



Campus Safety Committee Meeting Minutes

Members

([P] indicates member present at today’s meeting)

Employee Represented:

- [P] Tom Bennett (TBe), Civil & Environmental Engineering
- [P] Paul Boevers (PB), Transportation & Parking Services
- [] Deanna Britton (DB), College of Liberal Arts & Sciences
- [P] Lorenzo Guzman (LG), Office of the Registrar
- [P] Erica Hunsberger (EH), Environmental Health & Safety
- [] Aaron Landreth (AL), Office of Information Technology
- [] Nate Parsons (NP), Graduate Employee Union
- [P] Joe Potter (JP), Facilities & Property Management
- [P] Clare Quinn (CQ), College of Liberal Arts & Sciences
- [P] Jeffrey Smith (JS), Diversity & Multicultural Student Services
- [P] Susan Tardif (ST), College of Urban & Public Affairs
- [] Karin Waller (KW), International Affairs

Employer Represented:

- [P] Todd Bauch (TBa), Campus Recreation
- [P] Erin Burns (EB), Helen Gordon Child Development Center
- [P] Abby Chroman (AC), School of Business
- [P] Sarah Kenney (SKe), Construction & Real Estate, Vice Chair
- [P] Shaun Kohn (SKo), Smith Memorial Student Union
- [] Mike McNerney (MM), Campus Public Safety Office
- [P] Jeffrey Rook (JR), Environmental Health & Safety
- [] Gaby Sysyn (GS), Center for Student Health & Counseling
- [P] Leslie Walters (LW), Facilities & Property Management, Chair

Alternate:

Ad Hoc:

- [] Karen Kraus (KK)

Meeting Call to Order

Date: 9/8/2021

Time: 1:05 pm

Quorum Met: Yes

Approval of Meeting Minutes from Previous Meeting (Vote)

([x] indicates members vote)

- Minutes approved as is [x]
- Minutes approved with minor corrections []
- Minutes not approved – corrections required []
- Minutes not approved – quorum not met []

Announcements

(Whom provided by, description of announcement, date of event or impact, if applicable)

Presentations / Discussions

(Whom provided by, description of presentation or discussion, date of event or impact, if applicable)

- JR - Chairperson / Vice Chairperson Role
 - LW - Resigning as CSC Chairperson due to time management demands
 - Requests for self-nomination of Chairperson role, open to anyone interested
 - LW - Role includes attending pre-meeting before each committee meeting, annual report, follow-up regarding concerns, and leading meetings
 - EHS is also here to support the committee and much of the administrative items. Committee does need to elect the Chairperson; EHS is not able to Chair the committee. Person should be able to fulfill the remaining time frame to end the fiscal year through June of 2022.
 - LG - For someone like myself who works in an administrative role on campus, would that be worthwhile to have as a Chairperson?
 - Yes - the Chairperson is elected from any of the committee members to help run the meetings with support from EHS
 - LG - Interested in the Chairperson role and will follow up after checking in with Supervisor
 - EH - There are people absent from this meeting and some may be considering it but aren't comfortable speaking up at this time. We should send out an email to all members discussing the role and requesting feedback. Plan to consider nominations and vote at the next meeting.
 - LW - That sounds great. We will wait until the next meeting to vote. I will still remain on the committee.
- AC - School of Business Campus Safety Initiative
 - Summary of activities; exploring informal buddy system initiative through Google Chat with other co-workers
 - MM was working on making this a campus-wide initiative through the use of an app
 - Connecting with MM on this initiative and possibly conducting research on implementation
- EH - Heat Illness Prevention Training Feedback
 - Looking to get some feedback on the training; the training itself, useability in D2L, navigation, any issues, quizzes, etc.
 - LW - Heard some had trouble navigating to find the training. Facilities staff don't use D2L.
 - This was a campus wide training requirement so we had to use D2L. It is not easily navigable and is confusing if you are unfamiliar with it. We initially wanted it to be auto-assigned to everyone, as opposed to self-registering, but we were unable to get the support required to go in that direction.
 - CQ - Student employees in CLAS who are used to D2L did not have any trouble navigating. One quiz question was tricky and many had to go back and redo it.



