



## Assignment of COVID-19 Safety Officer Responsibilities

To operate safely during Phase 2, each lab 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 document the delegation of COVID-19 safety tasks. 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 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 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 lab members (secondary safety officers). These secondary tasks are listed in Table 2.

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

#### *Communicate safety information*

- Communicate lab-specific COVID-19-related safety practices and protocols to lab members and act as a resource for the lab for COVID-19 safety information.
- Ensure that all personnel know and follow established safe work procedures in accordance with safety protocols and the lab's re-entry plan.
- Attend Department and Institutional CSO meetings and convey the information shared there to lab members.
- Establish a plan to communicate with the PI/Core Director regularly about lab COVID-19 safety; notify PI/Core Director 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 lab/core.
- Work with the PI/Core Director to coordinate follow-up for identified compliance concerns.
- If a compliance concern is unable to be resolved within the lab, or if there are continuing or serious non-compliance concerns, work with the PI/Core Director to notify the Dept. Research Operations Manager (ROM), and/or Dept. Administrator in writing of specific COVID-19 non-compliance in the lab.
- Conduct virtual or in-person COVID-19 safety assessments with the Department ROM and/or EHS.

#### *Ensure continuous coverage for responding to safety concerns*

- Present to lab at least 3 days/week to ensure fulfillment of primary responsibilities.
  - If necessary to ensure fulfillment, responsibilities may be performed remotely where feasible and prudent.
- Perform or delegate secondary safety responsibilities (see Table 2).
- In coordination with PI, establish protocols for addressing or reporting issues when CSO is unavailable (off-shift, holiday, vacation, or other permitted leave).



Lab/Core Name: \_\_\_\_\_

Department: \_\_\_\_\_

Effective Date of Assignments: \_\_\_\_\_

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

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

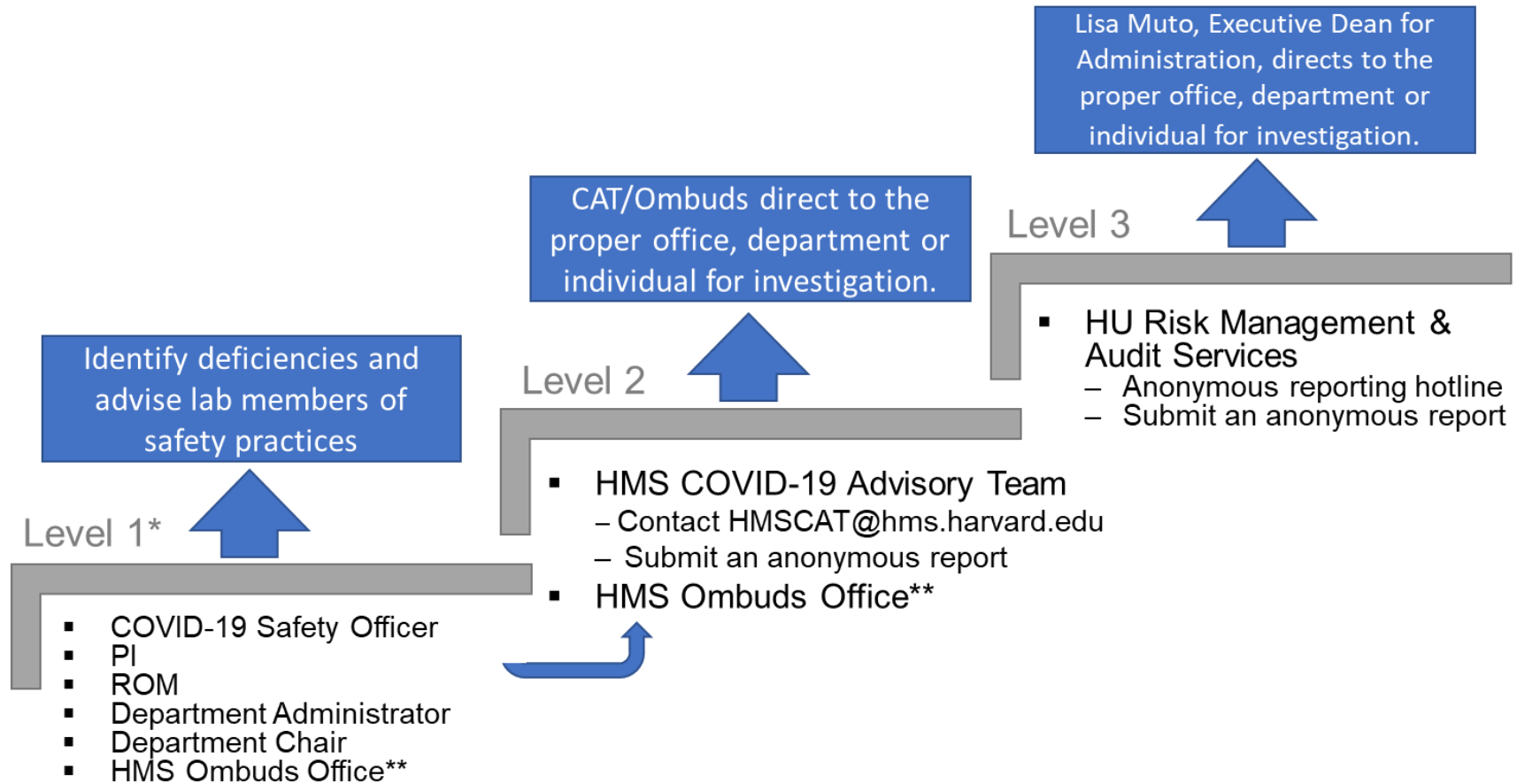


**Table 2. Identify secondary safety officers, if any, who will assist the primary CSO(s) in completion of these additional responsibilities.**

*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, develop a cleaning protocol and schedule for the lab, including for all high-touch surfaces and eating areas		
Update cleaning schedules if use of equipment 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 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. Reorder as needed.		

**Attachment 1: HMS Compliance Monitoring & Reporting Process**



\* Graduate students may also contact their Program Administrator, the Director of Academic Administration, or the Dean for Academic Programs and Diversity.

\*\* The Ombuds Office may be consulted at any time as a parallel resource to assist in resolving concerns.