



Campus Safety Committee Meeting Minutes

Members

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

Employee Represented:

- [P] Tom Bennett (TBe), Civil & Environmental Engineering
- [] Paul Boevers (PB), Transportation & Parking Services
- [] Peter Dusicka (PD), Civil & Environmental Engineering
- [P] Lorenzo Guzman (LG), Office of the Registrar
- [P] Erica Hunsberger (EH), Environmental Health & Safety
- [P] Aaron Landreth (AL), Office of Information Technology
- [P] Nate Parsons (NP), Graduate Employee Union
- [P] Joe Potter (JP), Facilities & Property Management
- [P] Jeffrey Smith (JS), Diversity & Multicultural Student Services
- [P] Karin Waller (KW), International Affairs
- [] Carith Wiseman (CW), College of Education

Employer Represented:

- [P] Todd Bauch (TBa), Campus Recreation
- [P] Jack Dorkey (JD), Human Resources
- [P] Sarah Kenney (SKe), Construction & Real Estate, Vice Chair
- [P] Shaun Kohn (SKo), Smith Memorial Student Union
- [P] Jeffrey Rook (JR), Environmental Health & Safety
- [P] Gaby Sysyn (GS), Center for Student Health & Counseling
- [P] Leslie Walters (LW), Facilities & Property Management, Chair
- [] Craig Whitten (CWh), Campus Public Safety Office

Alternate:

Ad Hoc:

- [P] Karen Barnack (KB), Environmental Health & Safety

Meeting Call to Order

Date: 1/13/2021

Time: 1:02 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)

- KB - Review of Campus-wide COVID-19 Exposure Risk Assessment and Infection Control Plan
 - Exposure Risk Assessment and Infection Control Plan were sent out to members to review and comment. OR-OSHA temporary rule requires all employers in the State of Oregon to conduct an exposure risk assessment, and based on that assessment, create an infection control plan.
 - PSU already had an Operational Plan for HECC to reopen in July, we were required to create a new document and infection control plan. Went through all information since March and consolidated it into the Exposure Risk Assessment and Infection Control Plans.
- KB - Would like to open up a discussion for questions on these documents.
 - NP: clarification of “employee” as the term is used throughout the document, when referencing communications. Are Graduate Students included when we say “employees?”
 - “Employees” is anybody who is paid by PSU, if they are paid they are employees and includes student workers. Raising the question, when we say information is sent out to all employees through UComm, and through the Currently, are grad students and student workers included in those communications? Does anybody know the answer to that question?
 - JR to reach out to UComm for determination on communications to graduate students and student workers.
 - NP - This is the first I am hearing of the Currently, so something to look into further.
 - KB: Information was supposed to go out in the Currently and in the Virtual Viking, but has that been happening? To NP: Have you seen anything go out in the student communication?
 - NP - No
 - JS: Group on campus that work on campus at PSU but are not PSU employees. How do we reach out to them?
 - KB: What types are they? We have contractors and vendors that need to submit infection control plans to EHS and a guide provided to them that says what PSU plan is. Is there another type of group?
 - JS: The Veterans Resource Center has a full time employee on campus with an office that advises students but not employed by PSU. Additionally, student workers at Veterans Resource Center are not paid by PSU.
 - KB: Since they are employed by another group, they should have their own plan, but since they are so ingrained with PSU and what we’re doing we may need to figure out how to get the information out.

- KW: Courtesy appointments - people who are sponsored to do work here and go through HR to get a PSU ID. I can check to see if they are getting this information but I suspect they are not.
 - KB: Are they temporary positions that are getting paid by PSU?
 - KW: They are all unpaid. For example, a professor from Germany coming here and need to use the library, or space loaned for them to use. They all have PSU IDs and Odin accounts.
- LG: Administrative departments have positions within their department that may be official or non-official and may have an HR record, or not. May need to request this information gets sent to these departments with a request to disseminate, as needed.
 - KB : Jeff and I have been discussing this and Jeff will bring up to IMT. Not everyone reads the Currently so it's not the best way to get it (the information) out.
 - KB: Any comments about general distribution, scope, or who this applies to? Any other questions or comments?
 - All: No other comment
- KB - The Exposure Risk Assessment has specific questions OR-OSHA has required that you respond to, and job positions must be included. Infection Control Plan was created after compiling information and answering these questions. Any questions on the Exposure Risk Assessment?
 - KW: Do I have to do something after reading this?
 - KB: Employees do not need to do anything.
- KB - Infection Control Plan
 - Mark Bijorek is designated as PSU's official Infection Control Plan administrator. Reviewing both campus-wide and employees at exceptional risk plans.
 - Any questions on the Infection Control Plan?
 - All: No questions asked
 - Comments from Facilities and Construction Safety Committee include some changes to section for COVID supplies and how departments obtain those supplies.
- KB - EHS website for COVID-19 information, pulls together information from across campus.
- pdx.edu/environmental-health-safety/covid-19-safety. Questions/Comments?:
 - JS: What do you do once you are infected, what do you need to do to be able to come back to campus?
 - KB: Contact SHAC with those types of questions. Also a lot of information on the Coronavirus Response page.
 - JR: Easiest thing to do is call SHAC and they can do a quick screening and ask a few questions. Continue to complete the daily self assessment checklist. If you're not experiencing symptoms you should be fine to return to campus if following this process.

