Limiting the spread of COVID-19 is essential to the health of our community and maintaining business operations. The Middlebury College COVID-19 Exposure Control Plan documents the measures Middlebury College uses to protect the health and safety of our employees and comply with mandatory health and safety requirements. The plan should be reviewed by department managers, supervisors, and designated health officers 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 College and Vermont Department of Health (VTDOH) health and safety requirements.
- 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 Environmental Health and Safety (EHS) Office.

SECTION 1: GENERAL INFORMATION

<table>
<thead>
<tr>
<th>Department:</th>
<th>All MBH Science Departments and Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan Prepared By:</td>
<td>Lab Safety Working Group</td>
</tr>
<tr>
<td>Date Prepared:</td>
<td>May 29, 2020</td>
</tr>
<tr>
<td>Locations/Building Utilizing Plan:</td>
<td>McCardell Bicentennial Hall</td>
</tr>
</tbody>
</table>

SECTION 2: DESIGNATED HEALTH OFFICER

All operations shall designate a health officer on-site at every shift responsible for ensuring compliance with the Vermont executive order, addendums, and applicable ACCD guidance. This person shall have the authority to stop or modify activities to ensure work complies with the mandatory health and safety requirements.
Departments must identify the position (example: team leader, supervisor) or individual who will act as the health officer for any shift that employees are working.

| Designated health officer(s) listed by individual name or by position | Caitin Carr or her designee will be present from 8:30 AM through 4:30 PM Mondays through Fridays only. Departments whose members will be working in the building during nights or on the weekend (other than incidental visits of 30 minutes or less) must designate their own Health Officer to be present during those times and inform Caitlin, who will then train these individuals. |

In addition to the designated health officer in each department, the Middlebury College EHS coordinator, director of health services, and the Department of Public Safety supervisor (or designee) on-site are designated health officers and have the authority to stop or modify activities to ensure work complies with the mandatory health and safety requirements. Health officers should consult with the Middlebury College EHS coordinator on concerns related to compliance.

SECTION 3: TELECOMMUTING/REMOTE WORK

Remote work must be utilized whenever possible, as the state of Vermont is requiring 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):

Most roles are able to be conducted remotely at least part of the time, and all are directed to work remotely whenever possible.

SECTION 4: EMPLOYEE PRESCREEN 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
symptoms. If the answer is YES to any of these 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 or
designated health officer should obtain a list of people the employee has had direct contact with and
notify the director of health services or EHS 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 higher than 100.4°F?
- 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 prescreen prior to the workday and what
methods are used (specific location/data collection):

All employees are required to screen themselves at home before coming to work, including taking
their temperature. Employees who are unable to perform this task themselves are to notify Lab
Stores and Safety Manager Caitlin Carr (weekdays 8:30 AM to 4:30 PM) or the Health Officer on
duty in advance and then report to the Lab Stores at the agreed-upon time to have their temperature
taken using a non-contact thermometer. By entering McCardell Bicentennial Hall, every employee is
certifying they are in compliance with the Middlebury College COVID-19 Health Pledge and are
exhibiting none of the above-listed symptoms.

☐ Signage must be posted at the entrance of buildings indicating that no person with respiratory illness
may enter. The following CDC signage meets this requirement:

SECTION 5: 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 Environmental Health and Safety 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
Middlebury

- 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 (remaining 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 secure 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.

☐ It is recommended that departments post signage in key areas about the proper use of cloth face coverings:

☐ 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 buildings. Use signage if needed.

SECTION 6: HAND HYGIENE

☐ Verify 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 (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 the hand hygiene:


SECTION 7: 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 facmanag@middlebury.edu if you have questions about the services provided in your work area.

Custodial Services is scheduled to clean/disinfect bathrooms and frequent touchpoints three times a day, including elevator pushbuttons. Handrails will be cleaned and disinfected at least daily.

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):

All restricted areas, designated as red and blue on the Custodial Checklist, are to be cleaned and disinfected by the individual user. Offices and other labs are cleaned by Custodial Services only once a week, and should be cleaned and disinfected more frequently by the occupant, as needed.

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).

Use of any tool in the STSS shops area must be requested and approved in advance. Each tool will be disinfected by a trained STSS staff member before and after use. Cleaning and disinfecting of scientific equipment is the responsibility of each user. Users are directed to use a solution of 70% alcohol on wipes to clean any touch points before and after using the instrument. Alcohol solutions and wipes will be made available in the MBH stockroom.

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 facmanag@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
---|---|---
70% ethanol | 15 seconds | Disposable gloves to prevent drying of skin in cases of frequent or prolonged usage.

