

Institution: Essex County College

Date **RE-Submitted: 08/25/2020**

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### Components of Institutional Plan for Restart Checklist

- |  |                                     |
|--|-------------------------------------|
| 1. General Safeguarding                              | <input checked="" type="checkbox"/> |
| 2. Screening, Testing, and Contact Tracing Protocols | <input checked="" type="checkbox"/> |
| 3. Instruction                                       | <input checked="" type="checkbox"/> |
| 4. On-Campus Residential Housing                     | <input checked="" type="checkbox"/> |
| 5. Computer Labs/Libraries                           | <input checked="" type="checkbox"/> |
| 6. Research  | <input type="checkbox"/>            |
| 7. Students Services                                 | <input checked="" type="checkbox"/> |
| 8. Transportation                                    | <input checked="" type="checkbox"/> |
| 9. On-Campus Dining                                  | <input checked="" type="checkbox"/> |
| 10. Study Abroad and International Travel            | <input checked="" type="checkbox"/> |
| 11. Athletics  | <input checked="" type="checkbox"/> |
| 12. Other Information/Appendices                     | <input type="checkbox"/>            |

By signing below, the institution certifies that all statements provided are true and correct and that the institution will comply with all applicable requirements set by the Governors Executive Orders.

\_\_\_\_\_  
Signature of President or Appropriate Designee

\_\_\_\_\_  
Date

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## General Safeguarding

**How will the institution implement general safeguarding measures during each stage?**

### **Stage 1**

#### **Personal Protection Equipment**

- Students, staff, and visitors will be required to wear a face covering at all times, except when inhibited by the individual's health. Only those who can wear face coverings will be allowed on campus; others will be accommodated virtually.
- Students who cannot wear a face covering should contact the Office of the Differently-abled for alternate arrangements.
- If faculty, staff, students, or visitors cannot afford face coverings the college will provide a disposable face covering upon entry.
- There will be designated, securely locked and monitored rooms to store adequate stockpiles of personal protective equipment and EPA approved cleaning supplies. This includes, but is not limited to: face coverings, gloves, hand sanitizing dispensers, sanitizing wipes, sanitizing spray, replacement soap for bathroom dispensers and all other cleansing and sanitizing agents necessary for general cleaning and sanitizing.

#### **Movement through the College**

- Essex County College locations have four multiple entrances. Staff, students, and visitors will be required to wear a face covering/mask at entry and to log their name, department, reason for visiting, and time of visit.
- The College will install physical barriers, such as sneeze guards and partitions in areas where it is difficult for individuals to remain at least 6 feet apart. This includes classrooms, and student service centers (i.e. Enrollment Services).
- The College will provide physical guides, with floor and markers and signs on walls to ensure that individuals always remain at least 6 feet apart.
- All individuals are required to practice social distancing wherever possible.
- Elevators
  - To maintain adequate social distancing, until the implementation of Stage 3, the College will encourage persons to limit elevator capacity to three people at a time.
  - Signs will be posted to encourage elevator riders to use the hand sanitizing dispensers immediately adjacent to the elevators. Sanitizing dispensers are located on each floor near elevator doors and throughout the College near restrooms, offices, classrooms, etc.
- Space Sharing
  - Gatherings
    - Virtual group events, gatherings, or meetings will be the preferred method.
    - Non-essential visitors, volunteers, and activities involving external parties will not be permitted.
  - Telework and Virtual Meetings

- Telework will be encouraged for as many faculty and staff as possible, especially employees at higher risk for severe illness from COVID-19.
- Whenever possible, in-person meetings will be held with video or tele-conference calls.
- Student events will be limited to virtual spaces.

### **Cleaning and Sanitization**

- Housekeeping and Facility Services
  - Facilities Department inspections, cleaning, and maintenance will include:
    - a. Scheduled building tours to ensure that major environmental systems are working
    - b. Maintenance and repairs following CDC, NJ public health, and ASHRAE guidance.
    - c. The College will provide adequate supplies, including, but not limited to, soap in restrooms, hand sanitizers containing at least 60 percent alcohol, paper towels, tissues, disinfectant wipes, cloth face coverings (as feasible), and no-touch trash cans. The College will maintain, when feasible, at least a six-month supply of products.
    - d. Cleaning and disinfecting frequently touched surfaces (e.g., door handles, sink handles, drinking fountains, grab bars, hand railings, bathroom stalls, and dining hall tables) between uses as much as possible. The College is in the process of upgrading all bathroom doors, faucets, and flushing mechanisms to be touch free.
    - e. Depending on the course offerings permitted by any waiver obtained from the Office of the Secretary of Higher Education, the College will develop a cleaning schedule to match the alternating class schedules. Classrooms will be disinfected after every class meeting as much as practical.
    - f. The College will provide disinfecting wipes in each classroom designated for instruction for waived courses. Students, faculty, and staff will be encouraged to use disinfectant wipes on desks, lab equipment, shared objects and surfaces before the start of class.
- Air Quality
  - The College will implement additional strategies for air filtration and HVAC systems. Strategies include UV lamps, modified humidity control, and airflow management. All modifications will be made during Stage 1 and Stage 2, before students/staff return to campus.
  - The College will perform HVAC filter replacement as follows:
    - a. Main filters will be replaced every six months.
    - b. Secondary filters will be replaced every three months.
- Clean Water

Drinking fountains will be cleaned and disinfected on a regular basis, however faculty, staff and students will be encouraged to bring their own water to minimize use and

touching of water fountains. The drinking fountains were recently replaced, and all have the option of filling water bottles. As per the standards put forth by the Secretary of Higher Education, water fountain spouts will be disabled, with only the bottle filling feature enabled.

