

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
- [] Craig Whitten (CWh), Campus Public Safety Office
- [] Jenna Wilson (JW), Viking Pavillion

Alternate:

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

Ad Hoc:

- [P] Emma Stocker (ES), Emergency Management

Meeting Call to Order

Date: 7/8/2020

Time: 1:00 pm

Quorum Met: Yes

Approval of Meeting Minutes from Previous Meeting (Vote)

([x] indicates members vote)

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

Announcements

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

- EH - Creating Google Drive for CSC documents instead of the Google folder; allows for better organization and sharing ability. Documents will be stored on the Drive and at the end of the year EHS will dump historical items into the EHS i-drive for record keeping purposes.
- EH - Email went out to all members regarding the CSHEMA conference, please consider signing up to take advantage of this opportunity. May attend all or some sessions.
 - 7/14/20 - 7/15/2020

Presentations / Discussions

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

- ES –
 - PSU moved into Phase 1 of reopening to align with Multnomah County; courses still remote but some business operations and staff work may occur more frequently on campus with staggered shifts. This is to remain through the Summer.
 - Incident Management Team (IMT) now planning for Fall, assuming a Phase II reopening. This will allow for about 10-20% on campus course instruction, with challenges such as the risk of doing things in person.
 - Oregon Health Authority (OHA) and the Higher Education Coordinating Commission put out guidance on June 12, 2020, which covers specific requirements for proceeding with reopening. This includes having a Health and Safety Operational Plan and must address every item/section in the document. This plan must be approved by the Board of Trustees by 9/1/2020.
 - Guidance document: <https://www.oregon.gov/highered/about/Documents/News-Updates/OHA-HECC-higher-education-health-standards-covid-FINAL.pdf>
 - IMT was already working on these items before them becoming a requirement for approval. A meeting with the Board of Trustees is set for 8/20/2020 to seek approval of the plan.
 - An additional plan is required for SHAC; a Communicable Disease Management Plan. These procedures are already in place at SHAC in regards to students, but practices will be expanded to cover staff working at SHAC.
 - Bring this information to the committee to connect with the campus community regarding these plans. Additional discussions are encouraged, either during the next committee meeting or communicating directly with Emma, after reviewing the items.
 - JR: This is a great opportunity to allow everyone to have the opportunity to understand what will go into the reopening process and the return to business. Please take time to look through the list and reach out with questions or ideas about items that are on the list, or things that may be missing and should be included.
- ES - Open to questions comments at this time



- SKo: Under section on Entry and Self-Screening - “Allow campus spaces and buildings to be open only for official college or university business. Campus spaces and buildings should not be open to the general public.” Where is the line drawn between an invited guest and the general public (for events)?
 - ES: May use space for community programs/events if alternative locations do not exist with maximum group sizes meeting the requirements of the current reopening phase. Events committee should weigh the value of a fully external event. This guidance may change as we enter higher stages. External doors will remain locked with card access only.
- SKo: Under section for Hand Hygiene, “Provide hand hygiene stations with alcohol-based hand sanitizer in high use areas such as entrances to buildings and classrooms and other areas, as feasible.” As Smith is considered Auxiliary, are we responsible to provide these?
 - JR: FPM is currently in the process of assessing all campus locations to ensure we can get the necessary supplies to comply with this requirement. Work group within the IMT is assessing where these resources are more necessary. For areas where stations are needed and are not currently available, place a work request, which will allow for more accountability.
 - SKo: Smith often has issues with items like these being stolen. They would likely need to be adhered to walls. Will put in work request with all locations.
 - JR: Exterior doors being locked will provide the ability to reduce stolen items and card access is tracked.
 - SKo: Traffic on the CH side of building with ADA access keeps doors open for long periods of time, allowing people to piggyback in, but will deal with this as it comes.
- ES: Smith does have a lot of student services and as students return to campus activity in the building will increase. When more is known about academic activity, work group will have better anticipation for what to expect; more guidance is coming. Physical work group is also looking at making changes to lounges, common areas, seating spaces, etc.
- SKe: There are three websites related to COVID-19 right now; the COVID-19 page, Fall Flex, and Return to Campus. Can these be consolidated? It is challenging to know where to go for information.
 - ES: Will note request to University Communications
- SKe: What are the policies or protocols for what to do if you are exposed on campus? What happens to other employees that may have had contact with an individual that has COVID-19? Will they be required to self-isolate, or will it be case by case? What is the HR impact, specifically with COVID-19 leave? WHO will communicate, if necessary?
 - ES: This is covered under the Communicable Disease Management Plan. It depends; if SHAC gets the initial results they can begin contact tracing immediately. If the positive result is first with the County health department, they may contact the employer only if the person cannot provide enough information. The County would ultimately decide whether it needs to be reported to PSU. Self-reporting to SHAC would be helpful so they may begin following up immediately and give PSU the ability to determine whether to contact trace outside the county resources.



- JD: Concerned about mechanisms for distributing information and the pay structure - it should be very clear to everyone.
 - JD: As people return to work, there is a grey area where people will be requesting accommodations to not return to work. There needs to be a standardized way to make requests/documentation.
 - ES: Starting to look at this as regard to mask policy. Trying not to blur lines between ADA accommodations and/or high risk categories. This will be discussed more in depth within work group. JD will likely be requested to be a part of this group.
- SKo: Update on Custodial staff and Relay in regard to cleaning buildings
 - ES: FPM is the lead and the general direction is for an emphasis on cleaning more during the day and on high touch surfaces.
- Emma to reach out with more information about contact tracing, roles and responsibilities, pay information, accommodations for ADA and high risk individuals via email. If interested in more information, will come back to talk more about it at the next committee meeting.
- ES - SHAC resources are now available to faculty and staff for COVID-19 related health questions/concerns. Testing is also available through SHAC.
 - LW: Is this something that is available right away? Can someone just show up to receive a test?
 - ES: More information is available on the Return to Campus website for reporting COVID-19 test results and diagnosis. SHAC is requesting information about positive results or diagnosis provided externally so they may do a larger health assessment, if necessary. They currently have the ability to collect samples but have to send them to Quest for analysis with a long lag time to get results back. They will have the capability to run the samples internally soon. Those seeking a test should call SHAC first and go through a telehealth screening. Faculty and staff will receive insurance information to submit a claim but will need to cover cost up front and complete the paperwork with their insurance company.
 - SKe: What is out of pocket cost?
 - ES: Do not have an exact cost right now, will follow up with this information
- LW / EH - Some members had to leave meeting and quorum not met to vote; vote for Chairperson, nominations and vote for Vice Chairperson, and approval of June meeting minutes to be moved to next month's meeting

[Accident / Injury Report \(provided by Human Resources\)](#)

Reportable Incidents

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

- 3/9/2020 – Reed College; Employee moving heavy bags when one slipped, catching their middle finger resulting in injury.



- 7/7/2020 – University Place Hotel; Employee bending over to pick up cigarette butts around plants and chairs banged head against a brick overhang upon standing 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)

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)

Rounds / New Safety Concerns

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

- KW - How do we know if someone can come to campus, what is the protocol?
 - SKe: May come if they need to but should be as limited as possible. No work order needed for Custodial.

New Actions Items and Safety Concerns

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

- 7/8/2020 – EH create Google Drive for CSC and move documents from current folder
- 7/8/2020 – All members review guidance and information from Emma and reach out with any questions, comments, concerns

Meeting Adjourned

Time: 1:59 pm

Next Meeting

Date: August 12, 2020

Location: Zoom