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

SECTION 8: ADMINISTRATIVE CONTROLS / SOCIAL DISTANCING

Employees must observe **strict social distancing of 6 feet** in all locations (even while wearing cloth face coverings). To this end, a **maximum occupancy figure will be posted** at the entrance of each Bi Hall space other than offices. Users should consider rearranging or removing furniture and equipment to better enable social distancing. Where several people will be using an assigned space, each should be provided with their own desk or work surface and chair whenever possible; otherwise, each user must disinfect the shared work surface before beginning work and again before leaving the workspace. Cloth face coverings are required whenever more than one person is (or is expected to be) in a space. **No congregation of employees shall be permitted on site.**

<table>
<thead>
<tr>
<th>Location or work activity</th>
<th>Administrative control measures implemented to reduce exposure</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Offices</strong></td>
<td>To maintain social distancing, no more than two persons should be in an office at any time, including prep rooms and similar spaces that also function as an office.</td>
</tr>
<tr>
<td>Copier rooms, kitchenettes, and similar common areas</td>
<td>Users must disinfect controls and touchscreens with a 70% ethanol wipe before and after use. Countertops and tables are to be sprayed with a surface disinfectant before and after use.</td>
</tr>
<tr>
<td>Instrument labs and prep rooms</td>
<td>Users must disinfect controls and touchscreens with a 70% ethanol wipe before and after use, even if wearing gloves. Scheduling use of instruments in advance to avoid conflicts is highly recommended.</td>
</tr>
<tr>
<td>Research labs</td>
<td>Individual faculty are responsible for implementing a disinfection plan for those areas and activities where gloves are not worn, and for limiting occupancy and scheduling activities, including setting staggered work hours, to ensure that 6 feet of social distancing can be maintained at all times.</td>
</tr>
<tr>
<td>Teaching labs and classrooms</td>
<td>Remove or block chairs and other seating, and rearrange furniture as necessary to enable social distancing. In many cases, this will reduce the room capacity to half or less of what it had been. A means for disinfecting surfaces (sprays or wet wipes) before and after classes must be provided. Hand sanitizer must be offered in all teaching spaces where no sink is available.</td>
</tr>
<tr>
<td>Laboratory Stores stockroom, including deliveries</td>
<td>Individual users will no longer be permitted to enter this space, and instead will request equipment and supplies via the service window during normal business hours (M–F, 8:30 AM to 4:30 PM). Access at all other times must be approved by Cailin Carr and scheduled in advance through Cathy Ekstrom. Routine deliveries will be made to the loading dock and will be brought into the building by STSS staff.</td>
</tr>
<tr>
<td>Vivarium</td>
<td>A supplement to this Exposure Prevention Checklist has been implemented, with its different requirements applying only to work within the vivarium.</td>
</tr>
<tr>
<td>Greenhouse</td>
<td>Access to the greenhouse is restricted to those who have obtained explicit permission from Patti Padua or Katie Gillespie. No more than two individuals will be allowed in the entire greenhouse complex at one time.</td>
</tr>
<tr>
<td>Shops</td>
<td>Access to the shops is limited to STSS staff, except for those individuals explicitly authorized by Jody Smith. Tools and equipment shared among STSS staff will be disinfected between users. Tools that are lent to others will be</td>
</tr>
</tbody>
</table>
Vehicle use | Only one employee at a time shall occupy a vehicle used on college business, unless approved by the supervisor or department manager. (Vermont state requirements allow a maximum of three people per vehicle with the use of cloth face coverings required).

Public spaces, including elevators, Great Hall, study lounges, bathrooms, drinking fountains, hallways, and stairs | Cleaning and disinfection of these spaces will be performed by Custodial Services. Furniture will be removed, rearranged, or blocked to facilitate social distancing. No more than two persons, both wearing face coverings, may occupy an elevator or bathroom at any one time. Drinking fountains will be shut off or blocked, except for the bottle filling station. Individuals waiting to use any of these facilities or traveling in the same direction in hallways or on stairs must maintain a separation of 6 feet. People needing to travel in a direction opposite to someone already in the hallway or stairs should wait or move back to the doorway or landing until the other person has passed.

Activities requiring close proximity to others | Any activity such as moving a heavy or bulky object must be assessed to determine whether it can, with the proper equipment, be performed by one person or by maintaining a 6 foot distance. If it cannot, the activity must use all mitigation methods possible and must be approved in advance by the person’s supervisor, in consultation with Caitlin Carr.

Activities performed by contractors | Contractors are required to submit a contract addendum form and their own exposure prevention plan for approval by the Director of Facilities Services. These should be routed through Tim Wickland or Cathy Ekstrom.

General visitors | Visits from individuals outside the college are limited to only those necessary for business or academic operations. Plans for the visit must be...
discussed with Caitlin Carr, contact information must be provided, and all visitors must be screened using the same criteria as for employees.

| Science Library | Individual patrons will continue to be prohibited from entering this space, and will continue to request materials online according to the existing Library COVID-19 policy. While the Library is developing additional COVID-19 policies and plans for patrons and circulation, the Science Library will adhere to any more stringent aspects of exposure control in MBH and the Sciences. |

SECTION 9: EMPLOYEE TRAINING

☐ Employees have completed COVID-19 Update: Returning 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 through the EHS Office. Refer to the Middlebury COVID-19 Exposure Control Plan for more information.