



Middlebury Institute of International Studies COVID-19 Exposure Control Checklist

Revised 7-1-2021

The [Middlebury Institute COVID-19 Exposure Control Plan](#) documents the measures the Middlebury Institute uses to protect the health and safety of employees. This COVID-19 Exposure Control Checklist assists department managers and supervisors in following COVID-19 health and safety guidance in their work areas. Employees must be informed about these requirements and any applicable department-specific protocols.

Daily Health Check

- Employees must monitor for any [COVID-19 symptoms](#) daily and stay home if they have symptoms, **regardless of vaccination status**. Employees may not remain at work if they develop symptoms while working.
- Employees must remain out of work if they test positive for SARS-CoV-2, **regardless of vaccination status**. The employee must notify Human Resources and shall isolate in compliance with current California Department of Health guidance.
- Unvaccinated employees who have knowledge of close contact (less than six feet for more than 15 minutes in a 24-hour period) with an individual who tests positive for SARS-CoV-2 are not permitted on-site and must quarantine in compliance with current California Department of Health and Cal/OSHA guidance.
- Vaccinated employees who have knowledge of close contact with an individual who tests positive for SARS-CoV-2 are not required to quarantine, but must self-monitor for COVID-19 symptoms for 14 days following the exposure.

Face Coverings

- Face covering requirements will be indicated on the Campus Status web page.
- Identify any tasks within the department that require use of face coverings due to workplace safety requirements and ensure department protocols reflect current requirements. Ensure that approved campus visitors (customers, vendors, contractors, etc.) follow face covering requirements when in the work area. Unvaccinated individuals must be instructed to wear face coverings when indoors and outdoors if physical distancing cannot be maintained.
- Inform employees that they may choose to wear face coverings even after campus requirements change, and if so, they are supported in this decision. There are many reasons that an individual may wear a face covering, such as being immunocompromised, living



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with someone who is immunocompromised, having unvaccinated children at home, living with someone who is not fully vaccinated, being unvaccinated, or simply preferring to wear a face covering to prevent spreading or exposure to other illnesses.

- Remind employees how to [select a well-fitting face covering](#). Face coverings should fit snugly but comfortably against the side of the face, include multiple layers of fabric, allow for breathing without restriction, have a nose wire if possible, and be able to be laundered and machine dried without damage or change to shape.

Personal Hygiene

- Verify access to soap and water (or alcohol-based hand sanitizer, with at least 60 percent alcohol) is present in all work areas for employees to wash hands for at least 20 seconds with soap and water, or sanitize hands, prior to starting work, frequently throughout the day and when changing locations, and before leaving work at the end of the day.

Cleaning and Disinfecting

- A cleaning contractor provides cleaning services to Institute locations. However, it is each department's responsibility to clean and disinfect frequently touched objects and surfaces in shared work areas, break areas, and common spaces. Follow [CDC guidance](#) to ensure cleaning and disinfecting is done properly.
- Ensure that proper cleaning and disinfecting supplies are available and train employees on protocols for cleaning, including a review of any Safety Data Sheets (SDSs) for any chemicals used.

Physical Distancing and Public-Facing Areas

- Unvaccinated employees should observe physical distancing from others whenever possible.
- Approved campus visitors (customers, vendors, contractors, etc.) who are unvaccinated must maintain physical distancing from others while in the work area. Ensure protocols are in place to allow for physical distancing and instruct unvaccinated visitors of the physical distancing requirement.
- Consider touch-free transactions (if possible) or use of physical barriers (for example, plexiglass shields) to separate employees from others in any public-facing or high-traffic work areas where employees cannot adequately maintain physical distance from the general public. Some departments will remain locked and signs will be posted with contact information to gain admittance.



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- Set up a safe process to receive supplies and deliveries (outside pickup or contactless exchange).

Employee Training and Information

- Employees should be trained on these COVID-19 health and safety guidelines and other Institute policies found at <https://www.middlebury.edu/office/covid-19-updates>.
- Employees (including new employees) should be trained on all department-specific protocols.
- Employees who perform work activities in the very high risk or high risk exposure levels (refer to Appendix A of the [COVID-19 Exposure Control Plan](#)) must receive specific training on protocols and PPE use through the Security Manager.