Pandemic Safety Officer Training and Awareness

Carnegie Mellon University
Enterprise Risk Management
University Commitment

"As the coronavirus pandemic poses unprecedented challenges to our global society, I am unbelievably proud of the many ways our community is rising to the occasion and pulling together to get through this, one day at a time. We will continue to prove that being a Tartan goes beyond any physical location, and that our community truly comes to life in the connections we share with one another."

- President Farnam Jahanian
THANK YOU for taking this training to serve as a Pandemic Safety Officer. You play a vital role to ensure the university remains resilient by protecting the well-being of the campus community.

Your heart is in the work!
Course Content

- What is Coronavirus Disease 2019 (COVID-19)?
- CDC and OSHA Recommendations for Workplaces
- What is a Pandemic Safety Officer (PSO)?
- Pandemic Safety Officer Return to Campus Work Requirement
- Who is a Pandemic Safety Officer (PSO)
- Pandemic Safety Officer: Roles and Responsibilities
- Minimum Requirements for Return to Campus Work
- Everyday Best Practices
- Conclusion
- Questions
What is Coronavirus Disease 2019 (COVID-19)?

Respiratory illness that can spread from person-to-person, most likely during close contact (within about 6 feet) of an infected person.

Respiratory droplets are produced when an infected person coughs, sneezes or talks and can then be inhaled into the nose and lungs.

Transmission may also occur by touching surfaces or objects that have the virus on it and then touching your own mouth, nose, or eyes.

Symptoms may appear 2-14 days after exposure (not everyone exhibits symptoms):

- Cough
- Shortness of breath or difficulty breathing

Or at least two of these symptoms:

- Fever or Chills
- Repeated shaking with chills
- Muscle pain
- Fatigue
- Headache
- Sore throat
- Congestion or runny nose
- New loss of taste or smell
- GI symptoms (common among young adults)
CDC and OSHA Recommendations for Workplaces

Occupational Safety and Health Administration (OSHA), the Centers for Disease Control and Prevention (CDC) and other governmental agencies are providing workplaces with ways to prepare their environments to slow the spread of COVID-19.

• Assessing risk associated with work activities which create potential occupational exposure to COVID-19.

• Developing programs to establish physical distancing (>6 feet) policies, proper hygiene practices, cleaning protocols, and the wearing of face coverings while in public settings.

• Planning to flexibly respond to varying levels of disease transmission in the community, which may lead to re-closures.

• Preparing to refine business response plans as needed.

• Coordinating with state and local health officials so timely and accurate information can guide public health officials to make decisions regarding community-level strategies.
What is a Pandemic Safety Officer (PSO)?

A Pandemic Safety Officer (PSO) is a faculty or staff member identified by their Dept. Head or supervisor to assist with:

• Development, support, and regular reviews of their organization's Return to Campus Work Plan.

• Ensure that colleagues have the information and resources to comply with the minimum Return to Campus Work requirements.
Pandemic Safety Officer (PSO) Return to Campus Work Requirement

Supervisors must assign a **primary and backup** individual to serve as a Pandemic Safety Officer 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 Pandemic Safety Officers.
Who is a Pandemic Safety Officer (PSO)?

While PSOs need to have an understanding of their department’s Return to Campus Work Plan, they do not have to be a:

- Public health expert
- Police officer
- First responder
- Safety professional
- Facilities Manager

PSO can be anyone who has been approved to be on campus as part of their job activities, has a direct line of communication with their Dept. Head to quickly address changes or concerns, and serves as a liaison between their Dept. Head, colleagues and university leadership.

A PSO is a voluntary role similar to a Floor Marshal, Facility Coordinator or a member of the Emergency Preparedness and Response Team that has a strong investment in safety.
Pandemic Safety Officer (PSO): Roles and Responsibilities

PSOs are empowered to educate colleagues in their organization or work space on the Return to Campus Work Plan and ensure its compliance by:

• Ensuring that colleagues understand and comply with the university’s Return to Campus Work Minimum Requirements.

• 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.

• Providing periodic progress reports of plan success or issues in partnership with Dept. Head to university leadership.

• Communicating new or modified requirements to colleagues in partnership with your Dept. Head.

• Reporting concerns or lack of compliance to your Dept. Head and your Human Resources Business Partner.
Pandemic Safety Officer (PSO): Roles and Responsibilities (cont.)

PSOs are empowered to educate colleagues in their work space or department on the Return to Campus Work Plan and ensure its compliance by:

- 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;
  - Direct the individual to report their diagnosis to Community Health and Well-Being (chwb@andrew.cmu.edu); and
  - Ensure FMCS Custodial Services (cleanit@andrew.cmu.edu) is contacted to clean and disinfect any potentially contaminated areas.

