



Revised May 27, 2020

## Maritime Institute of Technology and Graduate Studies COVID-19 Policy for Students, Guests, Contractors, and Employees

The Maritime Institute of Technology and Graduate Studies (“MITAGS”) is committed to doing what is reasonably possible to provide a safe and healthy workplace for all its employees and students. Toward that end, we have developed the following procedures for MITAGS in response to the COVID-19 pandemic. All employees and students are responsible for assisting in implementing and complying with this plan. Our goal is to prevent, to the extent possible, the potential for transmission of COVID-19 on our campus, and that requires full cooperation among our staff and students.

### *Screening Procedures/Policies for Employees or Students Exhibiting Signs and Symptoms of COVID-19*

Before employees return to work, or students arrive for a training stay on campus, employees and students are asked to self-screen their health status by carefully considering the following questions: If an employee or student answers yes to questions 1, 2, or 7 they will not be permitted on the MITAGS campus. *If yes for questions 3-6, please provide details.*

1. Are you currently feeling SICK?	YES	NO
2. Have you had any of the following symptoms in the last 24 hours?	YES	NO
• Fever	YES	NO
• Cough (not due to allergies)	YES	NO
• Sore Throat	YES	NO
• Shortness of Breath	YES	NO
• New Loss of smell or taste	YES	NO
• Chills	YES	NO
• Repeated shaking with chills	YES	NO
• Muscle Pain (not related to physical activity)	YES	NO
• Headache	YES	NO



3. Have you traveled internationally in the last 14 days? (Count the transit time on the vessel from your last foreign port of call.)	YES	NO
4. Have you had close personal contact with anyone that has traveled internationally in the last 14 days?	YES	NO
5. Have you traveled outside of your local area in the last 14 days except for coming here?	YES	NO
6. Have you had close personal contact with anyone that has traveled outside of your local area in the last 14 days?	YES	NO
7. Have you had close personal contact with anyone who has been diagnosed with COVID-19 or who is exhibiting symptoms (fever, cough, sore throat, etc.) in the last 14 days?	YES	NO

Employees and students may be subject to a temperature check daily when entering the office and/or classroom; refusal to participate will result in the employee or student not being allowed to enter the office, attend classes, or stay on campus. The employee or student's temperature will not be recorded or logged. If the temperature check reveals the employee or student has a fever (a temperature of 100.4 degrees or more), the employee or student will be directed to report home or to their sleeping room, and will be required to wait until he or she has experienced 72 hours without a fever (without aid of medicine) before he or she returns. In the case of employees, to the extent telework is possible, employees will continue to telework until a return to campus is possible.

If the employee or student appears to be exhibiting signs or symptoms of COVID-19 (i.e., fever, cough shortness of breath), an employee or student may be directed to complete a screening assessment to answer questions regarding whether the employee or student is experiencing COVID-19 related symptoms. The employee or student must complete an additional questionnaire, if requested. If the responses to the questionnaire reveal that the employee or student is exhibiting signs or symptoms of COVID-19, he or she will be directed to report home or to their sleeping rooms until signs or symptoms of COVID-19 subside. In the case of employees, to the extent telework is possible, employees will continue to telework until a return to campus is possible.

MITAGS strongly suggests that an employee or student get tested if they are experiencing signs or symptoms of COVID-19, to the extent testing is available. If an employee or student tests positive for COVID-19, the employee or student is obligated to inform MITAGS immediately upon receiving the test results. MITAGS will then inform the employee or students who have had close contact with that employee or student of possible exposure (i.e., within 6 feet for a prolonged period of time in the last 48 hours before symptoms started) and tell them to self-quarantine for 14 days.



If COVID-19 tests are not available, the employee or student who exhibited COVID-19 symptoms will only be allowed to return to campus when the employee or student has had no fever without use of medicine for 72 hours, respiratory symptoms have improved, and at least 10 days have passed since the employee or student's COVID-19 symptoms first appeared. Alternatively, if COVID-19 diagnostic tests are available, the employee or student will be allowed to return to campus if the employee or student no longer has a fever (without aid of medicine), respiratory symptoms have improved, and the employee or student experienced two negative tests for COVID-19 in a row (at least 24 hours apart). The name of the employee or student who tested positive will be kept confidential consistent with applicable law.

The return to campus guidelines above are based on current Centers for Disease Control ("CDC") guidance and therefore will be modified as CDC updates its guidance.

### *Physical Distancing*

All employees and students will be directed to follow physical distance protocols at all times in the office and while on campus, primarily by keeping a distance of no less than 6 feet from other employees or students at all times. All workspaces will be arranged to comply with these guidelines. In the case of employees, face-to-face communication for work purposes should be minimized to the extent possible if the communication can happen effectively over the phone or by other electronic means. In the case of students, gatherings in groups of ten or more should be avoided, and if not feasible, students should wear masks at all times and limit time spent close to one another. Also, employees or students should avoid using other employees' or students' phones, desks, offices, or other work tools and equipment. Access to common areas and other shared work equipment and tools will be limited, when possible, to minimize the number of employees or students using them.

To further accomplish the goals of physical distancing, employees will be working in staggered work schedules as determined by the MITAGS' Executive Director. This schedule will be subject to change and may be modified from time to time at the discretion of the MITAGS' Executive Director. If an employee wishes to have a specific accommodation to their schedule on any given week, this will be considered by the MITAGS' Executive Director on a case-by-case basis in light of the circumstances, the needs of other employees, and the needs of the MITAGS office in general.

