Co-Chairs: Brenda Johnson

Present: Johnny Dong, Natalia Fedorova, Francine Lewis, Scott Barringer, Vincent Koo, John Pang, Alejandra Oseguera, Ramona Butler, Sylvia Espinosa, Jasmine Martinez, Loan Nguyen, Tam Vo

Guests:

Absent: Marilyn Montague, Janine Greer, Isobel Cooper, Sharon Ahazie, Sarah Dibas, Pooja Sandhu, Felicia Bridges, Roger Toliver, Gail Pendleton, Cynthia Reese,

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- 12:28pm  Health & 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 |  |  |
| 1. **Adoption of Agenda** | Motion: Jasmine Martinez moved to approve the agenda. Second by: Francine Lewis  All in favor. Opposed: None Abstentions: None Motion passed. |  |  |
| 1. **Review & Approval of 10/27/20 Minutes** | Motion: Francine Lewis moved to approve the minutes. Second by: John Pang All in favor. Opposed: None Abstentions: None Motion passed. |  |  |
| 1. **Frequency of Meetings** | Our Committee Charge states the Frequency of Meetings as twice per semester. However, we have been meeting every month. Until we get some kind of stability, this committee has agreed to keep the frequency of meetings as is, and then perhaps we can look at meeting every other month thereafter. Due to the uncertainty with COVID-19, we will meet next month, 12/22, to discuss and review the Return to Work Protocol Guidelines.  Brenda Johnson suggested that this committee may decide to lead an in-service training for fellow staff once we figure out what we need to do on different protocols. Natalia Fedorova recommends that each college creates a Return-to-Work Taskforce because we are not experts so we cannot cover all areas but we can definitely participate. Natalia also suggests that we have a Return-to-Work drill where 10-20 individuals follow the guidelines to see how it works.  Sylvia Espinosa asked if we have gloves for students. 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. They have all been marked as received by the Warehouse and delivered to our campus. However, Joanna does not know when and where it’ll be distributed. |  |  |
| 1. **Committee Charge** | Looking at our Committee Charge, it is still current. It was adopted on December 16, 2019. |  |  |
| 1. **Establish Goals for this Committee** | Natalia Fedorova recommends that our committee goals include helping the community with mental health issues. Janine Greer, our Mental Health Specialist, does not work on Tuesdays. However, we can revisit with her because it is important to address mental health as part of this committee.  We may need to review the Annual Security Report as one of our committee goals.  We also need to include Disaster Preparedness Planning along with a Modified Work Environment Preparedness Planning.  Scott Barringer states we may need to reconsider fire drill procedures during this pandemic and having more than one meet-up site. People aren’t going to remember to wear masks during evacuation and we may want to schedule extra drills just to address those issues. |  |  |
| 1. **Adjourn** | Next Meeting Agenda Item   * Discussion on frequency of meetings for this committee based off of the Return-to-Work Protocol Guidelines.   Motion: Francine Lewis moved to adjourn the meeting. Second by: Ramona Butler  All in favor.  Opposed: None Abstentions: None  Meeting adjourned at 12:58pm. |  |  |