

NCTC Safety Committee Agenda

Tuesday, May 26, 2020

1:00 – 2:00 p.m.

ZOOM ROOM

Members Present: Clinton Castle, Mike Curfman, Cory Feller (Chair), Bob Gooden, Brian Huschle, Shannon Jesme, Brian Larson, and Curtis Zoller.

Members Absent: Abdul Chamma, Andrew Dahlen, Mary Fontes, Amanda Johnson, Danika Johnson, Kristel Kizer, Colleen Kukowski, Melissa Marcott, DeLoris Larson, Jason Pangiarella, Jodi Stauss-Stassen, Lynell Wayne and Habiba Shire (student).

1. **Injury Report:** There were no recordable nor non-recordable injuries to report.
2. **HR / Safety Training:** An update was given regarding the COVID- 19 campus preparedness plan in relation to the return to campus/work preparedness plan training. All employees are enrolled through ELM for this required training. **ACTION:** Employees are to log into ELM and complete their required training.
3. **Drill Schedule and action items:** A discussion was held regarding the scheduled tornado and fire drills. These drills were postponed due to COVID.
4. **MNOSHA Safety Consultation:** Due to COVID the MNOSHA consultation will be postponed until further notice.
5. **COVID-19**
 - a. NCTC COVID-19 Back to Campus Preparedness Plan: A discussion was held regarding the COVID-19 Back to Campus Preparedness Plan with the following topics.
 - i. Adult Based Education (ABE): A conversation was held with ABE about returning to campus. ABE will be following the Minnesota Department of Health (MDH) guidelines as they prepare to return to campus.
 - ii. Workforce Development (WFD): A conversation was held with the WFD and a protocol is in place for these classes.
 - iii. Youth on campus: A discussion was held regarding youth being on campus.
 - b. Facilities:
 - i. Plexi Glass: Plexi glass was installed in face-to-face locations on both campuses.
 - ii. Social Distancing: Facilities is working on the occupancy numbers for each classroom to prepare for fall classes.
 - iii. Cleaning Kits: There are cleaning kits in each lab and suite for employees to use between facilities regular cleaning schedule.
 - iv. Restrooms: Facilities has added additional cleaning of the restrooms to their schedule.
 - v. Electric Hand Sanitizer Stations: A discussion was held about the purchase of additional electric hand sanitizer stations. **ACTION:** To have the additional electric hand sanitizer stations in place prior to fall classes starting.
 - vi. Masks: A discussion was held regarding wearing masks on campus.

6. **Required inspection:** A discussion was held regarding the required weekly, quarterly, and annual inspections. The committee and departments are to continue conducting the required inspections even though there were no on-site classes in the spring and some employees are working remotely. Please note we still need to conduct the checks on the fire extinguishers and eye wash stations.
7. **Next Meeting:** Tuesday, July 28, 2020 via ZOOM