

Health & Safety Coordinator Position Description

As of August 2020 and continuing through Spring 2021, all of Skidmore's SGA Clubs and Organizations are required to have at least one member of the Executive Board who holds the title of Health & Safety Coordinator (HSC). There is no limit on how many HSCs a club may appoint, but anyone who holds the position must complete the Health & Safety Coordinator training hosted by SCEMS and subsequently be approved by the Office of Leadership Activities on SkidSync. The Office of Leadership Activities will manually add HSCs to club portals based on attendance from the HSC trainings, and therefore you will not see this as an available position in your SkidSync roster. **A new HSC Training is being created for Spring 2021 that all HSCs must complete (even if they completed the training in the fall semester). All HSC position holders will be removed from SkidSync until the updated training is completed.**

While a current E-Board member, already holding a title, may complete the HSC training, please be conscious of the fact that certain positions (i.e. President, Treasurer) often come with added responsibilities. Make sure frank conversations are had about whether the commitment is feasible for someone holding another position. This role could also be filled by someone who is not currently on the E-Board, but that individual would effectively become a part of the E-Board while holding this position. In other words, if the role is filled by someone who is not already on the E-Board, they should be a part of E-Board discussions and planning moving forward. Due to the nature of this position, all HSCs must be studying on campus, rather than remotely.

Clubs are not permitted to have in-person events until HSCs are trained and approved by Leadership Activities. HSC Trainings are tentatively planned via Zoom for February 1st – February 14th.

Health & Safety Coordinator Duties:

- At least one (1) of a club's HSCs **must** be in attendance at any in-person gatherings that club hosts.
- HSCs are responsible for ensuring that all Health and Safety Protocols are being met at club-hosted, in-person gatherings, including:
 - All attendees must wear a mask that covers the nose, mouth and chin
 - All attendees must observe social distancing and stay at least 6 feet apart (or 12 feet apart if individuals are singing or taking part in physical activity)
 - New meeting room capacities must be strictly observed
 - See EMS room reservation system for updated capacities
 - Must ensure meeting spaces are cleaned prior to and after meeting
 - All interactions must be tracked using the SkidSync Event Pass. All Event Pass instructions and resources can be found in the "Documents" section of the Office of Leadership Activities SkidSync page or on the [Leadership Activities Training Videos](#) webpage.
 - Safe food consumption (Beginning on March 1st if Skidmore Alert Levels permit; all food must be pre-approved by the Office of Leadership Activities).
- HSCs may be asked to check in with the Office of Leadership Activities prior to or following any club-hosted, in-person gatherings.

The Office of Leadership Activities reserves the right to ask a Health & Safety Coordinator to step down or be replaced as needed.