



**Middlebury Institute of International Studies**  
**COVID-19 Exposure Control Checklist**  
Revised 6-8-2020

Limiting the spread of COVID-19 is essential to the health of our community and to maintaining business operations. The Middlebury Institute COVID-19 Exposure Control Plan documents the measures the Middlebury Institute uses to protect the health and safety of our employees and comply with public health guidance and local orders. The plan should be reviewed by department managers and supervisors as they identify exposure prevention methods to implement in their areas and complete this checklist.

This checklist is designed to do the following:

- Document compliance with Middlebury Institute and public health and safety guidance issued by the California Department of Public Health (CDPH), Centers for Disease Control and Prevention (CDC) guidelines, California Occupational Safety and Health Administration (Cal/OSHA), and Monterey County Health Department.
- Serve as a training tool for employees as they return to on-site work.

Department managers are required to keep completed checklists on file and available to employees, and submit a copy to the Vice President's Office.

**SECTION 1: GENERAL INFORMATION**

<b>Department:</b>	
<b>Plan Prepared By:</b>	
<b>Date Prepared:</b>	
<b>Locations/Building Utilizing Plan:</b>	



## SECTION 2: TELECOMMUTING/REMOTE WORK

**Remote work must be utilized whenever possible**, as the state of California is strongly encouraging that all business, nonprofit, and government operations work remotely whenever possible. Identify the specific tasks within the department that require on-site work and schedule only those activities on-site, keeping all other work remote. Identify any technology that can be used to relocate (or replace) a task that may normally be conducted on-site.

Refer to Middlebury's Temporary Telework Policy for additional information:

<https://www.middlebury.edu/office/announcements/telework/temporary-telework-policy>

List below which roles within the department are able to utilize telecommuting/remote work (if any):

--

## SECTION 3: EMPLOYEE PRESCREENING OF COVID-19 SYMPTOMS OR EXPOSURE

Prior to the commencement of each work shift, prescreening, including temperature checks and health survey, shall be required to verify each employee has no symptoms of respiratory illness or COVID-19. If the answer is YES to any of the following questions, employees are not allowed to begin work and should notify their supervisor and contact their healthcare provider. If they develop any of these symptoms while at work, they need to notify their supervisor and leave immediately. The supervisor should obtain a list of people the employee has had direct contact with, and notify the Vice President's Office.

- Any respiratory symptoms (cough, shortness of breath, difficulty breathing)?
- Any other [COVID-19 symptoms](#), such as chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell?
- Any fever of 100.4°F or greater?
- Any close contact with a person infected or suspected of having COVID-19 in the previous 14 days?

List below who is responsible for conducting the employee prescreening prior to the workday and what methods are used (specific location/data collection/health survey conducted at home):



Appropriate signage should be posted at the entrance of buildings indicating that no person with respiratory illness may enter. Middlebury's Office of Communications and Marketing will have templates available.

## SECTION 4: CLOTH FACE COVERINGS

Cloth face coverings must be worn over the nose and mouth when in the presence of others.

Cloth face coverings are worn by employees in the department. Supervisors/managers should contact the Vice President's Office if cloth face coverings are needed for your department.

Instruct employees to have a cloth face covering with them at all times and that they must be worn as follows:

- When within six feet of another individual (even outside locations).
- When inside any common/public space, including entryways, hallways, stairways, elevators, shared work areas, classrooms, bathrooms, etc., with the possibility of being within six feet of another person.
- When entering or performing work in another individual's office or work area, if occupied.

Remind employees that wearing a cloth face covering **does not replace the need for social distancing (remain six feet away from others)**.

Instruct employees on how to wear cloth face coverings properly to be effective and avoid the spread of germs:

- Wash hands before putting on a cloth face covering.
- Be sure mouth and nose are covered. Hook loops around ears or fasten ties snugly.
- Do not touch the cloth face covering or pull it down while in public.
- Remove the cloth face covering without touching eyes, nose, or mouth, then wash or sanitize hands immediately.
- Launder the cloth face covering regularly and be sure it is dry before wearing again.



Any visitors, customers, and the public in general are asked to wear face coverings any time they are interacting with others from outside their household or entering Middlebury Institute buildings. Use signage if needed.

## SECTION 5: HAND HYGIENE

Verify that access to soap and water, or alcohol-based (with at least 60 percent alcohol) hand sanitizer, is present in all work areas.

Instruct employees to wash hands for at least 20 seconds with soap and water, or sanitize hands (using alcohol-based sanitizer with at least 60 percent alcohol), PRIOR to starting work, frequently throughout the day, and before leaving work at the end of the day.

Instruct employees to refrain from touching their faces. Avoid touching eyes, nose, and mouth with unwashed hands. Do not touch any personal items (keys, cell phone, etc.) with unwashed hands.

It is recommended that departments post signage in key areas about proper hand hygiene.

## SECTION 6: CLEANING AND DISINFECTING WORK AREAS

List below custodial services provided in work areas (e.g., “Custodial services scheduled to clean/disinfect bathrooms and frequent touch points twice per day”). Contact Facilities Services at [ahernandez@middlebury.edu](mailto:ahernandez@middlebury.edu) if you have questions about the services provided in your work area.