### **Child Development Center**

The Center closes to students during Stage 1 and may offer students remote learning opportunities.

### **Communication/Training**

- Training
  - In Stage 1 Human Resources Department offer staff members COVID-19 remote training via SafeColleges platform. These mandatory courses cover coronavirus awareness, managing stress and anxiety, preparing households for COVID and transitioning to a remote workplace.

### **Bathrooms**

Restrooms are made generally available subject to the restrictions and safeguards below.

- The College is renovating bathrooms throughout the Newark Campus. The new bathrooms will include a variety of hands-free features, including hands-free faucets and anti-microbial touch-free hand dryers. Currently, 12 bathrooms have been completed and are now available to students and staff.
- To adhere to social distancing, bathroom capacity on all campuses will be reduced by 50%, with every other stall and sink faucet closed for spacing.
- In restrooms (via posters) hand hygiene and respiratory etiquette will be emphasized, including:
  - The use of hand sanitizer that contains at least 60% alcohol.
  - The College will encourage students, faculty, and staff to wear a face covering. When face coverings are not feasible, to cover coughs and sneezes with a tissue or use the inside of the elbow. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
    - Student events will be limited to virtual spaces.

### **Communication and Training**

- Training
  - In Stage 1 Human Resources Department offer staff members COVID-19 remote training via SafeColleges platform. These mandatory courses cover coronavirus awareness, managing stress and anxiety, preparing households for COVID and transitioning to a remote workplace.
- Communication
  - The College will post signs in highly visible locations (e.g., building entrances, restrooms, and dining areas) that promote everyday protective measures and describe how to stop the spread of germs (such as wearing a cloth face covering). Additional examples of protective measures include:

- a. Discouraging the sharing of items that are difficult to clean or disinfect.
- b. Avoiding the sharing of electronic devices, books, pens, and other learning aids.
- c. Multimedia campaign educating community members about behaviors that prevent spread of COVID-19 when communicating with faculty, staff, and students in accordance with the Clery Act.
- d. The College will distribute to the College community, contact information for the COVID-19 Emergency designee, the Director of Public Safety.
  - In addition to trainings the College will distribute the community protocols pertaining to COVID-19, including policies for social distancing, entering the campus, and managing potential infection.

### **Stage 2 and 3**

The College will continue general safeguarding all practices pertaining to Personal Protective Equipment, Movement through the College, and Cleaning and Sanitization from Stage 1 across all locations.

### **General Facilities**

- Modified Layouts and Traffic Patterns
  - To accommodate increased traffic and occupancy associated with Stages 2 and 3, seating/desks will be placed 6 feet apart wherever practical. For lecture halls, the College will tape off seats and rows to ensure a six-foot distance between seats. In areas where students may queue, the College will place stickers on the floor indicating a distance of 6 feet.
  - The College will roll out a modified classroom assignment schedule. As only select courses will run on campus, the class schedule will be modified to host smaller classes in larger rooms on alternate schedules.
  - Facilities Department will review each available classroom to determine a capacity that complies with current social distance requirements and remove furniture to adhere to the guidelines. For example, traditional classrooms holding 24 students may be reduced to only hold 8, and science labs may be reduced to holding 12 students.
- The College will hold classes in specially designated areas with 30% - 50% capacity, including the Center for Technology (engineering labs), the third floor of the Yamba building (biology, chemistry, physics and vision care technology labs), and the Center for Health Sciences (nursing, physical therapist assistant and radiography labs). Other areas will be considered as needed.

### **Communication/Training**

- Training

- Student training is developed and distributed pertaining to new campus protocols, and available services. Students will be required to complete an online orientation before returning to campus.
  - Short videos about safety protocol, hand sanitizing, proper usage of masks, protocol of coming on campus will be developed and distributed to students, faculty and staff, beginning with the start of the Fall 2020 academic term.
  - In Stage 2 and Stage 3 of the Restart Plan, additional staff mandatory trainings will be added, including a required training on PPE use and new social distancing protocols, and policies.
- Communication
    - The steering committee heading this recovery will continue to meet throughout the academic year, ensuring not only a safe return to campus but on-going consistent and relevant communication with the College community.
    - For the purpose of preparing the campus for increased traffic and occupancy, Marketing and Facilities will collaborate to create and implement media channels to inform procedures, CDC guidelines, and policy changes throughout the campus. This includes a new print media, repurposing of existing digital signage resources, and implementation of new digital signage resources.

