# Meeting Minutes

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**

## District Health and Safety Committee (DHSC)

| Date: | Start: | End: | Next Meeting | Next Time | Location: |
|---|---|---|---|---|---|
| December 6, 2021 | 2:00 pm | 3:00 pm | March 7, 2022 | 2-3 pm | Zoom |

| Purpose: | Central Rpository: |
|---|---|
| District Health and Safety Committee (DHSC)Meeting Agenda #48 | \\appserv2\Districtwide_Safety_Committee |

**Attendees:**

| | | | |
|---|---|---|---|
| | Barrick, Emily – (CSM) | X | Nuñez, José - (Dist) |
| | Briones, Eloisa – (SKY) | | Ochoa, Micaela – (CSM) |
| X | Colin, Cherie – (SKY) | X | Pinkham, Karen – (CAN) |
| X | Dean, Rob – (CSM) | X | Prisecar, Ludmila - (CAN) |
| | Demissie, Yoseph – (Dist) | X | Pulido, Ana – (Dist) |
| X | Doctor, John – (SKY) | X | Ramasamy, Kannan - (Dist) |
| X | Elzey, Albert – (CAN) | | Reyes, Thommy – (Dist) |
| X | Fullerton, Joe – (Dist) | X | Rodriguez Antone, Megan – (CAN) |
| X | Garcia Vince – (Dist) | X | Rudovsky, Michele – (CSM) |
| X | Gutierrez, Robert – (Dist) | X | Tordesillas, Dennis – (Dist) |
| X | Hernandez, Ray – (Dist) | X | Tupper, Brian – (Chairperson) |
| X | McLain, David – (CSM) | X | Vangele, Jim – (SKY) |
| X | Melgoza, Ingrid – (Dist) | | Yang, Jennifer – (CSM) |
| X | Minkin, Ben'Zara – (Dist) | | Yoch, Owen – (CSM) |
| X | Joe Morello, Jr. - (SKY) | X | Penaflor, Jeramy – (CSM) |
| | | X | Roman-Amaro, Luz – (CSM / Guest) |

| Item | Description | Action by | First Noted | OPN/ CLO |
|---|---|---|---|---|
| **NEW BUSINESS** | | | | |
| | **Introduction of new member(s)** <br> 12/6/21: <br> Ana Pulido – Interim Director of Public Affairs, District Office <br> Al Elzey – Captain, Cañada Public Safety | BT | | |

| The Emergency Preparedness subcommittee will be dissolved and incorporated back into the District Health and Safety Committee (DHSC).  The DHSC will add three standing agenda items for the following: | | BT | 12/2/21 | |
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| | **Emergency Operations Plan (EOP)**<br>• Ben will present a plan and schedule for the completion of the EOP in preparation for BOT approval.  The goal is to complete by June 1, 2022<br><br>12/6/21:<br>-Ben'Zara Minkin (BZM) provided a brief history of EOP and explanation of VEOCI's structure and functions.<br>-VEOCI is an emergency management system / virtual operations center and is compatible with RAVE emergency alert notification system.<br>-The EOP section of VEOCI includes:<br>• Planning Section – Functional Annex and Hazard Annex<br>     ➢ Annexes are task and strategy driven<br>   – Roles<br>     ➢ Campus Captains – incident commanders<br>     ➢ VPAs – EOC directors | BZM | | **Ongoing** |
| **See also 40.3** | **District-wide Building Captains Plan**<br>• Ben will present a strategy/plan and timeline with for solidifying and maintaining a Building Captains organization on each campus.<br><br>12/6/21:<br>-Have an established budget, plan and curriculum<br>-Training estimated to be completed by end of 2022<br>-Adding Bleeding Control into plan<br>-Need to recruit additional building captains | BZM | | **Ongoing** |
| | **District Employee Emergency Preparedness Training**<br>• Ben will update the current status of Emergency Preparedness Training and layout a plan and timeline for onboarding and/or completion.<br><br>12/6/21:<br>-Training for VPAs, captains of Public Safety, and building captains will all be conducted in 2022 | BZM | | **Ongoing** |
| **48.0** | **Recommendations from Cañada Safety Committee**<br>• ~~Proposal to codifying SSL system updates for students eligible for COVID testing~~<br><br>12/6/21:<br>Ludmila reported that Cañada AFT is only recommending one item from the December 9 meeting to DHSC:<br>• Recommendation to outline the process on how faculty and staff | LP | 12/2/21 | **OPN** |

