

## **Workplace Plan (Staff and Student Employees)**

Limiting the spread of COVID-19 is essential to protecting the health of our community and maintaining Middlebury's business operations. The Middlebury COVID-19 Exposure Control Plan documents the measures used 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: [Exposure Control Plan for Vermont Locations](#); [Exposure Control Checklist for Vermont Locations](#).

Thorough planning to minimize exposure includes the following:

- Implementation of administrative and engineering controls
- Communication of expectations to impacted staff members, acknowledgement of understanding
- Prior to working on-site, completion of mandatory training through SafeColleges. Employees must also be trained on the control measures identified in the Exposure Control Checklist and understand all the required department/building protocols.
- Review by all employees of the COVID-19 Safety and Return-to-Work Requirements and commitment to the Health Pledge in SafeColleges ([Working Safely at Middlebury](#))
- Identification of individuals responsible for ensuring accountability; communication of expectations for ongoing monitoring and enforcement
- Submission of the workplace plan and a completed checklist to Human Resources and the Environmental Health and Safety Office. This is to ensure all steps are in place and that future changes can be communicated to the designated health officer and employees in the work area.
- Identification and/or coordination with the health officer designated for your assigned building(s)
  - Ensure shared understanding of exposure control plan
  - Ensure appropriate signage is posted