### **Child Development Center**

- The Child Development Center (Daycare Center) will open during Stage 2 and 3 but will not enroll more than 48 students for in-person learning.
- Drop Off Procedure:
  - Families will line up outside according to their schedule.
  - Parent/guardian will not be allowed into the building at any time during the COVID-19 pandemic.
  - Designated staff will survey parent/guardian or adult designees.
  - Children will be visually inspected for signs of illness which will include flushed cheeks, rapid or difficulty breathing, fatigue, lethargy or discomfort.
  - Parent/guardians or adult designees bringing child to school will be surveyed about the child's possible exposure to Covid-19.
  - The adult designee or parent/guardian escorting the child to the Center will bring the child to the door and step back from the door 6 feet when the door opens.
  - The child will move to the entrance to be screened for fever and a second visual scan for signs of illness.
  - Temperatures will be taken using an infrared thermometer. Staff conducting screenings for fever and illness will wear PPE equipment of mask, face shield, gown and gloves. Infrared thermometer will be used to screen for fever.

- Staff will change gloves after each screening.
- Any child with a fever will be sent home and not permitted to enter the center.
- Children that are cleared for entry will be guided to the front entrance of the Center where teachers are waiting. A log will be maintained and submitted to the Office of Licensing on a daily basis.
- All staff will be screened each morning upon arrival. This will be inclusive of a COVID-19 survey.
- Space Sharing
  - The Center will contract with a food vendor for daily meals.
  - Family style eating will be discontinued. Food will be delivered to the Center in individualized containers for each child.
  - Children will use disposable utensils, plates and cups.
  - Classrooms will not be permitted to share equipment with other classrooms.
  - Children will receive individualized labeled art supplies.
  - Children's personal belongings will be labeled and stored in large plastic bags and bins and will be stored in their individual classroom cubbies.
- Center Cleaning/Sanitization
  - Cleaning of the Child Development Center will be in accordance with the Center for Disease Control's guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools and Homes guidance.
  - Teaching staff will increase the frequency of disinfecting and cleaning high-touch surfaces, such as door handles, light switches, faucets, rest-room toilets, counter tops toys and games that children will play with, multiple times and hourly, throughout the day. A checklist will be developed to document cleaning frequency.
  - Soft toys will be removed from the preschool and older toddler classroom as a preventive measure. Machine washable infant cloth toys will be laundered or disinfected after every use. Mouthed toys will be placed in a designated labeled bucket to be cleaned and sanitized before being reintroduced to the children for play.
  - Toys brought from home will not be permitted.
  - All bedding will be individually stored in the classrooms.
  - Sheets and blankets must be taken home daily to be washed.
  - Three sets of bedding will be required for each child's cubie.
  - Children are required to have 3 complete sets of clothing in the Center daily.
  - Required posters and checklists will be used as reminders for compliance.
  - A hygiene station will be set up in front of the Center for daily use by staff and students to sanitize hands upon entry of the Center.
  - Staff will consistently reinforce healthy hygiene practices throughout the day. Students will wash hands regularly throughout the day.

- Teaching staff will teach, model and reinforce covering coughs and sneezing among the children. All surfaces will be disinfected before meal preparation and feeding, using approved Center for Disease Control approved products.
- Staff will wash hands and wear gloves before and after meal preparation and feeding.
- During rest time, children's cots will be positioned alternately, head-to-toe to minimize exposure between children.
- Children's cots will be cleaned and sanitized daily.
- Visitors
  - Visitors will not be permitted to enter the Center during Center hours. This includes families, work-study students, Fall nursing students, daily cleaning facilities personnel, repair staff not working in the Center, therapists, photographers and persons that provide onsite learning and enrichment for students.

## **Screening, Testing, and Contact Tracing Protocols**

**Please describe the planned testing and tracing protocol for the institution, including details regarding how you plan to collaborate with your state/local health department for contact tracing and notification of positive tests or viral outbreaks either on campus or among the campus community.**

### **For All Stages**

- The College will maintain entry-point logs of visitors, students, and staff. In addition to keeping logs, staff will continue to use the Kronos system to clock in and out while on campus. While the College will continue to work with local authorities, it is also looking into potential digital resources to assist with contact tracing (i.e. “COVID-19 Contact App”). Finally, the Director of Human Resources will maintain communication, to the extent allowed by the law, with self-reported College students or staff diagnosed with COVID-19.
- In accordance with applicable federal, state and local laws and regulations, the College will notify local health officials, faculty, staff, and students immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA), FERPA or and other applicable laws and regulations.
- Faculty, staff, and students with COVID-19 symptoms upon entry (such as fever, cough, or shortness of breath) will be immediately quarantined by Public Safety. Individuals who are sick will be sent home or to a healthcare facility, depending on their symptoms. If a presumed/diagnosed COVID patient occupied an area in the College past the screening area, such areas used by the presumed sick person will be closed for at least 24 hours before cleaning and disinfecting. The area will not reopen to the public until after it is sanitized. When illness is reported, sick faculty, staff, or students will not return to in-person classes or return to campus, or end isolation until they have met CDC’s criteria to discontinue home isolation (14 days).

### **What screening measures will be in place? How will you communicate these screening protocols to stakeholders?**

- A pre-check self-questionnaire, temperature checking, and attendance log will be incorporated in the screening and tracing protocols.
- Individuals presenting with symptoms of COVID-19 will not be granted entry into the College.
- Students, faculty, staff, and visitors will receive educational information on how to self-monitor for symptoms upon entry in the building.
- Trainings for students, staff, and faculty will also focus on CDC guidelines regarding self-monitoring and screening.

