

NCTC Safety Committee Minutes

Tuesday, October 27, 2020

1:00 – 2:00 p.m.

Zoom Room

Members Present: Clinton Castle, Cory Feller (Chair), Bob Gooden, Brian Huschle, Shannon Jesme, Amanda Johnson, Colleen Kukowski (recorder), Brian Larson, DeLoris Larson, Melissa Marcott, Jodi Stauss-Stassen, Lynell Wayne, and Curtis Zoller.

Members Absent: Abdul Chamma, Michelle Benitt, Andrew Dahlen, Mary Fontes, Danika Johnson, Kristel Kizer, Stephen Nelson, and Jason Pangiarella.

1. **Injury Report:** There are no recordable or non-recordable injuries to report at this time.
2. **Property damage / Working Conditions:** NA
3. **COVID-19:**
 - a. **MN State dashboard:** An update was given on the MN State dashboard. All positive cases regarding students and employees are recorded on the dashboard. The dashboard also tracks the number of individuals that use the screening tool each day along with how many passed/failed the screening. In the last 10 days Northland had a spike in the number of active cases: 30 individuals are quarantined and 18 positive cases across all locations. **ACTION:** There are 8 individuals coming off the list this weekend (10/31/2020).
 - b. **COVID Team/ MDH:** The COVID team is meeting weekly with MDH to monitor the situation. Northland set the current protocols to address Scenario 2 so at this time we are asking you to continue to social distance and use face masks.
4. **Drill Schedule/ Proposed Dates:**
 - a. **Fire Drill:** The next fire drill is set for Monday, November 23, 2020 @ 1:45 p.m.
 - b. **Lockdown Drill:** The annual Lockdown Drill will be October 28, 2021. TRF main campus and Aerospace will be in the morning with EGF Campus in the afternoon. Please note that during this drill we will need to maintain social distancing.
 - c. **Tornado Drill:** Thursday, April 15, 2021 @ 1:45 p.m. (National Weather Service)
5. **ELM:** A reminder was given regarding completing the employee Safety and HR trainings by December 9, 2020.
6. **OSHA Visit:** A discussion was held regarding the OSHA site visit. OSHA is starting to get back on track with scheduling the site visits. Northland is looking at getting back on the

schedule for a site visit. **ACTION:** Cory will update the committee when the OSHA visit is scheduled.

7. Items from Committee:

a. COVID Email: A discussion was held regarding when to use the COVID email and how it works.

i. ACTION: Email notice: If a student emails an employee ask the student to email the COVID email address. The employee that was notified should ALSO forward the students email to the COVID email address. We would rather get notified a few times regarding symptoms/ exposure then not hearing about it at all.

ii. ACTION: Phone call: If a student calls or leaves an employee a voice mail email regarding COVID. The employee should email the COVID email address to make sure it was reported.

8. Next Meeting: Tuesday, November 24, 2020 via zoom