# Risk Management Meeting All Divisions

Wednesday, March 16, 2022 2:30PM

# **Zoom Conference Meeting**

(Exception Made Due to Covid-19 Issues & Campus Safety Precautions)

Staff Present: Cyndi Farrington

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Rosa Hernandez Tom Collier Patrick Joyce Eliana Diaz Marianne Russo Jason Eisenmann Clint Campbell Ali Hamidian Margie Ramirez

Liz Sanchez Susie Uriarte

Manuel Gil

Patricia Arredondo

Absent:

Robert de Wit

Alfredo Macias

## 1. COVID Activity

- a. Staff Questions on CDC Guidelines (Mask/Travel/Exposure):
  - Rosa discussed that the University plans to continue have anyone who comes onto campus fill out the COVID Pre-Screening Symptom Survey through the SSO portal moving forward.

Unfortunately, the Qualtrics issue affecting the chain of notification emails going out from filling out this survey online are happening on and off currently.

This

One of the main reasons for this is because they would be able to take ownership and have the authority to make any needed repair and/or maintenance requests for items that would need to be fixed, updated or upgraded.

b.

Once received then the group can discuss how this would be rolled and to whom we should give this to moving forward.

### 6. Items to Watch

- a. Business Continuity Plan
  - O Ali discussed that the University is developing a process of updating the Business Continuity Plan using the current pandemic as an active test.

Everything that was done, planned and/or organized for the COVID pandemic then will need to be collected and reviewed so to help with this, Ali has put together a Microsoft Teams for this Business Continuity Active Test process.

Under files, he has included folders for the different departments that would handle activities previously defined as priorities which would include the following:

Residential Dining Human Resources IT Department

Once this documentation is received, then Ali and the Directors would be able to review and verify them before they would then be moved to the campus' Business Continuity Website.

### b. Vendor Roll Call

Rosa explained that she and Clint had been putting together a spreadsheet to better define 3<sup>rd</sup> party vendors who worked closely with and/or in our departmental facilities.

The driving factor to create this had begun when considering Covid and safety mitigations with these vendors to make sure their standards met those of the campus overall along with determining how Covid exposure would be communicated between both of our organizations.

As a secondary part of this project, this spreadsheet could include details about how these vendor employees are trained regarding Codes of Conduct and Sexual Harassment and if that would be included in our initial contracts with them moving forward.

### c. New Business

o At some point, Clint would like to include Blood Pathogen Training and evaluate how we could get that scheduled for our staff with George Alfaro and his teams.

This would especially be helpful with some of the accidents that have recently occurred with our Dining staff members.

## 7. Action Items & Next Steps

- a. Meeting Frequency
  - o The next meeting would be scheduled for April 13<sup>th</sup>, at 2:30pm