

Update on Staff Operations

Bennington College - Human Resources

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TO: All Staff

FR: Heather Faley, Director of Human Resources

We look forward to sharing a number of updates with you during Wednesday's virtual All Staff Meeting. However, in the meantime, we wanted to share information on Vermont's most recent update to the "Stay Home, Stay Safe" order.

The State of Vermont is taking a phased approach to reopen the economy. On Friday, April 14th, the Governor introduced the second phase of the restart plan. While many of the key provisions of the original 'Stay Home, Stay in Place' order remain in place, there are several new provisions. Below is a summary of the changes that are required as part of the State's restart plan as well as information on our existing staff operations plan.

Staff Operations

- The staff operations plan that is currently in place will remain unchanged. Staff working remotely will continue to do so. Schedules for staff working in key essential departments such as Buildings & Grounds, Campus Safety, and Dining Services remain unchanged.

Staff Illness/Staff Contact with individuals who are sick

- Staff who are sick or symptomatic with COVID-19 related symptoms such as fever, cough and/or shortness of breath must remain at home and are encouraged to contact a healthcare provider for guidance. Staff who are sick should not come to campus for any reason until cleared by their health provider and approved to return to work by Human Resources.
- Staff who may become sick with COVID-19 related symptoms while at work must immediately notify a supervisor and stay isolated from other staff until such time that the College can safely escort the employee off-campus.
- The updated State regulations indicate that employees who have been in contact with any individual who has been diagnosed with COVID-19 should immediately contact their

supervisor and Human Resources. These individuals will be required to self-isolate for 14 days and will not be permitted to return to campus until cleared by their health provider and approved to return to work by Human Resources.

Safety Provisions

- Employees must wear face coverings over their nose and mouth when in the presence of others.
- Employees must observe strict social distancing of six feet while working.
- Employees must wash hands and/or use sanitizer before entering and leaving the workplace.
- With the exception of the student shuttle, only one staff member may be in any vehicle at any time.
- The updated State regulations require all employees to complete a mandatory training on health and safety requirements related to COVID-19. Employees will be required to complete the online training by May 4, 2020. Further details will be provided in a forthcoming communication.

Facilities

- Common spaces and equipment must be cleaned at beginning, middle and end of shifts and prior to transfer from one person to another. This is important for those sharing computers, copiers, scanners and other equipment. Individuals working on campus should take responsibility for cleaning shared equipment after use. If needed, cleaning supplies may be obtained from Buildings & Grounds; please contact buildingsandgrounds@bennington.edu with any requests.
- All common areas of campus (including staff break rooms) will remain closed.
- Employees are not permitted to congregate on campus.
- Signs have been posted on all building entrances to remind our community that no one may enter the facility if they have symptoms of respiratory illness. With the exception of essential staff, all other employees must receive prior approval from Campus Safety to come on campus for any purpose.

Thank you, as always, for your help in keeping our community healthy. Please speak with your manager or Human Resources about any concerns or questions regarding these updates.