

Position: Covid-19 Program Supervisor  
Department/Site: Administrative Services

Position Number:  
FLSA: Non-Exempt

Respond and review online health assessment questions,

- ¾ Oversees and coordinates campuswide COVID response providing updates for various constituent groups such as management, board of trustees or other ad hoc committees/meetings. Communicates with internal and external constituents regarding questions and concerns.
- ¾ Monitors and documents the effectiveness of COVID protocol measures. Analyzes and recommends improvements for safe work practices, policies and training programs.
- ¾ Communicates and enforces site policies and procedures regarding COVID-19 and safety.
- ¾ Coordinates and works closely with Campus Security to identify and correct any unsafe practices.
- ¾ Creates training materials; conducts training; distributes and integrates COVID-19 training materials and safety policies (faculty, staff, students, visitors, vendors, events, civic center rental, etc.)
- ¾ Assists in maintaining current information on the L V W COVID-19 information web page.
- ¾ Keeps abreast of latest directives and standards as promulgated by the Center for Disease Control (CDC), California Department of Public Health (CDPH) and Monterey County Department of Public Health.
- ¾ Conducts assessment of various areas, including, but not limited to, work areas, classrooms, offices, conference rooms, lobbies, study halls, lockers, athletic facilities, etc. pertaining to COVID-19 unsafe conditions; assists in creation of mitigation measures.
- ¾ Conducts research into stays, assesses the testing protocols, screening practices and student/staff/faculty/visitors access and entry/exit flow to building.

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