Persons who have not acknowledged and accepted this COVID-19 Policy are prohibited from coming on-site and any documents required to be provided to employees or students under applicable federal law will be delivered through means other than personal delivery and pick-up.



Common restroom use should be limited to one person at a time and employees or students should coordinate to avoid having more than one person at a time use the restroom

#### *Face Masks/Coverings*

All persons in the building must wear an appropriate face covering in the public areas and classrooms at all times. If an employee or student forgets to bring a face covering, the front desk will supply one at check-in. All face coverings must be “plain” with no pictures or writing.

#### *Respiratory Etiquette/Handwashing*

All employees and students are strongly encouraged to wash their hands thoroughly with soap and water frequently throughout the day, but especially at the beginning and end of their trainings or work, prior to and after any lunch breaks, and after touching common surfaces and equipment or tools. All employees and students are also strongly encouraged to cover their mouth and nose with their sleeve (i.e., into the elbow) or use a tissue when coughing or sneezing and to generally avoid touching their eyes, nose and mouth with their hands. Tissues should be used once and disposed of immediately in proper trash receptacles. Hands should either be washed or sanitized afterward.

#### *Cleaning, Disinfectant and Sanitization Protocols*

Employee or students will have the responsibility to sanitize their own personal workstations. All common areas will be cleaned by assigned staff daily. MITAGS will make all reasonable attempts to provide disinfecting supplies throughout the accessible common areas, classrooms and work stations, subject to availability. MITAGS will engage an outside cleaning service to do a thorough cleaning of the entire building on a regular basis.

If an employee or student has tested positive for COVID-19, MITAGS will engage an outside cleaning service as soon as reasonably possible to perform a thorough cleaning and sanitization of the building areas that the employee or student used prior to testing positive.

#### *High-Risk Employee and Leave Requests Generally*

In the case of employees, if an employee (or a person with whom the employee lives or provides care) believes they are at high-risk for severe complications arising from a COVID-19 infection, the employee may request an accommodation for their work schedule in the office. Such requests will be considered on a case-by-basis and will depend in part on the needs of the office, the ability for the employee to complete all job assignments remotely and the ability to coordinate with the work schedules of other employees. The granting of such requests will be up to the sole discretion of the MITAGS Executive Director and will be considered consistent with applicable law.



The privacy of a person making an accommodation request will be kept confidential consistent with applicable law and no adverse employment action or other retaliatory action will be taken due to a person making an accommodation request.

Any leave requests will be handled consistent with MITAGS's general leave policies as set forth in its Employment Manual, with the understanding that additional types of leave are now available under federal law as a result of the COVID-19 pandemic. MITAGS will address such requests consistent with applicable law. Employees will be only be paid for work outside the office if (1) the MITAGS Executive Director has permitted an employee to work remotely or as an accommodation to specific requests from a high-risk employee, or (2) the employee is taking paid leave under MITAGS's leave policies and applicable law.

Due to the nature of the required training and housing provided by MITAGS, in the case of students, we are unable to make further accommodations beyond those that will routinely be in place. If a student (or a person with whom the student lives or provides care) believes they are at high-risk for severe complications arising from a COVID-19 infection, we encourage the student not to attend on-campus training. MITAGS offers blended learning courses to facilitate continued education from home.

#### *Violations of COVID-19 Policy*

The MITAGS Executive Director is the person responsible for monitoring and implementing all MITAGS's COVID-19 Policies. If the MITAGS Executive Director is not on-site, the MITAGS Executive Director will designate a specific employee to monitor compliance in his absence. Any violations of the above COVID-19 Policies by employee or students are required to be reported directly to the MITAGS Executive Director. Employees or students may also report such violations to the MITAGS Executive Director's designee, who will report them to the MITAGS Executive Director. The MITAGS Executive Director will remind the reported employee or student that all policies need to be followed at all times. Any violation of the above COVID-19 policies will be treated like any other violation of MITAGS's Employment Manual or training policies and may be subject to disciplinary action, up to and including termination.

The privacy of any person reporting a violation of the COVID-19 policies, and the employee or student that is the subject of the report, shall at all times be respected and shall be treated confidentially, to the extent possible and only disclosed to the extent permitted by law. No employee or student who makes such a report shall be subject to retaliation or any adverse employment action based upon making such a report.



**ACKNOWLEDGEMENT OF RECEIPT OF COVID-19 POLICIES AND RELEASE**

I, \_\_\_\_\_, acknowledge that I have received and read the MITAGS' COVID-19 Policy ("the Policy") and agree to comply with the Policy. I acknowledge the contagious nature of COVID-19 and understand and accept the risk that I may be exposed to or infected by COVID-19 while on the MITAGS campus and that such exposure or infection may result in my illness, disability, or death. I also acknowledge that the Policy is designed to minimize the probability of contracting COVID-19 while working, attending classes, or rooming on the MITAGS' campus and that it is critical that the Policy be followed at all times in order to maximize the effectiveness of the policies and procedures described in the Policy and to best protect me and those around me. I understand and agree that the Policy may be amended from time to time, in the sole discretion of MITAGS and I agree to be bound by any such amendments when they are provided to me.

I further agree that the Employment Manual or training policies to which I am bound continue to control, except to the extent superseded by the provisions of the Policy and that no oral or written statements may supersede the terms of the Policy or the Employment Manual or training policies.

Date: \_\_\_\_\_

\_\_\_\_\_  
Name of Employee or student

\_\_\_\_\_  
Signature of Employee or student