generates a list of who is approved to work on campus in addition to where they are and when they are in a building. It doesn't prove they came to campus on any given day, just that they are authorized to do so, and the assumption is they did come to campus. The phone contact tracing is the tool to determine if that person did in fact come to campus on a certain day when an exposure was present. In addition to the OnBase system for nonacademic campus activity, the approval system for academic F2F classes indicates when classes are scheduled and a roster of class participants is identified along with the faculty which would show who is in class.

Roy N. asked people are being traced when they access the building through fobs. Daryn O. shared that all buildings are closed but accessible through their fobs. Chela C. added that the fob system is used to maintain the security and health but that fobs are not used to track individual employee coming and going.

Adjourned 12:00pm

Reconvene in February

In Attendance

Adell Seibles, Workers' Compensation
Gary Rosenblum, Risk Management, Chair
Todd Dangott, Risk Management
Meysee Vang, Risk Management
Don Nahhas, Risk Management
Susan Colley-Monk, Risk Management
Nayeli P. Gonzalez, Risk Management
Tyler Harris, Environmental Health and Safety
Stephen Leland, Environmental Health and Safety
Bill Macriss, Student Affairs
Brittany Anderson-Steele, College of Natural Sciences and Mathematics
Carlota Moore, Office of Graduate Studies, APC*
Chela Cholula, Human Resources
Damian Lee, Sacramento State Police Department Mark
Iwasa, Sacramento State Police Department
Daryn Ockey, Facilities Management
Janne Hardman, College of Natural Sciences and Mathematics
Erik Skall, Grounds Maintenance
Jennifer O Watts, Copy Right Specialist, CSUEU*
Kevan Shafizadeh, Engineering
Lisa Johnson, Clinic Operations
Martinique Baker, Peer and Academic Resource Center, CSUEU*
Matthew Mason, Transportation Maintenance, Teamsters*
Nancy Griggs, College of Continuing Education
Nicole Fox, Criminal Justice Department
Shannon Datwyler, College of Natural Sciences and Mathematics
Tony Lucas, University Transportation and Parking
William DeGraffenreid, Student Engagement and Success
Angela Pullano, UEI Property Services Call in phone
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*Safety Committee Labor Representatives