



## Campus Safety Committee Meeting Minutes

### Members

([P] indicates member present at today's meeting)

#### Employee Represented:

- [P] Tom Bennett (TBe), Civil & Environmental Engineering
- [P] Paul Boevers (PB), Transportation & Parking Services
- [ ] Peter Dusicka (PD), Civil & Environmental Engineering
- [P] Lorenzo Guzman (LG), Office of the Registrar
- [P] Erica Hunsberger (EH), Environmental Health & Safety
- [ ] Martha Ketchum (MK), Student Activities and Leadership
- [P] Aaron Landreth (AL), Office of Information Technology
- [ ] Nate Parsons (NP), Graduate Employee Union
- [P] Joe Potter (JP), Facilities & Property Management
- [P] Jeffrey Smith (JS), Diversity & Multicultural Student Services
- [ ] Karin Waller (KW), International Affairs
- [ ] Carith Wiseman (CW), College of Education

#### Employer Represented:

- [ ] Todd Bauch (TBa), Campus Recreation
- [P] Jack Dorkey (JD), Human Resources
- [P] Sarah Kenney (SKe), Construction & Real Estate, Vice Chair
- [P] Shaun Kohn (SKo), Smith Memorial Student Union
- [P] Jeffrey Rook (JR), Environmental Health & Safety
- [P] Gaby Sysyn (GS), Center for Student Health & Counseling
- [ ] Leslie Walters (LW), Facilities & Property Management, Chair
- [ ] Craig Whitten (CWh), Campus Public Safety Office

#### Alternate:

#### Ad Hoc:

### Meeting Call to Order

Date: 12/9/2020

Time: 1:05 pm

Quorum Met: Yes

### Approval of Meeting Minutes from Previous Meeting (Vote)

([x] indicates members vote)

- Minutes approved as is [x]
- Minutes approved with minor corrections [ ]
- Minutes not approved – corrections required [ ]
- Minutes not approved – quorum not met [ ]

## Announcements

(Whom provided by, description of announcement, date of event or impact, if applicable)

- SKe - New Campus Safety Committee member, Joe Potter. Committee member introductions.

## Presentations / Discussions

(Whom provided by, description of presentation or discussion, date of event or impact, if applicable)

- JR - IMT Updates
  - Transitioned out of the freeze and into extreme risk category in Multnomah County. Cases on campus have gone up recently.
  - Working on implementing all the OR-OSHA temporary guidance rules for COVID-19.
  - OR-OSHA now requires employers notify two categories of employees; those exposed and affected. Must be notified within 24 hours. Having a large campus and many buildings makes it difficult. Utilizing card access data to notify individuals that were in the building. Going beyond the scope of what OR-OSHA requires, because it includes students that use their cards that may or may not be student workers. Also required to notify contractors working in those spaces. Standard form letter emailed that states someone in the building has tested positive for COVID-19.
  - Seven cases in the past week. Some on the FMB site from sub-contractors, PSU employees have been notified.
  - If you haven't had contact with the individual, kept 6 ft distancing, wore a mask, and have been using good hand hygiene, you have a very low likelihood of being exposed.
  - Athletics in process of finalizing their plans to start their basketball season. Going through a series of requirements from the NCAA, the Big Sky conference, OHA, OR-OSHA, and the University. By meeting all requirements they have been allowed initially the ability to start basketball.
- JR – IMT Update Questions/Concerns?
  - JS: What if you contracted COVID outside the workplace, are you required to tell your supervisor?
    - JR: Being open is important as you may not be able to come to work or it may disrupt your schedule. Do not necessarily need to disclose the reason for being out. If you are on campus at any point, either 2 days before symptomatic, or after getting testing, let SHAC know for contact tracing and notifications.
    - JD: In addition to COVID related leave there is additional leave available through OR if other leave is exhausted.
  - JP: Is this something that is being initiated right now, or has this been the rule and we're seeing more follow through on because the cases are happening?
    - JR: Starting to see more. Intent is to gather correct information and supposed to send out a notification. Prior to that we were not required to send out notifications but were not seeing them come through. Some buildings have exemptions, such as hotel (sections being utilized to self-isolate or quarantine) and housing buildings.



- JP: Is there an element to the notification where someone may be called to a location where there has been an exposure as a preemptive strategy? There is a lot of anxiety about whether these events have occurred and being called to work in those areas.
  - JR: Employees are required to have face coverings on while on campus, they are required to practice good hand hygiene and practice physical distance. There is a low probability of catching COVID-19 by touching a surface (based on the latest research). With regard to notification ahead of time, there is knowing there are individuals in housing buildings that may be in isolation and knowing a wing of the hotel is being used for self-isolation. They are using a separate entrance to bring people in and out and hotel staff are aware of this to take proper precautions.
  - GS: To notify SHAC there is a notification form to fill out. It is available on the Coronavirus response webpage and people should be doing that if they are diagnosed or suspect they have it and are awaiting a test result. The nurses call right away when that is filled out.
- GS: Jack, is there more information on the Oregon program for leave?
  - JD: Oregon temporary paid leave program. More information: [https://www.oregon.gov/dcbs/covid-pl/pages/index.aspx?utm\\_source=DCBS&utm\\_medium=egov\\_redirect&utm\\_campaign=https%3A%2F%2Fwww.oregon.gov%2F covidpaidleave](https://www.oregon.gov/dcbs/covid-pl/pages/index.aspx?utm_source=DCBS&utm_medium=egov_redirect&utm_campaign=https%3A%2F%2Fwww.oregon.gov%2F covidpaidleave)
  - It is not administered through HR.
  - HR is working on leave programs. Emergency paid sick leave has been extended beyond the end of the year.
- SKe: Question about how to utilize the program after reviewing information on the link provided.
  - JD: Quiz on the website for determining eligibility. If you have COVID-19 leave, you have to use that first, but you may not have to use all your other paid leave before you use it.
- SKe: This is the first time I am hearing about this; Is HR going to send out anything saying it's available?
  - LG: Departments are sporadically working from the office, so it may be good to reiterate to them the importance of this. If it has only been shared on the website, departments may not be aware of it.
  - JD: There will be additional communications.
- LG: Question about the guidelines and notifying SHAC; For me it's obvious to notify your Supervisor if you've been exposed to COVID, but are you also working on communicating this to small unit leaders or management?
  - JR: Has gone out in other notifications and listed on the Coronavirus Response website. Utilize SHAC for the main point for directing information so they can do the necessary contact tracing. Information has been in the Currently and several emails, so hopefully we've been catching everybody.
- LG: Some people may not know they are a direct stakeholder, they may need to know who is exposed in their department and record appropriately.



