

Safety Committee Minutes

May 20, 2020

Zoom Meeting

Attendees: Jon Blanchard, Pam Buck, Abby Clark, Tim Crowley, Courtney Cyr-recorder, Bill Egeler, Andrew Gagnon, Peter Goheen, Lee Griffin, Joan Haines, Beth Hummel, Barry Ingraham, Dottie Martin, Linda Mastro, Rob Ottaviano, Kord Putnam, Tom Richard, Trena Soucy, Angela Wardwell

Absent: Loren Gordon, Lori Keith, Bob Rice, Shari Ward, Mike Williams

- I. Review minutes of March 9th and 30th meetings
 - a. Minutes were accepted and approved

New Business

- II. Incident reports since last meeting
 - a. No incidents
- III. COVID-19
 - a. Masks
 - b. Course schedule
 - i. Modifying classroom schedules so we can use larger spaces and reduce the amount of students on campus
 1. Custodial staff and others who have been trained to do cleaning will have the ability to get into classrooms between courses to disinfect the area
 - ii. Many Arts & Sciences courses are currently being changed to hybrid or online
 - iii. Many Business Technology courses will also be moved to hybrid or online
 - iv. Anticipate changes in Nursing and Trade & Technical areas
 1. Changes to start and end times so everyone isn't going to lunch and back to class at the same time
 - v. Expect changes to schedule to be complete by end of May
 - c. Custodial services
 - i. Reviewed plan that Barry and Lee put together
 1. Each room will be cleaned after every class
 - a. Consists of disinfecting all high contact surfaces
 - b. Offices will be cleaned once a day
 - i. Custodial will do all standard touch surfaces such as door handles and trash
 - ii. Will provide training to office personnel on cleaning their own surfaces such as phones and keyboards so custodians aren't entering those spaces
 2. Residential Life will be cleaned as normal

- a. Daily disinfecting of stairwells and all contact surfaces
 - b. RAs will be trained on cleaning high contact surfaces (i.e. door handles)
 - i. They will maintain the cleaning during evening hours after 8:00 pm
- 3. Restrooms
 - a. Currently every restroom is being cleaned once a day, but will need to be increased based on use and number of people on campus
 - ii. Staff/faculty may need to be responsible for some cleaning of their own space
 - iii. May need to hire and train students to do some custodial work as well
 - iv. Questions were raised regarding cleaning of labs
 - 1. Maybe lab assistants or work studies can be trained to clean labs?
 - 2. Faculty should be made aware of how to properly clean equipment in their area
 - 3. It was suggested that students be trained to clean after themselves (i.e. after using a tool or piece of equipment clean it immediately)
- d. Residential Life
 - i. Jon has been in touch with colleagues at UMPI to make sure we're kind of on the same page
 - ii. Reducing capacity of people on campus
 - 1. Snow and Penobscot have been reduced to one person per bedroom
 - iii. One-way traffic
 - 1. Particularly in Andrews Hall stairwells
 - a. Will also be put in place for move-in day in the fall
 - iv. Jon spoke with Lee about additional hand sanitizer units at high traffic entrances (i.e. Andrews and Snow)
 - v. Set aside a space for sick residents
 - 1. Goal would be to find them a transition home as quickly as possible
- e. Food Services
 - i. Seating capacity is less than before
 - ii. May utilize Keegan Room as needed
 - iii. Stagger seating or limit to Residential Life students for the time being
 - iv. Sick trays will be ramped up
 - 1. Will have a process for getting it from Reed Commons to the student (i.e. Rob and Jon would coordinate to meet in a common area and transfer the food to someone who would deliver it so contact is limited)
 - v. Milk and soda dispensers will have to be single serve
 - vi. Will do best to use compostable, eco-friendly products
- f. Wellness Center
 - i. Tom is working on a plan for re-opening
 - 1. Members of the Safety Committee are invited to schedule a time to tour with Tom and give him ideas/suggestions
 - 2. Not sure about capacity yet

- a. Limited to a certain number of people or a percentage?
 - 3. Came up with numbers for what he thinks to accommodate spacing
 - a. Cardio
 - i. Move some equipment and have every other piece shutdown
 - ii. Will give between 7-9 feet spaced between
 - 4. President Crowley requested Tom share his plan with the committee members
 - ii. Masks have been ordered for his staff and himself
 - iii. Sneeze guard/barrier at front desk
- g. Health Center
 - i. Dozen infrared “no touch” medical grade thermometers will arrive by end of July
 - 1. Will need to look at where these should be placed around campus
 - 2. Important to set a plan to take temperatures for students
 - 3. Linda has some disposable thermometers that students can have for their rooms
 - ii. Face shields and several thousand gloves have been ordered
 - 1. Tom would like some face shields for his staff
 - iii. Ordered four thousand surgical type masks that can be given out
 - iv. Will be doing phone triage and telemedicine
- h. Testing Center
 - i. Will require students to wear masks
 - ii. Have looked at purchasing:
 - 1. Covers for keyboards that are easily wiped
 - 2. Disposable sleeves for mice
- i. Tight spaces on campus
 - i. College Store
 - 1. Needs to be one way in and one way out
 - ii. Mailroom
 - 1. Very small space
 - 2. Need to do differently than we do now
 - iii. Traffic flow in and out of every building needs to be looked at
 - iv. Student Affairs hallway
 - 1. Six-foot distance puts people right up against the wall
 - a. Benches will need to be removed to open up the space
- j. Student Affairs
 - i. Plexiglass screens are on order for several frontline desks
 - ii. Asked Julie to look at masks and cloth masks
 - iii. Hand sanitizer stations are currently located outside the doors, may need to look at having them inside the doors as well
 - iv. Most waiting rooms have UVC lighting available to them
- k. We need to look at having a standard for which types of areas require what PPE
- l. Temperature screening

- i. Students
 - ii. Faculty and staff
 - iii. This is a good idea, need to figure out how to move forward with it
 - 1. Barry and Lee attended a training provided by MEMIC which touched on this topic
 - 2. Barry will distribute the link from MEMIC to the committee members
- IV. OSHA and online safety training
 - a. Online training is an effective method to supplement other types of trainings
 - b. Trainings such as Fire Extinguisher, PPE, and Advanced Bloodborne Pathogens are all done hands on
- V. Narcan Update
 - a. Tabled
- VI. Other
 - a. Tabled

Old Business

- VII. Action Items
 - a. Tabled

Round Table

Next meeting: Wednesday, June 3rd