

PVUSD Districtwide Safety Committee Meeting Minutes

September 15, 2021

I. Call to order/Introduction:

PVUSD Safety Committee Meeting called to order at 2:00 P.M. on 9/15/21. Members Present: Jean Aitken, Rich Arellano, Skyler Brox, Colleen Bugayong, Ruth Bugayong, Daniel Dodge Jr., Heather Gorman, Radhika Kirkman, Janet Kreitzer, Delilah Macedo, Diana Martinez, Richard Martinez, Nelly Vaquera-Boggs, Gary Webb, Myrna Wight

II. Members Absent: Connor Bayuk, Ryan Block, Kim DeSerpa, Kasey Klappenback, Linda Liu, Ricky Maldonado, Kathryn Powell, Kevin Roth, Sandra Sanchez, Elizabeth Thorne, Guillermo Torres,

III. Reviewed WC Injuries for Last Quarter:

- a) Ruth went over the Workers' Comp injuries from May, 2021-August, 2021.
- b) Skyler went over training held with the Transportation department.
- c) Ruth explained the importance of reporting injuries immediately and consequences when reported late.
- d) Ruth mentioned the high amount of injuries and incidents at MSHS. Skyler discussed training in the department.
- e) Ruth addressed SELPA injuries and discussed purchasing Kevlar sleeves. Ruth and Heather to discuss and evaluate on who needs them.
- f) Ruth stated that many injuries are still due to lifting and reminded staff of proper ways of lifting and tools that can help such as lifts, dolly's and carts. Janet mentioned that many of the injuries include the SELPA IA's and wondered if this is due to staffing. Heather explained it is more of a training issue and is working on more trainings in different areas for them.
- g) Gary asked about safety trainings with M&O Custodians across all sites and if there are online trainings and how it can be done. Ruth stated they can hold trainings either through zoom or Keenan Safe Schools. Gary suggested the possibility of holding trainings on a monthly basis. Skyler also mentioned safety training videos can be uploaded on Keenan Safe Schools. Ruth stated she can track them through Safe Schools also.

IV. Reviewed Action Items from 5/3/21 Safety Meeting:

V. Training Updates:

- a) Ruth presented updates on previous trainings. Delilah asked if there will be a make-up ALICE training for the DO since some employees were not working during summer break. Ruth stated that an email went out indicating there will be a re-training date and once this has been scheduled a notice will be sent out.
- b) Delilah asked if the PA system is electrical or connected to phones and if the power goes out will the PA system still work?
- c) Delilah mentioned that there are pallets continuously placed in the hallway. When we had a fire drill at the DO, the pallets in the hallway were moved because the Fire Marshall was coming. When the pallets were moved, there were rat dropping under the pallets. Ruth stated that a work order needs to be submitted for the rat droppings so that a number can be generated and tracked in the system.
- d) Delilah and Diana asked if emergency drills (fire, earthquake, lockdown) can be practiced during lunch or while children are not indoors and if students and staff know how to react if there is an emergency during this time?
- e) Delilah asked if there are emergency bus drills since some students have never ridden the bus or may have forgotten how to exit a bus during an emergency. (Due to sound issues while Delilah spoke during the meeting, Myrna requested the questions after the meeting).

VI. Open Forum:

- a) Janet discussed the traffic issues at Hall District. Ruth stated she spoke with the principal and they will be using the area at the top to try to avoid folks congregating on Sill Road. The principal has tried to get additional support from Monterey county but there is not much cooperation.
- b) Diana mentioned there are no hand rails or grey slip strips on steps for when it is raining. Ruth asked that they submit a work order for this request.
- c) Diana asked what to do if an employee is not satisfied of a workstation assessment once done. Ruth asked Diana to refer it to her for review and discussion.
- d) Radhika asked if the Safety Committee works with the sites regarding drills and if there is a certain amount of drills to be done and a timeline for sites. Ruth stated there is an amount of drills that are to be done based on the site level.

- e) Gary asked what the protocol is for lockdowns at a site for Custodians since it was requested at a site for a Custodian to lock the gates. Ruth mentioned that there are different protocols depending on the emergency.
- f) Richard asked what M&O staff responsibilities are during a lockdown. Are they responsible to assist the students or to help themselves? Ruth explained that it depends on the situation. Gary mentioned that there is not direct communication with all M&O staff since only some have cell phones but is not sure that this is a reasonable expectation to be able to communicate with everyone during an emergency. Ruth stated that if the staff member is on site, there will be communication through the PA system. Richard stated that some were not aware of a lockdown when sitting in their vehicle. Ruth stated that the PA system have speakers that cover the outside of campus.
- g) Nelly asked about face masks and if gator or bandanas are acceptable for staff at sites. She stated that CDC states that masks should be fitted to the face which these are more open. Alison will look into it and follow up.
- h) Daniel asked when the last ALICE trainings was held and if it was for all sites or a select few. Ruth explained that the training is for all sites and not all were completed due to COVID but the plan is to have them all trained.

VII. Action Items:

- a) Ruth and Heather to discuss who will need to receive sleeves for SELPA.
- b) Skyler to meet with Heather regarding annual training for SELPA.
- c) Alison to look into CDC guidelines for fitted facemasks regarding bandanas and gators for clarification and notify Nelly.

VIII. Adjournment

Ruth adjourned the meeting at 3:00 p.m.

Minutes submitted by: Myrna Wight

Minutes approved by: Ruth Bugayong