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- JR: A discussion point right now with IMT; President working with Mult Co, has stated we will assist if possible to create a warming shelter on campus if temperatures and conditions reach the threshold to open one. PSU has offered the possibility. Several buildings on campus are being looked at to see if they meet the criteria (size, necessary services - without creating security issues for the rest of campus).

### Accident / Injury Report (provided by Human Resources)

#### Reportable Incidents

(Date of incident, description of incident, location, committee recommendations)

#### Non-Reportable Incidents

(Date of incident, description of incident, location, committee recommendations)

- 11/24/2020 – Outside Landscape Building; Employee was grabbing plexiglass from a Taylor Dunn vehicle and as they pulled it back quickly they hit a big metal garbage container, which led to swelling in their hand.

### Quarterly Inspection Update (provided by EHS staff)

Next building to be inspected: UCB

Quarter of inspection: TBD

#### Completed Inspection Review

(Date of inspection, locations inspected, description of inspection findings, description of follow-up or resolutions, if applicable)

#### Old Action Items and Safety Concerns

(Date reported, description of action item/safety concern, whom it was assigned to, description of follow up, date investigated/resolved)

- 11/18/2020 – JR provide finalized FY2019 Annual Report to Brian Roy
  - Resolved - 12/9/2020

#### Rounds / New Safety Concerns

(Reported by, description of safety concern, description of committee recommendations, whether follow up is required as an action item)

- JR –



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- University received an OR-OSHA complaint. Came in yesterday but was dated Nov 23. Complaint was for a department employee not wearing a mask. Letter was sent from OSHA to EHS. EHS in process of finalizing response. They will not inspect the premises or follow up any further. EHS will provide a response letter and close out the complaint.
- Within the rights of individuals to file complaints with OSHA, but we do have a process in place for all employees to follow first.
- SKo - SMSU is adding a final card reader to park block side doors. All exterior entrances will have card access. Will be open Dec 14-18, Dec 21-24. Closed Dec 28-Jan 3.
  - SKe: What's the traffic been like? Are there a lot of students using the space or is it pretty quiet?
    - SKo: Earlier in the term there were about mid-300's for users (from card reader reports), which drifted back to around 200 last week. A handful of students are in their same spots every day. A little pickup in activity later in the day.
- PB - Added overnight security to some (parking) structures to minimize the amount of break ins occurring. Roll top gate to FAB was hit and is unable to close. Security is there overnight 6 pm - 8 am (a contractor), students covering it during the day, ensuring people are not entering on foot to get into the building. The whole gate will need to be replaced and it is possibly up to 8 weeks before the parts can get in.
- JS - Who should be contacted if there is someone not complying with the mask requirement?
  - JR: Will be discussed with IMT and CPSO.
  - SKo: If it's a contractor in a building, I can be notified and will contact the PM to address the issue.
  - JR: If it is an employee and you know their Supervisor, you can let them know. You can notify EHS, but they are not always on campus. HR can be notified also. Dependent on the situation with employees and students but contractors can get kicked off campus very easily if they are not following the mask guidelines.
- GS - COVID conversation and testing all day, every day; biggest focus for health teams. Still seeing people for dental appointments. Clinic went above and beyond to implement the dental board requirements.
- JP - COVID signage, partnered with CPO, multiple rounds of posting of signage ; we have lots of posters available if there are areas that need them. They can reach out directly or through 2FIX for those.
  - SKe: Lounge audits taking place, 30% not wearing masks for multiple reasons. There were tabletop tent signs being made, have those been placed yet or will they be placed soon?
    - JP: Heather decided to wait until the Holiday break for more information. Student workers have been contributing to audits and it's usually people who think they are alone enough to remove their mask, are talking on the phone, or are eating. Recently noticed a curve in the right direction - many not abiding by the rules in the beginning of the term.
- SKe - Inclement weather may be coming. Saw email from Facilities with their training and additional COVID protocols. Seems ready to go with no changes to routes.



## New Actions Items and Safety Concerns

(Date reported, description of action item/safety concern, whom it was assigned to)

- 12/9/2020 – EH send Annual Report to CSC members through email
- 12/9/2020 – JR follow up about what to do when you see someone refusing to wear a mask w/ IMT and CPSO

## Meeting Adjourned

Time: 1:52 pm

## Next Meeting

Date: January 13, 2021

Location: Zoom