Rainy River Community College Safety Committee Meeting Minutes

Thursday May 7, 2020 at 11:00AM - Zoom

I. Roll Call
Members Present: Gina Godeen, Stephanie Turban, Des Goulet, Bob Manka, Donita Ettestad, Kendra Puig, Tammy Riley, and Olivia Ward

Members Absent: none-all were present

II. Old Business
1. Safety Perception Survey Goals: We recapped the December meeting where we selected items we hoped to target and see increased results on the safety perception survey:
   1. Our safety meetings are effective
   2. My company’s safety goals and results are clearly communicated
   3. New employees are effectively trained on safety rules and procedures

III. New Business
1. Pandemic Planning Update: Gina updated the district wide pandemic plan and it was put on the NHED website as well as campus websites in the district. The System Office will be giving direction on what course delivery/campus activities will look like moving forward. The Provosts across the system are in regular communication as updates and changes to the Covid-19 situation in MN changes. It was pointed out that it will be important to share the information with the Career Force Center and ABE as information becomes available.

2. Safety Survey Goal Action Items: For the next Safety Committee Meeting, we will each come up with 2-3 action items for each of the 3 safety survey areas we set the goal to improve upon.
   - One idea to increase awareness of the safety committee mission and better communicate safety related topics to new employees is to take turns as safety committee members meeting with new faculty and staff. The committee member could explain what the safety committee is, what to do if the new employee has a safety concern, discuss evacuation “muster points” and tornado safe zones, as well as ask the new employee if they have any safety related questions.

3. Fall Preparedness for Students on Campus: There are a lot of unknowns about what fall will look like, but we did discuss taking inventory of the hand sanitizer and disinfecting wipes to get an idea of what we have immediately available. Des said there are sources we can order from that do have hand
sanitizer and wipes in stock. One area we can improve on that will be helpful to our students as far as other infectious disease concerns go is increasing communication about the importance of being up to date on immunizations and getting the flu shot. We discussed adding a reminder to the Rainy Hall packing list and seeing if we could figure out a flu shot clinic for students. To avoid students having to pay for the flu shot, we could look into a flu shot day for RRCC students where we could provide transportation and have times available for only our students to sign up for. We also talked about getting the athletic coaches involved for greater support of the project. Donita will check in with our local healthcare providers to see if something like this is possible to set up in the Fall.

4. **Injury Reports**: This winter, we had an injury reported on the sidewalk outside by the door closest to the Career Force Center. The staff member at the Career Force Center had a difficult time finding someone at the campus office who knew where the injury report form was. The staff member was eventually directed to a website, but the form was not easily accessible there. Tammy will get us more information on the incident. We discussed sending out an annual reminder of the injury procedure and where reporting forms are located to all RRCC staff and faculty as well as to Career Force staff. Another idea also discussed was to create a phone calling tree for the Career Force Center and ABE so there is a chain of who to contact when injuries occur.

**Next meeting**: TBD