

COVID-19 Safety Coordinator

This temporary position will provide a single-point COVID-19 resource for each workplace, and will oversee the safety of employees, clients and sub-contractor staff.

GENERAL RESPONSIBILITIES

- Implement and maintain workplace COVID-19 preparedness plan
- Train existing staff on the plan
- Lead orientation for new hires on the plan
- Perform audits

PROTOCOL PLANNING

- Identify areas where disease is more likely to spread
- Create a customized COVID-19 plan for each workplace following CDC guidelines
- Organize daily virtual meetings discussing the progress of the plan
- Review and revise crisis management plan
- Create CDC compliant meeting areas

EDUCATION

- Share COVID-19 plan with onsite personnel
- Train staff on plan
- Implement workplace specific COVID-19 signage
- Train staff on personal hygiene practices in accordance with CDC guidelines
- Host virtual or in-person (with safe distancing) orientation prior to allowing personnel to access workplace
- Remind all personnel to practice social distancing

COMMUNICATION

- Update onsite personnel on plan progress
- Provide positive health messaging to onsite personnel
- Provide access and training on evolving CDC guidelines

PREVENTATIVE MEASURES

- Execute protocol when an employee is diagnosed with COVID-19 or may have been exposed to COVID-19
- Verify that in the last 14 days personnel have not
 - Been sick
 - Knowingly been in contact with anyone sick
 - Traveled to an international high-risk area
- Prevent visitors from entering workplace without following COVID-19 plan

SOCIAL DISTANCING

- Limit contact between onsite employees
- Monitor lunch gatherings and other high-traffic times
- When possible, ensure multiple points of access are available to limit proximity of workers as they arrive/leave workplace

CLEANING PROTOCOLS

- Instruct employees how to properly dispose of waste
 - Provide signage reiterating proper waste disposal
- Implement and maintain cleaning protocols and schedules in high-contact work areas
 - Ensure community materials will be checked out on a daily basis and cleaned at end of shift
 - Ensure all personnel use their own PPE
- Coordinate common area sanitation with onsite employees according to CDC guidelines

