College of Alameda

**Health & Safety Committee**

**Meeting AGENDA**

**Date and Time: 10/22/2020  
Meeting Time: 1:00-2:00 pm**

**Meeting Location: Zoom**

Co-Chairs: Chungwai Chum, Rachel Goodwin

Note Taker: Shuntel Nathaniel

Committee Members: Chungwai Chum, Ana McClanahan, Donna Jones, Natalie Rodriguez, Caitlin Gilbert, Sabeen Sandhu, Rachel Goodwin, Sabrina Igot [Sabrinaigot@gmail.com](mailto:Sabrinaigot@gmail.com), koueki23@gmail.com

Guests: Selwyn Montgomery

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| --- | --- | --- | --- |
| **Topic** | **Facilitator** | **Action** | **Outcomes/Follow Up Actions** |
| Call to Order | Chum |  |  |
| Approval of Agenda | Chum | Adopt the agenda as distributed. |  |
| Approval of Minutes | Chum | 5/7/20 Minutes |  |
| Set current year goals | Committee | Discussion |  |
| District’s info on preparing proper ergonomic set up for home offices | McClanahan | Discussion |  |
| Ensure social distancing protocol when we reopen for services area | McClanahan | Discussion |  |
| Other Items | Goodwin | Last-minute and/or unagendized items to be brought forth by members |  |
| Adjournment |  |  |  |