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| | will be notified of students' eligibility to use in-person services<br><br>Ray Hernandez reported that the recommendation is being discussed by Karrie Mitchell and the VPs.  The November 18 meeting did not yield any recommendations to DHSC.<br><br>Brian will provide feedback to Ludmila and CAN Safety Committee | | | | |
| 48.1 | **AFT's Recommendations for Skyline HSEPC**<br>Reference Document: *AFT's Recommendations for HSEPC Rev_With Vote Totals*<br><br>12/6/21:<br>Joe Morello discussed the recommendations outlined in Attachment A or *AFT's Recommendations to HSEPC*.<br><br>Some of the recommendations are "collectively bargained" or associated with District policy and therefore under the purview of the Board.  Chancellor's Cabinet determines which recommendation(s) will be forwarded to the Board.<br><br>Item 0:  Ray Hernandez and Aaron McVean are working on creating an administrative procedure for further discussion with Chancellor's Cabinet.<br>Item 1: SMCCCD is currently aligned with San Mateo County<br>Item 2: There is not an established standard for reporting. If a recommendation is considered it will be a policy and procedure change.<br>Item 3: Negotiated item.  Brian will draft a response.<br>Item 4:  There is sufficient signage but if there is an area which needs signage or if a type of sign is needed the campus Health and Safety Committee should be notified.  Translations of sign will be available via QR code.<br>Item 5: Will be taken under advisement<br>Item 6: Current technology infrastructure unable to provide.  Room/space ventilation info posted on the Return-to-campus website.   Joe Fullerton will draft response.<br>Item 7: SMCCCD is code compliant. Joe Fullerton will draft response. | **JMj** | **12/2/21** | **OPN** |
| | **Campus Health and Safety Committees Update**<br><br>12/06/21:<br>Brian Tupper will work with VPAs to compose response documents to provide to the campus Health and Safety Committees. | **VPAs** | | **Ongoing** |
| | **Round Table**<br><br>12/06/21: Item not discussed | **ALL** | | **Ongoing** |

| OLD BUSINESS | | | | |
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| 47.3 | **Standards on assigning emergency radios**<br>10/8/21:<br>BM: Radios will only be issued to essential emergency employees: building captains, floor managers, Facilities, Public Safety, ITS, and other business services (SMAC, food services)<br><br>JV: Proposed to have a cache of radios to loan out during special events like graduation. BM suggested that standard operating procedures will need to be created to help VPAs implement distribution, maintenance, and record keeping.<br><br>BT and BM will meet separately to discuss building captain program.<br><br>12/06/21: Item not discussed | **MO** | **10/4/21** | **OPN** |
| 46.0 | **10 pt. Recovery Framework Model**<br>7/28/21:<br>- July 28 BOT agenda will include:<br> 1) Recovery framework and CalOSHA<br> 2) Review and approval of vaccination process<br>-BOT will consider policy requiring all students attending classes and employees to identify their vaccination status. Visitors not included.<br>- https://covid-19.smccd.edu/accessing-campuses/<br>-Links to myturn.ca.gov are live.<br>-Contracts with Walgreens signed. Links pending.<br>-Pop-ups have Pfizer only. J&J TBD.<br><br>12/06/21: Item not discussed | **RH** | **7/6/21** | **OPN** |
| 46.1 | **COVID-19 Recover Plan and Safety Procedure**<br>10/8/21:<br>RH:<br>1) Updating program prevention plan including adding testing procedures and updating vaccination approval procedures. To be completed by mid-October.<br>2) Bay Area health departments are lifting mask mandates. SMCCCD must meet Yellow (50 or lower) category requirements in order to remove masking mandate.<br>3) Drafting an Isolation Exposure Quarantine Decision Tree<br><br>12/06/21: Item not discussed | **BZM/<br>RH** | **7/6/21** | **OPN** |
| 46.2 | **Cal OSHA/CDC Considerations**<br>https://www.dir.ca.gov/dosh/coronavirus/<br>7/28/21:<br>   1) https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated-guidance.html<br>   2) California Updates: Requiring all workers, health care and high risk congregate setting workers to either show proof of | **BZM** | **7/6/21** | **OPN** |

