Bennington College is committed to providing a healthy and safe work environment. To that end, the College will follow the Vermont Department of Health and CDC guidelines regarding return to work protocol for employees. We have developed the following expectations for the first phase of our return to work planning.

**Employee Health and Safety Training**


**Employee Health Screening**

- Prior to the commencement of each work shift, pre-screening and health survey shall be required to verify each employee has no symptoms of respiratory illness (fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, sore throat, new loss of taste or smell). At the present time non-contact thermometers are in short supply, however employers shall immediately order, and use their best efforts to obtain, thermometers in order to conduct routine temperature checks.
- Employees will be required to self-screen and certify the results by completing a [daily health screen form](https://www.cdc.gov/coronavirus/2019-ncov/workplaces-guidance.html) each day before leaving for work/campus. Employees who are unable to access the form remotely should speak with their manager directly to arrange an alternative process that meets these requirements. Employees must conduct a temperature check and must confirm that their temperature is within a range that does not exceed 100°F. Employees must also certify that they are asymptomatic for respiratory illness (fever, new/worsening cough, shortness of breath, sore throat, chills/muscle pain, or new loss of taste or smell). Employees shall not report to, or be allowed to remain at, work if sick or symptomatic. Employees who are symptomatic should contact their health provider and should notify their supervisor. In the near future employees will be able to complete the daily screen through an app more to come.
- Employees may use their own thermometer to conduct the temperature check or may request a [thermometer](https://www.cdc.gov/coronavirus/2019-ncov/workplaces-guidance.html) from the College. Employees who are not working on campus or coming to campus on a given day are not required to submit a daily health screen form.

**Employee Illness**

- Employees shall not report to, or be allowed to remain at, work if sick or symptomatic (fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, sore throat, new loss of taste or smell).
- No symptomatic or COVID-19 positive employee is allowed on site and any employee who has contact with a worker or any other person who is diagnosed with COVID-19 is required to quarantine for 14 days.

**On the Job Expectations/Requirements**
• Employees must observe strict social distancing of 6 feet while on the job.
• Employees must observe the occupancy limits in designated common areas, such as break rooms and Dining Services so that occupants maintain strict social distancing of no less than 6 feet per individual. Employees are required to wipe down their area after use (or the College shall ensure cleaning of the common areas at regular intervals throughout the day.)
• Employees must wear face coverings over their nose and mouth when in the presence of others.
• Employees handwashing or hand sanitization is required frequently including before entering, and leaving, job sites. All common spaces (when open) and equipment, including bathrooms, frequently touched surfaces and doors, tools and equipment, and vehicles must be cleaned regularly and, when possible, prior to transfer from one person to another, in accordance with CDC guidance.
• Employees must observe the signs posted at all entrances that clearly indicate that no one may enter a campus facility if they have symptoms of respiratory illness.
• If working in a campus building that does not have a mechanical ventilation system, staff should open doors and windows to promote air flow to the greatest extent possible but should first contact Buildings and Grounds for guidance and questions. The College will limit the number of people occupying a single indoor space; employees must observe this limit.
• No more than 2 people shall occupy one vehicle when conducting work. Vehicle occupants should be seated as far away from each other as possible, wear masks, and keep windows open as practicable.
• Use of shared workspaces, desks, offices, etc. is discouraged to the maximum extent practicable.
• Employees will work staggered work shifts and take staggered break times where possible.
• Face-to-face staff meetings should be limited, and physical distancing must be observed.
• Employees should refrain from using other employees’ phones, desks, tools and equipment.
• Where possible, departments will designate select employees to work remotely in order to maintain a safer and lower-density on-campus population.

Business and Personal Travel

• All Bennington College-sponsored travel for faculty and staff will be limited. Travel requests will be reviewed by the Provost (for faculty) and the Director of Human Resources in conjunction with the employee’s direct supervisor and senior staff representative (for staff) prior to departure to determine the necessity of the travel.
• The College will suspend business travel (both domestic and international) to any area it determines to be a health risk (based on guidance from the VT Department of Health, CDC or other State or Federal entities).
• Employees who travel outside of their immediate area for personal reasons may be subject to self-quarantine for 14 days. Employees must notify their supervisor if they plan to travel. In some cases, the
employee may be required to use their own vacation or leave time to cover this absence. For more information about how to quarantine, visit the Vermont Department of Health’s quarantine chart.

Alternate Work Arrangements

- Employees may request a temporary schedule change including an adjustment to your work hours or work schedule. Requests should be submitted to your manager.
- Eligible employees with individual health concerns may request a workplace accommodation by contacting Human Resources.

Reporting Concerns

Bennington College believes that employees have a shared commitment to ensuring the health and safety of our campus community. To report health and safety concerns or concerning behavior of an individual who is not adhering to the established safety protocol, please contact your supervisor.