

Safety Committee Minutes

September 16, 2020

Zoom Meeting

Attendees: Jon Blanchard, Abby Clark, Tim Crowley, Courtney Cyr-recorder, Bill Egeler, Andrew Gagnon, Lee Griffin, Peter Goheen, Joan Haines, Beth Hummel, Barry Ingraham, Dottie Martin, Rob Ottaviano, Kord Putnam, Trena Soucy, Tom Richard, Shari Ward, Mike Williams

Absent: Pam Buck, Loren Gordon, Lori Keith, Linda Mastro, Bob Rice

New Business

- I. Incident reports since last meeting
 - a. None
- II. COVID-19 plan check-in
 - a. Recently held a general advisory committee meeting
 - i. Consists of community people throughout the county
 - ii. Had a Zoom meeting, but also had some in person
 1. Locals attended in person
 2. In order to enter building they had to complete the LiveSafe survey, wear a face mask, and maintain social distancing
 3. About 12 in person, 15 on Zoom
 - b. LiveSafe app
 - i. People failing to fill out the survey
 - ii. Need faculty following up with students to make sure they're answering the questions
 - c. Some individuals are taking it upon themselves to make decisions regarding COVID-19 entry
 - d. Need to remind people to check-in on app and wear masks
 - e. Fire drills
 - i. Have a communication/training issue with employees and students
 1. How to come back in the building during COVID
 - a. Need to social distance
 2. Need to be aware of who has permission to waive individuals back in the building (maybe that person has a flag to waive people in)
 - f. Library
 - i. A scanner is being installed at the Library so individuals can scan in
 - g. Wellness Center
 - i. Issue with one of the doors is being corrected
 1. People were scanning in but it wasn't unlocking, however, the door next to it worked
 - h. What happens after Thanksgiving?
 - i. Concerns about what happens once flu season starts

- ii. Sounds like the University is planning to have everything online after Thanksgiving
 - iii. Our plan is to continue to run our classes through the fall semester
 - 1. We need to talk about a backup plan should we end up in a position like we did in March
- III. 2020 safety policy revision
 - a. Jon will assign policies to committee members to review
 - b. Items to review
 - i. Grammatical errors
 - ii. Contacts (names, departments, phone numbers)
 - c. Committee should come up with a plan for a deep dive policy revision
 - i. Maybe we could utilize individuals who already work for NMCC who may have some expertise in certain areas
 - ii. Other policies we may need a consultant to review

Old Business

- IV. Action item review
 - a. Item 5 Chemical hygiene plan – follow up with Angela Buck
 - b. Item 6 Remove propane tank – done
 - c. Item 7 Locking classrooms – remove Mike Dunlop as the follow up
 - d. Item 10 SafetyWorks extension items – done
 - e. Item 11 Adjust shelf – done
 - f. Item 12 Naloxone policy revision – done, those needing training were trained
 - i. Naloxone is in Residential Life, Security Office, and Library

Round Table

- V. Security
 - a. Still looking for someone to work overnight
 - b. Currently all calls after midnight go to Peter
- VI. Package delivery
 - a. UPS and FedEx drivers are showing up and don't want to wear a mask, want to just drop the packages at the door
- VII. Water
 - a. Since water fountains have been shut down, going to put out some bottled water stations
- VIII. Dumpsters outside of Mailman
 - a. Possibly relocate the cardboard and trash dumpsters near the overgrown tree next to Sheet Metal
- IX. Disinfecting of classrooms
 - a. If you make changes to room schedule, please let Lee know as rooms are being disinfected between classes
- X. Residential Life
 - a. Everything has been going smoothly

Next Meeting: Wednesday, October 21st, 2:00pm via Zoom