

ROLE OF THE EVENT SAFETY COORDINATOR

Introduction

The event safety coordinator has multiple roles. These mainly involve promoting safety for participants. Safety includes creating an environment in which anxiety about COVID-19 is minimized. If an activity is considered safe by those directly involved but appears not safe to those observing, it may create reasonable anxiety for observers, and this is defined as “not safe.” Accordingly two people who do not share a household may not mutually agree to forgo social distancing at a 384 Harvard Street Campus event just because they themselves are not worried unless they have made it clear that they isolate together outside the campus. It is the event safety coordinator’s role to promote an atmosphere of this kind of safety regarding all activities that occur at the campus.

The campus leadership has agreed that safety is THE top priority. If there is a safety issue, such as someone who refuses to follow safety guidelines and will not voluntarily leave, the event should be immediately interrupted and cancelled, even if it is a prayer event. (Do not attempt to “throw them out” against their will.) Similarly, if someone needed for a minyan reveals a symptom suggesting Covid19 and there is no one to replace them, they should be asked to leave anyway.

The only reason these safety precautions may be discarded is if there is another medical condition or disease process or safety issue that is obviously a greater threat to a participant.

These roles include:

- ❖ Assure safe set-up and take down of materials for the event. Gloves must be worn by those performing and assisting in these tasks. Set up (whether inside or outside) includes the following:
 - Assure signs for the event are at the entrance to the building and directing people to the proper entrance/space
 - Have gloves, masks, wipes, sanitizer for hands in an accessible location
 - Assure sanitizer is placed at the entrance to the event space
 - Assure proper signage posting the rules and capacity limits at the entrance to the event space. These include the following 2 documents:
 - 384 Campus COVID -19 indoor attendance instructions 091120
 - Do not attend symptoms 091120
 - Assure seats are set up so that all are at least 8 feet from each other and at least 10 feet from any speaker, prayer leader
 - If responsible for clean-up, assure high touch chair surfaces (edges of seats, arm rests, any portions of the chair likely to be touched to move to adjust their position) are cleaned using sanitizing wipes or spray
 - If an indoor event (which requires participants to wait outside the building until the start of the event), notify participants when they are welcome to enter once set up is complete and no sooner than 5 minutes prior to the start of the event in order to minimize time spent indoors together
- ❖ Assure capacity limits are observed. If over capacity, ask those who did not register to leave or volunteers to leave if necessary.
- ❖ For Contact Tracing:
 - Note if any registered participants did not show

- Obtain the names and contact phone or email for anyone who attended but did not register after they attest they have read the rules documents noted above and posted at the event. (We recommend you use the following registration tool for on-site registration):
https://drive.google.com/file/d/1N1ObQ64_xJIQca60QK2tTMgTo7nmng7R/view?usp=sharing
 - Submit the final list to the office after conclusion of the event
- ❖ Promote a safe environment:
 - Provide a mask if anyone's mask breaks
 - Provide gloves to anyone who desires
 - Kindly ask participants to adjust their masks if not being worn properly
 - Kindly ask participants to distance themselves if obviously less than 6 feet apart other than for a brief exchange of words or passing each other
 - If you believe the behavior of a participant violates any of the attendance rules or is making members of the congregation feel unsafe (excessive sneezing or coughing, consistently and repeatedly refuses to follow social distancing), kindly ask them to leave.
 - ❖ Inform the office if restocking of supplies is needed
 - ❖ Inform the office if any other issues which need to be addressed are noted

General Information To Aid Safety Coordinators

Sanitization of books, fabrics, Torah, other ritual and non-ritual objects after use:

- One may use sanitizing wipes or sprays if appropriate. Alternatively, the objects may be taken out of use by placement in a container not to be used again for at least 3 days.
- Before and after any leaders of an event switch physical locations (podium, at the torah, adjusting a microphone, etc.) they should be encouraged to sanitize their hands.