- In the event of a positive or presumptive positive COVID-19 diagnosis, support protocols to ensure compliance with minimum requirements.
Point Person Process Overview for when COVID-19 Symptoms Are Reported

When a CMU student, faculty or staff member reaches out to you as their point-person after experiencing potential COVID-19 symptoms, follow these 3 simple steps. The scope of this process identifies the organizations involved and actions taken to respond, coordinate and communicate accordingly.

1. Inform

Provide helpful information by pointing them to CMU's COVID-19 Updates Website.

Reassure them that there is a team to help them through this.

https://www.cm.edu/coronavirus/health-and-wellness/index.html

2. Connect

Connect them to CHWB (and UHS) to kick off the support process by emailing:

CHWB@andrew.cmu.edu

Include the individual* on the email.

Wait for instructions

CHWB (and UHS) will consult with the individual directly to assess their circumstance and determine the next steps based on this assessment.

For employees, CHWB will notify OHR to provide support.

UHS will provide support to students.

3. Respond

Follow any instructions provided to you as a point-person by CHWB, FMCS, UHS, OHR or other members of university leadership.

Continue to provide support to the individual as appropriate.

FMCS, with information from CHWB, will assess the need for a closure of the impacted spaces.

If necessary, OHR will support the Deans/Dept. Heads/PSO in communicating status of a case with impacted unit.

---

**DEFINITIONS**

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Full Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCT</td>
<td>COVID Coordination Team Communication Representative(s)</td>
</tr>
<tr>
<td>CHWB</td>
<td>Community Health and Well-Being</td>
</tr>
<tr>
<td>EHS</td>
<td>Environmental Health and Safety</td>
</tr>
<tr>
<td>EMT</td>
<td>Executive Management Team</td>
</tr>
<tr>
<td>FMCS</td>
<td>Facilities Management and Campus Services</td>
</tr>
<tr>
<td>OHR</td>
<td>Office of Human Resources</td>
</tr>
<tr>
<td>PSO</td>
<td>Pandemic Safety Officer</td>
</tr>
<tr>
<td>UHS</td>
<td>University Health Services</td>
</tr>
<tr>
<td>Confirmed</td>
<td>A diagnosis confirmed by a positive COVID-19 test conducted by an accredited medical lab.</td>
</tr>
<tr>
<td>Probable</td>
<td>Symptomatic after contact with an individual who has a confirmed COVID-19 diagnosis.</td>
</tr>
</tbody>
</table>

* Information regarding your circumstances will only be shared as necessary for the university to safeguard the community and to comply with any applicable laws or government orders.
Pandemic Safety Officer: Roles and Responsibilities (cont.)

• Contacting Facilities Management and Campus Services at fixit@andrew.cmu.edu for guidance in acquiring facial coverings.

• 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.

• Submitting requests to fixit@andrew.cmu.edu for physical space assessments that support physical distancing, including installation of Plexiglass barriers and rearrangement or removal of furniture.

• Submitting requests to CleanIt@andrew.cmu.edu for cleaning needs in specific spaces.

• Referring to CMU’s COVID-19 website https://www.cmu.edu/coronavirus/index.html for access to resources, guidance, and FAQs.
Minimum University Requirements for Return to Campus Work (as of Aug. 15*)

In addition to the assignment of a Pandemic Safety Officer (PSO), details for each of the other minimum requirements listed below are provided in the following slides.

*Note: The minimum requirements listed here are effective as of the date shown and are subject to change in the future.

In accordance with the values of Carnegie Mellon University, CMU community members are expected to behave with integrity, act honestly and ethically and to observe the appropriate health and safety measures in all campus settings.

- Physical Distancing
- Anyone who is sick must stay home
- Daily Self-Assessment Survey
- Facial Coverings
- Hand Washing
- Sanitation and Disinfection
- Meetings
- Return to Campus Work Plan

*Note: The minimum requirements listed here are effective as of the date shown and are subject to change in the future.
Physical Distancing

All employees, students, contractors and anyone else on campus who is not fully vaccinated must maintain 6 feet (2 meters) distance between themselves and others and minimize any close contact to no more than 15 minutes.

https://www.cmu.edu/coronavirus/health-and-wellness/index.html
Anyone Who is Sick Must Stay Home

Anyone who displays COVID-19 symptoms or is diagnosed with COVID-19 must stay home. Anyone who is not fully vaccinated who is identified as a close contact with a positive COVID-19 case must stay home. Employees and students who have received a positive COVID-19 diagnosis or have had close contact with a COVID-19 positive individual must inform Community Health and Well-Being at CHWB@andrew.cmu.edu and follow any applicable self-isolation or quarantine requirements.

