

MINUTES  
HEALTH & SAFETY COMMITTEE MEETING  
REGULAR MEETING  
TUESDAY, April 13<sup>th</sup>, 2021 —10:00 A.M.  
Via ZOOM

CALL TO ORDER

Amber Shaw, Clerk, called the meeting to order at 10:11 A.M.

In attendance: Senior Center Director- Courtney Burks, Clerk/Assistant Senior Center Director- Amber Shaw, Fire Department- Catherine Wininger, Library Director- Timothy Kellogg, Carol Mullaney-VNA Administrator, Don Izzo- Emergency Management, Lesley Wysocki- Board of Education, Jill Brainerd-Facilities

APPROVAL OF MINUTES

Mr. Izzo made a motion to approve. Ms. Burks seconded the motion. The motion passed unanimously.

GENERAL COVID-19 UPDATE

Item tabled for special meeting.

REVIEW AND DISCUSSION OF THE TOWN HALL'S COVID-19 POLICY/PROTOCOL

Item tabled for special meeting.

REPORT FROM DEPARTMENT REPRESENTATIVES

- Library

Mr. Kellogg reported on the new computer setup in the library, which will follow up-to-date COVID-19 precautions. Mr. Kellogg continues to work closely with Health Director, Mr. Faiella, to begin the reopening process.

- Senior Center

Ms. Burks announced the Senior Center reopening date will be mid-late May, depending on the COVID-19 positivity rate/numbers in the area. The reopen date will be made public later this week in the newsletter, and there is potential for a press release. Ms. Burks explained this will be a soft reopening with minimal programs closely following CDC/health department guidelines. Ms. Burks asked members that are getting any questions from residents about the Senior Center reopening to let her know.

- Emergency Management

Mr. Izzo reported on the PPE inventory for the Town. The Town Hall is well stocked with PPE, no issues with any shortcomings. All PPE items that are requested and distributed are being reported for legal purposes. Mr. Izzo explained the process for PPE requests: an email is sent from Emergency Management the third week of each month, department heads are requested to respond within five days listing the items needed, shortly thereafter items will be distributed directly to department heads or left in their offices.

- VNA

Ms. Mullaney reported the VNA had initially written a few COVID-19 policies and they have been continually updated. Ms. Mullaney discussed the new medical-grade refrigerator, which will be used for the flu vaccine, and possibly the COVID-19 vaccine, if the VNA can obtain it. A brief update on COVID-19 patients and PPE was given.

Ms. Brainerd, facilities, asked about the location of the refrigerator. Ms. Mullaney reported the location will be in the physical therapy room. Mr. Izzo explained the importance of an un-interrupted power supply to this refrigerator. It was advised that Ms. Mullaney consult Ms. Brainerd to make sure the refrigerator is using an outlet that is connected to the generator.

- Facilities

Nothing to report.

- Fire Department

Nothing to report.

- Board of Education

Ms. Wysocki reported the schools have been open all year; some families have elected not to come. Social distancing and PPE guidelines are being followed.

Ms. Wysocki reported on a letter from USI, the Town of Westbrook's insurance brokers. Ms. Wysocki explained USI recognized the Town of Westbrook's rate indicators for worker's compensation and liability. Reportedly, the Town of Westbrook has the lowest renewal rate USI has seen from all of the qualified carriers that they cover, with a rate of -3.8.

#### SAFETY REPORT

- Board of Education

Nothing to report.

- Senior Center

Nothing to report.

- Library

Nothing to report.

- Emergency Management

Nothing to report.

- Fire Department

Nothing to report.

- Facilities

Ms. Brainerd reported on the salt that is put down for winter conditions. The salt being used made the tile floor in the Town Hall lobby very slippery. More rugs were put down to help combat this problem. Ms. Brainerd advised next winter that more rugs be put down as well as more “slippery when wet” signs. Ms. Wysocki stated the schools had the same problem. A new brand of salt was used and the problem was solved. Ms. Wysocki stated she would share this product information with Ms. Brainerd.

- VNA

Ms. Mullaney reported one nurse slipped and fell on the ice at a patient’s home. No serious injury reported; the nurse went to occupational health.

#### REVIEW OF CLAIMS

- Facilities

Ms. Brainerd reported there has been three claims, two are still active. Ms. Brainerd emphasized the importance of first-report-injury forms being submitted within the 24-hour time-frame. Forms were sent out to department heads the beginning of the year. Ms. Brainerd explained the forms must be filled out completely. The forms cannot be filed electronically if there is any missing information.

- The Board of Education, VNA, Senior Center, Library, Emergency Management, and Fire Department had no claims to report.

#### OLD BUSINESS

Ms. Brainerd reported the Hazard Communication Program needs to be updated, specifically the locations of the Hazardous Materials Lists/MSDS books. Ms. Shaw agreed to gather the needed information and update the Program.

Remainder of old business tabled for special meeting.

#### NEW BUSINESS

Item tabled for special meeting.

#### ADJOURNMENT

Mr. Izzo made a motion to adjourn the meeting at 10:34 A.M. Ms. Brainerd seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Amber Shaw, Clerk