

OVERVIEW: In response to COVID-19, the State of Pennsylvania and the Department of Health Businesses have established [COVID-19 Guidance for all Businesses](#), which includes universities and higher education. This guidance includes the requirements that businesses and workers need to safely return to the workplace. As Penn State University colleges, campuses and business units return to the workplace, Unit Executives must complete the following:

1. Complete the University's [Return to Work on Campus](#) planning and authorization process which outlines the work unit returning to on-site work; associated staff and work locations; and the precautions the Unit will take to ensure health and safety for all those in your workspace.
2. **Designate a primary and back-up unit-specific Pandemic Safety Officer** to oversee the implementation and continued operational support for the work unit's COVID-19 safety precautions.
3. Print, sign, and post the [COVID-19 Safety Procedures for Businesses](#) safety sign near all public entrances and in worker common areas. Signs should be easy to spot.

ROLES AND RESPONSIBILITIES: The COVID-19 Safety Procedures for Businesses safety sign ("COVID Business Sign") requires the designation and listing of contact information for the unit-specific Pandemic Safety Officer and must be signed by the Unit Executive who authorized the work units Return to Work on Campus.

Unit Executive – must designate a unit-specific Pandemic Safety Officer. This designee must have direct access to the Unit Executive. The COVID Business Sign must be signed by the Unit Executive which includes the following acknowledgement statement *"I acknowledge and understand the foregoing, and confirm that my business / worksite will adhere to these requirements, as may be amended by orders of the Governor or Secretary of Health."*

Unit-Specific Pandemic Safety Officer – This person is in charge of the COVID-19 safety procedures for the business (specific workplace/building). Specific responsibilities include:

- Coordinate the [planning](#) and implementation of the work unit's COVID-19 safety procedures including the [distribution of pandemic supplies](#) as outlined in their Return to Work on Campus authorization process and make appropriate updates based on evolving guidance from the State and University.
- Stay familiar with all relevant resources available on the [COVID EHS](#) and [Return to Workplace](#) websites.
- Ensure COVID-19 Business Signs are prominently posted near building entrances and common areas.
- Assist work unit supervisors with the [assessment and reporting of suspected/probable COVID-19 cases](#) within the work unit including the assessment, closure and response to the reported case.
- Respond to student, employee and authorized visitor questions regarding these requirements within their designated buildings and work areas on campus.
- Assist [instructors and supervisors with enforcement](#) of University and work unit specific COVID-19 safety plan requirements including notification to Unit Executives and Office of Student Conduct for student-related incidents and Human Resources for employee-related incidents as appropriate.

Environmental Health and Safety – Serves as a resource to the Unit Executive and Pandemic Safety Officer to address evolving concerns related to COVID-19 safety precautions. Environmental Health and Safety (EHS) has also been designated as a resource to students and employees seeking assistance with COVID-19 safety precautions. EHS will engage unit-specific pandemic safety officers for issues impacting their respective areas.