### **What will be the testing protocol?**

The College will provide temperature screening only, staff and students will be referred to the County for free COVID-19 testing. At this time, the College shall not rely upon antibody tests in its decision making, in accordance with CDC guidelines.

### **How will the institution house or transport exposed or ill residential students and plan for timely reporting, while maintaining confidentiality?**

- Public Safety will make the determination as to when, how and where to transport an ill student or staff, and the secure medical emergency transportation resource. Individuals may be transported to a medical facility or other location designated by the Director of Public Safety as necessary.
- Following CDC recommendations<sup>1</sup>, Public Safety will be equipped with the necessary PPE, and trained to handle possibly contagious individuals. PPE will include a NIOSH-approved N95 filtering respirator, facemask, face shield, gloves, and gown. Prior to transportation, the ill student will be quarantined in a sufficiently spaced waiting room. A discreet exit will allow for contained transportation of the ill person without exposing additional individuals to the potential infection.

### **How will the institution log students, faculty, staff, and visitors to help facilitate contact tracing?**

- Contact tracing protocols will be developed by the appropriate municipality health departments: the Newark Department of Health and Community Wellness and West Caldwell Department of Health.
- A log of persons entering the building will be maintained by Public Safety and used to assist in contact tracing/reporting. Names (verified by identification), municipality of residence, and times of entry and exit will be logged by the College to facilitate contact tracing efforts.
- The Human Resources Department will act as a liaison between the rest of the College community and the respective Departments of Health to facilitate reporting and contact tracing.

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<sup>1</sup> [https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/disinfecting-transport-vehicles.html?deliveryName=USCDC\\_10\\_4-DM26172](https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/disinfecting-transport-vehicles.html?deliveryName=USCDC_10_4-DM26172)

## Instruction

During Stage 1, Essex County College will prohibit all in-person instruction, including labs, clinical rotations and other curricular activity unless a waiver has been approved by the Secretary of Higher Education. Courses and programs without a waiver will be primarily delivered with a combination of the Moodle and Zoom platforms. Computers may be made available on loan for pick-up to those students who do not have access to one at home.

During Stage 2 and Stage 3, Essex County College will permit in-person instruction in a manner consistent with Executive Orders Nos. 155 and 175. Courses may also continue to be offered via use of Moodle and Zoom. Students and instructors will have the option to participate remotely to the extent practicable. Courses set with in-person instruction will maintain the ability to revert to fully remote instruction should operations move to Stage 1. The Vice President of Academic Affairs will review courses which involve activities in which students are more physically or verbally active than usual to determine additional safeguards which must be implemented.

Students and Faculty must complete mandatory COVID-19 training relating to proper practices prior to participating in in-person instruction in any Stage of the reopening plan.

### **For in-person courses, how will you ensure the institution is complying with the social distancing and other general safeguarding measures for classrooms?**

- Students, faculty and staff must inform the College if they have traveled to certain areas or show symptoms of COVID-19. Student or staff with visible COVID-19 symptoms will not be permitted on campus and will be offered alternative instruction.
- The classroom layouts, staggered schedules, and cleaning cycles have been modified to accommodate social distancing and adequate time for room disinfection.
- Faculty will be encouraged to use microphones and amplifier systems to be heard through face coverings.
- Students, faculty and staff will be encouraged to use hand sanitizers as needed.

### **How will you accommodate faculty and students who are immunocompromised, or at high-risk for COVID-19, or have received a positive diagnosis of COVID-19, and are thus unable to attend classes in-person?**

The College will continue to offer credit and non-credit courses in remote learning, online learning, or hybrid modalities. In Stage 2, In-person instruction will be available and customized hybrid learning format will be limited to some courses. The Academic Affairs area, in a careful and guided manner, will decide how many courses/sections as well as which courses and the number of students, will be allowed on campus each time/day/week during Stage 2 and 3. During stages 2 and 3, the College will utilize the

appropriate modality for a course section depending on the needs of the students and the instructor, including:

- In-person instruction offered in a manner consistent with Executive Order 155 and 175.
- “Remote” learning courses will convene synchronously via zoom at the regularly scheduled time.
- “Online” courses will continue to offer an asynchronous learning curriculum.
- “Hybrid” courses will provide asynchronous learning and face-to-face learning experiences. They will be scheduled in alternating schemes to accommodate the reduced capacity of classrooms. For instance, a hybrid class with 14 students meeting Mondays and Wednesdays may meet as follows: 7 students may meet on Monday, the 7 remaining students may meet on Wednesday. Three scenarios will be made available for science lab sessions for lengthy experiments.
  - Students separated in 2 sections, with 10 minutes in between sections to sanitize spaces.
  - Students separated into two labs, and the faculty manages both rooms using Zoom.
  - The experiment is extended over 2 weeks, with alternating student schedule.
  - To ensure quality rigorous course work, faculty will be trained in distance learning best practices, as well as the use of digital teaching resources.
- All Essex County College classrooms are equipped with computers, wireless access points, and interactive projectors. The resources available in each classroom allow for synchronous accommodations for students not able to return to campus due to health restrictions. Students will have the option for complete remote instruction if requested.
- For students who self-identify, the Differently-abled Support Services office will provide reasonable accommodations to assist students complete their course. If students are unable to complete the course, the option for an “In Progress” grade that would allow the course to be completed at a later defined time frame should be explored.
- The College will engage in an interactive process to determine a reasonable accommodation for faculty and staff who provide medical evidence that they are immunocompromised or at high risk for COVID-19, or have received a positive diagnosis of COVID-19 and therefore not able to provide in-person instruction or service. Such accommodation may include remote instruction or work assignment.

