

Conducting Candidate Interviews during the COVID-19 Public Health Emergency

Conducting Safe On-Site Interviews amid COVID-19

Search committee meetings and candidate interviews will be conducted virtually and not in person during the COVID-19 public health emergency.

After the search process is complete and an offer has been extended, the finalist may request a campus visit. This request may be approved with the following conditions:

- Candidates coming to campus should be asked to complete a COVID-19 test with a negative result within one week of traveling to campus.
- Travel should be limited to driving where feasible. Air travel should only be used as a last resort. If air travel is used, the candidate will be asked to rent a car for the duration of his or her visit.
- Identify and give directions to a parking lot identified specifically for visitors to use when on campus.
- On-campus meetings should maximize virtual technology for group meetings when feasible. If in-person meetings are required, then consider outdoor venues, where feasible, as a safer option. Any indoor in-person group meetings should be conducted in a setting limited to four people with social distancing of at least six feet. All participants should wear cloth masks.
- If necessary, the candidate and hiring manager/search committee chair may share a meal.
- Personal tours of facilities will be limited to the hiring manager/search committee chair, and current Healthy at Work guidelines should be followed at all times (e.g., do not shake hands, remain six feet apart, etc.).
- Frequent handwashing should be followed, and hand sanitizer should be readily available.
- Explain that in order to maintain social distancing, everyone should avoid shaking hands even though it breaks with normal protocol.
- Clean and disinfect frequently touched surfaces. This includes tables, doorknobs, light switches, countertops, desks, phones, keyboards, etc.
- If possible, identify a specific entrance limiting unneeded travel in buildings.
- Attention must be given to any Kentucky or other local travel bans where the candidate resides.

Health Screen Prior to the Interview

On the day of the scheduled meetings, Berea College employees will conduct their normal daily health check prior to coming to work. The primary on-campus contact for the candidate will telephone the candidate and ask the candidate to answer the following questions:

- Have you come into close contact (within six feet) with someone known to have had a laboratory-confirmed COVID-19 diagnosis in the last 14 days?
- Are you experiencing any of the [COVID-19 symptoms](#) identified by the Centers for Disease Control and Prevention?
- If the candidate answers affirmatively to any of the above, all meetings must be conducted virtually.

This policy shall remain in effect until further notice.

For questions about staff interviews, contact Steve Lawson at lawsonst@bera.edu; for questions about faculty interviews, contact Matt Saderholm at saderholmm@bera.edu.