



UNIVERSITY HEALTH & SAFETY COUNCIL MEETING MINUTES

June 17th, 2020 at 3:00 p.m. (Virtual)

In Attendance: Jennifer Serne (Faculty Senate), Katie Litzenberger (EHS), Otto Bach (Classified Non-Rep), Ian Seiler (Classified PSE), Mark Young (College Safety), Jason Berthon-Koch (Emergency Management), Jerald Dougherty (College Safety), Andreas Bohman (Operations), Jeffrey Penick (Faculty Senate), Patrick Coffey (Exempt), Wendi Hembree (Operations), Kathy Johnson (HR), Toni Burvee (Business Services)

Called to order at 3:00 p.m.

I. Action Items

- a. Approval of minutes from May 20th, 2020.

Motion made by Jason Berthon-Koch to approve the May 20th minutes. Katie Litzenberger seconded the motion, and none opposed. Motion approved.

- b. Review of Campus Incidents

There has been one incident reported since last month's report – a broken toe that resulted from the misuse of a chair.

II. Discussion/Presentation Items

- a. Annual Report – Continue working on the draft in Teams or email Jennifer with your notes (Teams [link here](#)).

Action: Jennifer will finish compiling the report by the end of June and send to Operations so it can be included in the Board of Trustees July report.

- b. Reopening Committees – Jennifer is involved with one of many reopening committees. Faculty are looking at policies of each functional area within the university. The primary steering committee is led by project manager, James Jankowski. Any concerns about academic plans should be directed your Dean/VP, who is involved with the steering committee and has documents about guidance for reopening. There are a few things that are consistent in most areas:

- The use of PPE will be required, how to take care of it, properly use it, and properly dispose of it.
- How to clean environments and spaces is being considered and the safety of the cleaning work.
- There are plans to move a lot of furniture over the summer to make physical distance in classroom space. They will be using empty classrooms and coordinating needs with each department. The moves committee meets every Friday, led by Doug Ryder. For concerns about class furniture storage, reach out to Deans who are heavily involved in space planning.
- To manage flow, some plans involve leaving doors propped open. It should be verified these have proper fire safety mechanisms.

- c. Summer furlough – Some positions that provide duties/work of vital safety will be reduced or



furloughed during summer. The overall guidance was to look at work that is required on campus during summer and whether it can be paused. Waste from research labs used by faculty and students during summer must be stored and locked away for hazardous waste removal and some the staff that locks it will be furloughed. There are also preparations that need to be done to close out from winter quarter and prep for fall. For weekly inspections, nothing can be done over the summer.

Action – Jennifer will send a communication request to Andreas to reconsider key positions that are being furloughed that secure waste in research labs. Andreas will put the request before Cabinet as a posed risk.

- d. COVID-19 – All employees are to wear a face covering on campus if they are not able to maintain a 6-ft physical distance, or if they are in an enclosed room with another person. Some staff, particularly in Jongeward and contractor crews are seen not wearing a mask while working with others on campus. HR sent out communications effective June 8th regarding the requirement to wear a mask. The messaging for employees is they should model the behavior for students. FMD received 24,000 cloth face coverings to hand out to employees who must work on campus.
- e. EHS hiring update – We are moving forward with Industrial Hygienist 2 hiring. The position posting will move forward early July while HR gets caught up with summer furlough and reductions support.

III. Policies and Procedures

- a. Updates – Procedures reviewed and pulled to finalize and format before going to Cabinet.
- b. New Policy – CWUP xxx Hazardous Waste Policy will be handed to this council to review.

IV. For the Good of the Order

- a. Safety Survey – The final draft of the safety culture survey report was compiled by Business Services Results and shared with VP Klucking. This report will be shared with HSC.

Action – Toni Burvee will reach out to Joel who has the report to share with Cabinet and then he can send it to HSC.

- b. Council membership – We will reach out to Student Government and Student Success to have a student representative appointed to HSC for AY21.
- c. Platforms for academics – FM has received some platforms and will orchestrate the delivery method. If equipment sits unused over the summer, they need to be inspected prior to putting into service in Sept.
- d. L&I adopted the new unified fall protection rules and becomes effective October 1st.

Meeting adjourned at 3:57 p.m.

Next virtual meeting July 15th, 2020 at 3:00 p.m.