

25⁺ YEARS



*Proudly Assisting
Vermont Enterprises
Since 1995*

P.O. Box 12 • Randolph Center, VT 05061-0012 • Tel 802-728-1432 • www.vmec.org

VMEC COVID-19 Policy

Rev 3.0

Released August 3, 2021

Updated based on CDC transmission rate guidance specifically with respect to the Delta variant. Rev 3.0 changes are highlighted in RED font.

Updated based on VOSHA's June 8, 2021 Memo: WORKPLACE SAFETY TOP 10 RECOMMENDATIONS RELATING TO COVID-19, and VT Governor's announcement of VT Forward Plan Step 4.

Purpose and Scope:

The purpose of this Policy is to provide COVID-19 related guidance for VMEC staff and VMEC Service Providers. Guidance in this policy apply anytime VMEC or VMEC Service Providers are working on a Vermont Technical College or any Vermont State Colleges System campus, or at a client or partner location such as for sales meetings and delivery, or any private or public event venue such as for meetings, events or workshops during the COVID-19 pandemic period. VMEC's priority is the health, safety and well-being of VMEC Staff, Clients, Service Providers, and Community.

Background:

VMEC's policy is intended to be in accordance with Vermont Occupational Safety and Health Administration (VOSHA), Center for Disease Control (CDC), Vermont Department of Health (VDH), and ACCD guidance.

On April 6, 2021, Governor Phil Scott released the [Vermont Forward reopening plan](#) to help Vermonters and local businesses see the path for a phased return to unrestricted travel, business operations, and event gatherings. The plan uses vaccination milestones to ensure a safe easing of restrictions and continued reopening of the state's economy.

As of May 1, 2021, Universal Guidance was released for most sectors, including Manufacturing, Distribution and Professional Services, which are the sectors most frequented by VMEC staff and service providers.

On June 8, 2021, VOSHA issued a memo with the subject line [Workplace Safety Top 10 Recommendations Relating to COVID-19](#) that outlines a recommended employer policy (for non-healthcare or institutional employers) that is in accordance with the Center for Disease Control (CDC) guidance and incorporates the



*Providing Systems and Solutions to help Vermont Manufacturers
Innovate, Plan, Perform and Grow*



25⁺ YEARS



*Proudly Assisting
Vermont Enterprises
Since 1995*

P.O. Box 12 • Randolph Center, VT 05061-0012 • Tel 802-728-1432 • www.vmec.org

VT Forward Plan Universal Guidance. VOSHA emphasizes that VT employers (this includes VMEC, VMEC clients, partners, event venues, VTC, etc) may choose to implement practices that exceed CDC guidance.

On June 14, 2021, Vermont achieved the milestone of more than 80% of eligible Vermonters having received at least the first dose of a COVID-19 vaccine and Governor Phil Scott authorized the immediate move to Step 4 of the Vermont Forward Plan, lifting business, gathering, and travel related restrictions, nearly two weeks ahead of schedule. The Universal Guidance was removed from the VT ACCD website.

On August 2, 2021, two counties in Vermont surpassed the transmission rates designated by the CDC as “substantial”. From CDC: “To maximize protection from the Delta variant and prevent possibly spreading it to others, wear a mask indoors in public if you are in an area [of substantial or high transmission](#).”

VMEC COVID 19 Policy:

Items 1 has been adjusted to align with the CDC guidance released on July 27, 2021 referencing transmission rates. Other items refer to the VOSHA June 8 Memo. All are customized for VMEC.

Items 11 through 13 below are additional, specific VMEC policy items.

1. VMEC staff or VMEC Service Providers **MUST** wear masks while working indoors in all areas with [“Substantial”](#) or high transmission rates. VMEC staff or VMEC Service Providers are encouraged to wear masks while working indoors in any area, even if fully vaccinated.
2. VMEC staff and VMEC Service Providers are also required to take into consideration their vaccination status. Unvaccinated individuals must wear a mask. By choosing not to wear a mask, an individual is attesting that they meet the definition of fully vaccinated. The CDC defines an individual as “fully vaccinated” two weeks after receiving a second dose of a two-dose vaccine, or two weeks after the single-dose Johnson & Johnson vaccine.
3. VMEC staff and VMEC Service Providers must monitor [COVID symptoms](#) daily, and **MUST STAY HOME IF SICK** regardless of vaccination status.
4. VMEC strongly encourages good hygiene practices including frequent handwashing or hand sanitization including when entering or leaving jobs sites and the VMEC office; and regular cleaning of frequently touched surfaces.
5. VMEC staff and VMEC Service Providers who have not been fully vaccinated should continue to wear face coverings and maintain six foot distance from others. Unvaccinated individuals should review the [“Protect Yourself and Others”](#) page on the VT Department of Health for prevention steps to reduce the risk of COVID-19.

P.O. Box 12 • Randolph Center, VT 05061-0012 • Tel 802-728-1432 • www.vmec.org

6. VMEC staff and VMEC Service Providers are reminded that if they are immunocompromised (or live with someone of such a condition) they may voluntarily wear a mask and physically distance themselves, even if they have been vaccinated.
7. VMEC will allow for reasonable accommodations to assist staff who are either unvaccinated or immunocompromised to maintain a safe and healthy workspace. VMEC staff or VMEC Service Providers are encouraged to speak with any member of the VMEC Leadership Team about any concerns they may have related to COVID-19 safety at work or this policy.
8. VMEC’s expectation is that all Staff and VMEC Service Providers will respect and support their colleagues, clients or other sites that maintain more cautious practices.
9. Any medically related work on a worksite (company medical offices, first aid applications, VTC health offices etc.) continues to be under the more restrictive masking and personal protective equipment (PPE) requirements as outlined through the [OSHA Universal Precautions](#).
10. VMEC Leadership will frequently monitor the state’s COVID guidance at accd.vermont.gov.
11. When VMEC staff or VMEC Service Providers are planning to be at a client site, they should request and review the company’s COVID-19 Policy and other visitor policies. Preferably, this is done prior to going on site.
12. VMEC Staff and VMEC Service Providers should always carry a mask in case it is needed.
13. If the VMEC staff member or VMEC Service Provider discovers when they arrive at a facility or work location or at any time during their time on site that proper COVID-19 health practices (or any other safety practices) are not being followed or they have any concerns about their health and safety, they may excuse themselves and state their need to reschedule. VMEC encourages all staff and service providers to be prepared for how to handle these situations, if they arise.

REVISION HISTORY

[SOURCE DOCUMENT](#):

- Revision 1.0 06/21/2020 P. Giavara First Draft and Deployment
- Revision 1.1 08/21/2020 C.Wuthrich On Page 1 Adjusted verbiage from “risk perception” to “have different risks as it relates to COVID-19”
- Revision 1.2 09/10/2020 C.Wuthrich “if needed, policy to practices...and maintaining record of contacts for 30days (per ACCD)
- Revision 1.3 09/28/2020 C. Wuthrich Updated Links and added Example email
- Revision 2.0 06/15/2021 C. Wuthrich archived Revision 1.3 of the VMEC’s On Site Covid Policy. P Giavara created a new document, Revision 2.0, of VMEC’s COVID policy with scope extended to all VMEC staff and Service Provider activities outside of their home office and largely based on the June 8, 2021 VOSHA memo on workplace safety and employer policy recommendations.
- Revision 3.0 08/03/2021 : C.Wuthrich drafted adjustments based on CDC transmission rate guidance specifically with respect to the Delta variant. Rev 3 issued by P Giavara.**