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| | vaccination or get tested once a week. However, State recommends to higher education to create its own masking policy.<br><br>Additional information from Emily Barrick: https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx<br><br>12/06/21: Item not discussed | | | |
| 46.3 | **911 Zones replacement signage**<br>7/28/21:<br>Vince Garcia: Waterfall docs to be discontinued and replaced by new 911 poster modeled after the Big 5.  Posters still need to be produced.  DPS will be responsible for changing posters. QR code to be available on DPS website.<br><br>12/06/21: Item not discussed | **BZM** | **7/6/21** | **OPN** |
| 46.4 | **PSPS forecast and AQI monitors update**<br>7/28/21:<br>Joe Fullerton:  Purple Air Monitors (outdoor) have been installed in all campuses in select buildings. Skyline monitor is currently experiencing power supply issue.<br>https://sites.google.com/my.smccd.edu/smcccdsustainability/campus-as-a-living-lab/air-quality-and-campus-environment?authuser=0<br><br>JN: Air monitors conflict with COVID protocols which requires 100% outside air.<br><br>12/06/21: Item not discussed | **BZM** | **7/6/21** | **OPN** |
| 44.2 | **Smoking / Vaping**<br>- Vaping indoors needs to be addressed – call DPS<br>- Do we need signage?<br>- Discussion about all campuses going "smoke free"<br><br>10/8/21:<br>JMj: DPG Committee, which is chaired by Aaron McVean, voted on a policy with support from all college presidents (per MO) to eliminate all smoking areas in SMCCCD. Policy on hold because it needs administrative procedure for implementation. BT to follow-up with Aaron.<br>MR: Item placed on hold. Will be revisited again in April 2022.<br><br>12/06/21: Item not discussed | **ALL** | **11/7/19** | **ON HOLD** |

| 43.0 | **Veoci Software** <br> - Cloud based platform that provides EOC, COOP, and EM systems. Cost is ~ $25, 000 a year, and will save us substantially in time-line and personnel costs. BZM will schedule a webinar soon. <br> - Software will provide a boilerplate and virtual interface. Many IHEs are using this software. <br><br> 12/06/21:  See page 2 | **BZM** | **9/5/19** | **OPN** |
|---|---|---|---|---|
| **40.3** | **Building Captain Program** <br> 1/30/20: <br> Trained 250 people in 2019. Follow-up training for NARCAN and Stop-the-Bleed needed for 2020 <br><br> 12/06/21: See page 2 | **BZM** | **11/1/18** | **OPN** |

# Attachment A

*AFT's Recommendations for HSEPC*

*Dec 2, 2021*

*That the following recommendations for enhanced health and safety practices and strategies be brought to the District Safety Committee **(31 voting members)** for consideration:*

*0. Per Board Policy 2.90, Chancellor provides an administrative procedures document, similar to that of Foothill College or College of Marin, that includes: a definition of each in-person campus program, service and activity (in-person indoor class, indoor sporting game, indoor theater performance, etc.); definitions of each type of visitor to campus (guest, contractor, volunteer, student, employee, etc.); and corresponding details of which health and safety rules and practices are applicable to each (matrix). **(Vote 9 in favor, 0 opposed and 5 abstentions)***

*For examples, see Reference Document 1: [Administrative Procedures, Board Policies & Health Screening Systems at Regional CCC](#)s and Reference Document 2: <u>District Administrative Procedures Matrix</u>.*

1. *Require that face masks continue to be worn indoors by all people present on campus, regardless of their vaccination status OR any orders rescinded by San Mateo County or the state of California through the conclusion of the Spring 2022 semester. **(Vote 13 in favor, 0 opposed and 1 abstention)***

2. *Provide enhanced reporting of positive Covid cases and transmissions on a publicly available online dashboard system that's updated as soon as positive cases are known and include location(s) of room(s) or indoor spaces where those exposure(s) took place. **(Vote 15 in favor, 0 opposed and 5 abstentions)***

