



**International Code Council**  
500 New Jersey Avenue, NW  
Sixth Floor  
Washington, DC 20001  
t: 888.ICC.SAFE (422.7233)  
t: 202.370.1800  
f: 202.783.2348  
[www.iccsafe.org](http://www.iccsafe.org)

## **Pandemic Task Force Meeting Summary □ Feb. 24, 2021**

### **Call to Order:**

- Neil Burning called the Pandemic Work Force meeting to order at approximately 2:00 p.m. E.T. The meeting was conducted via WebEx and was recorded.

### **Roll Call:**

- All task force members were present except for John Catlett, Bryan Holland and Adil Al-Tamimi.

### **Welcome:**

- Tom Peterson and Nichole (Niki) Lemin, Co-Chairs, welcomed and thanked the task force members for their interest and commitment and then introduced themselves.
  - i. Niki is the Region 6 VP for the NEHA Board of Directors and is the Assistant Health Commissioner/Director at Franklin County Public Health in Columbus, OH.
  - ii. Tom Peterson is the Section C member of the ICC Board of Directors and is the Building Official for the Division of Facilities Construction and Management, State of Utah.

### **Introductions:**

- Each of the pandemic task force members, ICC staff and NEHA staff introduced themselves.

### **Interested Parties:**

- Anyone interested in working with one of the working groups should reach out to Neil Burning; [nburning@iccsafe.org](mailto:nburning@iccsafe.org). A link was provided for others on the WebEx call to document their attendance to this meeting.

### **Review of Task Force Scope:**

- Tom Peterson and Niki Lemin discussed the scope and the deliverables for the task force, as follows:
  - i. Research the effects of the COVID-19 pandemic on the built environment by reviewing existing published documents.



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- ii. Develop a roadmap and propose needed resources including guidelines, recommended practices, publications, and possible updates to the International Codes (I-Codes) – that are necessary to overcome the numerous challenges faced during pandemics to construct safe, sustainable and affordable structures.
- iii. Provide comprehensive package of public information materials for pandemics in general, and not just for COVID-19.

### **Organization & Planning of Future Meetings:**

- The task force members discussed how meetings should be held going forward i.e. frequency, timing, content, etc.
- Attendance should be as convenient as possible, considering we have members from Scotland, Australia and the Middle East.
- There was a suggestion to meet once per month and to alternate the time of day from AM to PM with each meeting. E.g. today's call is in the afternoon ET, so perhaps the next meeting should be in the morning or later in the evening.
- Judy Zakresky, ICC staff, suggested we postpone any decision since Adil-Al-Tamimi from the middle east was unable to attend this meeting.
- Neil Burning added that the task force meetings will be recorded for those members who are unable to attend.
- Members were asked to provide any additional thoughts on meeting timeframes to Neil Burning.

### **Proposed Working Groups:**

- The task force discussed the proposed working groups developed by Neil Burning, ICC staff.
- Discussions revolved around modifications to the proposed workgroups.
  - i. Niki Lemin and Tom Peterson suggested deleting the Environmental Health Working Group and to just include appropriate environmental health representation on the other working groups instead.
  - ii. Summary of other discussion by members:
    - There is extensive overlap between the working groups.
    - Need better definitions of working groups; specific areas of responsibility may be helpful.
    - Divide working groups up by occupancy categories, and put SMEs (fire, plumbing, health) into each occupancy working group.



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- Question of how working groups will look at means of egress. It would be discussed by all, if affected.
- It is important to make sure we are dividing intention and attention between built environment factors vs operational factors.
- We need to include energy conservation impacts within each of the working groups and we will need to continually touch base on this subject area going forward.
- A motion to accept the draft working groups was approved.
- iii. The co-chairs requested the taskforce members to email Neil Burning with their preferred working group (s).
- iv. Working group rosters, including member emails, will be distributed, once they have been established.

**Posting/Review of Existing Resources/Documents:**

- Neil Burning stated that posting links to all existing documents was impossible and suggested that each working group perform research on existing resources that are specific to their working group.

**Other Business:**

- Clarification that we are focusing on any pandemic, not just on COVID-19.

**Next Meeting:**

- The next date/time for our next task force meeting has not been set yet. A doodle poll will be sent out with a date/time range, with the date being about 30 days from today.

**Adjourn:**

- The meeting adjourned at approximately 3:45 p.m. ET.