



*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, August 06, 2020

**Time:** 11:00am

**Room:** Zoom

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

**Chairs:**

**Dr. Ketmani Kouanchao**

**Dr. Jason Vasquez**

- I. CALL TO ORDER**
- II. REVIEW AND APPROVAL OF LAST MEETING'S MINUTES**
- III. REVIEW OF EMERGENCY PREPAREDNESS AND SAFETY PLAN DISCUSSION**
- IV. REVIEW HEALTH AND SAFETY COMMITTEE MISSION STATEMENT**
- V. DISCUSS ROLES/POSITIONS FOR COMMITTEE MEMBERS (EXAMPLE: COUNCIL MEETING REPRESENTATIVE(S), SECRETARY, COMMUNICATIONS, ETC.)**
  
- VI. NEW ITEMS – DISCUSSION AND POSSIBLE ACTION**
  - A. Topics for Future Discussion
  - B. Meeting Schedule
  - C. Future Action Items
  
- VII. ANNOUNCEMENTS**
  
- VIII. ADJOURNMENT**

**MEETING NOTES**

**Item I. CALL TO ORDER**

Meeting called to order at 11:10 am by Dr. Ketmani Kouanchao

**Attendance:** Dr. Ketmani Kouanchao, Dr. Micah Young, Chief Steven Matchan, Cha Mancini, Kathy Kottaras, Sandra Meda-Walker, Patricia Bellali, Audrey Joseph, Janet Wong

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

Meetings notes for July 09, 2020 approved by members Audrey Joseph; Dr. Micah Young second the motion

### **Item III. REVIEW OF EMERGENCY PREPAREDNESS AND SAFETY PLAN DISCUSSION**

Discussion led by Chief Steven Matchan

Website: <https://pasadena.edu/police-and-college-safety/emergency-information/emergency-operations-and-preparedness.php>

- Emergency Operations & Preparedness Plan (EOPP) includes man-made disasters (active shooter), natural disasters, shelter in place, evacuations
- Police & College Safety Office provided each classrooms and offices with updated resource guide for emergency plans (flip chart)
- 3 Evacuation zones for Main Campus & Child Development Center (CDC), Community Education Center (CEC), and Rosemead Campus. Requires login credentials to access rooms (which details where to go, officers on site, safety equipments, first aid care)
- Working on Fall schedule for Campus Emergency Response Team (CERT) training
- Administration approved getting updated trainings for building coordinators and floor captains
- Working on having supervisors and managers get training through FEMA website
- Red cross is offering webinar trainings (earthquake preparedness)
- Chief and his office reviews the plans at least once a month to ensure it is updated
- Zoom trainings will be made available for first responders. These zoom trainings will be sectioned based on topics and groups
- Currently, there are approximately 30 CERT volunteers; not including officers and cadets
- Working on getting CERT certifications online
- Officers and cadets, are certified in first aid CPP. Working on getting dispatchers CPR trained (advanced) so dispatchers can provide steps until officers arrive at scene
- The Emergency Operations & Preparedness Plan goes through a vetting process. A collaboration with Chief of Police (Chief Matchan) and an outside agency to review the plans. Facilities assist with providing building plans, designs and campus modifications plans

### **Item IV. REVIEW HEALTH AND SAFETY COMMITTEE MISSION STATEMENT**

Discussion of statement revision moved to the next meeting. Members Dr. Ketmani Kouanchao motion to move topic to the next meeting; Dr. Micah Young second the motion

### **Item V. DISCUSS ROLES/POSITIONS FOR COMMITTEE MEMBERS**

Discussion of roles/position for the committee members moved to the next meeting with Crystal Kollross (invited guest)

#### **Item VI. A. Topics for Future Discussion**

- Standing Item: COVID 19 updates
- Roles/Positions for committee members (invited guest- Crystal Kollross)
- COVID-19 updates (winter 2020) (invited guest – Alexander Boekelheide)

#### **Item VI. B. Meeting Schedule**

Committee to meet once a month, third Thursday of every month; 11:00am – 12:00pm

#### **Item VI. C. Future Action Items**

- Review Health and Safety Mission Statement (revised July 7, 2020)

- Review the EOPP online to see if the committee would like to add plans. Chief Matchan will send an electronic copy of the flip chart (<https://pasadena.edu/police-and-college-safety/emergency-information/emergency-operations-and-preparedness.php>)

#### **Item VII. ANNOUNCEMENTS**

Cha:

- Risk Management meeting on 8/5/2020 announced free COVID-19 testing will be available at PCC beginning September 1, 2020. Results can be available within 15 minutes to 48 hours. Test available to individuals that would like to return to work on campus.
- COVID-19 antibody testing will also be available. Individuals tested positive from antibody will be mandated to take the COVID-19 test and will need to notify managers/supervisors. Will be required to take COVID-19 test once a month and notify managers/supervisors.
- COVID-19 testing will be funded by a government agency
- More information and details for the free COVID-19 testing at PCC will come soon

Micah:

- Will be the committee lead on communications and updates on COVID-19
- COVID-19 and Flu shot: The flu shot does not fight against COVID-19. The benefit of getting the flu shot helps by not prolonging the recovery process. Will also help health care providers to determine if it is the flu or COVID-19. This fall, it is more important to get the flu shot.
- Researching with the Health Department to determine if PCC can host a drive-through flu shot clinic. Health Department receives vaccine donations. If approve, will reach out to our local hospital Huntington Memorial and Kaiser Permanente for partnership

#### **Item VIII. ADJOURNMENT**

Meeting adjournment at 11:47 am

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Next Meeting is September 17, 2020 at 11:00 am, Zoom (meeting invite sent to outlook calendar)