

## NCTC Safety Committee Minutes

---

Tuesday, September 22, 2020

1:00 – 2:00 p.m.

Zoom Room

**Members Present:** Michelle Benitt, Clinton Castle, Abdul Chamma, Cory Feller (Chair), Mary Fontes, Bob Gooden, Brian Huschle, Shannon Jesme. Colleen Kukowski (recorder), Brian Larson, DeLoris Larson, Melissa Marcott, Jodi Stauss-Stassen, Lynell Wayne, and Curtis Zoller.

**Members Absent:** Andrew Dahlen, Amanda Johnson, Danika Johnson, Kristel Kizer, Stephen Nelson, and Jason Pangiarella.

1. **Injury Report:** There is one recordable injury to report on the EGF campus. This injury was the result of a fall and there was lost time from work. Recommendation is that employees need to take their time and be aware of the surroundings to prevent falls from happening.
2. **Property damage / Working Conditions:** Nothing to report currently.
3. **COVID-19 update:**
  - a. **MN State dashboard:** A discussion was held regarding the MN State dashboard. The dashboard collects information regarding all MinnState COVID positive cases on each campus. Northland submits the college-wide data each Wednesday for the COVID-19 weekly Institutional reporting for the dashboard along with the results of COVID health assessment screening tool.
  - b. **COVID Team:** There is a college-wide COVID team that meets weekly or more as needed to review the numbers. From the start of the semester through 9/22/2020 Northland has had 21/22 cases. Currently we have 16 individuals in quarantine (3-4 will fall off in the next day or 2), four (4) positive cases that will fall off by September 28, 2020. Members of the COVID team are Shannon Jesme (VP of Admin Services), Cory Feller (Safety Officer), Mike Curfman (HR), Jodi Stauss-Stassen (Campus Dean), Mary Fontes (Dean of Student/ Academic), Jeff Bell (Faculty), and Clinton Castle (Facilities).
  - c. **Prevention:** The Northland COVID team is watching for any spikes on campus and in the communities. The team is watching closely with what is happening at the local schools and UND's dashboard. If a spike in cases does occur, then we will seek guidance from the system office and the president on the next steps. **ACTION:** Members of the COVID Team and administration will be randomly sitting at the

doors to make sure that students are still completing the daily screening. The team will then meet to discuss any findings.

- d. Face Mask:** A discussion was held regarding the proper way to wear a face mask and how to approach others when these guidelines are not being followed. Reminders were given that face masks always need to cover the mouth and nose. The only time when one can remove a face mask is when eating and/or drinking in the commons/cafeteria. The policy came out of Shared Governance, so all concerns regarding the plan need to be brought up to that committee.

- 4. HR / Safety Training:** A discussion was held regarding the Safety and HR training. All employees were enrolled into Safety and HR training course on September 9, 2020 and have 90 days to complete the training. **ACTION:** Complete all required training by December 9, 2020.

**5. Drill Schedule/ Proposed Dates / Feedback:**

- a. Fire Drill Schedule/ Feedback:**

- i. Feedback: September 3, 2020: A discussion was held regarding the September 3, 2020 fire drill. Overall the drill went well at all locations. We did have one issues on the TRF campus with a lock on an interior door.

- ACTION:** TRF Facilities will correct the lock issue.

- ii. Monday, November 23, 2020 @ 1:45 p.m.

- iii. January 19/20, 2021 AM

- iv. June 1/2, 2021 PM

- b. Lockdown Drill:** A discussion was held regarding the lockdown drill that will be held on October 28, 2021 with TRF locations in the morning and EGF campus in the afternoon. The lockdown drill needs to be conducted to make sure that Star Alert, door locks, message system works, and students know what to do during a lockdown. **ACTION:** Cory will send an email providing guidance and expectations during this drill while following social distancing guidelines.

- c. Tornado Drill:** Thursday, April 15, 2021 @ 1:45 p.m. (National Weather Service)

- 6. Next Meeting:** Tuesday, October 27, 2020 via zoom