

GW Internship and Part-time Job Safety Guidelines 2020-2021

We recognize that students will engage with the broader DC community as part of their college experience, even during the COVID-19 pandemic. In response to COVID-19, many organizations (including GW) are changing their operations to prioritize safety.

GW Career Services has developed student guidelines for internships, part-time, and off-campus Federal Work Study positions to assist all students as they consider opportunities during the 2020-21 academic year. These guidelines prioritize safety while still accomplishing learning objectives and professional development goals.

1. When possible, work remotely. Students should discuss with their supervisor if a position can be completed remotely for the entire placement period. Career Services has [articles to help students find and make the most of remote positions \(PDF\)](#).
2. If a position is in-person, or has the potential to shift from remote to in-person, students should understand if, when, and how in-person responsibilities are fulfilled. Students should ask their supervisor relevant safety questions before a placement begins, such as:
 - a. What are the employer's safety protocols in response to COVID-19? Are these protocols similar to those utilized on GW's campus? Do these protocols follow updated recommendation from the state/local governments?
 - b. How does the employer expect students to protect themselves and others? What equipment, if any, will the employer provide? Are students expected to provide their own equipment?
 - c. If the student becomes ill, or comes into contact with someone who is ill, what are the employer's expectations for continued service?

Students who do not feel safe or comfortable with an employer's responses, or students who feel unsafe at a particular site at any time, should immediately contact their on-site supervisor or the employer's HR Department. In addition,



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students should immediately contact their most directly-related GW contact to find a solution. GW contacts include:

- i. [Student employment](#) for off-campus federal work study positions;
 - ii. Faculty advisors for internships that include academic credit;
 - iii. Funding office (e.g., [KACIF](#) or academic program) for internships supported by GW funding; and
 - iv. [Career Services](#) for an internship or part-time position that is not otherwise affiliated with GW.
3. Stay abreast of [GW Campus Advisories](#) for timely updates and comprehensive safety information as well as federal resources such as the [CDC COVID-19 website](#), [OSHA COVID-19 guidance \(PDF\)](#), and [EEOC COVID-19resources](#).

[Guidelines for employers](#)