**How will you encourage social distancing through signage and layout of classrooms?**

- Classroom layout will be fitted to accommodate CDC guidelines.
- Social distancing will be normalized through multimedia messaging on campus (including posters throughout the College), daily reminders via email, and reinforcement of PPE use by public safety. Further, ongoing trainings for students, staff, and faculty.

**How will you ensure high-touch areas and shared surfaces in classrooms are cleaned and sanitized after every use?**

Please refer to the General Safeguarding, Cleaning and Sanitization section of this plan for further details.

## **On-Campus Residential Housing**

**How will you reduce capacity in on-campus housing facilities to the extent practicable in accordance with Executive Order 155? Please list your overall occupancy rate and your reduced occupancy rate.**

In Stage 1, no students will be allowed to reside in on-campus residential facilities, except those enrolled in a course/program with an in-person waiver, or those with extenuating circumstances already on-campus.

In previous years, the maximum occupancy rate for student-athletes was 20 total students. For the Academic Year 2020-21, the reduced occupancy will be capped at 10 total student-athletes, a reduction of 50%, to provide proper social distancing. Two students will be assigned per apartment, to ensure maximum social distancing measures are taken for each apartment. A designated apartment will be kept vacant in the event a student in the house tests positive and must be quarantined.

**What criteria will your campus use to identify students for whom residential housing is necessary for an equitable education?**

International scholarship student-athletes will be afforded housing in compliance with NJCAA Letter of Intent and Grant-In-Aid regulations which affords Essex County College the ability to offer NJCAA Division I student-athletes housing, tuition, and meals as part of their athletic scholarship offer. These students have already been identified, recruited, offered, and approved for athletic-related aid by the Essex County College Athletic Department, which includes housing for those 10 identified student-athletes.

**How will the institution ensure infection prevention measures are followed in shared or common areas (such as residence halls kitchens, game rooms, bathrooms, etc.)?**

- In compliance with executive order 155, section 4, Item D, frequent cleaning and sanitation of residence common areas will be followed. Common areas of each apartment will be cleaned and sanitized twice per day by the on-site student-athlete housing assistant. Common areas/items include stairwell banisters, apartment door handles, kitchen areas, light switches, and the lobby to ensure all shared and high traffic areas are disinfected twice per day. Individual apartment bathroom and shower units will be cleaned and sanitized by residents after each use, utilizing supplies provided by the Facilities Department. The student-athlete housing assistant will coordinate with the Facilities Department to ensure an adequate inventory of supplies is kept on site.
- Signage will be placed in common areas, bathrooms, and kitchen areas reminding students to clean and sanitize areas, as well as to ensure proper hand-washing protocols are followed.

- The student-athlete housing assistant will conduct daily temperature checks, twice per day, logging and maintaining record all temperature checks. All records will be reported directly to the Director and Assistant Director of Athletics.
- Students will be strongly discouraged from socializing with students in other apartments.

**What steps will the institution take to minimize outside visitors to residence halls?**

Under all stages, no visitors will be allowed to enter the student-housing without prior approval and then, only those present for delivery, maintenance, or an emergency. Outside of those exceptions, no visitors will be allowed under any circumstances.

Prior to entry to the housing unit, all approved visitors must wear proper personal protective equipment (i.e. gloves and face coverings/masks), and receive a temperature check by the student-athlete housing assistant. If a temperature check exceeds 100.4 degrees Fahrenheit, entrance into the residence will be denied. Upon entry to the main entrance, it is recommended that all visitors utilize hand sanitizer on the wall, and thoroughly wash their hands upon entry to an individual apartment. PPE must be worn at all times in the housing unit.

**Describe routine cleaning measures to be implemented in on-campus housing, including communal bathrooms.**

Housing assistant will ensure that proper cleaning and sanitation recommendations are followed on a daily basis to reduce the risk of COVID-19 infection.

**What protocols are in place for residents who need to isolate and quarantine? Please list the amount of housing (single rooms/private bathrooms) available to house these individuals.**

The College will make testing available to students upon entry to the student residence facility and throughout their stay. Should a student test positive for COVID-19, the College will work with the Department of health to start contact tracing. In addition, the entire house and/or individuals who came in contact with that individual will be quarantined in their respective apartment and monitored for at least 5 days.

## Libraries/ Computer Labs

### What is your plan for operation of computer labs and libraries?

#### Stage 1

- Open computer labs and the library remain closed to the public.
  - The College created a computer loaner program. Computers and iPads were loaned to students at no charge for an extended period of time. The College will maintain this program until such time that the computer labs become available to students.
- Library is closed. Librarians continue to serve patrons remotely and are accessible through college email and telephone. Students and staff continue to have remote access to the databases for research purposes.
  - There is no access to physical collections/print materials in this Stage. Interlibrary loans remain suspended; photocopying services remain unavailable.
  - Contact-free return of print materials (books) available by drop box in the main lobby. Books will be quarantined for at least 72 hours. Library holds are waived on student accounts.
  - The Information Commons (IC) will remain closed to student use.
  - No tutoring is available in the Learning Center. Tutors continue to provide tutoring in an online platform for the duration of the fall semester; this parallels the delivery of instruction, which continues online for fall 2020.

