

Externship Site Form

Thank you for serving as an externship site for Cummings School veterinary students. We greatly appreciate you contributing to the education of our students, particularly under the current COVID-19 conditions. We ask you to complete this form so that we may approve the externship. It is essential for us to record the safety policies that you have in place and we have summarized the safety protocols that our students are required to follow. After you have completed this form, please send back to the Office of Academic Affairs via email:

CummingsElectives@tufts.edu. We must have this form on file before the student begins their externship with you.

Importantly, students are required to follow Cummings School safety policies as minimum and they must also follow any additional requirements that you have in place relating to COVID-19.

SUMMARY of COVID-19 SAFETY PROTOCOLS that students are required to follow

Refer to the *Cummings School Policy on Personal Protective Equipment Related to COVID-19* and *Guidelines on Containment and Mitigation Strategies during the COVID-19 Pandemic*

I. PERSONAL PROTECTIVE EQUIPMENT (PPE)

1. Students must wear a mask at all times at the externship site. The minimum acceptable mask is a cloth mask that meets the CDC guidelines. It must adequately cover the mouth and nose, and fit snugly to the face. Students will be provided with cloth masks.
2. Face shields must also be worn when working within six feet of another person for extended periods of time (>15 minutes). When surgical masks are worn when required for specific clinical activities, goggles may replace a mask. Students will be provided with a face shield.
3. Gloves are not required on a routine basis.
4. Protective outerwear such as scrubs, lab coats, and coveralls must be worn when working at the externship site, but not as students travel between home and work.

II. PERSONAL HYGIENE

1. Wash hands with soap and water or use hand sanitizer for at least 20 seconds.
2. Do not touch your face unless you have just washed your hands.
3. Cough into a tissue or the crook of your elbow.
4. Avoid handshakes and other direct contact.
5. Clean high touch surfaces regularly.
6. No shared food.

III. PHYSICAL DISTANCING

1. Maintain at least six feet distancing between individuals and avoid direct contact.
2. If working within six feet, additional face/eye protection as noted above is required.

IV. MONITORING

1. Students who are sick or unwell for any reason are required to stay at home.
2. The Office of Academic Affairs must be notified immediately if students have been exposed to COVID-19.
3. Students must report to the Office of Academic Affairs that they are ill and provide details in accordance with the established central reporting system.
4. Students are expected to take their temperature twice a day.

STUDENT RESPONSIBILITIES

1. To complete the Externship Approval Form and obtain the required approvals before traveling to the externship site.
2. To follow the Cummings School policies on PPE, personal hygiene, physical distancing, and monitoring at all times during the externship, as summarized above and explained in greater detail in the full policies that have been made available.
3. To follow any additional COVID-19 safety policies or protocols of the externship site.
4. To bring their own PPE (provided by Cummings School) and outerwear.
5. To cancel or postpone the externship if they have recently been exposed to COVID-19 or are unwell for any reason.

EXTERNSHIP SITE SAFETY PROTOCOLS

Please provide a brief description of the COVID-19 safety protocols that you have in place.

PPE:

PERSONAL HYGIENE:

PHYSICAL DISTANCING:

MONITORING:

METHOD OF INTERACTING WITH CLIENTS (if applicable):

STATEMENT ON EXTERNSHIP SITE RESPONSIBILITIES

Please check all boxes and sign at the bottom

- We have been informed that Cummings School will instruct students to cancel their travel if the number of people infected or hospitalized with COVID-19 has increased in your local area over the previous two weeks.
- We understand and accept that students must follow all Cummings School safety policies relating to COVID-19 while on-site.
- We are following state and CDC guidelines on PPE, personal hygiene, physical distancing, and monitoring and we will ensure compliance of our personnel with safety protocols while the student is present. Students have been instructed to inform us of unsafe conditions and leave the externship site if they are at higher risk of acquiring COVID-19.
- It is agreed that we will notify the Office of Academic Affairs immediately if the student is exposed to someone who tests positive for COVID-19 and/or exhibits symptoms of the disease, and we will provide any information that the school requests in relation to this exposure.
- Students should not have direct person-person interaction with clients unless necessary. If person-person interaction is required, students must have on additional PPE (face shield) or remain at a distance of 6 feet, and clients must be wearing a face mask/covering.

Signed:

Signature

Date

NAME:

POSITION:

EMAIL:

TELEPHONE: