

Biological Safety Officer Duties

Version 1.0

Canton ARC – 6/23/20

This describes responsibilities assigned to the Biological Safety Officer during the 2020 Field Day activity. BSO is a new position for 2020 brought about by the viral pandemic affecting the world. Duties mentioned in this document are taken from recommendations issued by Centers for Disease Control and the Ohio Department of Health. See these publications:

1. CDC recommendations pertaining to "Gatherings and Community Events" will apply
See <https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/index.html>
2. CDC recommendations for cleaning and disinfecting will apply
See <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>
3. Ohio Department of Health recommendations pertaining to campgrounds will apply
See <https://coronavirus.ohio.gov/static/responsible/Sector-fact-sheet-7-Campgrounds.pdf>

The Biological Safety Officer (BSO) will be responsible for ensuring a safe environment for participants, as it applies to transmission of viral illness. Unsafe participant behavior will be brought to the attention of the participant. If corrections are not made, the participant will be asked to leave the Field Day site.

Field Day 2020 will be conducted at the Dearman farm, 2345 Baum Road SE in Canton June 27-28. On June 26, a setup workday will take place. These rules apply to all people on the Dearman property during the three dates mentioned.

CDC limits attendance to ten (10) participants at an event. This will be assured by requiring all participants to register upon entry to the site, and to de-register upon exit. A basic health check will be performed upon entry. If a person leaves the site, they must complete a new health check when re-entering. Our attendance sheet will be modified from years past to include a space for the initials of the person who performs the health check.

When a person is successfully checked in, they will be offered a disposable face covering. Adequate supplies of hand sanitizers, spray disinfectant, sanitizing wipes and latex-nitrile gloves will be maintained.

Here are the specific work instructions for the BSO (or his agent)

The BSO or the PIO will evaluate each participant upon entry to the Field Day site. If a health concern exists, notify the Canton ARC President or his designee. If there are no concerns, initial the attendance sheet and offer PPE.

Insure no more than ten (10) participants on site at any time, including Friday setup. If this limit would be exceeded by admitting a participant, the potential participant must wait off site until there is a vacancy

At least once per hour during the day (6 AM – 12 midnight) and once every two hours overnight, check the latrine for adequate sanitary supplies. Use spray disinfectant on all touch surfaces. Record the time of inspection on the log sheet and initial.

At least once per hour during the day (6 AM – 12 midnight) and once every two hours overnight, check the dining patio for adequate sanitary supplies. Use spray disinfectant on all touch surfaces (chairs, tables, food and beverage storage chests, beverage machines, faucets). Dispose of any items that could be contaminated (used utensils, cups, plates, wrappers, etc). Use spray disinfectant on the waste container. When the waste container becomes 50% full, tie off the trash bag, store it away from traffic areas, and load a fresh trash bag. Record the time of inspection on the log sheet and initial.

Insure face coverings are in place on participants at all times (except when operating solo or eating-drinking)

Insure social distancing of 6+ feet between all participants

Insure printed CDC & ODH guidelines are posted and legible

Each Field Day "focus area" consists of technical equipment operated by one or more participants, separated from other areas by fifty (50) feet or more. Within an area, these safety rules apply:

At shift changes, disinfect all touch surfaces:

Keyboards, mice, transceiver controls, antenna tuner controls, headsets, microphones, Morse keys, other equipment

Trailer door handles, light switches, chairs, all frequently used touch points

Operator chairs

Insure adequate levels of sanitary supplies and disinfectants on hand

Insure printed CDC & ODH guidelines are posted and legible

Insure adequate levels of PPE are available to participants:

Latex & neoprene gloves

Face coverings

Hand sanitizer

Soap and water

Disposable towels

Food and Beverage Distribution

Because of contamination concerns, food served from open containers (hot or cold) will not be acceptable

All solid food must be individually packaged and remain wrapped

Commercially packaged foods are preferred to foods packaged by individuals

All cold beverages will be sealed in the manufacturer's container and kept on ice

Hot beverages will be prepared individually by the consumer (K-Cups, [Amateur] bringing Keurig machine)

Individuals may bring their own consumables to the event, but they must not be set out for general consumption

Plates, cups, utensils and drinking straws must be single-use

Since there is no food in open containers, there is no need for serving utensils

Food and beverage storage containers should be disinfected after every touch

Food preparation machines will be disinfected immediately after each use

The club will purchase adequate food and beverages for the event