#### Stage 2 and Stage 3

- Computer Labs may reopen subject to the following conditions:
  - Labs will have barriers between stations and will maintain a 30% capacity.
  - Antibacterial wipes and hand sanitizers will be made available.
  - Spray stations with aerosolized antibacterial solutions after each use.
  - Students will be limited to a 1.5 hour capacity.
  - Students will be able to make reservations for stations.
  - Cover keyboards and mice with protective liners for easy cleaning to the extent practicable.
  - A lab will be dedicated in which a reserved period of access is made available for high-risk individuals.
  - Glass barrier will be installed at front desk for safety of staff and students
- The Library/Information Commons will:
  - The Library may open in accordance with statewide overarching requirements for libraries. Patrons continue to have online access to librarians for support and to online databases for research.

- Library stacks remain closed to patrons in this stage. Books to be borrowed will be retrieved by staff from the stacks, checked out in the student/staff account and placed on a designated counter or delivery desk for contact-free pick up. All borrowed materials will be sanitized (sanitizing machine, UV wands) or quarantined for 72 hours before re-shelving.
- In anticipation of student return to campus, staff will implement protocols to receive students in the IC, and provide full service taking into account the need for continued precautions for general and individual cleaning and sanitizing, social distancing, and low-density occupancy. Information Commons will adopt the protocols used by computer labs for computers located in that space.
- Communal spaces are reconfigured to enforce social distancing requirements.
- A reserved period of access is made available for high-risk individuals.
- In-person tutoring may resume with the same conditions and safeguards used for in-person instruction during Stage 2 and Stage 3.

### **Stage 3**

In addition to Stage 2 conditions and safeguards, Computer lab and library capacity will increase to the maximum allowed by social distancing requirements.

#### **How will the institution implement social distancing measures and cleaning protocols in these facilities?**

- Following 6-foot social distancing guidelines, furniture will be rearranged, removed or blocked off to promote social distancing.
- Students and staff must always wear face coverings.
- Posting of social distancing guidelines throughout the building.

#### **How will the institution follow state occupancy restrictions in these facilities and reduce occupancy?**

Open Computer Labs, the Information Commons, and the Library all have dedicated staff at entrances. These staff members will be charged with maintaining occupancy standards, as well as enforcing social distance and PPE guidelines.

#### **How will the institution clean and disinfect high-touch areas in these facilities, such as computer terminals?**

- Students entering the premises will have access to antibacterial wipes to sanitize their stations, keyboards, and mice.
- Staff and students in these facilities will be required to sanitize stations after each use.
- All mice and keyboards will be equipped with plastic covers for easy cleaning.

#### **Will the institution utilize curbside pickup for libraries? If so, how will the plan for curbside pickup be implemented?**

- At this time the College is not participating in curbside pickup for libraries, and reserves are not available to students.
- Students have remote access to librarians and reference databases.

## **Research**

Essex County College does not engage in research.

## Students Services

### **What is the institution's plan for student services?**

- Student Services will remain virtual (online remote live) during Stage 1. The Clara Dasher Student Center will be closed to students during Stage 1. Student Lounge at the West Essex Campus will also be closed during Stage 1.
- In Stage 2, Student Life and Activities Office staff will be on campus using a staggered schedule approach. Services will be offered in person during limited hours or by appointment and virtually. The Student Center (Newark) and the Student Lounge (WEC) will be open for student support services only and other recreational areas and lounges will be closed during Stage 2 except as set forth herein. Students and staff entering the student center will be subject to screening, shall be required to wear face coverings and maintain social distancing at all times, utilizing communal open spaces to provide services. Spaces will be sanitized according to the facilities cleaning schedule.
- In Stage 3, the Student Center will open recreational areas and amenities as permitted by the Executive Order/Directive and/or Administrative Order that applies to the area or amenity. Such spaces will have enforced social distancing measures and will be subject to the same sanitization and cleaning protocols as other areas of the College.

### **How will student service departments reduce in-person interactions and implement safeguarding measures, particularly in waiting areas?**

In Stages 2 and 3, students will be encouraged to set up appointments in advance. Students and staff will meet in communal open spaces. All persons entering the student center will be subject to screening prior to entry. The sanitization the Student Center will be added to the facilities cleaning schedule. In addition, prior to opening the Student Center for student services, staff and students will be equipped with antibacterial wipes to sanitize desks and chairs as well as acrylic barriers (or equivalent) for additional social distancing.

### **How will students, staff and faculty who are immunocompromised, or otherwise in at risk category, or those with a positive diagnosis, be able to access student services remotely?**

All student support services staff have video conferencing accounts and will be equipped to provide remote counseling/services as needed – this is already in practice.

## **Transportation**

### **What is the institution's plan for transportation on campus?**

The College does not provide transportation services on campus to students or faculty. On occasion, the College will transport members of the staff to off-campus meetings. Moving forward, the College will no longer provide this service.

