**COVID-19 Corps Safety Officer Terms of Reference – Navy League Cadet Program**

1. The corps CO will appoint a COVID-19 Safety Officer (SO) and review with them the Terms of Reference (TORs) prior to an in-person training activity at the corps. 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 CO for all aspects of safety, welfare and good order of all adult staff, cadets and others in relation to safe operations in a COVID-19 environment as per Navy League Cadet COVID 19 Protocol and Regulations and any Provincial Health Regulations.

3. 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 contract tracing, should it be required.

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

**Duties and Responsibilities**

5. The COVID-19 SO shall:

a. ensures all adult staff, cadets and other participants are complying with all Navy League Cadet COVID-19 Protocol and Regulations and Provincial Health Regulations.

b. monitor welfare and morale of participants; and

c. responds 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.

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

sanitization of materials and equipment.

7. Ensure all staff have completed the required COVID-19 Safety Awareness Course and any other

applicable training as required.

8. 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**

9. Assume the responsibility and be accountable to the corps CO for ensuring the COVID-19 Unit

Contact Information Binder is accurate and up to date.

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

Register.