**COVID-19 Exposure Prevention, Preparedness and Response Plan**

Marietta College takes the health and safety of our employees very seriously. As you know, we have been taking actions due to COVID-19 now for several months. The spread of the Coronavirus or COVID-19, a respiratory disease, requires all Marietta College faculty and staff to remain vigilant and alert. The education industry has been deemed “essential” during this declared national emergency. In order to be safe and maintain operations, we have developed a COVID-19 plan to be implemented throughout the college. The administration is monitoring available US Center for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA) guidance on the virus.

All of our employees must abide by various housekeeping, social distancing and other best practices while we are at work. The CDC currently identifies the following as symptoms of COVID-19: fever (100.4°F or higher); chills; cough; shortness of breath or difficulty breathing; fatigue; muscle or body aches; headache; new loss of taste or smell; sore throat, congestion or runny nose, unless part of a known seasonal allergy; nausea or vomiting; diarrhea. The College expects, and you owe your colleagues, the following:

* Take your temperature and evaluate any symptoms you are experiencing **BEFORE** reporting to work.
* If you exhibit any of the above symptoms, **DO NOT COME TO WORK. SEEK MEDICAL ATTENTION.**
* If you experience any of these symptoms while at work, **LEAVE WORK AND SEEK MEDICAL ATTENTION.**
* If you have been in contact with someone diagnosed with or exhibiting symptoms of COVID-19, contact your supervisor for guidance **BEFORE** reporting to work.
* If you have a specific question about COVID-19, please ask your supervisor, the Office of Human Resources, or your Area Vice President.

Marietta College: 

William N. Ruud, President

Acknowledged that I have read, understand and agree to comply with the above expectations and COVID-19 Exposure Prevention, Preparedness and Response Plan described in this summary.

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Sign Name Date

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Print Name