### **What is the protocol for transporting sick students who may reside on campus to essential appointments?**

Public Safety will work with the County to secure medical transportation for sick residents. Students will be equipped with PPE's for all trips.

### **What additional mitigation strategies will the institution take for shared transportation?**

#### **Stage 1 and 2**

The College will limit non-essential travel in accordance with state and local regulations and guidance. These limitations will not be lifted until Stage 3 of this plan.

#### **Stage 3**

Restricted to student athletes.

## **On-Campus Dining**

**What is your plan for food service and dining operations, including compliance with health and safety standards, as well as applicable Executive Orders?**

### **Stage 1**

On campus dining services, including vending machines, will not be available.

### **Stages 2 and 3**

- Vending machines will be turned on and made available and will be subject to a regular disinfecting schedule.
- The College recognizes that students may rely on the College food services for meals. To meet this need, the College expanded its food pantry, limiting grab-and-go services exclusively to students.
- Food service vendors will be required to make “grab and go” options available at all stages and shall not permit any buffet style dining or accessed to shared items such as condiments.
- Any food services on the College will continue to use disposable food service items (e.g., utensils, dishes).
- Six-foot social distance indicators will designate customer flow.
- All individuals entering dining facilities must wear face coverings.
- The College will limit the number of individuals in a single facility at any given time.
- Dining facilities will have one-way egress and traffic flows.
- Indoor and outdoor dining spaces will be made available to patrons subject to social distancing requirements and will be limited to faculty, staff and students.

**If you have on-campus student housing, how will those in isolation/quarantine access dining services?**

- All athletes on athletic scholarship will be provided a debit meal card to cover the cost of meals. Debit meal cards will be distributed in the form of pre-loaded debit cards by the athletic department, issued on a bi-weekly basis.
- A check requisition will be generated to purchase debit meal cards.
- Each Student-Athlete will sign upon receipt of debit meal cards bi-weekly distribution, confirming receipt of the card. Each distribution form, completed with all signatures, will be filed with receipt of the debit card purchase, and a copy of the check for accounting purposes. Replacements will not be offered for lost or stolen cards
- Meal cards are restricted to the same student-athletes occupying the housing unit.

**How will dining employees be trained on appropriate sanitization and social distancing practices and protocols?**

The College outsources dining services. In Stages 2 and 3, the hired vendor will be required to provide sanitization and social distancing practices and protocols. The vendor must also comply with all applicable State Executive Orders, as well as the CDC. The College will maintain responsibility for sanitizing indoor and outdoor dining areas on a

frequent and regular schedule in the hours those spaces are open to the College community.

**How will institutions limit the number of individuals in a single facility, both indoors and outdoors, in accordance with the state occupancy guidelines?**

Communal indoor spaces on all campuses and in the dormitories will remain closed until Stage 2 of this plan. In Stage 2, the shared spaces will be limited to 35% capacity, with staggered use. Indoor capacity of shared spaces will be monitored by Public Safety. At this time there are no plans to open outdoor spaces for occupancy. Should the College choose to use outdoor space, public safety protocols and procedures regarding occupancy (based on square footage of open space) will be applied and enforced. In Stage 3, such spaces will open to the maximum extent permitted by Executive Orders or Administrative Orders in effect.

## **Study Abroad and International Travel**

### **What is the institution's plan for study abroad programs, domestic and international travel?**

In March 2020, the China and Cuba Study Abroad programs were postponed. The Center for Global Education and Experiences will revisit launching study abroad programs in Stage 3.

### **How will the institution communicate with students and employees regarding changing travel restrictions?**

Limited faculty led travel may reopen in Stage 3. The Director of the Center for Global Education and Experiences is responsible for monitoring students' progress and access to international experiences; this includes direct and consistent communication with each student participating in the program. The College will follow CDC guidelines for abroad travel.

## Athletics

### What is the institution's plan for resumption of athletic programs on campus?

#### Stage 1 and 2

- Competitive Competition is cancelled for Fall 2020.
- The College gym will remain closed to students and staff.
- Student-Athlete Recruitment/Enrollment
  - Student-Athlete recruitment is ongoing for the athletic program and is being carried out by each respective coaching staff, and in coordination with various campus departments including Financial Aid, Bursar, Enrollment Services, International Admissions, and Testing.
  - Student-athlete scholarships are being awarded via normal channels: NJCAA Letter of Intent for both returning and incoming student-athletes
  - Athletic department staff is following up with each respective department to ensure all incoming and returning student-athletes are completing enrollment and registration requirements.

#### Stage 3

- Practice and competition will resume with the following tentative schedules:
  - NJCAA Men's & Women's Basketball
    - Practice will be permitted to begin starting January 11, 2021.
    - Competition will be permitted to begin starting January 22, 2021. Maximum of 22 games.
    - All regular season, region, and district championship competition completed by April 10, 2021.
    - NJCAA Men's & Women's Basketball Championships beginning April 19, 2021.
  - NJCAA Men's & Women's Soccer
    - Practice will be permitted to begin starting March 15, 2021.
    - Competition will be permitted to begin starting April 2, 2021.
    - Maximum of 14 games.
    - All regular season, region, and district competition completed by May 24, 2021.
    - NJCAA Men's & Women's Soccer Championships beginning June 2, 2021.
  - NJCAA Men's & Women's Indoor/Outdoor Track & Field
    - Practice will be permitted to begin starting January 4, 2021 for indoor and outdoor track & field.
    - Competition will be permitted to begin starting January 18, 2021 for indoor and outdoor track & field.
    - Maximum of 17 competition dates combined between indoor and outdoor track & field. NJCAA Men's & Women's Indoor Track & Field Championships held March 5-6, 2021.

