



*The Health and Safety Committee shall advise the College Council on matters relating to campus safety, campus parking plans and issues, and risk management in association with the risk management office. The committee shall act a clearinghouse for individual employee safely suggestions and work to provide a safe and healthful working environment for staff and a safe and healthful environment in which students may learn and study.*

**PASADENA CITY COLLEGE MEETING and NOTES**

**Title of Meeting/Committee Name:** Health and Safety Committee

**Date:** Thursday, May 14, 2020

**Time:** 4:00pm

**Room:** Zoom

**Name of Person Taking Notes:** Janet Wong

**Chairs:**

**Dr. Ketmani Kouanchao**

**Dr. Jason Vasquez**

- I. CALL TO ORDER**
- II. PUBLIC COMMENT ON NON-AGENDA ITEMS – N/A**
- III. REVIEW AND APPROVAL OF MEETING MINUTES**
- IV. INFORMATION ITEMS**
  - A. Welcome – Introductions
  - B. COVID-19 Campus Closure
- V. OLD ITEMS – DISCUSSION AND POSSIBLE ACTION**
- VI. NEW ITEMS – DISCUSSION AND POSSIBLE ACTION**
- VII. ANNOUNCEMENTS**
- VIII. ADJOURNMENT**

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**MEETING NOTES**

**Item I. CALL TO ORDER**

Meeting called to order at 4:03pm by Dr. Ketmani Kouanchao

**Attendance:** Dr. Ketmani Kouanchao, Dr. Jason Vasquez, Chief Steven Matchan, Audrey Joseph, Joshua Fleming, Cha Mancini, Kathy Kottaras, Rudy Aguilar, Patricia Bellali, Dr. Quinn Tang

**Item III. REVIEW AND APPROVAL OF MEETING MINUTES**

Meeting Notes on March 5, 2020 meeting approved (members Joshua Fleming and Audrey Joseph second the motion)

#### **Item IV. A. Welcome**

Dr. Quinn Tang, Student Health, Director (guest)

Rudy Aguilar, Athletic Trainer, Kinesiology (guest)

Patricia Bellali, Athletic Trainer, Kinesiology (guest)

#### **Item IV. B. COVID-19 Campus Closure**

Share-out – Open Forum (collaborate discussion)

Kathy:

- Spoke about an unofficial announcement email sent to the English Division at the beginning of the week of 5/11/2020 Fall2020 semester classes will be remotely for the majority.
- What measures will be taken once more staffing returns to campus? How can we provide support? How will they provide support?
- Address the concerns that returning staff/students refuse to follow procedures, wear mask, social distancing. If staff feels it is not safe (or cannot return to due certain circumstances) to return, will need to provide necessary documentation/proof and who will be responsible to validate and person go to.

Quinn:

- Centers for Disease Control and Prevention (CDC)/American College Health Association (ACHA), LA County Department of Public Health provided guidelines and recommendations to assist with reopening (i.e. Installing plexiglass in areas with front desk exposure and heavy foot traffic (Admission & Records, Financial Aid, Fiscal. Rearrange furniture if working areas/desk are not 6 feet apart.
- PCC staff have placed flyers on building doors to promotes CDC preventative measures. Facilities are sanitizing all offices and spaces when employees return to work at the end of their scheduled shifts. Reported seeing furnitures re-arranged in some classroom to abide to the social distancing rule. Reported and seen Facilities brought in an outside agency to assist with cleaning and disinfecting areas/surfaces in addition to PCC facilities staff.
- Returning staff and students will need to conduct a self-check to determine if it is safe. It is a subjective. CDC provided a self-check list
- Please continue to abide to the social distance and continue to protect by wearing a mask as we are preparing to enter the second wave of COVID-19 (couple months). Currently, wave 2 is in far east. Moving forward, mask may be the norm.

