



Middlebury College COVID-19 Exposure Control Checklist for Vermont Locations Revised 7/8/2020

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 an area-specific exposure control plan and training tool for employees as they return to on-site work.

Department managers, supervisors, or health officers may use an alternate format to document an area-specific exposure control plan as long as all elements of this checklist are incorporated into the plan. The area-specific exposure control plan must be reviewed and followed at all times by each faculty, staff, and student employee working in the building/work area, and made available for review by employees, Human Resources and the Environmental Health and Safety (EHS) Office.

SECTION 1: GENERAL INFORMATION

Department:	All MBH Science Departments and Programs
Plan Prepared By:	Sciences Safety Working Group
Date Prepared:	August 18, 2020
Locations/Building Utilizing Plan:	McCardell Bicentennial Hall



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.
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In addition to designated health officers in each department, the Middlebury College EHS coordinator 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. 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.
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SECTION 4: DAILY HEALTH CHECK

Prior to coming to work, all faculty and staff must complete a daily health check. This daily health check requires an individual to verify they have no [symptoms of COVID-19](#) and have not been in close contact (defined as less than 6 feet for more than 15 minutes) with an individual who is positive for COVID-19.

All employees must complete a daily health check that includes the following questions (a convenient online tool is available at go.middlebury.edu/healthcheck):

- 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? If an employee does not have access to a thermometer, they should contact their supervisor or health officer to make arrangements for a temperature check when they arrive at work.
- Any close contact with a person infected or suspected of having COVID-19 in the previous 14 days?

If faculty or staff develop any symptoms while at work, they must leave immediately and notify their supervisor or department manager, who should compile a list of people the employee has had prolonged close contact with (defined as less than 6 feet for more than 15 minutes) in case this information is needed for contact tracing.

SECTION 5: MAINTAIN LIST OF EMPLOYEES ON CAMPUS

Each department/work area is required to have a method in place to easily produce a list of employees who have worked on campus in the situation there is a positive COVID-19 case that requires contact tracing. Contact tracing would require a list of individuals who were close contacts (within 6 feet for at least 15 minutes) of the person who tested positive. Examples of methods that can be used are daily department work schedules, online attendance logs, card swipe information for the building (if available), etc.

Name of person(s) responsible for maintaining a list of employees who have worked in McCardell Bicentennial Hall.	Cathy Ekstrom
Describe the method used to identify potential contacts.	Employee building access records are maintained through card swipe system logs.



SECTION 6: FACE COVERINGS

Face coverings must be worn by all individuals on campus, in both indoor and outdoor locations. **Currently the only exceptions are when an individual is working in a private office alone or when an individual is eating and physically distanced from others.** Wearing a face covering does not replace the need for physical distancing (remaining six feet away from others).

Supervisors/managers should contact the area health officer or the Environmental Health and Safety Office if cloth face coverings are needed for your department.

Instruct employees and students on how to wear face coverings properly to be effective and avoid the spread of germs: wash hands before putting on a face covering, be sure mouth and nose are fully covered, hook loops around ears or secure ties snugly, do not touch the cloth face covering or pull it down while in public, and 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.

For laboratory operations that involve working with hazardous materials, users should consider using disposable masks to avoid the risk of contaminating an individual's regular cloth face covering.

SECTION 7: HAND HYGIENE

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

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.) or eat with unwashed hands.

SECTION 8: 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.
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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.

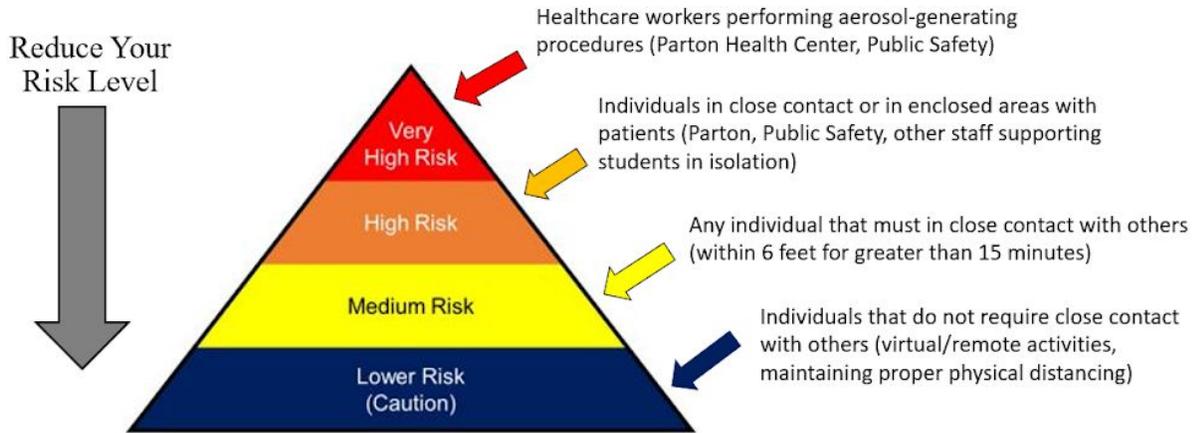
Cleaning/Disinfecting Supplies Used	Required Contact Time on Surface for Disinfectant	PPE Needed While Using Cleaner/Disinfectant
70% ethanol	15 seconds	Disposable gloves to prevent drying of skin in cases of frequent or prolonged usage.

