



Campus-Wide Health and Safety Committee  
May 27, 2021 - 10:00 am  
Minutes

**Welcome and Introductions**

- Meeting began at 10:00 am. Members present: M. Williams, J. Scheffler, S. Milton, D. Evans, K. Boisselle, L. Broussard, P. Nasr, B. Cuadros, R. Magallanes, J. Xiang, D. Routtenberg, S. Rainwater.

**Minutes Review**

- The minutes were approved from the last meeting in April. The Unit 9 representative Jun Xiang was added to the committee member roster.
- Jon said Guy Witherspoon reported that the library is planning to reopen on August 2<sup>nd</sup> but are still putting together their repopulation plan because of daily changes.
- Payman wanted to know the exact date when a final decision will be made about the Fall repopulation and thought the President indicated June 1<sup>st</sup> as a deadline to decide. He wanted to know if there were any updates about returning in the Fall. Mike said June 1<sup>st</sup> is the date for the decision.
- Mike said Cal/OSHA governs the employers and had a date of May 20<sup>th</sup> for a meeting to voice concerns on the policy to repopulate and there was a 4-hour meeting. May 28<sup>th</sup> is the date to put what their recommendation will be and the state board will vote on it June 3<sup>rd</sup> and wants to make it law by June 15<sup>th</sup>. Cal/OSHA stressed vaccinations and mentioned it 26 times in the revision to the new Cal/OSHA regulation. As of now there is a sunset date of July 31<sup>st</sup> meaning wearing masks and 6 feet of social distancing can be removed. As an employer we must follow Cal/OSHA guidelines.
- What our campus says for Faculty on June 1<sup>st</sup> by Ken O'Donnell and the Provost is the hard date for the decision and that is what we will do as a campus and will not make any changes after that date.
- Benjamin mentioned at the last meeting there was supposed to be a staff meeting typically on Fridays for custodial and there was no meeting. Mike found out from Deon the Custodial Manger that the meeting was moved to Thursday last month because he had attended a custodial presentation. Mike told Deon to inform everyone if he is going to move the date of the meeting and Jon sent a follow up memo to the management team to be sure and inform the staff.
- Jon sent out the information on the MERV 13 filters to the group. All air handling units were upgraded to MERV 13 Hepa-filtration and will be helpful for repopulation by keeping contamination in the air down. We were fortunate to do this because not all CSU's were able to.



- Daryl wanted to know if the ductwork was cleaned out when the higher-grade filters were installed, and Jon said an outside contractor cleaned the coils and we are received pricing to clean the ductwork and waiting for the approval.

### **Covid – 19**

- Shawn Rainwater said there will be some scheduled changes after June 1<sup>st</sup> but that is for incoming students for the Fall by pushing on campus courses to them only and not changing the mode of courses for current students after June 1<sup>st</sup>.
- Shaun Milton said the Red Folder information is pushed from the CO so they control it, and we cannot add any information there, but Communications and IT are working on similar communications to get real time information regarding safety concerns. Mike said Myla Edmond is the new head of Communications and working on the communications to get out.

### **Fall 21 Facilities Sanitation (Surfaces and Air) - Jon**

Facility Services Covid 19 updates Fall 2021:

- Jon showed a slide presentation.
- We are waiting for funding for cleaning the ductwork.

HVAC and Indoor Air Quality:

- DH follows the current standards contained in the CSU guidance on building HVAC operations. These standards are based upon CDC, NIH and ASHRAE recommendations.
- All building HVAC systems have been upgraded to MERV 13 filtration.
- Building flushing and increased air filtration help to maintain building air quality. Buildings are flushed early in the morning as well. Our increased air filtration is above the 15% recommendation when we can as long as air quality is good outside as well. We do not want to be pumping in unhealthy air like bad air quality during a fire season.
- Air purifiers are planned to be purchased and installed in all classrooms, labs, and office spaces as requested.

Custodial Sanitation Current Practices:

- All restrooms are cleaned and sanitized daily. This is a best practice that Facility Services has followed for many years.
- Wall mounted hand sanitizing stations are provided throughout campus building entrances, lobbies, classrooms, labs and office areas that were used last semester. They will be in all the classrooms, labs and office areas that are planned to be in use for the Fall too. Eventually they will be everywhere out there and will be continued to be serviced and will not go away.
- Classrooms and labs are cleaned daily and foggers and misters are used to sanitize high use areas.



- High touch areas; doors (handles and frames) and restroom fixtures, are wiped down continuously throughout the day.

#### Custodial Sanitation – Fall 2021 Practices:

- Custodial closets will be cleaned up and reorganized.
- For high priority cleaning and inspections a face-to-face list of classrooms and labs will be handed out to each custodian.
- Four inspections per day (M-F) will be completed by the custodial manager and his leads for a total of 20 inspections per week.
- Each custodian will be provided with a high touch cleaning kit, to assist with this high-profile, targeted cleaning practice.
- Restroom cleaning sign off sheets will be added to each campus restroom.

#### What Else is Facility Services Doing ?

- Restroom hand dryers and water fountain bubblers have been deactivated per CDC guidelines.
- Installation of room and elevator capacity reminders.
- Prior to the start of the Fall semester, hand washing and Covid building protocol signage will be checked, updated and replaced as needed.
- “Help Keep DH Clean” signage will be posted in each restroom, and this motto will be incorporated into our zero waste communications to the campus.
- Seven new custodians will be hired to help service the campus.

