

October ATP Meeting Minutes

- Introductions – We had about 20 members in attendance, mainly via Zoom. Thanks to all who joined!
- **Brian Brickey**, Employee Safety Manager for the Center for Organizational Effectiveness at the State Office of Risk Management, presented a 30-minute overview of ergonomics in the workplace, focusing on the prevention of **Carpal Tunnel Syndrome (CTS)**, which is a pinched median nerve in the wrist.
 - The presentation was not recorded since we had a non-RRCC guest speaker, but you can find very similar information on [The John Hopkins Medicine website](#).
 - Tendonitis (an inflamed tendon in the wrist) evolves into CTS when the tendon collapses and pinches the median nerve. There are no exercises a person can do to *reverse* the permanent damage of CTS. Surgery is the only option, and function is never 100% after the surgery. It's important, therefore, to *prevent* damage using ergonomics and creative work practices.
 - Divide repetitive tasks up with others or take advantage of a technology to automate the tasks if possible.
 - Exercises are one important component of preventing CTS, along with avoiding repetitive motions, avoiding bending the wrist or putting weight on the wrist while typing; use gentle keystrokes while typing, avoid any vibration of the wrist (which tools may cause), be aware of your posture/alignment, and take breaks each hour. (See attached **exercises**.)
 - Speak to your supervisor about your work station setup and/or accommodations if needed. There are ergonomic chairs, desks, keyboard, mice, etc. If possible, test them out prior to purchasing. (The keyboard Brian recommended is the [MS Sculpt](#).)
 - Prior to any office purchases, employees should check with their supervisor. If it's not in the budget, get creative! Swap your chair that is too low to the ground with a co-worker whose chair is too high off the ground, for example. HR might be helpful in finding a solution as well.
 - You can also speak to your supervisor about having Brian do an **ergonomics assessment** of your work station. Here is his contact information:

Brian Brickey
Employee Safety Manager
Center for Organizational Effectiveness
State Office of Risk Management
P 303.866.3609 | C 303.775.4263
1525 Sherman St., 2nd Floor, Denver, CO 80203
brian.brickey@state.co.us | <https://www.colorado.gov/dhr/safety-loss-control>

- And, lastly, Brian provided this **free ergonomics site for State employees** - <https://ep.humantech.com/stateofcolorado/login>

- **Other Important ATP Info**

- **Nominations for 22/23 ATP-of-the-Year** will be held 10/23 – 10/27. Keep an eye out for an e-mail with the survey link, which will be sent on Monday, 10/23.
- November 13th – November 17th is **Housing & Homeless Awareness Week**. RRCC has invited representatives from various resource organizations to campus, particularly between the hours of 11am – 1pm. Please keep an eye out for more info from the Housing & Food Insecurity Council which will be sent via email.
- Dr. Haney's holiday party at her house will be on Wednesday, December 13th. Save the date! Details to come soon.
- Does 12/22 work for most folks for the **all-staff holiday potluck**? I found out Wednesday that Dr. Haney will not be on campus the 22nd. Jennifer and I also discussed the possibility of the Governor releasing State employees early for break. Historically, Gov. Polis has been generous with granting a bit of extra time off around the holidays, but it's not a guarantee each year). The 22nd is the Friday before winter break. Other possible dates would be: 12/11, 12/12, or 1/04.
 - **If Jennifer and I don't hear back from folks, we'll keep it the 22nd (with January 4th as a back-up date if campus is closed the 22nd)**. If you have a strong opinion about changing the date, please let one of us know and we'll create a survey to gather more input.
- **The next ATP meeting will be on 11/09** at the Arvada Campus, Room 7102, from 3:45pm to 4:45pm. Zoom will also be an option.
 - I've invited each of the campus affinity groups to give a short summary of what they've been working on/discussing if they would like to share.
 - **Please bring a hygiene and/or non-perishable food item to donate to the RRCC Food Bank if you are able.**

Upcoming professional development opportunities:

[NASPA 2024 Community Colleges Institute](#) – March 9th and 10th in Seattle, WA

Please let us know if you have any questions or concerns. We also invite you to share with us what topics are important to you. What would you like our next meeting to include? Are there other departments on campus you're interested in learning more about? Any community organizations? Any professional development opportunities?

Terri Cedillo, ATP Chair X 6674 &
Jennifer Lammers, ATP Chair-Elect X 6361

Warm-Up Stretches to Help Prevent Carpal Tunnel Syndrome (CTS)

Reminder: Do not do any stretch or movement that is uncomfortable or painful.

1. Rotate your wrist up, down, and from side to side. Repeat 4 times.
2. Stretch your fingers far apart. Relax them, and then stretch them again. Repeat 4 times.
3. Stretch your thumb by pulling it back gently, holding it, and then releasing it. Repeat 4 times.

Additional Stretches

1. Prayer stretch



slide 1 of 3

1. Start with your palms together in front of your chest just below your chin.
2. Slowly lower your hands toward your waistline, keeping your hands close to your stomach and your palms together until you feel a mild to moderate stretch under your forearms.
3. Hold for at least 15 to 30 seconds. Repeat 2 to 4 times.

2. Wrist flexor stretch



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1. Extend your arm in front of you with your palm up.
2. Bend your wrist, pointing your hand toward the floor.
3. With your other hand, gently bend your wrist farther until you feel a mild to moderate stretch in your forearm.
4. Hold for at least 15 to 30 seconds. Repeat 2 to 4 times.

3. Wrist extensor stretch



slide 3 of 3

1. Extend the arm with the affected wrist in front of you and point your fingers toward the floor.
2. With your other hand, gently bend your wrist farther until you feel a mild to moderate stretch in your forearm.
3. Hold the stretch for at least 15 to 30 seconds.
4. Repeat 2 to 4 times.
5. It's a good idea to repeat these steps with your other wrist.