Co-Chairs: Shirley Slaughter & Brenda Johnson

Present: Roger Toliver, Johnny Dong, Natalia Fedorova, Francine Lewis, Scott Barringer, Cynthia Reese, Vincent Koo, John Pang, Alejandra Oseguera, Gail Pendleton

Guests:

Absent: Marilyn Montague, Janine Greer, Jasmine Martinez, Loan Nguyen, Isobel Cooper, Sharon Ahazie, Sarah Dibas, Pooja Sandhu, Felicia Bridges, Ramona Butler, Sylvia Espinosa

Recorder: Joanna Louie

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| **Agenda Item** | **Discussion** | **Follow-up Action** | **Decisions****(Shared Agreement/Resolved or Unresolved?)** |
| 1. **Call to Order**
 | Call to order- 12:32pmHealth & Safety Committee 2020-2021 meeting dates confirmed- please mark your calendars! * ~~Tuesday,~~ **~~September 22~~**~~, 2020 12:15-1:30pm Zoom~~
* Tuesday, **October 27**, 2020 10:30-11:30am Zoom
* Tuesday, **November 24**, 2020 12:15-1:30pm Zoom
* Tuesday, **December 22**, 2020 12:15-1:30pm Zoom
* Tuesday, **February 23**, 2021 12:15-1:30pm Zoom
* Tuesday, **March 23**, 2021 12:15-1:30pm Zoom
* Tuesday, **April 27**, 2021 12:15-1:30pm Zoom
* Tuesday, **May 25**, 2021 12:15-1:30pm Zoom
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| 1. **Adoption of Agenda**
 | *\*Please note that there is a special Classified Senate Meeting at the same time which is why we’re missing some of our members.\**Motion by Cynthia Reese to approve the agenda, 2nd by Francine Lewis. |  |  |
| 1. **Review & Approval of 2/25/20 Minutes**
 | Motion by Francine Lewis to approve the minutes, 2nd by Roger Toliver.  |  |  |
| 1. **Establish College “Secret Code” for Emergencies**
 | We had a discussion about developing a secret code in case of emergencies for Faculty and Staff to use when dialing to Security. We want to keep the color codes strictly for hospital use so there is no confusion. Scott Barringer’s Suggestion: Take-Out Order.John Pang’s Suggestion: Can you cancel my next appointment?

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| ***Votes*** |
| **Cancel Appointment** | **Take-Out Order** |
| 1. Scott Barringer
 | 1. Joanna Louie |
| 1. Vincent Koo
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| 1. Johnny Dong
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| 1. Francine Lewis
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| 1. Natalia Fedorova
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| 1. John Pang
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“Cancel my next appointment” is the secret code for emergencies. This is something we need to share with the College Community. It is subject to change.  |  |  |
| 1. **Return-to-Work Safety Precautions**
 | Shirley Slaughter shares a document with the committee: PCCD COVID-19 Return to Campus Protocol Guidelines presented on October 2, 2020. * This document provides protocols, procedures, and guidelines to promote employee and student health and safety as they return to campus or District offices in the COVID-19 environment.
* This guidance is drawn from the statements and directives provided by government entities, public health departments, plans from other community colleges in the San Francisco Bay Area and trends across higher education and similar industries.
* Shows Return to Campus Consultation Planning Diagram

* Shows Current Building Information by Campus (Physical Spaces and Occupancy)

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| **Location** | **Building Count** | **Total Sq. Ft** |
| College of Alameda (Does not include newbuilding) | 32 | 424,189 |
| Alameda Airport Facility | 3 | 23,451 |
| College of Alameda/MerrittScience Annex | 1 | 26,050 |
| Laney College | 48 | 839,496 |
| Merritt College | 34 | 623,096 |
| Berkeley City College | 1 | 136,682 |
| Berkeley City College-Milvia | 1 | 25,374 |
| District Administrative Center | 11 | 101,106 |
| **TOTAL** | **131** | **2,199,444** |

* The General Health and Safety Guidelines show protocols that will be implemented and breaks down sections that include Physical Distancing and Ventilation, Screening, Required Face Coverings, Healthy Hygiene Practices, Testing, and Training.
* Administrators had a walk-through on campus last Friday and it is decided to have three individuals in the elevator at a time in each corner when the campus reopens until we have a vaccine, so two in the back and one person up front.
* Joanna Louie ordered Electrostatic sanitizing machines to clean high-touch areas, social distancing floor decals, 60 gallon hand sanitizers, gloves, and masks for our campus.
* Administrators have reached out to the District to see if they are willing to invest in temperature-reading equipment.

**Vincent Koo’s Question**: What if people refuse to follow these precautions? **Shirley Slaughter’s Response**: If someone becomes hostile or refuses to do so, that person will need to be removed off campus. It is not optional and these protocols will be enforced. | **Action Item**: Shirley Slaughter will notify the District Office that our leased facility is missing from this document.  |  |
| 1. **Committee Concerns/Suggestions**
 | Shirley Slaughter thinks this committee should still meet while working remotely and Brenda Johnson will take the lead on the next meeting. Scott Barringer is still able to do fire drills. We still have routine fire testing that is going on and our quarterly inspections are still going on. Work is being done on the generator today. **Vincent Koo’s Question**: Is there a possibility of having lab classes next semester? **Natalia Fedorova’s Response**: Yes, Biology and Chemistry. **Vincent Koo’s Concern**: Then it is critical to have fire drills. **Natalia Fedorova’s Response**: The classes will be small. After the Spring Semester, we should review if it worked, what problems came about.  |  |  |
| 1. **Adjourn**
 | Next Meeting Agenda Items* Discussion on frequency of meetings for this committee
* Reviewing the charge of this committee
* Establish goals for this committee

Meeting adjourned at 1:28pm. |  |  |