Visitors, contractors and other persons who are planning to be on campus and received a positive COVID-19 diagnosis or close contact exposure within 10 days of their time on campus must inform their local supervisor or CMU host. The supervisor or CMU host will inform Community Health and Well-Being at CHWB@andrew.cmu.edu to initiate communication protocols.
Daily Self-Assessment

**Fully vaccinated individuals** are **no longer required** to participate in the Daily Symptom Self-Assessment survey.

**All faculty, staff, students and visitors** who are **not fully vaccinated** must participate in the applicable CMU daily symptom self-assessment survey, which includes temperature monitoring, for any day they are planning to be on campus or at any CMU facility. It is strongly recommended to participate even if not planning to be on campus and fully vaccinated.

All CMU community members should continue to practice good hygiene, including frequent hand-washing or using hand sanitizer with at least 60% alcohol if soap and water are not available.

Facial Coverings

Effective August 15: Everyone must wear a facial covering (sufficient to cover the nose and mouth) at all times, regardless of vaccination status.

Exceptions include:
• While eating or drinking
• If working outdoors during hot and humid conditions, or
• When alone in a private space, such as an office, assigned residence hall room or enclosed vehicle.

When outdoors, facial coverings are expected to be worn whenever physical distancing of 6 feet or more cannot be maintained, such as on sidewalks and in other similarly crowded or rapidly changing circumstances.

Exceptions will also be made for faculty, staff and students who are: actively engaged in in-person music and drama courses/productions, student activities where there are musical/theater performances/practice and athletic events and club sports where the wearing of a facial covering prevents the activity. However, individuals exercising this option will be required to participate in weekly Tartan Testing, regardless of vaccination status.

If you cannot wear a facial covering due to a medical condition, please contact either the Office of Disability Resources (students) or HR Disability Services (employees) to request an exemption.

If you are in need of a facial covering, contact fixit@andrew.cmu.edu for assistance.
Facial Coverings (continued)

- A facial covering will limit the amount of virus that escapes into the air which might infect others.

- Facial coverings may have a potentially beneficial effect because virus can become trapped in its fibers and be prevented from being breathed in.

- It is important to wear the covering that is most comfortable for you, so that you resist pulling it on and off or up and down. Be careful to use only the ear loops or head straps to pull the covering away from your face when taking it off.

- Wash cloth coverings at the end of each day and replace disposable coverings that have become wet or moist.

- Wash/sanitize your hands after touching your facial covering.
Hand Washing

Personnel will wash their hands after coming into contact with high touch surfaces. For anyone who performs in-person customer service or retail operations, hand washing breaks must be taken at least every hour. Personnel are required to use hand sanitizer with at least 60% alcohol if soap and water is not available.

https://www.cmu.edu/coronavirus/health-and-wellness/index.html
Sanitation and Disinfection

Every 24 hours Facilities Management and Campus Services will conduct enhanced sanitation and disinfection in high traffic and common areas that are in use.

Facilities Management and Campus Services is following [CDC Guidelines](https://www.cdc.gov) for cleaning and is available for consultation regarding additional or enhanced cleaning of offices, laboratories and other spaces needed for unit operational plans.

Please email [CleanIt@andrew.cmu.edu](mailto:CleanIt@andrew.cmu.edu) to arrange a discussion about specific spaces.
Meetings

**Indoor** meetings and university-sponsored events of up to 50 persons are permitted. However, recognizing that many colleagues may still be operating remotely during this transition period, virtual alternatives are encouraged and may be necessary to ensure adequate participation.

**Outdoor** meetings and university-sponsored events are permitted up to 50% of outdoor facility capacity.
Supervisors, working with their Pandemic Safety Officer(s), 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.
Continued Vigilance

While the modification of certain guidelines is a mark of progress, we are still in a pandemic.

Vaccine numbers are going up and positive COVID-19 cases are trending down, but it is crucial to continue your vigilance by participating in the proven mitigation protocols that have served our community well.

Two important areas for continued vigilance, not previously mentioned, are:
Tartan Testing
Vaccinated Individuals
Tartan Testing

COVID-19 Asymptomatic Testing: All faculty, staff and students who have **not been fully vaccinated** against COVID-19 **must** participate weekly in Tartan Testing, the university’s COVID-19 asymptomatic testing program, if you are planning to be on campus.

For students arriving for the 2021 fall semester (regardless of vaccination status), you will need to complete one Tartan Test within 24 hours of your arrival and another Tartan Test five days following your initial test. Following receipt of negative test results, and if fully vaccinated, students will no longer be expected to participate in Tartan Testing. If a positive test result received, students will not be expected to participate in Tartan Testing for 90 days after that positive result.

