

## Safety Meeting Minutes 3/24/2020

Those in attendance: John McCurdy, Karen Mauer, Mark Lander, Alexis Fleener and Dee Holtz

Absent: Matthew Lee

### **Old Business:**

Transit office needs to continue working on scheduling random drug screens thru out the quarter.

John has discussed with Ashley in the Occupational Health Clinic at CCHS about coming out and evaluating our driver job description, waiting for follow up.

IMWCA regional workshops cancelled due to Covid -19. Will continue to follow IMWCA to see what they have available for training sessions in the future.

Transit Director did not have accident reports available at this time.

Discussed what steps we have taken to prevent the spread of Covid - 19. Signs posted to remind all employees about washing hands and sanitizing your hands and work stations. Active social distancing. Our employees that are able to work from home are encouraged to do so, which keeps employees to a minimum here in the office. We have posted that visitors are to remain in the front hallway and whatever department they need assistance from will take them to the conference room if needed. We have encouraged the public to email or fax paper work in instead of hand delivering. All meetings are being completed thru phone conference calls or Microsoft Office team is available for video conferences. All Taxi services have been suspended till further notice, we're still providing rides for medical appointments and work routes. We have stopped all interviews and training for new drivers. We have hired an outside source to clean and disinfect transit busses during this time. Plans are in place if we go into next phase of Covid-19, which would be a confirmed case in Cass County or Shelter in place order is issued; also plans are in place is if there is a confirmed case of an office employee with Covid-19.

### **New Business:**

Mark will review accidents reports from last quarter also

Mark will need to choose a new member to replace Ashley on the safety committee

Kelly will continue to improve the scheduling of drug screens for drivers

John will need to add a transit employee to have access to cameras

Karen will continue to see what IMWCA training is available. Check to see if any new safety videos for drivers. Follow up on checking to see if we need to make changes in policies with back ground checks and drug screens for all employees

John will follow up with Ashley at the Occupational Health clinic, after Covid-19 is under control

Follow up on Covid-19

Dee Holtz

Administrative Assistant

