

NCTC Safety Committee Minutes

Tuesday, July 28, 2020

1:00 – 2:00 p.m.

Zoom Room

Members Present: Mike Curfman, Cory Feller (Chair), Mary Fontes, Bob Gooden, Shannon Jesme, Colleen Kukowski (recorder), Brian Larson, DeLoris Larson, Stephen Nelson, and Jason Pangiarella.

Members Absent: Clinton Castle, Abdul Chamma, Andrew Dahlen, Brian Huschle, Amanda Johnson, Danika Johnson, Kristel Kizer, Melissa Marcott, Jodi Stauss-Stassen, Lynell Wayne, and Curtis Zoller.

1. **Injury Report:** No recordable or non-recordable injuries to report.
2. **Property damage / Working Conditions:** A discussion was held regarding working conditions and the additional training for employees to take for working in heat and cold.
3. **COVID-19:** A discussion was held regarding the following COVID-19 protocols with regards to the governor's mandate in wearing masks.
 - a. **Classrooms:** Cory is working with both Bob and Clinton to get updated occupancy numbers for each classroom.
 - b. **Social distancing:** Social distancing reminder will be going up in the forms of posters, floor placement stickers, floor signs, and direction arrows.
 - c. **Cleaning kits:** Cleaning kits are in general classroom and labs. There will be chemicals that we can spray on surfaces after class and leave it on to kill the germs.
 - d. **Floor signage:** Facilities will be working to put up direction arrows.
 - e. **Preparedness Plan:** A discussion was held on the Northland Preparedness plan. A small group (Shannon J., Cory F., Mary F., Jodi S., Clinton., and Mike C.) will be reviewing the plan and adjusting language in accordance to the governor's mandate. Faculty (faculty presidents will select which faculty it will be sent to for review) will review what happens if we have any cases on campus protocol. There are a couple of questions from MDH that we are waiting for the system office to give us guidance on so all the colleges in MinnState will have the same response to these questions.

ACTION: Small group will meet to review/adjust the plan with the goal of getting the updated plan to the faculty by the end of the week. **ACTION:** Protocol for different situation and how they will work together.

4. **HR / Safety Training:** An update was given regarding the HR/ Safety trainings for FY21. A group throughout the system got together to review all the training courses in ELM. Please see the new training course matrix for all employees. Cory is going to review the list to make sure it fits the departments. **ACTION:** All employees will be set up in ELM for FY21 training the 1st week of September.
5. **Drill Schedule/ Proposed Dates and Tips:** A discussion was held regarding the proposed dates for FY21 drill. **ACTION:** Cory is going to double check the drill dates with the SOAR calendar.
 - a. **Fire Drill Schedule:** An update was given regarding fire drills. The drill will be longer to allow everyone to evacuate the building with regards to social distancing.
 - i. September 3, 2020 @ 10:45 a.m.
 - ii. November
 - iii. January
 - iv. May
 - b. **Tornado Drill:** Thursday, April 15, 2021 @ 1:45 p.m. (National Weather Service)
 - i. **Know where to shelter.**
 1. Go to a room that is marked as a tornado shelter.
**At home, go to the basement or an inside room without windows on the lowest floor (bathroom, closet, center hallway).
 2. Avoid windows.
 3. For added protection get under something sturdy (a heavy table or workbench).
** At home, cover your body with a blanket, sleeping bag or mattress.
 4. Do not stay in a mobile home.
 - c. **Lockdown Drill:** October 22/23, 2020
 - i. When done appropriately, lockdown drills can increase knowledge and skills to respond appropriately without elevating anxiety or perceived safety risk.
 - ii. Always announce lockdown drills. The message should say something such as, "This is an emergency drill, not an actual emergency."
 - iii. **Faculty & staff should do the following if a lockdown is ordered:**
 1. Lock all doors and windows immediately. If a door can't be locked, attempt to quickly block the door with heavy items.

2. Never open doors or windows unless ordered to do so by a safety or school official. Always ask for documentation from an official to confirm their identity.
3. Turn off all lights and close the blinds or curtains.
4. Instruct all students to stay low and away from the windows and doors.
5. Keep students inside of the classroom.
6. Silence televisions, cell phones and other electronics.
7. Clear hallways, bathrooms and any area or room that cannot be thoroughly secured.
8. Account for every student in the room.
9. Assist those with special needs.
10. Remain indoors and under lockdown until you receive an “all clear” from authorized personnel.

iv. Types of lockdowns include:

1. **Shelter-in-Place** – Usually an external health hazard where building evacuations are not recommended.
2. **Internal Threat** – This threat exists when the danger is inside of the school or campus. The goal of this procedure should be to keep everyone safe until the threat is completely removed.
3. **External Threat** – This type of threat occurs outside of the school building or campus. The goal of this lockdown is to prevent the threat from entering the school or campus.
4. **Full Lockdown** – This scenario involves a serious threat that requires immediate action.

6. MNOSHA Safety Consultation: An update was given regarding the MNOSHA Safety Consultation that was to take place in FY20. We should find out soon if we can get back on the schedule yet this year for a site visit. They had many schools that needed to reschedule due to COVID. **ACTION:** Cory will work with the system office on getting Northland Community and Technical College rescheduled and will keep the committee informed.

7. Items from Committee:

- a. **Specific requirements regarding the types of masks:** A discussion was held on the types of masks. There will be challenges with teaching especially if you have students that are hard of hearing or lip readers.

- i. **Allowed:** Masks need to cover the mouth and nose. Shields are approved however are not as effective as a mask. **ACTION:** There are limited exceptions and employees need to be approved by the Director of Human Resources (Mike Curfman) to wear a shield.
 - ii. **Not Allowed:** Masks with a respirator / valve mask.
 - b. **Plexi-glass dividers:** A discussion was held regarding plexi-glass dividers. Employees that would like a plexi-glass divider installed will need to submit the reason for it and get approval from HR. Cory and facilities will handle installation once approved.
 - c. **Mask Handout:** A discussion was held regarding a mask handout when the student return to campus. **ACTION:** The bookstores will be selling branded masks and gators.
 - d. **Kitchen:** A discussion was held regarding the kitchen. The school district will be returning to run the EGF kitchen and Ladora will be back on the TRF Campus. **ACTION:** Still working on a protocol for the kitchen.
8. **Upcoming Meeting Items:** A discussion was held about continuing to hold the Safety Committee meetings on the fourth Tuesday for FY21. No objections.
9. **Next Meeting:** Tuesday, August 24, 2020 via zoom