Tartan Testing will also be available for fully vaccinated CMU community members who desire a weekly test.
Tartan Testing (continued)

To prepare for your appointment, you should follow these important steps:

- During the 60 minutes prior to your appointment, you should not eat, drink (other than water), smoke, brush your teeth or chew gum.

- 10 minutes before your appointment, you should swish water in your mouth and swallow it to ensure that you are well hydrated. After this, do not drink anything else before your appointment.

- Do not wear lipstick, lip gloss or lip balm to the appointment.

- Bring your university ID (or government-issued ID) and a mobile device (or printed page) to display your appointment QR code to your appointment.

- You are required to wear a face covering throughout the testing process, except during saliva sample collection, when you will be asked to lift your face covering to provide the sample.

If you have any questions, please refer to the COVID-19 FAQ page for more information.
COVID-19 Vaccine

Studies show that COVID-19 vaccines are effective at keeping you from getting COVID-19. Getting a COVID-19 vaccine will also help keep you from getting seriously ill even if you do get COVID-19.

What We are Still Learning:

• How well vaccines prevent you from spreading the virus that causes COVID-19 to others, even if you do not have symptoms.

• How long COVID-19 vaccines protect people.

• How many people have to be vaccinated against COVID-19 before most people can be considered protected (population immunity).

• How effective the vaccines are against new variants of the virus that causes COVID-19.
Documentation of Vaccination Status

Getting vaccinated is the most effective method of reducing the risk of COVID-19 exposure. Carnegie Mellon will require all enrolled students to be vaccinated for COVID-19 this coming academic year.

At this time, CMU does not require faculty, staff and visitors to be vaccinated; however, it is strongly encouraged. Consistent with federal and state law, CMU will consider medical or religious exemptions to the vaccination requirement for students. Details on the process to request an exemption will be announced this summer.

CMU community members who receive a COVID-19 vaccine will soon be required to share documentation of their vaccination status via HealthConnect.
Vaccinated Individuals

Once vaccinated, you should still take steps to protect yourself and others.

We all share a responsibility to reduce the spread of COVID-19 and ask that you still follow these important mitigation behaviors:

- **Self-Assess Daily**: Complete your self-assessment survey every morning before beginning your day.
- **Keep 6 Feet Apart**: Maintain at least 6 feet (2 meters) between you and others.
- **Wear a Facial Covering**: Everyone on campus must wear a facial covering. The CDC recommends that people continue to wear a mask that covers their nose and mouth when in contact with others outside their household.
- **Wash Your Hands**: Wash your hands with soap and water for 20 seconds.
- **Participate in Tartan Testing**: Complete one asymptomatic COVID-19 test during the week(s) you will be on campus.

CMU is asking those who have been vaccinated and are a close contact of a COVID-19 probable or positive individual to report to Community Health and Well-Being (CHWB) CHWB@andrew.cmu.edu so they are aware of the situation and can assess if you may still need to quarantine.
Pandemic Safety Officer (PSO) Everyday Best Practices

PSOs will lead by example and help colleagues understand they have a responsibility to demonstrate these everyday best practices:

• Do not have close contact with other people for more than 15 minutes, even if they aren’t exhibiting COVID-19 symptoms.

• Avoid touching your face, including the eyes, nose, and mouth.

• Stay home if you are feeling ill.

• Wash hands often with soap and water for at least 20 seconds, especially after touching high-contact surfaces or coughing and sneezing.
Pandemic Safety Officer (PSO) Everyday Best Practices (cont.)

PSOs will lead by example and help colleagues understand they have a responsibility to demonstrate these everyday best practices:

• Use alcohol-based hand sanitizer (60% alcohol) when soap and water is not available.

• Use your own equipment (e.g., phones, computers, desks) and refrain from sharing or using equipment belonging to others.

• Take special care when using common and shared equipment, such as printers.

• Avoid activities that require multiple individuals to handle materials such as paper handouts, cash transactions, credit cards, if at all possible.

• Frequently clean and disinfect high-contact surfaces and personal office spaces such as desks, keyboards, phones, and common equipment.
Training Certificate

• Log into BioRaft from the EHS web page;

• Use your Andrew user name and password;

• Select “Training” from the drop down menu;

• Your list of training records will appear;

• Find the Pandemic Safety Officer Training and Awareness course and affiliated certificate.
COVID-19 Awareness Signage Catalog

Pandemic Safety Initiative Webpage

YOU play vital role as the Pandemic Safety Officer. Your support and effort ensure the university remains resilient by protecting the wellbeing of the campus community.

Your heart is in the work!
Thank you.
Questions

Contact Enterprise Risk Management
DRBC@andrew.cmu.edu

For COVID-19 Updates at CMU go to:
https://www.cmu.edu/coronavirus/index.html