

Attachment i – COVID-19 Safety Officer Terms of Reference

1. The corps/sqn CO or their designate will appoint a COVID-19 Safety Officer (SO) and review with them the Terms of Reference (TOR's) prior to any in-person training activity at the corps/sqn. Note: this duty may be shared amongst the adult staff so that the same person is not required to attend all training; however, the COVID-19 Safety Officer must be clearly identified prior to each activity.

General Statement of Duties

2. The COVID-19 SO is responsible to the corps/sqn CO for all aspects of safety, command and control, welfare and good order of all adult staff, cadets and others in relation to safe operations in a COVID-19 environment as per Natl CJCR Sp Gp Orders and directives.

3. The COVID-19 SO shall implement all COVID-19 policies IAW NMLO and RMLO.

4. The COVID-19 SO is responsible for the set-up and execution of screening protocols, ensuring the completion of all documents required to ensure effective contact tracing, should it be required.

5. The COVID-19 SO will assume other duties as assigned by their corps/sqn CO.

Duties and Responsibilities

6. The COVID-19 SO shall:

- a. ensure all adult staff, cadets and other participants are complying with all Natl CJCR Sp Gp Orders;
- b. monitor welfare and morale of participants; and
- c. respond to emergencies and/or serious situations, specifically in response to anyone who is feeling unwell, specifically displaying/complaining of any symptoms related to COVID-19.

Training

7. Ensure all personnel are trained on the use of PPE and procedures for personal sanitization and sanitization of materials and equipment.

8. Ensure all staff have completed the required COVID-19 Safety Awareness Course and other applicable training as required.

9. Conduct a COVID-19 Safety Briefing to all participants and other attendees prior to the commencement of any in-person training activity.

Administration and Logistics

10. Assume the responsibility and be accountable to the corps/sqn CO for ensuring the COVID-19 Unit Contact Information Binder is accurate and up to date.

11. Ensure the accuracy and completion of COVID19 Screening Questionnaire process and Attendance Register.