

Trinity College Employee Community Commitment

The COVID-19 global pandemic makes this an unprecedented time to work and/or live on a college campus. In order for us to keep ourselves and our community members as safe and healthy as possible, we must commit to ways of living, learning, and working that actively promote the health and safety of students, faculty, staff, and members of the greater community. This is a commitment like no other: each of us must accept responsibility to actively promote our own good health and actively contribute to the good health of all others.

Expectations

Employees are required to adhere to the following guidance from the Centers for Disease Control and Prevention (CDC) and the state of CT:

- The best way to prevent illness is to avoid being exposed to this virus.
- The virus is thought to spread mainly from person-to-person:
 - Between people who are in close contact with one another (within about 6 feet).
 - Through respiratory droplets produced when an infected person coughs, sneezes or talks.
 - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 - COVID-19 may be spread by people who are not showing symptoms (either presymptomatic or asymptomatic).

Wash your hands often

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

Avoid close contact

- Avoid close contact with people who are sick
- Maintain a 6-foot (2 meters) distance between yourself and other people at all times when possible.
- Remember that some people without symptoms may be able to spread virus.
- Keeping distance from others is especially important for people who are at higher risk of getting very sick.

Use of face coverings

- Everyone must wear a cloth face cover on campus unless alone in an enclosed area. The face cover must cover both mouth and nose.
- The cloth face covering is meant to protect you from others who are infected as well as other people from you in case you are infected.
- You could spread COVID-19 to others even if you do not feel sick.
- Continue to keep about 6 feet (2 meters) between yourself and others in all work settings. The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes

- If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect

- Clean AND disinfect frequently touched surfaces daily.
- Cleaning materials will be provided in your work area.

Commitment to the Community

As a faculty or staff member of the Trinity community, I will do my part to limit the spread of COVID-19 by making my own health and safety and that of others a priority. I will abide by any federal, state, local and Trinity public health guidance and protocols. I recognize that guidance and protocols will likely change, sometimes abruptly, based on the status of the public health crisis, and I agree to stay informed and to follow any new guidance and protocols. Specifically, I agree to the following:

Testing and Contact Tracing

- I will participate in regular, routine COVID-19 testing, through the Trinity testing program.
- I will use only my own Trinity identification card when accessing any buildings and spaces on the college campus that require swipe access.
- I will participate in the contact tracing program as requested and I will share complete information with contact tracers about others who may be exposed.

Self-Isolation and Self-Quarantine

- I will keep my health and safety and that of the Trinity community in mind when I consider participating in activities outside of work that may increase the risk of infection, and will adhere to all public health guidance regarding such risks, including but not limited to travel and size of gatherings.
- If I test positive for COVID-19 I will report this result to Human Resources. If I am required to isolate, or I learn that I have come into close contact with someone who has tested positive for COVID-19 and am required to quarantine, I will follow Trinity's direction relative to my specific situation.

Health and Hygiene

- I will complete [Trinity's health and safety training program](#) as part of my return to campus.
- I will screen myself daily for symptoms using Trinity's [symptom checking tool](#) before I arrive on campus each day.
- If I have symptoms, I will not go to work and I will follow Trinity's guidance on how to proceed.
- If I develop symptoms while at work, I will leave immediately WITHOUT speaking to my supervisor or others, and contact my supervisor from off campus when I am in a safe location to do so.
- I will practice good personal hygiene consistent with public health protocols, such as frequent hand washing for twenty seconds, use of hand sanitizers before and after leaving campus buildings, and wiping down surfaces in my workspace.

Social Distancing and Face Coverings

- I will maintain whenever feasible a distance of six feet between myself and any other person.
- I will wear an appropriate face covering in all shared work and community spaces and only remove it when I am in an enclosed space alone.
- I will adhere to all protocols Trinity establishes for in-person meetings.
- I will follow directional signs on pathways and in buildings.

Acknowledgement

As a member of the Trinity community, I will do my part to limit the spread of COVID-19 by making my own health and safety and that of others a priority. I will abide by any federal, state, local and Trinity public health guidance and protocols. I recognize that guidance and protocols will likely change, sometimes abruptly, based on the status of the public health crisis, and I agree to stay informed and to follow any new guidance and protocols.

- I understand that I must follow Trinity’s guidance, directives and protocols at all times in order to reduce the transmission of COVID-19.
- I understand that even with all the protections implemented by Trinity College and my compliance with those protections, it is possible that I may be exposed to and contract COVID-19
- I am aware that updated guidance and additional information, including support resources that may be useful at this time, can be found on [Trinity’s Return to Work website](#).
- I understand that if I have a concern regarding working on campus or I want to share information regarding a specific situation, I must contact my manager or Human Resources.
- If I am not able to follow the outlined protocols, I will not be able to work on campus and will work with my manager and human resources regarding my specific situation.
- While Trinity will make every effort to support employees through this difficult time, I understand that the discipline process may be applied when employees do not demonstrate adherence to the health and safety protocols.

Employee name (print) _____

Employee signature _____

Date _____