

Safety Committee Minutes

March 9, 2020

Third Floor Conference Room

Attendees: Jon Blanchard, Angela Buck, Pam Buck, Dwight Clayton, Tim Crowley, Courtney Cyr-recorder, Bill Egeler, Andrew Gagnon, Peter Goheen, Lee Griffin, Joan Haines, Barry Ingraham, Dottie Martin, Kord Putnam, Dave Raymond, Shari Ward, Mike Williams

Absent: Bob Collins, Loren Gordon, Beth Hummel, Lori Keith, Rob Ottaviano, Bob Rice, Tom Richard, Trena Soucy

A special meeting was called to order to discuss the Coronavirus and what implementations the college has put into place. Department chairs were invited to attend the meeting in addition to the Safety Committee members.

- I. Dottie is serving on a systemwide team
 - a. Focused on procedures and steps we need to take
- II. Bill is talking with the CDC at least once a week
- III. Barry, Lee, and Courtney met with custodial staff from NMCC and B&P Cleaners regarding cleaning
 - a. Items covered during the meeting consisted of:
 - i. Flu and Coronavirus
 - ii. CDC info
 - iii. Bloodborne Pathogens training and kits
 1. Refresher training happened in January
 2. Custodial checked the kits to ensure they are stocked
 - iv. Cleaning of touch surfaces and frequency
 - v. Cleaners we use and how to use them properly
 1. Cleaner we had been using had a dwell time of 10 minutes
 2. Lee reached out to P&E Distributors and found a new product (Fightback) that has a dwell time of 2 minutes
 - vi. Inventory (i.e. hand sanitizer, soap, etc.)
 - vii. Provide Clorox wipes to employees in high touch areas in case they'd like to wipe down their area
 - viii. No food or drinks in work areas
 - ix. Cleaning water fountains
- IV. Barry spoke with Rob O.
 - a. He is going to be switching over to Fightback (same product custodial is switching over to)
- V. Barry met with Tom
 - a. Discussed what the cleaning routine is in the Wellness Center and possible changes
 - b. Tom has put out info to his customers on the proper way to use the current cleaner

- c. Spoke about balanced moving and whether or not it should continue
 - i. Mats are provided by us so they will be cleaned before each session
 - ii. Chairs will be wiped down

VI. Dottie

- a. Has met with two groups from the System level
 - i. Main group she's working with consists of the people responsible for communication at each of the campuses
- b. Communication group discussed the following:
 - i. Ensuring each campus has an Emergency Action Plan (EAP)
 - 1. Last week Bill sent out an update for the contagious illness section of the EAP
 - a. Please look it over and send any thoughts/comments to Bill
 - ii. Campus policy related to attendance for both students and employees
 - iii. There will be work at the System level to figure out what we need to do if:
 - 1. the academic year needs to be adjusted
 - 2. anyone is out for any length of time for personal illness due to the Coronavirus
 - 3. or if the campus has to close for any amount of time
 - iv. Technology ability for each campus
 - 1. How to meet needs of students who do not have internet access off campus
 - v. Making sure student contact information in the system is current
 - vi. Department of Education guideline was sent out to Financial Aid Directors
 - 1. Department of Education is waiving requirement to get preapproval

VII. Bill

- a. Has been sitting in on the provider meetings with the CDC
- b. Things are always changing so follow updates from Bill and the CDC
- c. Currently over 500 cases in the U.S., 35 states, 22 deaths to date
- d. No confirmed cases in Maine
- e. Maine has the ability to do 100-200 tests per day
 - i. Tests have to be ordered
 - ii. Healthcare providers have a series of steps they have to follow
- f. Hopefully within a day or two there will be a 211 line for FAQs
- g. Everyone who is tested becomes a person under investigation (PUI) and must remain in isolation
- h. No internal travel restrictions in the U.S. yet
- i. Immunocompromised or old you may want to avoid large crowds
- j. Testing takes two days once Maine CDC gets the sample
- k. Ensure cleaning supply labels state it handles emerging viral or enveloped viruses
- l. Isolation in communal living situations (i.e. hospitals, long-term care facilities, colleges, etc.)
 - i. If they have to be isolated on campus then isolate a single room
- m. Family members

- i. Isolation for non-symptomatic family members is 14 days for those who may have traveled through a high contact area
 - ii. If there are symptoms then everyone is quarantined
- VIII. Communication
 - a. Information from the CDC will come through Bill
 - b. Information from or to the System will go through Dottie
 - c. Information to the campus regarding changes or things being worked on will come from President Crowley
- IX. Encourage employees and students to check the Maine CDC website
- X. Need to plan for the worst
 - a. Worst would be closing campus for a period of time and cancelling events
 - b. How to deliver online instruction for courses that aren't normally delivered in that way
- XI. Your provider is the best place to go to get answers to your questions
- XII. If you think you have the Coronavirus or have been exposed then call your provider before going in so they can make arrangements to see you without exposing others to it