



### **Belmont Abbey College Internship Addendum: COVID-19 Preparedness Plan**

Belmont Abbey College takes the health and safety of our students very seriously. In response to the increasing spread of COVID-19 (coronavirus), we are taking the following steps to mitigate the potential of transmission of COVID-19 between the student intern and the internship site.

#### **A. Student Intern Responsibilities:**

1. Familiarize yourself with your internship site's Exposure Prevention, Preparedness, Response Policies and Procedures for COVID-19.
2. Discuss with your Internship Supervisor prior to the beginning of the internship any specific requirements for your particular function and safety protocols.
3. Be aware of the CDC (Center for Disease Control) preventative guidelines listed below.
4. If you feel that you are unable to meet the safety requirements of your internships site, notify the Office of Career Services and Internships immediately.
5. If you have been diagnosed with COVID-19 or exposed to someone diagnosed with COVID-19, immediately quarantine yourself and report this information to both your site supervisor and the Office of Career Services and Internships.

#### **B. Internship Site Responsibilities:**

1. Educate student intern of your organization's Exposure Prevention, Preparedness, Response Policies and Procedures for COVID-19.
2. Treat student intern in the same manner as other employees in terms of providing any personal protective equipment (PPE).
3. Communicate any changes to the policies in a timely manner to student intern.
4. Be aware of the CDC (Center for Disease Control) preventative guidelines listed below.
5. The site must provide at least a ten day written notice to terminate the internship.

**Prevention:** The following preventative information is directly from [www.cdc.gov](http://www.cdc.gov). There is currently no vaccine to prevent coronavirus disease (COVID-19). The best way to prevent illness is to avoid being exposed to this virus. However, as a reminder, CDC always recommends everyday preventative actions to help prevent the spread of respiratory diseases, including:

- Avoid close contact with people who are sick. Keep 6 feet between yourself and others.
- Avoid touching your eyes, nose, and mouth.
- Stay at home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using regular household cleaning spray or wipe.
- Wash your hands often with soap and water for at least 20 seconds, especially after using the restroom, before eating, after blowing your nose, after coughing, or after sneezing.
  - If soap and water are not readily available, use an alcohol-based hand sanitizer.

- Follow the CDC’s recommendation for using a cloth face cover
  - CDC recommends covering your mouth with a cloth face cover when around others.
  - Cloth face covers should not be placed on children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.
  - The cloth cover is meant to protect other people if you are infected.
  - Do not use a facemask meant for a healthcare worker.
  - The cloth face cover is not a substitute for social distancing.

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Intern Signature

Date

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Supervisor Signature

Date

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Faculty Intern Advisor

Date