

# Pandemic Safety Officer Roles and Responsibilities

Supervisors must assign a **primary and backup** individual to serve as a Pandemic Safety Officer (PSO) within each organization or work space to ensure compliance with requirements. Representatives of the University Leadership Council (Vice Presidents, Deans and Vice Provosts) are responsible for ensuring adequate coverage of the physical spaces within their organization by PSOs.

The following guidance is offered as summary of the Roles and Responsibilities of a PSO.

1. PSOs are to assist with:
  - a. The development, support and regular reviews of their organization's Return to Campus Work Plan.
    - Supervisors, working with their PSOs, must submit a Return to Campus Work Plan, and have it approved by the appropriate channels.
    - Once a Plan is in operation, they will be required to conduct regular reviews and assessments of the Plan's ongoing effectiveness.
    - Finally, they will need to demonstrate procedures for how a reversion to remote work can be accomplished within 24 hours.
  - b. Ensure that colleagues have the information and resources to comply with the minimum Return to Campus Work requirements.
2. PSOs are empowered to educate colleagues in their organization or work space on the Return to Campus Work Plan and ensure its compliance by:
  - a. Ensuring that colleagues understand and comply with the university's Return to Campus Work Minimum Requirements.
  - b. Maintaining a physical presence on campus during the work day when authorized department personnel are on campus. If this is not always feasible, conduct regular check-points with department personnel.
  - c. Providing periodic progress reports of plan success or issues in partnership with Dept. Head to university leadership.
  - d. Communicating new or modified requirements to colleagues in partnership with Dept. Head.
  - e. Reporting concerns or lack of compliance to Dept. Head and Human Resources Business Partner.
  - f. Following and verifying departmental procedure(s) for personnel who report symptoms while at work, which should include:
    - Immediately send the individual home;
    - Ensure the employee's supervisor is contacted;

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- Direct the individual to report their diagnosis to Community Health and Well-Being ([chwb@andrew.cmu.edu](mailto:chwb@andrew.cmu.edu)); and
  - Ensure FMCS Custodial Services ([cleanit@andrew.cmu.edu](mailto:cleanit@andrew.cmu.edu)) is contacted to clean and disinfect any potentially contaminated areas.
3. In the event of a positive or presumptive positive COVID-19 diagnosis, support protocols to ensure compliance with minimum requirements:
    - a. Report received;
      - Will be advised by Dept. Head of the report, but will not know who it is to protect patient privacy.
    - b. Contact Tracing;
    - c. Temporary closure of affected work areas;
    - d. Cleaning; and
    - e. Temperature Screenings.
  4. Contacting Facilities Management and Campus Services (FMCS) [fixit@andrew.cmu.edu](mailto:fixit@andrew.cmu.edu) for guidance in acquiring facial coverings.
    - a. All employees, students, contractors and anyone else when on campus must wear a facial covering (sufficient to cover the nose and mouth) at all times — both inside and outside of buildings.
  5. Supporting physical distancing requirements by posting provided signage, managing staggered or rotating work schedules with supervisor, reminding colleagues to maintain a 6 feet distance and to wear facial coverings correctly.
  6. Submitting requests to [fixit@andrew.cmu.edu](mailto:fixit@andrew.cmu.edu) for physical space assessments that support physical distancing, including installation of Plexiglass barriers and rearrangement or removal of furniture.
  7. Submitting requests to [CleanIt@andrew.cmu.edu](mailto:CleanIt@andrew.cmu.edu) for cleaning needs in specific spaces.
  8. Referring to CMU's COVID-19 website <https://www.cmu.edu/coronavirus/index.html> for access to resources, guidance and FAQs.
  9. Lead by example and help colleagues understand they have a responsibility to demonstrate these everyday best practices:

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- a. Use alcohol-based hand sanitizer (60% alcohol) when soap and water is not available.
- b. Use own equipment (e.g., phones, computers, desks) and refrain from sharing or using equipment belonging to others.
- c. Take special care when using common and shared equipment, such as printers.
- d. Avoid activities that require multiple individuals to handle materials such as paper handouts, cash transactions, credit cards, if at all possible.
- e. Frequently clean and disinfect high-contact surfaces and personal office spaces such as desks, keyboards, phones and common equipment.

Pandemic Safety Officers play a vital role to ensure the university remains resilient by protecting the well-being of the campus community.