SKIDMORE COLLEGE

Close Contact Log

Individuals must maintain a continuous log of every person, including essential visitors, with whom they have close contact. Close contact is defined as a meeting or discussion within 6 feet for a cumulative total of 15 minutes or more over a 24-hour period. Incidental or brief contact, such as passing in the hallway, is not considered a recordable event (e.g. deliveries that are performed with appropriate PPE or through contactless means). The intent of this log is to establish an accurate record for traceability.

Individuals must email their log to HR (hr@skidmore.edu) on a weekly basis for retention. Student employees should submit their close contact logs to their direct supervisors. If you have close contact with anyone sneezing, or who presents any substantial symptoms of the virus, HR should be contacted immediately to begin the process of addressing a potential positive individual – regardless of the time of exposure.

Date	Time	Employee Name	Name of close contact person (include phone no. if not a Skidmore employee)

11.24.20