- KB: SHAC is coordinating with the Multnomah Co Health department and can determine how long you would need to quarantine before returning to work.
- JP - Monthly COVID Building Walks
 - Before COVID, Bldg Maintenance initiated a proactive set of bldg inspections, split up all buildings over 12 months; 4-6 buildings monthly, fairly robust but only in common areas only. With regular occupancy if there was an issue in classroom or office, there were enough people around to let us know.
 - Were not getting reactive information once COVID shut everything down. Initiated tandem COVID building inspection where all buildings are gone through every month where all doors are opened and checked for various issues. Finding things like a blown water heater that was cycling water through an overflow drain.
 - Also posting (signage) for Campus Planning Office and OSHA COVID-19 rules.
- JR - IMT Updates
 - Vaccination process - Currently vaccinations are starting to roll out - first responders and healthcare workers are on first tier. Some SHAC and CPSO have gotten it or are in line to get it.
 - SHAC started the process to become a distribution point for vaccines.
 - Plans for a large mass vaccination point originated in 2017. Provide a larger service to the PSU community.
 - Campus Exposures - Coronavirus response webpage has all exposures reported on campus and tests that have been run.
 - Construction - Temporary freeze lifted for construction projects. There will be more activity on campus now.
 - Athletics - Approved to restart basketball and are planning to restart football. Basketball is practicing but football has not started yet - plan to start next week.
 - JP: In the past SHAC was not considered a resource for PSU employees, is that going to shift with testing or vaccination possibilities?
 - GS: That is still the position and a lot is still to be determined. For students, SHAC providers are working on authorization to be able to provide vaccines to students.
 - JP: Flu vaccinations haven't been available on campus this year, would that be something approved by SHAC for essential workers as well?
 - GS: SHAC determined it would not be done this year for employees. It was readily accessible this year and in the past it was opened up to staff in November - December if extra available, but there was not extra this year.
 - JR: Employees can still call SHAC and utilize it as a resource, can provide testing for employees at this time.
- KB / JD - Reporting Injuries to HR
 - KB: Still having Supervisors complete the paper copy and are leaving in the box outside my office, but only grab them when I am there. How can HR disseminate information to Supervisors making sure they know there is an online way to report injuries? Can that go in the newsletter?



- JD: When it was first rolled out we put it in the Little Rascals newsletter, but we should remind people.
- KB: I am not there everyday to check my box.
 - JD: There is also a delay at HR when submitted to the front desk. Paper forms were scrubbed so it is surprising when they show up.
- JR: Does HR have the ability to isolate supervisors, Directors, and others in an email directly?
 - JD: Have several lists, but to get every single Supervisor or Manager, you may not quite get every single one. Can put you in contact with the HR person responsible for those - Huck a good place to start.

Accident / Injury Report (provided by Human Resources)

Reportable Incidents

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

Non-Reportable Incidents

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

- 12/17/2020 – USB: Employee hit head on garage door.

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)

- 12/9/2020 – EH send Annual Report to CSC members through email
 - Resolved 1/11/2021
- 12/9/2020 – JR follow up about what to do when you see someone refusing to wear a mask w/ IMT and CPSO
 - If individuals are not wearing a mask and you don't feel comfortable asking them to, use the coronavirus response email (preferred), HR, or the person's Supervisor.
 - Final enforcement will be based on the information provided through the email.



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- Mask policy empowers anyone on campus to address the concern.
- Should be a community policing process, and wanted to avoid relying on CPSO as the “mask police.” The responsibility is on all of us to remind others masks are required inside. If an individual is combative or aggressive about that, walk away and reach out to the Coronavirus response email.
- Anyone in the building needs to use their access card so we can track down people who were in the building.
- Ongoing

Rounds / New Safety Concerns

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

- LW - Doesn't look like we'll have much inclement weather this year. Nothing blew over in the wind storm.
- KB - Several injuries with people picking up twigs and getting poked in the eye while putting them in the Gaitor, remember to wear safety glasses!
- KW –
 - An egress door is locked from the inside (lock is not working). Should I get this fixed even though no one is around?
 - Seeing students on the 4th floor terrace; are they allowed to be out there?
 - KB: Put in work order to FPM
 - LW: Doors are locked so if they are out there they must have access and are allowed to be there.
- JP –
 - Permanent (homeless) camp near the front doors of the library. Campus security is stretched thin, but it is surprising that that has been allowed to stay there for this long amount of time. A very highly visible and used, along with Simon Benson. Who would we talk to about this?
 - JR to reach out to CPSO
 - Be aware of slips, trips, falls and tree branches falling.
- JR –
 - Darkest point of the year walk this morning with FPM and CPSO, with purpose to look at lighting on campus. Saw a couple areas with homeless camps and will address the library camp with CPSO.
 - A lot of areas on campus with lights out and are being resolved. Some areas just don't have enough lighting or current lighting is not adequate. List of areas for lighting upgrades.
 - JS: NASCC have been trying to get lights fixed on Lincoln where Tennis courts were. Lots of break ins with inadequate lighting.
 - JR: Plan to add lights to that location but do not have a timeframe.

- JP: Is Gerald Gotschall involved? Brought up lighting in Park Blocks and feature upgrades with him.
 - JR: He was not on the walk today. CPC and FPM do have a number of projects active but they have not gotten to them yet. Cary Morris is leading the project.
- GS - SHAC will be doing the COVID-training.
- TBa - Rec center closed for next two weeks.
- EH –
 - EHS is working on a guidance document for employees coming to campus for moving, etc. and will it go on the website when complete.
 - Brought up during the Facilities and Construction Safety Committee that TAPS has hired guards that are providing security nightly at PS3, which seems to be helping - less “stuff” being found in the morning.

New Actions Items and Safety Concerns

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

- 1/13/2021 - JR and Karen B to follow up with UComm and HR to clarify who communications are going out to, if student workers, grad students, non-PSU employed staff, etc. are considered “employees” and receive the same communication.
- 1/13/2021 – JR to follow up with CPSO regarding long term homeless camp established outside front doors to Millar Library and Simon Benson House.

Meeting Adjourned

Time: 2:08 pm

Next Meeting

Date: February 10, 2021

Location: Zoom