	Carnegie Mellon University Enterprise Risk Management	Enterprise Risk Management Pandemic Safety Officer – Weekly Checklist
Division/Organization:		**Prepared by (name & dept.):**
Week starting/ending:		**Email:**

As the **Pandemic Safety Officer**, you will assist the department head or supervisor with the development, support and regular review of the **Return to Campus Plan** and ensure that colleagues have the information and resources necessary to safely and effectively manage operations while complying with **Return to Campus Minimum Requirements**. Use this checklist to assist with organizing your activities.

Mo	Tu	We	Th	Fr	Sa/Su	Return to Campus Personnel Protocols
						Personnel in your work area/department returning to campus understand and are complying with the university's Minimum Requirements to Return to Campus.
						Monitor changes to the Minimum Requirements to Return to Campus and inform staff, students and faculty.
						Personnel, contractors and anyone else on campus are wearing facial coverings at all times. If necessary additional facial coverings can be ordered through FMCS Storeroom.
						Personnel are frequently washing hands/using hand sanitizer, at least every hour, and especially after being in contact with high touch surfaces.
						Personnel are maintaining safe distancing (6 feet/2 meters) from each other.
Mo	**Tu**	**We**	**Th**	**Fr**	**Sa/Su**	**Symptom Protocols**
						Indicate if any personnel reported symptoms while at work.
						Indicate if any personnel reported being COVID-19 positive or had close contact with a COVID-19 positive individual. Refer to CMU's COVID-19 guidelines.
						Support temperature check protocols if instructed by University Health Services.
Mo	**Tu**	**We**	**Th**	**Fr**	**Sa/Su**	**Workplace Protocols**
						Verify staggered or rotating work schedules with supervisor.
						Verify that proper and sufficient signage for distancing and hygiene protocols are posted near entrances & exits, elevators, restrooms, public gathering areas, etc.
						Ensure floor markings are present for 6' safe distancing for any queues or waiting areas.
						Verify installation of Plexiglas barriers and rearrangement or removal of furniture where applicable. For additional accommodation requests, contact FixIt@andrew.cmu.edu.
						Make sure hand sanitizer, cleaning, and sanitizing supplies are available. Submit any refill or space cleaning requests to CleanIt@andrew.cmu.edu.
						Meetings should be held via videoconference or in a designated meeting room, allowable for up to 25 persons, with sufficient space to maintain 6' distancing.
						Personnel should not share or borrow phones, desks, or private offices.
						Employees with individual offices are responsible for disinfecting their desk surface, keyboard, telephone and other items. Meetings should not take place in private offices.
						Food should not be shared or ordered for communal purposes unless individually wrapped. If individual food is stored in a common-use refrigerator, the handle is wiped down after each use.
						Refer colleagues to supervisor or HR Business Partner to address any challenges associated with return to campus requirements.
						Refer to departmental Business Continuity Plan if space(s) becomes unavailable. Contact your department's plan administrator or DRBC@andrew.cmu.edu for help.
Yes	**No**					**Information & Education**
						As the PSO, is there any signage or other accommodations needed? If yes, reference the CMU Signage Catalog for approved signage. When ordering signs, please include item number, how many are needed, sign size and type for each sign in your FMCS work order.
						For any questions or concerns, go to **the COVID-19 Updates website.**

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