

**CONTRA COSTA COLLEGE**  
**SAFETY COMMITTEE**  
**Friday, May 1, 2020**  
**8:00 a.m. - 9:00 a.m.**  
**ZOOM**

**Minutes**

**Committee Members:** Mariles Magalong (chair), Bruce King, Finy Prak, Natasha Lockett, Miguel Johnson, Ellen Coatney, Tom Holt, William Tandongfor, Alfredo Angulo, Kimyatta Newby, Leslie Noriega

**Present:** Bruce King (acting chair), Ellen Coatney, William Tandongfor, Lt. Thomas Holt, and Natasha Lockett

**Guests:** John Wade (CCC Athletics Director)

**Meeting called to order at 8:04 a.m.**

**I. Approval of Current Agenda**

**II. Approval of Minutes from March 6, 2020**

**III. Action Items**

**IV. Status Reports**

**A. Accident/Injury Reports (Tom Holt)**

- No accident or injury report

**B. Evacuation Reports (Tom Holt)**

- No new evacuation or shelter in place drills due to the Shelter at Home order that began on March 17, 2020.

**C. Facilities/Construction (Bruce King)**

- Building alarm maintenance will begin May 4, 2020 to evaluate the alarms, whether they are in order or in need of new equipment.
- PE/K project: on schedule to be completed January 2021
- Science Building: walls will be installed mid-May
- Buildings and Grounds and Custodial are working cohesively on the social distancing guidelines to be implemented throughout the campus
  - Installing plexy glass in the following areas (list is not completed):
    - Financial Aid
    - Admissions and Records
    - Counseling
    - Buildings and Grounds desk area
- Custodial have sanitized all offices, classrooms and common areas
  - Next scheduled campus wide sanitation will be before the employees and the public are allowed back to campus.

- When the campus reopens, William plans of having a bi-weekly routine schedule to spray the offices and classrooms.
- Resources and staffing will be limited at this current time.
- Will purchase and install hand sanitizer stations that are hands free with the assistance of Buildings and Grounds
- Will purchase sanitizing wipes for every classroom

**D. Risk Manager (Jerry Johnson)-unable to attend**

**E. CCCC SIG (Denise Schreiner)**

- What is the campuses protocol for employees over the age of 65 to return to work?
- Best methods to handle stress during Shelter in Place
  - Have a routine
  - Exercise
  - Have an ergonomic work station at home

**V. Other Business/Discussion Items**

- **Emergency Flipbook**
  - William is chair of the review committee for the Emergency Flipbook.
  - James will format the document to be editable.
  - The review subcommittee will review, edit and send document to Operations Committee for approval.

**VI. Adjourned at 8:25 a.m.**

Next meeting is Friday, September 4, 2020.