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 go.middlebury.edu/sds.



SECTION 9: HAZARD ASSESSMENT FOR COVID-19 EXPOSURE

All work activities must be assessed for risk of exposure to COVID-19. This occupational risk pyramid is used to assess exposure. As an individual performs different tasks throughout the day, their exposure risk may change. Make changes to work areas and work practices (engineering and administrative controls) to reduce the risk level for employees who are working on campus. Whenever possible, use physical distancing to move the risk level to low.



Very High Risk and High Risk Exposure Levels

Employees in the Very High Risk and High Risk exposure levels require additional safety training, personal protective equipment (PPE), and department specific safety protocols. Contact the Environmental Health and Safety Office for guidance.

Medium Risk Exposure Level

All work activities that fall into the **medium risk exposure category must be closely evaluated** to determine if engineering or administrative controls can be used to reduce the exposure risk to low. The following work activities could be considered medium risk, check all that apply in your area:

- Required close contact with others due to workstation location (<6 feet for >15 minutes)?
- Tasks requiring two or more people to be within close contact (<6 feet for >15 minutes)?
- High frequency or duration of required contact/transactions with the general public?
- Workstations in high traffic areas with frequent exposure to others?



SECTION 10: IMPLEMENT CONTROL MEASURES TO REDUCE RISK

Any tasks identified as medium risk in the previous step must be closely evaluated. Physical distancing can move the risk level of the employee performing the task from medium to low.

Employees must observe **strict physical 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 physical 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.

No congregation of employees shall be permitted on site.

Location or work activity	Administrative control measures implemented to reduce exposure
<u>Offices</u>	To maintain physical 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.
<u>Copier rooms, kitchenettes, and similar common areas</u>	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.
<u>Instrument labs and prep rooms</u>	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.
<u>Research labs</u>	Individual faculty are responsible for evaluating the potential exposure risk of activities conducted in their research lab and for implementing an appropriate control plan. Faculty must also implement a disinfection plan for those areas and activities where gloves are not worn. Mitigation methods to consider include scheduling specific times for each individual to perform an activity and setting



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	staggered work hours to ensure that 6 feet of physical distancing can be maintained at all times.
<u>Teaching labs and classrooms</u>	Remove or block chairs and other seating, and rearrange furniture as necessary to enable physical 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.
<u>Laboratory Stores stockroom, including deliveries</u>	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.
<u>Vivarium</u>	A supplement to this Exposure Prevention Checklist has been implemented, with its different requirements applying only to work within the vivarium.
<u>Greenhouse</u>	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.
<u>Shops</u>	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 disinfected before being signed out and again upon return.
<u>Vehicle use</u>	Only one employee at a time shall occupy a vehicle used on college business, unless approved



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	by the supervisor or department manager. (Vermont state requirements allow a maximum of three people per vehicle with the use of cloth face coverings being required).
<u>Public spaces, including elevators, Great Hall, study lounges, bathrooms, drinking fountains, hallways, and stairs</u>	Cleaning and disinfection of these spaces will be performed by Custodial Services. Furniture will be removed, rearranged, or blocked to facilitate physical distancing. No more than two persons, both wearing face coverings, may occupy an elevator at any one time. Except for bottle filling stations, drinking fountains will be shut off or blocked. 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 courteously wait or move back to the doorway or landing until the other person has passed.
<u>Activities requiring close proximity to others</u>	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.
<u>Activities performed by contractors</u>	Contractors are required to submit a contract addendum form and their own exposure prevention plan for approval. Requests for contracted work should be routed through Tim Wickland or Cathy Ekstrom.
<u>General visitors</u>	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.



<u>Science Library</u>	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.
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SECTION 11: EMPLOYEE TRAINING

- Employees must have completed the required SafeColleges (<https://middlebury.safecolleges.com/login>) courses before working on-site.
 - COVID-19 Safety Policy and Health Pledge
 - COVID-19 Update: Returning to Work Safely training program

Employees must have been trained on the information in this area-specific exposure control plan and understand all required department protocols.

NOTE: Employees who perform work activities in the very high risk or high risk exposure levels 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.