- PB - Will notifications be sent to student employee supervisors to know who hasn't taken it yet?
 - There is no way for EHS to reasonably track compliance. Supervisors can ask the employee if they have completed it or have them show them the certificate of completion.
- JS - I didn't see anything at the end that I could print off?
 - Certificate of completion was not available immediately after the initial email went out to campus but was added the next day. If you have completed the training you should now be able to see the certificate when you go back into the course.
- Certificates will only show up if they have viewed all of the content. We are getting a lot of emails from people saying certain sections won't show up but that they have completed it. The content needs to be viewed and the quiz needs to be passed before the next section will unlock.
- TB - Jeff reached out asking if we needed help with the training but we didn't see anything get pushed out to us about the Wildfire Smoke training.
 - Wildfire Smoke training hasn't come out yet.
- TB - Some staff got the Heat Illness Prevention training but some of us didn't.
 - What are the particular issues staff are having with it?
 - TB - Myself and other Associate Directors didn't get notice of it. Cur Coordinator level staff did and I don't know if they were pushing it down to the students level.
 - EH - Human Resources sent out an email to every campus employee
 - TB - I will look for that email.
- JR - This is the first time we have seen OR-OSHA push out a training in such a short amount of time to such a massive amount of people. Typically, OR-OSHA may take 2-3 years to get a rule in place. Heat Illness Prevention took only 3-4 months and gave us a month to get it out to everybody.
- AC - Faculty are off contract over the Summer and we cannot require them to take the training during that time.
 - EH - They can take the training when they get back. A reminder will be sent out after faculty has returned.
- EB - Can the amount of time be put on the certificate for professional development credits?
 - EH - Most people spend only up to 10 minutes taking the training, so if you need to spend at least one hour for it to count as professional development, I would not feel comfortable putting that on the training certificate.
- JP - Staff did have some trouble having to search for it in D2L to self-register. Why can't it be assigned to campus?
 - EH - We were not able to gain the support required for auto-assignments due to the technical work that would be involved.
- JR - IMT Updates



- Impacts of Delta variant on Oregon, Multnomah County, and Portland State - masks required by State and County, individuals may be fined if not wearing masks indoors. University has not adopted State and County exemptions yet, including Athletics and Music and Theater planning. They may be able to apply for exemptions. Masks required outdoors, even if vaccinated, if you are within 6 feet of other individuals.
 - CQ - Clarification of whether masks are required outdoors all the time and whether you need to wear a mask in your office with the door closed?
 - JR - Only when you cannot physically distance (6 ft); do not need to wear masks inside personal use office with door closed
 - JS - With regard to the mask exemption, staff are understanding that PSU requires wearing a mask but will not be enforcing it - saying whether you are vaccinated or not on the website will determine whether you will be required to wear a mask or not?
 - JR - That information is no longer valid because the county and state reissued the mask requirements for businesses and being indoors. The University is now required to follow up on. If an individual is not wearing a mask they, or their Supervisor, will be notified and could result in going to HR or Student Conduct. There is more information available on the Coronavirus Response website in regards to mask and mask usage: [COVID-19 Response | Portland State University \(pdx.edu\)](#)
 - JS - What is my role? Opening up computer labs and student lounges, having blocked off every other computer so students are 6 feet apart, and put up signs everywhere to remind them to distance and wear their masks. What happens if a lot of people come in at once and are close together? Is it my responsibility to tell individuals to distance themselves, or enforce the mask mandate?
 - AC - I have seen a number of students working in shared spaces without masks. Do we have a standard recommendation for what to do in scenarios like that? Should we remind them?
 - LW - I have also seen a lot of people inside buildings without wearing masks.
 - JR - To the extent possible, Inform individuals that masks are required to be worn in all indoor spaces. Situations where someone becomes combative contact CPSO, Student Conduct, or HR. Information on approaches for Faculty to address students not wearing masks is available. May also contact the coronavirusresponse@pdx.edu email address to inform them of the location where individuals were seen without masks so a targeted reminder email can be sent out to individuals that have swiped their access card into that particular building. Still working on enforcement.
 - JR - here is the website for faculty and staff to reference. <https://www.pdx.edu/covid-19-response/masks-hygiene-and-sanitation>
 - TBa - There is no reason to shut down every other computer with no distancing requirements for indoors.
 - JR - Correct. There are no distancing requirements anymore. That may be done on an individual basis. If a department wants to create more space for people they are allowed to.



