



EMPLOYMENT &  
HUMAN SERVICES

## MEMORANDUM

Kathy Gallagher, Director

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To: All Staff - Code 2A

Date: February 22, 2022

From: Cora Young, Emergency & Safety Coordinator

Subject: Safety Committee Meeting Minutes – February 1, 2022

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### Employment & Human Services Department Safety Committee Meeting Minutes

#### **COMMITTEE MEMBERS PRESENT:**

Betty Geishert-Cantrell, Daniela Lezcano, Connie Delaney, Debbie Penovich, Frederick Routt, James Gibson, Jody Silva, Kathy Ames, Kellie Ellison, Lisa Collado, Maria Velez, Jennifer Joel and Rochelle Soriano for Maureen Nelson, Maile McKeown for Sabrina Young, Theresa Bradshaw, Kerri Greene, Shanon Winston, Cora Young, and Tom Ta

#### **I. ISSUES DISCUSSED:**

- A. Review and Q&A of Loss Run Report
  - From December 17<sup>th</sup> – January 27<sup>th</sup>, 2022 there were 3 accepted worker's compensation claims totaling \$21,487.43.
  - 1 of the accepted claims had a severity rating of 2. Severity 2 cost ranges from \$10,000-\$15,000.
- B. OSHA 300A Log
  - Please post the OSHA 300A Log in a location visible to staff for review if they wish to do so. The OSHA 300A Log needs to be posted through April 30, 2022.
- C. 2022 California Labor Law Posters
  - Follow instructions 1-5 before posting in a high visibility area. Richmond locations will have an additional minimum wage posting.
- D. KN95 Masks

- KN95's are not respirators. The N95 respirator instructions and requirements have not changed.
- E. Emergency Evacuation Update
- Sites should be considering potential evacuation drill dates for 2022. Potential drill dates should be sent to Cora, who will confirm with ESS, PW and Property Management (when applicable) before approving date/time with building managers and supervisors.
- F. COVID-19 Check-In & Updates
- The voluntary testing for County employees ends 2/4. Mandatory testing will continue. MobileMed testing at County sites is for surveillance. Staff should not be coming in with symptoms. All buildings should have the updated Symptom Screener Questionnaire posted outside all staff entry doors.
  - All employee hospitalizations (admitted and treated) for COVID-19 must be reported to Cal OSHA immediately. If you are made aware of a staff member who has been hospitalized for COVID-19, report it to Cora and Tom via email immediately.
- G. Roundtable Discussion
- Given the high number of positive case reports, buildings were asked to assess their sites to re-implement safe practices from the County's COVID-19 Prevention Program to reduce transmission. Please direct requests for signage and posting to Cora.
  - Cora and Tom will be working with every building to conduct a thorough COVID-19 assessment. Having building staff involved allows them to ask questions and better understand the Risk Management COVID-19 Assessment Checklist.