Cha:

- What changes will take place with the Lactation room?
- Her area has been asked to report to the office for 8-16 hours a week. Request communication with directions and instructions when staff/students return. Has not heard from Administration on how to respond to students and staff when returning with symptoms testing when they come on campus.

Audrey:

- Would like to suggest a facility plan on what is being done to ensure returning staff and students about their safely. Would like to acknowledge facilities staff as they fully returned to work after the 1<sup>st</sup> week of closure and have been working to ensure all surfaces are cleaned after use.
- Question: Does facilities have the support to provide the campus community/ staff with a safe environment (staffing, supplies)?

Patty:

- Athletics is planning for different scenarios (ranging from cancellation of all sports to returning to campus to with limited attendance). Athletics schedule starts August 1, 2020.

- PCC Athletics will model the American Collegiate Athletic Association (ACAA) and Pro sports.
- Rudy is active in a working group that meets regularly to discuss plans and how to proceed and will present it to the president. Reported that other Community Colleges does not have a solid plan as of yet.
- Families First Coronavirus Response Act (FFCRA) is available if needed and those that are affected and may want to participate (child care under 18 years of age). Act allows 12 weeks off through December 2020. Human Resources may have additional information about this program.

Rudy:

- His working group is working on a document---Athletics' sports events plan for Fall 2020 (anticipated completion date May 29, 2020) that tracks new cases, discuss the plans for supplies and equipment needed. Plans to sanitize rooms (weight, gymnasiums, training areas) that will be presented to the President for review and approval.
- Discussions on how to respond to athletes if they are tested positive
- Jason added that the American Psychological Association has provided guidance on how providers can return to offering face to face sessions.

Steven:

- The plan is to bring all staff back to campus (intervals, reduce the number of staffs in offices).
- PCC will mirror the directions of LA county, Pasadena Health Dept, CSU systems for reopening.
- Campus police department will enforce the rules set forth by the LA county, Pasadena Health Department, Governor's Office (example: wearing mask in public spaces)
- PCC is/can provide mask if needed
- Staff, students, community members without mask, will be escorted off campus. Cadets and officers have been informed to adhere to the rules set.
- Current statistics for the number of staffs returning to campus is about 80-100 per week.
- Employees needing resources, plans, programs, contact Human Resources

#### **Item V. OLD ITEMS – DISCUSSION AND POSSIBLE ACTION**

Items at the last meeting were not discussed. COVID 19 updates, concerns and plans was the topic of discussion.

#### **Item VI. NEW ITEMS – DISCUSSION AND POSSIBLE ACTION**

- Form working groups to develop questions from departments (example: Athletics, Classified Senate) that will address the plans to return to a safe campus (Long term questions and short-term questions). Send draft questions to Jason Vasquez, jvasquez102@pasadena.edu and Ketmani Kouanchao, kkouanchao@pasadena.edu
- Follow up to see if Facilities, Classified staff (that are asked to return) are being supported
- Survey monkey to incorporate the community's concerns. Invite Crystal Kollross to a future meeting to help advise and develop
- Address how to respond/report if a student has disclosed that they have been tested positive or exposed
- Invite Alex Boekelheide to future meeting to discuss the ATD Plan. Alex Boekelheide is the lead on the ATD committee. He may provide guidance on community communication as well.
- Address how to respond to potential claims (employees, students). Cha has had contact with attorneys with inquiries on claims. Human Resources may be included in upcoming meetings.

- Future guest:
  - 1<sup>st</sup>: Alex Boekelheide (communications)
  - 2<sup>nd</sup> Crystal Kollross (survey monkey)
  - 3<sup>rd</sup> Human Resources (claims, resources available to employees)

**Item VII. ANNOUNCEMENTS**

Dr. Ketmani Kouanchao is the interim Co-Chair of the Health and Safety Committee. The Co-Chair is an appointed position.

**Item VIII. ADJOURNMENT**

Meeting adjournment at 5:14 pm

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Next Meeting is May 21, 2020 at 4:00 pm, Zoom