



**UNIVERSITY HEALTH & SAFETY COUNCIL MEETING MINUTES**  
**July 15<sup>th</sup>, 2020 at 3:00 p.m. (Virtual)**

**In Attendance:** Jennifer Serne (Faculty Senate), Katie Litzenberger (EHS), Ian Seiler (Classified PSE), Mark Young (College Safety), Jason Berthon-Koch (Emergency Management), Jerald Dougherty (College Safety), Andreas Bohman (Operations), Wendi Hembree (Operations), Kathy Johnson (HR), Russ Alford (Facilities), Robert Cepeda (Emergency Management)

Called to order at 3:01 p.m.

**I. Action Items**

- a. Approval of minutes from June 17<sup>th</sup>, 2020

Motion made by Jason Berthon-Koch to approve the June 17<sup>th</sup> minutes. Andreas Bohman seconded the motion, none opposed. Motion approved.

- b. Review of campus incidents

One new incident since the last report—an employee reported a stress fracture on the foot while standing cleaning June 24<sup>th</sup>. The investigation is not yet concluded to determine any related causes and how to mitigate it.

**II. Discussion/Presentation Items**

- a. Furlough of employees with vital safety duties

Safety duties of furloughed employees have been redistributed to other employees. Some furloughed positions were increased to minimum hours so they can perform bare essential duties of keeping their building operating and preparations for fall opening. Some custodians are supplementing auxiliary housing work to prepare for fall opening, and others may be brought back early in August. Some safety staff may also be brought back early to open campus. Amie Wojtyna (faculty member with Public Health academic department) is working with the local public health department to provide training to staff regarding contact tracing plans.

- b. Face coverings

There are several occasions of employees not wearing a face covering while working on campus. These should be reported to the functional area supervisor. Reopening plans will have reminders and signage. Students not wearing a face covering can be reported to the Dean of Student Success. A policy will be forthcoming and reviewed by UPAC for face coverings. A socialization plan and training will be a part of the new face covering policy.

Labor and Industries has implemented an [emergency rule](#) to prohibit business activity as determined by any emergency proclamations ( [WAC 296-800-14035](#)). Workplaces are required to provide hazard education to employees and guidelines for workplace safety.

All individuals must wear a face covering that covers their nose and mouth when in any indoor or outdoor public setting. When 6-foot physical distance cannot be maintained, exceptions to not wearing a face covering are outlined in [WA Secretary of Health Order 20-03](#) to the following circumstances: Seated in a dining area; engaged in exercise activities, when in an outdoor area,



when in communication with a deaf or hard of hearing individual, while obtaining a service that requires temporary removal of a face covering, while sleeping, when necessary to confirm identity, and when prohibited by law. Teach employees and colleagues to do a self-risk-assessment. Review the socialization plans and other plans listed in the Fall Opening SharePoint site. These plans include how to respond to positive cases, which is likely to happen.

- c. COVID-19 education has not been required of CWU employees, but is required per DOSH Directive 1.70. Supervisors should ensure their team members have taken the training. Since the Stay-At-Home order in March, the PSE representative on the council has interpreted the DOSH directive as an employer requirement and recommended that CWU require COVID-19 CLA training for all employees working on site. Employee representatives in this council have brought this to the attention of the management representatives in this council at past meetings. Public Affairs is working on CWU specific training for employees and students to take before coming to campus.

**Action:** Andreas will bring up to next Cabinet Fall Opening committee meeting: COVID training becoming required by all employees, especially supervisors, and communicated by the President.

### III. For the Good of the Order

- a. The Labor and Industries safety culture survey report is not yet complete and needs review.
- b. The council annual report is almost ready to finalize and ready post online.

Meeting adjourned at 3:49 p.m.

Next virtual meeting August 19<sup>th</sup>, 2020 at 3:00 p.m.