*3. Reduce occupancy levels for classrooms and other indoor meeting spaces by 25% to prevent overcrowding and allow for social distancing. Allow that Employees may proactively encourage social distancing in those spaces at their discretion. **(Vote 12 in favor, 0 opposed and 6 abstentions)***

*4. Provide additional SMCCD campus signage including questions about symptoms ("do you feel sick"?) and information about where to obtain masks during evening and weekend hours. **(Vote 8 in favor, 1 opposed and 8 abstentions)***

*5. Create a District-wide health screener/pass system, consistent with other regional CCCs, for use by all types of visitors to our campuses. The system should ensure that employees have access in real time to information about the vaccination status of visitors. Links to examples of screening processes employed by Regional CCCs is provided by Reference Document 1. **(Vote 9 in favor, 5 opposed and 1 abstention)***

*6. Provide up-to-date information about ventilation and filtration features operational in each indoor room or area where people work or gather on each SMCCD campus.* **(Vote 9 in favor, 0 opposed and 4 abstentions)**

*7. Provide HEPA filtration devices for use in classrooms, windowless spaces, and spaces where employees meet with students, to any employee who has requested such and within 3-5 business days of their request. Employees may request and receive devices directly through Facilities without a dean or manager's advance permission.* **(Vote 12 in favor, 0 opposed and 2 abstentions)**

***Reference Documents:***

1. *Administrative Procedures, Board Policies & Health Screening Systems at Regional CCC*
2. Sample *District Administrative Procedures Matrix* for Students


Reference Document 1: Administrative Procedures, Board Policies & Health Screening Systems at Regional CCCs

1. **Foothill De Anza District**

   https://foothill.edu/healthservices/covid19-health-safety/health-assessment.html: See FAQs; self-screener including FAQs for what to do if you don't pass; information for visitors; also see Administrative Procedures with definitions: https://go.boarddocs.com/ca/fhda/Board.nsf/goto?open&id=C3KPX566B052 (Adopted June 30, revised Aug 2, 2021).

2. **Peralta District**

   https://safe.peralta.edu/?utm_campaign=Announcements&utm_source=hs_email&utm_medium=email&utm_content=163285795&_hsenc=p2ANqtz--jFTW8xr3upMgH4HT5eCf5WKWVdgAfsxHERJc7JGnVG_TnSCsQeV8Qp0yGwpJVJFwQ7SbBL9XBc2D56j86Eay7Bb6qFw Basic self-screener

3. **College of Marin** (Note: Marin County has lowest COVID rates in region and highest vaccination rates)

   http://www1.marin.edu/news/coronavirus-covid-19-updates-and-resources: Self screener with Vax status, health screening, employees, guests and reporting of where you intend to be on campus

   Symptoms Screener link: https://mycom.sjc1.qualtrics.com/jfe/form/SV_9TxjO1YucKu6MWV

   Board Policy similar SMCCD but includes volunteers: https://go.boarddocs.com/ca/marin/Board.nsf/files/C5KNLM5ECDEC/$file/BP%2

03507%20COVID-19%20Vaccination%20Requirements%20(NEW)%208-4-2021.pdf

Administrative Procedures with definitions: (Adopted Oct. 12, 2021) https://policies.marin.edu/sites/policies/files/AP3507-COVID-19-VaccinationRequirements.pdf

4. **CCSF**

   https://www.ccsf.edu/covid-19-updates - working on, but not up, clearer communication on website that they are working with Google to use the Ready Education app

5. **SJECCD**

   Administrative Procedure (Passed and last modified September 23, 2021). https://go.boarddocs.com/ca/sjeccd/Board.nsf/goto?open&id=A593S27DAB39#-

6. **Evergreen Valley College**

   Check in process - https://www.evc.edu/home/safety-services Requires vaccines for visitors and guests staying more than 15 minutes

7. **Diablo Valley/Contra Costa CCD**

   Detailed screener for students, staff, faculty, and visitors and vendors

   https://www.4cd.edu/covid19/docs/4CD-Return-to-Worksite-Plan-SELF-SCREENING-for-EMPLOYEES-and-STUDENTS-protocol.pdf

   https://www.4cd.edu/covid19/vaccine-requirement.html

   Screener required starting January 2022 (Vaccinations required for guests)