All common spaces (when open) and equipment, including bathrooms, frequently touched surfaces, and doors, tools and equipment, and vehicles must be cleaned and disinfected regularly and, when possible, prior to transfer from one person to another, in accordance with this [CDC Guidance](#) for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes.

List below what areas must be cleaned/disinfected by employees in the department (who/when):



## Middlebury Institute of International Studies at Monterey

List below any normally shared tools/equipment/supplies/vehicle and practices put into place to reduce the potential spread of COVID-19 during the workday (examples: dedicated tools, vehicles, equipment for employees, or disinfecting practices put into place between transfers).

--

List below what cleaning and disinfecting supplies will be used, what the contact times are for each disinfectant used, and what PPE is required (safety glasses, gloves, etc.). Contact Facilities Services at [ahernandez@middlebury.edu](mailto:ahernandez@middlebury.edu) if assistance or supplies are needed.

Cleaning/Disinfecting Supplies Used	Required Contact Time on Surface for Disinfectant	PPE Needed while Using Cleaner/Disinfectant

Review Safety Data Sheet (SDS) of each cleaner and disinfectant to be used with employees responsible for any cleaning/disinfecting. Middlebury Institute’s Safety Data Sheet database can be found at [go.middlebury.edu/sds](http://go.middlebury.edu/sds).

### SECTION 7: ADMINISTRATIVE CONTROLS / SOCIAL DISTANCING

Employees must observe **strict social distancing of six feet** while on the job (even while wearing cloth face coverings). **No congregation of employees shall be permitted on-site.**

Work Activity	Describe Administrative Control Measures Implemented to Reduce Exposure, If Activity Is Applicable to Department (or list “not applicable”)
<u>Scheduling</u> Schedule employees to limit interaction and limit occupancy of offices/spaces to ensure proper social distancing. Stagger work shifts and/or expand hours to reduce the number of individuals working together.	



## Middlebury Institute of International Studies at Monterey

<p>Examples: keep individuals together on a shift to avoid mixing of individuals into different shifts; modify start/end times of shifts to avoid crossover of shifts.</p>	
<p><u>Shift Changes/Meetings</u> Conduct shift changes to avoid crossover of shifts; use technology instead of in-person communication to transfer information.</p> <p>Face-to-face meetings should be limited; physical distancing must be strictly observed.</p>	
<p><u>Break Schedules</u> Stagger breaks to ensure there is adequate space for people to prepare food or eat meals, and limit the number of people together in one space (no congregation).</p>	
<p><u>Common Spaces/Break Areas</u> Limit the occupancy to allow for strict social distancing, provide handwashing facilities and/or hand sanitizer at entrances, and instruct employees to wipe down the area prior to leaving, or clean at regular intervals.</p> <p><b>Post at the entrances to any break areas the policy with new occupancy limit, handwashing/hand-sanitizing practices, and space-cleaning requirements (required).</b></p>	
<p><u>Close Proximity to Others</u> Describe any tasks requiring employees to work within six feet of another individual and describe mitigation steps taken to minimize this.</p> <p>Discourage use of shared workspaces, desks, offices, etc., to the maximum extent practicable.</p>	



## Middlebury Institute of International Studies at Monterey

<p>Tape off workstation areas on the floor to indicate directional work flow and/or visually indicate six-foot distance in areas requiring multiple individuals.</p>	
<p><u>Public-Facing or High-Traffic Areas</u> Change work area or work flow to limit exposure to employees working in public-facing or high-traffic areas.</p> <p>Install plexiglass shields as a physical barrier.</p>	
<p><u>Visitor Social Distancing</u> Businesses shall ensure customers and visitors observe strict social distancing of six feet while on location, to the extent possible—list any situations with outside visitors/customers present and how this will be managed.</p> <p>Set up a safe process to receive supplies and deliveries (outside pickup/exchange to keep delivery vendors and suppliers out of buildings).</p>	
<p><u>Vehicle Use</u> Only one employee shall occupy an Institute vehicle at a time, unless approved by supervisor or department manager.</p>	
<p><u>Air Circulation Indoors</u> Indoor workspaces where more than two employees are working must have good air circulation (when working inside, open doors and windows to promote airflow to the greatest extent possible and limit the number of people occupying a single indoor space).</p> <p>Contact Facilities at <a href="mailto:ahernandez@middlebury.edu">ahernandez@middlebury.edu</a> if you have questions or concerns about your work area.</p>	



<u>Other Work Activities of Concern Not Covered in Items Above</u>	
--	--

## SECTION 9: EMPLOYEE TRAINING

- Employees have completed the COVID-19: Getting Back to Work Safely training program in SafeColleges (<https://middlebury.safecolleges.com/login>) before working on-site.
  
- Employees have been trained on the control measures identified in this department Exposure Control Checklist and understand all required department protocols.

NOTE: Employees who must enter an area and potentially have frequent close contact (within six feet) of a person infected with or suspected of being infected with COVID-19 must receive specific training on protocols and PPE use. Contact the Vice President's Office for more information.