

Memorandum

Date:

To: Rowan University

From:

Subject: COVID Work Plan for Federal Work Study Experiment (FWS-EXP) Student Workers

We have outlined a plan to monitor employee safety with specific attention to protection against the spread of Covid-19 and addressed the following: Social Distancing measures

Safety Protocols (wearing of masks, use of plastic dividers, cleanliness, other protocols)

We will communicate all safety measures to the FWS students we supervise in the following way:

A description of the work the FWS student worker is engaged in

We will notify the student worker and Rowan University of exposure in the following way:

Additional documentation is ___ is not ___ attached.

We are in direct contact with Deniz Dennery, Program Assistant, Office of Career Advancement (dennery@rowan.edu) office phone 856-256-4334, cell phone 609-221-2531 and know to contact Bob Bullard, the Director of the Office of Career Advancement (bullardr@rowan.edu) office phone 856-256-4227 with any concerns.

Name and signature of Supervisor _____

Name and address of Organization _____

Contact information _____