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- JS - Our computers are very close together so wanted to increase the space between.
- JR - There may be some anxiety about returning so creating space between computers can be helpful.
- JP - Maintenance has signs available and can be provided that are related to all other COVID-related signage around campus.
- HEPA filters deployed by EHS to classrooms. Continuing to review locations and requests and provide as needed based on established criteria.
 - Space under 1000 sq ft., where 3 or more people regularly occupy, and are securable
 - Receiving a lot of requests to remove plexiglass barriers. University is not removing plexiglass barriers that were previously requested unless the department submits a request to have them removed.
 - JP - Will there be instructions on HEPA filters? What's the regularity of filter changes and who is responsible?
 - JR - Instructions are on the units that were provided by the University. If a department purchases their own units, they are responsible for them. EHS checks filters each month and will replace the filters when the lights indicate a filter change is needed.
- Events will be returning to campus with no physical distancing requirements under OR-OSHA or OHA
- Pfizer vaccine approved for regular use
 - Attestations - 97% PSU population vaccinated, including employees and incoming students taking classes on campus
- Water quality testing complete for all campus buildings
 - Buildings continuously flushed
 - Re-test from CH for *Legionella* came back negative
 - Lead testing at all water hydration stations
 - One fountain came back with higher levels of lead. Location was remote and not regularly used. Fountain was tagged out and will be replaced by FPM.

Accident / Injury Report (provided by Human Resources)

Reportable Incidents

(Date of incident, location, description of incident, committee recommendations)

- Human Resources not present at meeting

Non-Reportable Incidents

(Date of incident, location, description of incident, committee recommendations)

- Human Resources not present at meeting



Quarterly Inspection Update (provided by EHS staff)

Next building to be inspected: UCB

Quarter of inspection: TBD

Completed Inspection Review

(Date of inspection, locations inspected, description of inspection findings, description of follow-up or resolutions, if applicable)

Old Action Items and Safety Concerns

(Date reported, description of action item/safety concern, whom it was assigned to, description of follow up, date investigated/resolved)

- 7/14/2021 - KK to provide OSHA injury report to JR/EH
 - KK provided OSHA injury report to EH; will be discussed during review of Annual Report
- 7/14/2021 - SKe to reach out to IMT and Emma Stocker regarding excessive heat and the future allowance for weather related leave
 - Reached out to IMT but was unable to get the topic on the meeting agenda. Has reached back out to see when it can be discussed.

Rounds / New Safety Concerns

(Reported by, description of safety concern, description of committee recommendations, whether follow up is required as an action item)

- TBe - South Greenhouse removal - lots of random people walking on-site during removal by contractor which was unsafe and stopped work
 - LW - Talk to the Project Manager or someone else from Capital Projects to address safety concerns.
- JP - Disposable masks at all ADA entrances, 350 hand sanitizer dispensers installed in all scheduled and potentially scheduled classrooms, and alcohol wipes in classrooms.
- CQ - What is the process for reporting broken windows and glass debris between CPSO and Facilities? Who cleans up the debris? Individuals unexpectedly find broken glass, which can be dangerous. There should be a process where it needs to be cleaned up, or at least make it less dangerous.
 - LW - Should put in a Work Request for Facilities it should be cleaned and repaired.
 - If a window is broken, we know that it needs to be cleaned up, but who starts that process? It's too late for the person that happened upon it.
 - LW - Anyone is able to put in a Work Request to Facilities.
 - JP - Crews on-call and available off hours. Window breaks reported to CPSO and on-call maintenance will respond and secure the window but the glass may not get cleaned up immediately. It does seem like a danger for Maintenance to secure the window but not clean up the glass right away.
 - CQ - No one is being notified in the office about the incident.



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- JP - We may not know who is in which office so we are not able to notify occupants. We try to make it safe and secure to the best of our abilities.
- SKe - Return to Campus packs going out to every department. They contain “Mask Required” signs, a return to campus checklist, and two clear masks for use at front desks. More may be ordered through the Supplies Request Form or may contact me directly.
- LW - Landscaping getting ready for Fall and returning to campus. Lots of leaves falling and tree pruning work.
 - EH - Make sure employees stretch and take breaks while wearing the backpack blowers!
- JR - More people returning beginning September 16 - higher probability of accidents and incidents to occur. Remind people to take things easy and ensure they are being reported to HR.
 - [Accident Injury & Incident Investigations and Reporting | Portland State University \(pdx.edu\)](#)

New Actions Items and Safety Concerns

(Date reported, description of action item/safety concern, whom it was assigned to)

- JR - Email committee regarding Chairperson role

Meeting Adjourned

Time: 2:07 pm

Next Meeting

Date: October 13, 2021

Location: Zoom