

Safety Committee Meeting

November 17, 2020

3:30 p.m.

Zoom meeting

Notes

Committee members

Tenneal Wetherell

Cynthia Barthuly

Mike Baumer

Terry Plotz

Donna Johnson

Kathy Metzger

Sharon Rebeschke

Lisa Wendel

Bobby Wheaton

Tammy Yeager

Chairperson

Administration

Safety Officer

Licensed representative

Licensed representative

Confidential representative

Gold Beach representative

Behavior Team representative

Classified representative

Classified representative

Attendees: Mike Baumer, Tenneal Wetherell, Kathy Metzger, Tammy Yeager, Terry Plotz, Cynthia Barthuly, Lisa Wendel, Sharon Rebeschke, Donna Johnson

Absent: Bobby Wheaton

I.CIP Goals

- a. Develop and implement organizational safety goals by June 30, 2021.
- b. Identify safety campaign needs by October 1, 2020 and implement based on campaign's action plan and due dates.
- c. Analyze injury data monthly, intervene and pinpoint necessary organization wide trainings based on injury data by August 30, 2021.
- d. Safety team will evaluate COVID protocols monthly, identify/address concerns and assist with the development of protocol implementation and report the summary of data by June 30, 2021.
- e. Develop and implement OSHA safety team goals based on data needs by June 30, 2021.
- f. Given that SCESD is in the high cost risk pool, the safety team will monitor the rate of 801s monthly, determine if organization wide interventions are necessary and intervene as needed by June 30, 2021.
- g. Given the variety of catastrophes that could transpire at any organization (i.e. earthquake, environmental disaster, intrusion etc.) SCESD will have detailed plans and staff training for at least three identified catastrophes by June 30, 2021.

II. Action Items to review

OCT. MEETING

ACTION – Work with Maintenance to resolve sound quality in the ECC. **Parts ordered. Waiting for electrician to get back to us.**

11/17 - PROJECT TO BE COMPLETED 11/16-11/20?

ACTION – Tammy to have a substitute book in the ECC room. **Tammy to complete by 12/30/20.**

11/17 - IA BOOK IS READY, TEACHER IS STILL WORKING ON A BOOK.

SEPTEMBER MTG

Action: Kathy to get bundle telephone cords in the boardroom by 10/15 – clarification and will complete by 10/30 **COMPLETED**

Action: Tenneal to reach out to Parenting Hub to help them understand how to keep the area clean and free of trip hazards while going through their items by 11/17 **COMPLETED**

Action: Implement the shelf placement document at the next inspection time - Tenneal to write email to in house staff by 10/30.

11/17 - KATHY TO SEND EMAIL ON 12/1 TO IN HOUSE STAFF

Action: EOP team meet every 6 weeks to work through annexes – SEE BELOW

ACTION – Mike will place a foam noodle and take the metal grinder to Sunset classroom to fix by 11/17. **TO BE COMPLETED ON 11/18**

ACTION – Tenneal to call the principal and let them know we're going to fix Sunset classroom by 11/17. **COMPLETED**

ACTION – Mike working on Tsunami protocols – draft to 11/17 safety committee meeting. **SEE BELOW**

ACTION – Kathy ordered 3 hand crank radio/flashlight – delivered/distributed by 11/17. **COMPLETED**

ACTION – Emergency shelter in place ordered and on its way. Need to find a space to store by 11/17.

THE UNIT WAS PUT IN HALL STORAGE CLOSET IN GB OFFICE - COMPLETED

ACTION – KATHY TO GET LIST OF ITEMS AND EXPIRATION DATES FOR SHARON TO ATTACH TO OUTSIDE BY 12/9

ACTION – Caution Drive Slowly and Be a Good Neighbor signs to be installed on 11/5 in CB. Handicap and Keep Out signs to be installed on 11/3 in GB. **COMPLETED**

ACTION – NEED TO REHANG SIGNS AFTER WIND TOOK DOWN BY 11/20.

ACTION – add check HEP B temperature control annually to HEP B plan/calendar by 11/17. **COMPLETED**

ACTION – Tenneal to research HEP B protocols for more data - who should be trained and what the requirements look like. Tenneal to report back on 11/17 and then take to Leadership meeting in December. **SEE BELOW**

III. Minutes

- A. Review/approve October minutes. - approved

IV. Reports

- A Review of 801's/Accidents – nothing new to report
- B Fire Drill/Classroom Drills
 - CB office scheduled for 11/20
 - GB office scheduled for 11/20
 - EI/ECSE Coquille 10/28 – will be doing fire drill with the school district if in session, if not will schedule their own.
 - EI/ECSE Brookings – will be doing fire drill with the school district if in session, if not will schedule their own.
- C Behavior Team – Lisa reported one incident – student new to the classroom/life at school, teacher working with IA and student on behaviors.
ACTION – Lisa to have Heather's print out for the Dec. meeting.
- D SAIF report – nothing new to report.
Tenneal shared the board approved the update to LRP safety goal which states the number to be less than the year before.

V. Old Business -

- A Exposure Control Plan/HEP B
- Report from Brandie that 63 staff were offered the vaccine and we are currently only waiting for 8 responses.
 - The vaccines are in the building/refrigerator as of today, 11/17/20.
 - Tenneal shared OSHA, attorney info and provided information in meeting document. Safe Schools with opportunity to be interactive with a staff member, exposure control plan to be added to safe schools, staff with additional exposure will be provided additional training from OSHA, PPE, why selected with opportunity to ask questions at/during that program meeting/training. OSHA appropriate training.
- ACTION – Tenneal to complete draft/finalize and draft and work with Donna on an implementation plan at Dec mtg.**
- B EOP update – Terry reported the November meeting had been cancelled, there is a COOP meeting scheduled for 11/30, the mental health annex is going well and December meetings should go as planned.

VI. New Business

- A Draft Tsunami plan – The team reviewed the draft document and provided the following input:
- the need for a Family reunification description
 - Emergency go bags – 2 have been placed in the GB office
 - Evacuation still needs some work
- ACTION – Mike to finalize tsunami plan**
ACTION – Terry will use the draft as the start of the tsunami annex and task the EOP group and Sharon Rebeschke to review.
ACTION – There will need to be an implementation plan put together.
- B New COVID metrics/mitigating measures – Tenneal offered a session to staff after the new metrics were delivered. New numbers came out on Monday, Tenneal discussed numbers, where Coos, Curry and Douglas counties are in the metrics and planning moving forward with numbers increasing. The team also discussed contact tracing, decreasing the size of cohorts and the importance of them and limiting contact/exposures.
- C COVID communications – Discussion about the number of SCESD communications, the type of communications and communication pathways for specific staff in specific locations.
- ACTION – Tenneal to send communication regarding what the current metric color chart means to all staff.**
- D Implementation of shelf placement – Mike expressed concerns about breaking cohorts to implement the process.
- ACTION – Mike will train Cynthia and Lisa individually and then each will inspect their own cohorts. Mike will inspect the remainder of the building.**
ACTION - Safety Inspection scheduled for 12/1 at 8:00 am – Cynthia to send a calendar invitation.
ACTION - Mike to work with Allyson regarding the ECC storage area to implement on the move day.
ACTION - Tammy to complete the general ECC safety inspection by Dec 15th.

VII. Future

- Donuts for Drivers campaign – The team agreed to change it to claps and thank you signs for the bus drivers.
- ACTION - schedule a date by the Dec. meeting.**

**Next meeting – DATE CHANGE DUE TO HOLIDAY BREAK
Tuesday, December 15th at 3:30 pm in the board room/via Zoom.**