A corona officer is an UT employee appointed through the portfolio of operations, by the service director or direct unit manager, to monitor compliance with the UT General Corona instructions and any additional instructions on behalf of the management team responsible. This supplements the UT policy that requires everyone to confront others when it comes to compliance with the corona regulations.

In addition, it is important that a corona officer is present during operational hours, including those outside office hours. The corona officer wears a button, lanyard, armband, etc. to ensure recognisability. The corona officer’s role is subject to the Collective Labour Agreement and the Working Hours Act. The responsibility for health, safety and environment is stipulated in the “Occupational Health and Environment Tasks, Responsibilities and Authorisations Memo”. The manager of the corona officer’s unit ensures that:

- all stakeholders know who the corona officer is;
- what tasks, responsibilities and authorisations are associated with the role;
- structural bottlenecks are reported to the 1.5 m steering committee (possibly through the service director or the portfolio of operations);
- all attendants are (demonstrably) aware of and in compliance with the regulations.

The tasks, responsibilities and authorisations of the corona officer have been described in this document for clarity purposes.

**Tasks**
- Monitors compliance with corona regulations at his/her unit;
- Ensures that only authorised persons and guests partake in activities;
- Identifies bottlenecks and reports them to the unit manager;
- Points out/alerts employees/students/third parties/visitors to the corona regulations and their compliance;
- Summons those who violate the corona regulations and remain in violation after having received fair warning, to leave the UT building. In the event of a conflict situation, the corona officer may involve his/her superior and/or Security.
- Routinely aligns with the unit manager concerning relevant corona-related matters.
- Supports employees/students in seeking solutions to perform activities in accordance with corona regulations or refers them to someone able to provide such support;

**Responsibilities**
- Performing the tasks associated with the role of corona officer;
- Keeping him/herself informed on the current state of affairs concerning corona rules;
- Ensuring that corona regulations are enforced during operational hours;

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1 A unit can comprise a service, department, floor or a lab or multiple labs led by a single manager. This needs to be aligned within the faculty or service.
Authorisations

- Authorised to send home those who remain in violation of corona regulations after having received fair warning. If possible, in deliberation with the unit manager;
- Authorised to involve Security in order to have a person removed from a UT building if said person refuses to comply with the request to leave the building on their own accord;
- Authorised to close down an area in the event of repeated violation. If possible, in deliberation with the unit manager;