



Roles and Responsibilities:

DEAN (Nancy Mathews): (contact: 608-225-3583)

Has the authority and responsibility to implement and enforce all aspects of University policy and the RSEN Operations plans and ensure employee compliances.

- Official communication to RSEN Community
- Ensure COVID-19 training by all employees
- Completes and certifies operation plans
- Assigns tasks to the Safety Team and authorizes that team to make decisions
- Corrective actions for non-compliance
- Ensures employees who are symptomatic or suspected of having COVID-19 are appropriately sent home after consultation with Labor & Employee Relations

SAFETY OFFICER (Rose Feenan): (contact: 802-922-7207 or on TEAMS)

- Acts under the authority of the Dean
- The primary contact for all Assistant Safety Coordinators (ASC)
- The primary contact for all RSEN Supervisors
- Ensures ASCs are updated with UVM procedures
- Ensures all operation plans are being followed and develops process to amend procedures based on on-going updates from UVM Safety Officer or Dean
- Works with ASCs on issues related to physical spacing, hygiene, and training
- Reviews all daily check-in reports from supervisors when symptoms are suspected or reported – works with supervisors to determine next steps (this may change)
- Primary liaison with UVM Labor and Employee Relations
- Update and amend operation plans as required
- Track all changes to Employee Status List
- Schedule regular meetings (weekly) with Safety Team members:
 - Pre-entry Daily Health Check-ins are submitted (supervisor information)
 - Occupancy limits are being met
 - Non-congregating requirements are being met
 - Physical distancing guidelines are being used
 - Face covering are being used appropriately
 - Systematic and/or repeat violations are reported to supervisor (or Dean as appropriate)

ASSISTANT SAFETY COORDINATOR (ASC)

- *Aiken – Thomas E. Carroll (Aiken)*
- *Spear Lab – Marie English*
- *Rub Lab – Kirstin Collins.*

- Act under the authority of the Dean/Safety Officer
- Primary contact for building occupants related to COVID-19 questions:
 - Physical spacing
 - Hygiene
 - Training
 - Room occupancy limits
 - Face coverings
- Authorized to confront and make direct requests of anyone in violation of safety protocols
- Anyone displaying symptoms must be asked to leave campus immediately (ASC will report to Safety Officer)
- Inform Safety Officer of any issues or concerns that arise
- Attend weekly meetings for planning and updates related
- Ensures that all building occupants are following operation plans (works with Safety Officer for any plan changes that are required or requested)
- Coordinates with individual Lab managers on PPE supply orders
- Coordinates with Logistics Coordinator on PPE supplies for shared areas and classroom spaces and labs
- Assist with closedown if necessary.

COMMUNICATIONS AND SIGNAGE (Vacant)

- Works with the Dean on all official communications related to COVID-19
- Ensures signage is placed in all facilities (working with ASC)
- Orders and/or prepares all building signage
- Provides back-up ordering needs in the event the Logistics Coordinator is unavailable

LOGISTICS COORDINATOR (Jackie Bruning): (contact: TEAMS, jbruning@uvm.edu, google voice # 802-391-9594, cell 802-730-3351)

- Maintains the inventory of cleaners and supplies for the RSENR (all facilities)
- Accepts orders from ASC for all supply needs and tracks to ensure orders are filled and delivered
- Replenishes all shared supplies as needed