

Campus Safety Committee Meeting Minutes

Members

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

Employee Represented:

- [P] Tom Bennett (TBe), Civil & Environmental Engineering
- [] 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
- [] Aaron Landreth (AL), Office of Information Technology
- [] Phillip Lafrenz (PL), Transportation & Parking Services
- [] Jeffrey Smith (JS), Diversity & Multicultural Student Services
- [P] Karin Waller (KW), International Affairs
- [P] 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] Leslie Walters (LW), Facilities & Property Management, Chair
- [P] Craig Whitten (CWh), Campus Public Safety Office
- [P] Jenna Wilson (JW), Viking Pavillion

Alternate:

- [P] Paul Boevers (PB), Transportation & Parking Services

Ad Hoc:

- [P] Sierra Schmidt (SS), Environmental Health & Safety

Meeting Call to Order

Date: 5/13/2020

Time: 1:00

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)

Presentations / Discussions

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

- JR - IMT Meeting Updates
 - Research: Town Hall Meeting was hosted today and the process for reconstituting research on campus will include a review and vetting process for each researcher in order to ensure safe working. This is following a list of 7 Basic Principles which are being used around the nation in order to ensure a safe return to work. JR will be on a review committee for all the research which will return to the campus. Includes a broad range of questions. There are stipulations as to who can restart research, and how many individuals can be conducting research.
 - KW: Question regarding which areas of research are of a larger concern?
 - JR: This is a complex issue due to the requirements by the state government, the opening of buildings, etc. However, PI's are being given checklists for restarting, JR is more concerned about aspects which are outside of the control of IMT, such as third party institutions for place of research.
 - Phased Re-Opening of Campus: There is a four phase process which has been developed for Oregon, pulled from a number of different institutions. First part: June 13th, a very methodical, calculated, and slow reopening of the university will begin. If you can continue doing remote work, then continue doing remote work. IMT and other departments are currently looking at what work is needed on campus versus what can be done remotely. If the number of cases continues to decrease or otherwise not increase, then each phase will roll out within 2-3 weeks of each other.
 - EH: What are each of the phases?
 - JR: Phase 1: students and staff may be able to return to campus with physical distancing in place while general community access will be prohibited, instruction in the classroom will be prohibited but labs may open with distancing, staggering of schedules, research with restrictions, student services still reduced, etc; hoping for return to classes come Fall, tl;dr: IMT is looking at many different categories for implementation of phased reopening.
 - SKe: Requesting the matrix of each Phase's component parts to distribute.
 - JR: Sharing the matrix at this time would be inappropriate as it does not fully capture all of Portland State's services, and has been pulled from national resources as a resource to PSU.
 - SKe: Questions regarding building traffic upon reopening or letting research resume.
 - JR: Fully considering building flowthrough and building occupancy, etc.



Accident / Injury Report (provided by Human Resources)

Reportable Incidents

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

- 4/3/2020 – Home office; Employee experienced neck pain due to a lack of ergonomic set-up. Department has been following up.

Non-Reportable Incidents

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

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)

- Oregon OSHA interim guidance was delivered to Erica regarding inspections stating that the current quarterly inspection does not need to be completed. The inspection of UCB would be more likely to occur near the end of the next quarter, end of September. This is tentative, based upon what stage of reopening the university is at.

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)

- 3/18/2020 – EH create Working from Home Ergonomics Guide - include on Working Remote FAQ website. A version of the Ergonomics Guide is on the website. Working on an accessible version which will be added to the remote work webpage.
 - On the EHS website and the COVID-19 webpage has a link to the EHS page. Aaron sent to coworkers at OIT and conducted a webinar with Erica in attendance, going over the guide. - Resolved

Rounds / New Safety Concerns

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

- CWi - Biggest issue currently: Students who are in education related majors are having difficulties in that students are not in the classroom and are missing out on their practicum.

- CWh - Relatively quiet, increase of traffic around campus, some vandalism and break-ins but this is not beyond the normal realm for campus. Officers are now wearing masks, as per requirement.
- EH - Planning to move meetings to Zoom, if you are opposed or need help with that, email Erica.
- JW - Will be out for the next four months, unless the return to campus and implementation of events are delayed.
 - LW: Will she need a proxy?
 - EH: Given the situation some departments have no ability for there to be a proxy, if you can have one that is good however OSHA requirements are lax at the moment.
- KW - Masks were donated to the School of Business, only some are left but can they be donated somewhere?
 - JR: Donate them to Materials Management
- PB - Limiting number of people allowed into TAPS and requiring patrons wear masks.
- SKo - Some traffic in the building, a few groups in fairly often, goes in to check once a week.
- LW - Majority of staff has been furloughed, conducting only minimal functions.
- JR –
 - An incident at FMH occurred last week where portions of concrete fell onto Broadway. Stretch of Broadway and part of North and South side are currently blocked off. Contractor is assessing and proceeding with repairs.
 - 4th and Montgomery building is still proceeding on schedule and on plan. Most other construction projects have stopped.
 - Repair project is occurring on a sewer line underneath Peter Stott
 - PSU campus may require masks when on campus, but only after determining that there are enough supplies to give out.
 - Sneeze guards have begun to be implemented around campus, mostly completed.

New Actions Items and Safety Concerns

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

Meeting Adjourned

Time: 2:02

Next Meeting

Date: June 8, 2020

Location: Zoom