

**MEETING MINUTES OF THE
SAFETY COMMITTEE OF
SCHOOL DISTRICT OF BOROUGH OF MORRISVILLE**

Meeting Date/Time: Friday, March 27, 2020 / 12:00 pm / Zoom Meeting

Members Present: Dave May, Bob Bruchak, Jocelyn Torres, Nellie Plummer, and Szilvia Grundtisch

Proceedings:

1. Review of recent safety incidents and investigations:
 - 0 incidents since last safety meeting on February 10, 2020
2. Discussion of new safety hazards and concerns:
 - Cleaning schools due to COVID-19: Cleaning has been performed since Christmas, deep cleaning was completed last week, and daily cleaning is done in the kitchen due to the Grab and Go Lunch program.
 - Cleaning after an essential employee has entered the building: Essential employees must provide notice to Dave May letting him know when they will be in the building. The custodian then cleans and disinfects those areas again.
 - Cleaning staff: Senate Bill 751 “guarantees that school cleaning staff who are responsible for deep cleaning school facilities during the threat to health and safety because of COVID-19 will be provided cleaning materials and protective clothing and gear as recommended by the CDC.” The custodians have the proper cleaning materials and they use disposable gloves. The entire US is in need of personal protective equipment (PPE) but the District just received a supply of masks which will be given to the custodians ASAP.
 - Cleaning school vans: They were deep cleaned before last day of school closures. The drivers were provided with chemicals. It is part of their duties to clean their van after every use.
3. Review of scheduled safety hazard inspections:
 - Dave May to select a team of two employees to perform safety audits using a checklist (building specific). He will send an email to the Union Presidents for them to select 1 candidate/union – *pending*.
4. Review of safety suggestions submitted to the committee:
 - None
5. Additional discussion items:
 - Follow up from last month’s safety committee meeting:
 - New stair treads to be installed on the steps in front of the high school (the steps next to the sidewalk) – *Date: Summer 2020*
 - Speed bumps to be installed – *Date: Summer 2020*
 - As part of our improving security measures, NAVIGATE will conduct a school security assessment along with an independent group – **Completed, results in within 2 weeks.**
 - NAVIGATE will also create a notification system in order to notify employees via email, text and/or phone call when Shelter-in-place or Lockdown is in place – *In progress*
 - Carpet in Grandview’s library will be replaced with tiles – *Date: Summer of 2020*
 - We are looking into creating an anonymous complaint reporting system online – *In progress*
 - Identifying classrooms by displaying the room numbers inside and outside of the classrooms - *Date: Summer of 2020*
 - A second phone in the gym is needed so that both high school and intermediate school have access to a communication line. A second phone line in the elementary school’s gym is also needed. - *In progress*
 - All employees are currently taking the mandatory trainings under Act 44 via SafeSchools - *Date: Scheduled to be completed by May 22, 2020.*
 - Lunchtime fire drill procedures under further review – *In progress*
 - Additional signs in the parking lot on the side of the building to emphasize one-way direction – *Date: Summer of 2020*

Next Meetings: Monday, April 20, 2020 / 3:00 pm / Conference Room G9
Tuesday, May 5, 2020 / 3:00 pm / Conference Room G9 (*Annual Safety Committee Training*)
Monday, June 1, 2020 / 3:00 pm / Conference Room G9

Prepared By: Jocelyn Torres