

## **Emergency LM DOCCS 145 Central Ave**

**April 16, 2020**

**1PM to 2PM**

**Via Teleconference**

### **Attendees:**

PEF Staff Members Meghan Keegan Field Representative, Geraldine Stella Health & Safety Representative

PEF Local LM Chair Doug Wilburn

DOCCS Management John Shipley HR, Darren J Ayotte, Stephen Crozzoli, AC Joan Smith

### **Agenda:**

- **Justification for denying telecommuting requests and/or staggering of shifts to reduce # of staff in building each day**
  - The department is operating under emergency circumstances with health services staff working significant hours across the state requiring deployment of staff from this office
  - Staff not assisting in the Covid contract tracing, (numbers staggering in the thousands), are being emergency mandated to assist facilities so they can continue to operate. Our location at 145 Central Ave. is not conducive for alternate shift consideration.
  - Pre-existing staffing shortages were present prior to Covid crisis.
  - Telecommuting in the future is a consideration.
- **Social distancing practices and concerns about keeping lunchroom open, calling staff in for large group mtgs, etc**
  - All staff meeting conducted March 26, 2020 in the conference room did not meet the standards of social distancing directive, this issue has been addressed and resolved.
  - Management will conference by phone when attendee numbers exceed social distancing directive.
  - PEF advises that if more than one staff needs to be on a call that they set up a phone conference – management reports they were not aware this was happening
  - Lunchroom is now closed.
- **Addressing concerns over cleaning of building / cleaning staff using same cloths from workstation to workstation, failing to clean phones properly etc**
  - Cleaning company has been given the DOH guidance, it's a private company
  - Additional wipe downs are being conducted daily with additional fees
  - Additional hand sanitizer stations have been installed
  - The use of the same cloth was brought to the landlord's attention and that is not an issue of contamination
  - Cleaning staff are not supposed to touch the phones
  - Phones are one person use – nothing shared
  - Staff are spraying the phones with sanitizer
  - Management will send a memo advising staff to clean high touch areas and clarifying the responsibility of cleaning staff
- **Notifications to staff of COVID cases / cleaning of building after COVID outbreak**

- Building was cleaned and sanitized following each COVID case – notification of COVID case 3/25 (cleaned 10AM 3/25 to 3/26 3PM with people in the building), notification of COVID case 3/31 & 4/1 (cleaning was conducted on 4/1 for both dates)
- Management will forward COVID notifications sent to staff to Meghan Keegan to attach to notes