**Assignment of COVID-19 Safety Officer Responsibilities**

To operate safely during the ongoing COVID-19 pandemic, each laboratory and non-laboratory department/unit must commit to fulfilling new safety tasks related to reducing the risk of COVID-19 transmission. The goal of this document is to define the role and responsibilities of COVID-19 Safety Officers and to describe those COVID-19 safety tasks that can be delegated. The information in this document supersedes prior protocols describing the responsibilities of COVID-19 safety officers, and the appended forms (Tables 1 and 2) designating the responsible individuals in specific labs or departments supersede similar forms associated with prior re-entry plans. This document does not supersede the entirety of prior safety protocols or re-entry plans.

COVID-19 Safety Officers based in a lab or research core should work closely with laboratory leadership (e.g. Principle Investigator (PI), Research Operation Manager (ROM), lab manager) to coordinate the establishment of safety plans, as well as the communication of adherence to the safety protocols with the entire lab or core. COVID-19 Safety Officers based in non-lab departments or units should work closely with departmental leadership (e.g. director, chief administrative officer or equivalent) to coordinate the establishment of safety plans, as well as the communication of adherence to the safety protocols with the entire department/unit. For the purposes of this document, “unit” will refer to lab, core, department, or unit.

COVID-19 Safety Officer **Primary Responsibilities:** These are key responsibilities of the COVID-19 Safety Officer (CSO) and may not be delegated.

COVID-19 Safety Officer **Secondary Responsibilities:** The CSO(s) is/are responsible for overseeing and supporting these safety efforts but these tasks may be delegated to other unit members (secondary safety officers). These secondary tasks are listed in Table 2.

# COVID-19 Safety Officer (CSO) Primary Responsibilities:

*Communicate safety information*

 Communicate unit-specific COVID-19-related safety practices and protocols to all members of the unit and act as a resource for COVID-19 safety information.

 Ensure that all personnel know and follow established safe work procedures in accordance with safety protocols and the unit’s re-entry plan.

 Attend Department and Institutional CSO meetings and convey the information shared there to unit members.

 Establish a plan to communicate regularly with unit leadership about COVID-19 safety; notify unit leadership of any major changes in safety recommendations and protocols.

*Promote compliance with safety protocols and procedures*

 Serve as the first level contact and response for COVID-19 safety and compliance concerns within each unit.

 Work with the unit to coordinate follow-up for identified compliance concerns.

 If a compliance concern is unable to be resolved, or if there are continuing or serious non-compliance concerns, work with the unit to notify the Department Administrator or Research Operations Manager (ROM) in writing of specific COVID-19 non-compliance.

 Conduct virtual or in-person COVID-19 safety assessments with Department Leadership, Department ROM, and/or EHS.

*Ensure continuous coverage for responding to safety concerns*

 Be present on campus for sufficient time each week to ensure fulfilment of primary responsibilities.

* If necessary to ensure fulfilment, responsibilities may be performed remotely where feasible and prudent.
* It is recommended that laboratory CSOs have a regular presence on campus in order to fulfill their responsibilities.

Perform or delegate secondary safety responsibilities (see Table 2).



In coordination with Department leadership or PI/core director, establish protocols for addressing or reporting issues when CSO is unavailable (off-shift, holiday, vacation, or other permitted leave).

|  |
| --- |
| **Lab/Core Name (if applicable):** |
| **Department/Unit:** |
| **Effective Date of Assignments:** |

**Table 1. COVID-19 Safety Officers** *(for multiple shifts, please identify one per major shift)*

|  |  |
| --- | --- |
| **CSO name and email address:** |  |
| **CSO shift schedule:** |  |
| **Optional:**  **Joint CSO name and email address:** |  |
| **Optional:**  **Joint CSO shift schedule:** |  |
| **Optional:**  **Back-up/Coverage (when CSO is unavailable) name and email address:** |  |

# Table 2. Identify secondary safety officers, if any, who will assist the primary CSO(s) in completion of these additional responsibilities.

*Fill in the names and shift schedules (if applicable) of those responsible for each task. In the event that multiple people would be doing the same task across different shifts, please list all and indicate their shifts. Please also enter the frequency of monitoring, if applicable.*

|  |  |  |
| --- | --- | --- |
| **Task** | **Name(s) & Shift Schedule(s)** | **Frequency of Checks** |
| With the PI, Core Director, department director, chief administrative officer, or equivalent individual, develop a cleaning protocol and schedule, including for all high-touch surfaces and eating areas |  |  |
| Update cleaning schedules if use of shared equipment (e.g. copy machines, computer keyboards, laboratory instrumentation) or rooms changes. |  | N/A |
| Monitor completion of required cleanings and ensure that cleanings are performed adequately. |  |  |
| Serve as point of contact for concerns and questions related to compliance with the universal face covering requirement, hand hygiene/cough etiquette, and physical distancing. |  |  |
| Monitor disinfection (when possible) and proper usage of shared equipment and when applicable, lab PPE (e.g. UV glasses, cryo face shields, cryo gloves, sonication ear protection, etc.). |  |  |
| Monitor and ensure availability of gloves and cleaning supplies within the lab, core, department, or unit. Reorder as needed. |  |  |