#### The Swiss Cheese Respiratory Virus Pandemic Defense:

- The slide showed how multiple layers improve success. It showed personal responsibilities and shared responsibilities layers and how they protect us from the virus. The key is with all of these in place we are helping to limit the exposure of the virus to the individual.

#### What Can I Do to Prevent the Spread ?

- Practice social distancing and wear a cloth face covering.
- Stay home when sick.
- We have not had any transmission from people working together on campus within our area. There was only an outbreak at our I & I Building with our contractors who were not following the protocols.
- Follow the protocols.
  - Benjamin asked Jon about the elevators as high touch areas. He did not see any sanitizers there for the SBS elevators. Jon will look at this and is finalizing a new contract with Waxie from Cintas so over 400 new units will be installed soon.



- Benjamin wanted to thank Jon for the stipend for all the Grounds Workers and he appreciated it. Jon mentioned they developed a new plan to work as mowing teams now.
- Payman said Faculty will be very interested in the air purifiers for their offices and wanted to know the process. Jon is waiting for the Cares funding and once there is approval an announcement will go out to the campus and probably done through Work Control.
- Lee asked Jon about the new air filters going into the new buildings and wanted to know if a notification will be sent out when the filters are going to be changed. Jon said they will be changed out this summer and he will send out a notification to the campus.
- Mike said that LA County had less than 2 people/100,000 are only getting Covid now and this should make it safer to go out.
- Jon said our county is doing very well and doing a great job. LA County has a high population, yet we are doing well with our Covid percentages because of a combination of measures taken and not just on thing and we all must be involved.

### **Housing Concerns – Balconies, Trees, Gutter Cleaning – Dan**

- Some balconies are in bad shape and did not get repaired or braced and 2 balconies should be red tagged but were not. Help is needed to speed up the process for bracing them and closing the utilities off.
- Trees have not been addressed properly and are sick and need to be cut down. Dan feels we do not need a contractor to do this.
- We had a contractor doing gutter cleaning and working unsafe and Dan was told to not harass them. He would like to see some gutters removed and gutter caps installed so they do not get filled up and have Unit 6 properly trained on aerial lifts and ladders to retain the work in house.
- Mike took pictures of the balconies in poor shape and contacted the project manager and copied the VP and Roshni for the status. Mike will provide information when he hears back from them. Our Grounds Manager is working with an arborist to do a campus assessment of the trees. Mike addressed the gutter cleaning issues with Housing management and looking to get a State Fire Marshall report from the last inspection.
- Dan mentioned the return of the buildings were not in the state that they started their project on. The project was not overseen properly and there are many hours of work required to repair and return the buildings back to the way they were before the project was started. Some of the buildings were returned unfinished and Roshni needs to get involved. Mike said there is a gap in communication, and he will report back when he hears from Roshni and Arun.

### **Ergonomic and Injury Prevention Cost Sharing Program – Mike**

- Mike worked with Shaun in Worker's Comp and Larry in Rick Mgt. on this collaborative program and was approved by our VP for funding. Departments can apply for cost sharing because they do not have the funding to pay for the items. EHS will pay for half the bill so



departments can get equipment and PPE to make their areas safer. This is for industrial ergonomics and not office ergonomics.

- Payman thought this was a great idea and will help make sure his laboratories are safe.
- Benjamin asked about the mechanical stair climber and Mike showed this as an example that will assist in transporting heavy or awkward items up and down stairs in Housing.

### W/C Claims

- Shaun said there were 2 claims in April. One was from RO4 with a bi-lateral wrist strain while performing usual duties. Mike assisted them to be sure the desk area was set up properly and to perform some exercises that are on the EHS website for our arms, wrists and fingers. The other claim was from RO7 with a left eye injury from checking water levels on cart batteries and removing the battery caps causing battery acid to enter their eye. Athletics responded very quickly to wash out their eye and prevented further injury.

### Monthly Metrics

- Mike said the Unit 7 injury shows the green color is current, the red is last fiscal year injury rate , and blue is a year ago today.
- Unit 4 shows if you see bargaining units going in the direction when blue is higher than red, and red is higher than green that is the direction you want to go. When you see a spike in the green it means we are going in the wrong direction. If you do not see a green, there were no injuries in that bargaining unit that are OSHA recordable. You can have an incident but if you did not see a Dr. it will not show up there.
- The Unit 4 incident was an employee working from home and Mike performed an ergo evaluation. People have been working from home for a while and fatigue starts to set in.
- The Unit 7 incident had the left eye injury. The employee had not used the golf cart in a year because of working from home. When we all return to campus and if there are issues with the golf cart then put in a work order into work control for the auto shop to take care of it and do not try to take care of the problem yourself.
- The most common injuries so far are slips, trips, and falls, office ergonomics and struck by as the top 3 injuries.
- Overall the University is going in the right direction. Hazards are not there when we are not on campus and when we repopulate we may see the numbers spike.

### Open Forum

- Payman said graduation was well organized and Lee said there were no issues, and it went very well.
- Mike said a lot of campuses did not do a graduation this year and we were one of the few to have one.