

Safety Committee Minutes

June 3, 2020

Zoom Meeting

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

Absent: Loren Gordon, Joan Haines, Lori Keith, Bob Rice, Shari Ward

New Business

I. Masks

- a. According to the most recent executive order from Governor's office – anyone in public spaces where 6ft distance can't be maintained must wear a cloth mask
- b. Starting Friday, June 5, people will be required to wear a mask to enter the building
 - i. We will have a mask available for those who do not have one
- c. Masks will be required for everyone (students, faculty, staff) in areas where you can't maintain the 6ft distance
- d. If you don't have a cloth mask at this time then wear a surgical mask
- e. Need to supply masks for faculty and staff; if they want to use their own they can
- f. Add to toolbox list for students to provide their own mask
- g. Areas that have/don't have masks on hand for their staff
 - i. IT – none
 1. Barry and Chris have been bringing their own
 - ii. Maintenance – 400 surgical masks
 - iii. Business Office – none
 1. Mike, Wendy, and Carol have been bringing their own
 - iv. Student Services – 100 surgical masks currently, 4,000 more on order through Health Center
 - v. Admissions – Bill supplied them with some surgical masks
 - vi. Health Center – currently 250 masks
 - vii. Aramark – all customer facing associates are already required to wear masks
 - viii. Any supervisors who don't have masks available should check with Linda about getting some for their area
- h. Individuals with health issues (i.e. asthma, COPD)
 - i. Wearing a mask, especially during summer weather, can make it harder for them to breath and feel claustrophobic
 - ii. Under the Governor's orders people with health issues such as these have been allowed to social distance rather than wear a mask
 1. Need to include this in the statement we put out
- i. Eventually everyone will be required to bring their own mask with them

- j. Need to provide guidance on how long masks are good for
 - i. Linda will look into this
 - k. Fall 2020 Semester
 - i. Will inform students that masks will be required
 - 1. As long as we have the authority in the student code of conduct there will be disciplinary action if not wearing mask
 - 2. Concerns were brought up that if students refuse to wear a mask and receive disciplinary action they may walk right out the door and not come back
 - ii. Supervisors need to inform employees to wear masks
 - 1. If employees aren't wearing a mask then supervisors are expected to tell them to
 - l. Bookstore will be ordering masks
 - m. N95 masks
 - i. President Crowley has asked the System Office to order these masks
 - 1. We need them in maintenance, instructional areas, and allied health
 - n. Wellness Center
 - i. Members will be required to wear masks
 - ii. When Tom puts guidelines together for members he would like Dottie's input for language
 - iii. Concerns were brought up regarding people wearing a mask while exercising
 - 1. There have been recent news articles stating people have had some severe reactions
 - 2. Tom is waiting for guidelines from the state regarding masks in gyms and fitness facilities
- II. Signage
- a. Current signage states the door is locked, please call
 - i. Another statement will be added to it stating wear a mask when you enter the building
 - b. Dottie to create signs
 - i. Will get some to Jon for Residential Life
 - ii. Signs will go on every building
 - iii. Angela W. (Pearson Vue Testing Center) and Rob O. (Aramark) will get information to Dottie that was provided to them for rules on masks and safety in their areas
- III. Preparing for Re-opening of Campus
- a. Going paperless
 - i. Barry is working on something
 - b. Need a written safety plan for Fall semester
 - i. Each area needs to develop a plan for what they're doing and get it to President Crowley by July so a campus wide plan can be put together
 - ii. Already have a start on some areas
 - 1. Pieces of the custodial part of the plan in regards to change of schedule and population density on campus

2. Draft of what will be done in Residential Life
 3. Talking about grab and go in the food service area instead of salad bars or standing at the counter and ordering food
- c. Office shields
- i. IT
 1. Courtney has one
 - ii. Maintenance
 1. Built custom ones for Angela Wardwell and Cheryl Murchison
 2. Purchased a couple (24"x30")
 3. Gayle Dickinson has a shield
 4. Have pricing from Portland Glass for windows at Business Office and Development Office
 - a. Just need the go ahead to purchase
 - iii. Development Office
 1. Has ordered one for Griffin Goins
 - iv. Wellness Center
 1. Tom needs one for his desk
 - v. Security
 1. Peter spoke with Barry and Bill and they are working on a different solution
 - a. Peter has requested a chain barrier using magnets that he can put across the doorway when he is in the office
 2. Working on a solution for creating IDs
 - a. Process will have to change
 - vi. Bookstore
 1. Mike to check with them to see what they're doing or if Follett will be providing something
 - vii. Move into labs and classrooms next
 1. Will work with faculty to figure out what is needed
- d. Admissions
- i. Working on a virtual tour
 - ii. Wendy has received information on how Husson is delivering tours
 1. Currently they can have up to three students at a time, one person with them, all of them wearing masks
- e. MEMIC
- i. Barry was asked to reach out to MEMIC and let them know our plan to ensure we are taking the right steps
- f. Testing Center
- i. Was provided a checklist of questions from the state
 - ii. Questions are the same as those which were provided to businesses such as hair salons, etc.
 - iii. Some of the questions are:
 1. Do you have a cough or sore throat?
 2. Do you have a fever?

3. Have you traveled here from another state?
 4. Have you been out of state in the last 14 days?
 5. If someone answers yes to any of these questions, they are not to enter the Testing Center
- g. Aramark
- i. Will have a check in station
 1. Their temperature will be taken, go through list of questions, make sure they are wearing the proper PPE
 - ii. Will not record temperatures
 - iii. Will ask questions like those listed above for the Testing Center
 - iv. Certain PPE has become part of employee uniform now
 1. Refusal to wear it will be disciplinary issue
- h. Attendance policy
- i. Need to be mindful of our attendance policy and tell students if they're not well to stay home and not penalize them for it
- i. Contact tracking
- i. Do we need to do this with students?
 1. Would be a huge task
 2. May be something we need to do eventually

Next meeting: Wednesday, June 17th