

Meeting Date: 03/30/2020

Meeting Location: ZOOM Meeting

Meeting Time: 3:00 pm

Attendance: Chris Loos, Ryan Haws, Paula Brandel, Karen Middendorf, Jason Theisen, Brian Johnson, Rita Dingman, Julie Simonson, Jacci Netter, William Tuoy-Giel, Linde Althaus, Megan Rogholt, Kathleen Robinson, Kateri Mayer, Kelly Halverson, Larry Gordon

## Meeting Minutes

### 1. COVID-19

- All in-person classes suspended
  - Further guidance coming
- All courses that have been moved online continue as planned
- Karen Middendorf requested the following to be placed on the agenda:
  - Safety for the maintenance workers
  - Extra cleaning and disinfecting during the day
  - Dental Clean the floor with a disinfectant

Karen stated that her questions were answered with the emails that have come out recently from Chris and the COVID-19 team. She wanted to make sure that the workers were safe and that cleaning supplies were available should they be needed. Jason stated that normal practice is to have maintenance disinfect the floor in Dental every day, but now that there are no classes/patients in that area they aren't performing those duties at the moment.

- Administrator on Campus Schedule thru April 10, 2020.

Monday, March 30: Sarah McDonald c: 320.492.2553

Tuesday, March 31: Arlene Williams c: 320.492.0598

Wednesday, April 1: Debra Leigh c: 320.249.7365

Thursday, April 2: Melissa Lindsey c: 320.828.0715

Friday, April 3: Sally Dufner: c: 763.777.0800

Monday, April 6: Amie Dwyer c: 218.851.5048

Tuesday, April 7: Connie Frisch c: 218.330.4575

Wednesday, April 8: Lisa Stich c: 712.209.7876

Thursday, April 9: Mike Mendez c: 612.986.2096

Friday, April 10: Vi Bergquist c: 320.267.5543

Lori Kloos, Deb Holstad, and Vi Bergquist will be working on campus daily and will serve as back-ups to the administrator on duty. Their contact information is listed below:

Lori Kloos – 320-249-0655

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Deb Holstad – 320-308-3227

Vi Bergquist – 320-267-5543

Jason Theisen discussed the cleaning protocols that were taking place, including sanitization of areas of activity on campus. Jason also stated that they have moved to centralized garbage practices. Black bins are for trash, and yellow are for recycling. Jason stated that folks needed to bring their trash to these containers if they wanted it to be disposed of as GMW's are not entering offices or classrooms. Jason also discussed the importance of wiping down your work surfaces and that common spaces were being cleaned daily.

\*No questions were posed by the committee during this portion of the meeting

## 2. Review of

- Reports of personal injuries and illness (none reported)
- Accident investigations (none reported)
- Property damage (none reported)
- Alleged hazardous working conditions (none reported)

\*No questions were posed by the committee during this portion of the meeting

## 3. Follow-up on action items from previous safety committee meetings

- Security Monitor Program
  - Chris is still reviewing the viability of this program. With COVID-19 and face-to-face classes being cancelled, starting this program right now does not make sense. Chris will keep this idea alive for the fall semester, barring classes returning back to normal at that time.

\* No questions were posed by the committee during this portion of the meeting

## 4. Update on walk-around inspections conducted by

- Safety Committee (none)
- Campus EHS personnel (none)
- COPE inspection reports (none)
- Mock MPCA for April 3<sup>rd</sup> has been cancelled
- OSHA Consult scheduled for April 16<sup>th</sup>. Day-to-day on whether or not we will need to cancel. Chris will monitor and make a decision approximately a week prior.

\*No questions were posed by the committee during this portion of the meeting

## 5. Update on building security issues

- SCSU Security and Options. Still reviewing security moving forward. Chris says that he is looking into private security, amongst other options. Looks to have a decision made in advance of June 30, but is working for much sooner. Chris mentioned that SCSU will be on campus twice a day, once in the morning to assist in opening the building (7am-9am) and once again in the evening to assist in closing the building (4:00pm to 6:00pm) when the building closes at 5pm. The schedule would continue to be evaluated and adjusted with the needs of the facility. Between those times, Chris referred the group back to the Administrator on Campus as the person to call with any general questions, but that he and Jason T were also available via phone to answer any questions.

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- Card Access Conversion to Genetec. Looking to integrate our existing card access system (S2) into Genetec which will allow us to run from a single security platform. We are waiting approvals for this to come out of the R&R fund. If this project is approved, we are able to start immediately.
- Recommendations/Actions  
Kelly Halverson stated that he was aware of at least one student who does not live in a stable situation off-campus and would need access to the building for WiFi. Kelly wanted to make sure students had Wifi access. Jason Theisen mentioned that the commons were available for students requiring WiFi, and those who felt more comfortable could sit in their vehicles outside Door 5 as the WiFi signal there is strong for this purpose.

\*No further questions were posed by the committee during this portion of the meeting

6. Status of employee safety training ELM training was launched. Most trade and health programs have trainings. General faculty/staff do not have training. Supervisors have been asked to reach out to their employees about completing the training. Paula Brandel stated that Deb Holdstad had informed faculty they would be granted additional time to complete their trainings. Chris stated that he had not heard that, but would look into it to make sure that the System Office ELM admin could complete that request.

\*No questions were posed by the committee during this portion of the meeting

7. Status on the job hazard analyses done for the campus (no new completed)

\*No questions were posed by the committee during this portion of the meeting

8. Open Floor Discussion

\* No items for discussion were brought forward by the committee during this portion of the meeting

-Meeting adjourned at 3:30pm