- NJCAA Division I Men's & Women's Outdoor Track & Field Championships held May 11-13, 2021. NJCAA Division III Men's & Women's Outdoor Track & Field Championships held May 6-8, 2021.

**What is the institution's protocol for mandating frequent screening and testing for coaching staff and student-athletes?**

- Region XIX institutions will use the NJCAA Student-Athlete COVID-19 Daily Screening Questionnaire:
  1. Student-Athletes will be screened daily utilizing the recommended questionnaire and a thermometer. All questions must be answered and submitted. A student who fails to submit the daily questions will be ineligible to participate that day.
  2. All responses will be generated to Assistant Director Amber Heath via Microsoft Based Forms.
  3. Any flagged questionnaires will be further analyzed by Athletic Department staff, and that student would not be permitted to participate until cleared.
- Upon reopening, beginning of the 2020 Fall term, pending approval, the first two weeks of the term will be utilized to focus on course registration, add/drops, and education of student-athletes for return to activity guidelines and COVID-19 related health and safety protocols.
- 14 days of screening will take place during this time to ensure student-athletes are not showing symptoms of COVID-19. This will give the department adequate time to assess and adjust any issues with the screening questions and completion of those questions for each team.
- Student-athlete physicals will begin the week of August 31st and will be conducted during the above mentioned 14 days. Priority will be given to outdoor sports so that official practice for those sports can begin on or around September 15th in small group or individual training. No more than 8 hours of team activity per week.

**What are the written protocols for student-athlete and staff orientation/trainings regarding the transmission of COVID-19 and the handling of high-touch items?**

Coaches, and staff will be asked to complete a course through Safe Colleges or alternative training resource. Student-athletes will be trained by the Director of Athletics, during which time they will receive literature outlining guidelines. In addition, the department will conduct regular virtual meetings with student athletes and coaches to ensure that accurate information is being shared, protocols are being followed, and questions are being addressed.

**How will the institution limit equipment-sharing?**

- No equipment will be shared.
- Sanitizing wipes or sprays will be available to clean game balls.
- There will be no locker room access for visiting teams, however bathroom access will be granted, following campus guidelines for capacity.
- Benches, tables and equipment will be cleaned and disinfected one hour before each event by student athletes and coaches.

**How will the institution ensure team meetings are socially distanced with general safeguarding protocols?**

- Zoom will be used for all team meetings.
- Small group workouts will be limited to 8 student-athletes and will be conducted outside.
  - No indoor team workouts for mid to high risk sports (soccer and basketball) will be allowed in the gym until New Jersey guidelines permits indoor practices for those higher risks and contact sports.
  - Soccer and Track 60 Day windows will run October 1st – November 30th. During that time, a maximum of 20 hours of team activity per week will be permitted.

**What is the institution's quarantine/isolation protocol for student-athletes who have tested positive for COVID-19, come into contact with those who have tested positive, or who have developed symptoms?**

Any student who reported that they tested positive, came in contact with someone who tested positive or developed symptoms, will be sent home and not allowed to return until they have quarantined for 14 days and obtained a clearance note from the doctor. Student-athlete must be tested and can only return when test results are negative.

**How will the institution limit nonessential visitors, staff, volunteers, vendors, and media?**

- Events will be closed to visitors.
- Social distancing protocols will be enforced for all events.

**How will student-athletes and athletic staff be educated on policies and protocols prior to arrival on campus?**

Team Zoom meetings will be held with Athletic Director to discuss guidelines and expectations.

- All team meetings and individual student meetings with coaching staff will be conducted virtually. This will limit pre and post practice gatherings.
- Limited staff interaction by appointment while using virtual meetings when feasible. Proper use of PPE by all students and staff will be enforced.
- Workout guidelines will be provided and posted by the Athletic Department staff as the semester approaches. All athletic activity is expected to begin after the first two weeks of classes to allow the proper focus on course registration and acclimation to online/virtual/hybrid instruction.

**What are the institution's protocols for traveling for games or hosting teams in competition?**

- Each team will travel by college vans with CDC social distance guidelines.
- Following Region XIX as protocol, prior to departure the entire traveling party will take temperatures 24 hours before travel and report results to hosting institution. As much as possible, during the games, teams will adhere to social distancing guidelines and limit physical contact as much as possible.

- Decisions regarding spectators at events will be left to each institution, however there should be no fans allowed on the team side of the venue.
- There will be no locker room access for visiting teams, however bathroom access must be granted, following campus guidelines for capacity.

**How will the institution work with local, state, and conference partners to ensure the safety of student-athletes, employees, and other athletic stakeholders? If you submitted a plan to your conference, please share as an attachment.**

In addition to following all state, local, region and conference guidelines in protocols and policies, regular virtual meetings will be held with the athletic director. Additionally, the Athletic Director will be asked to check-in on a weekly basis with the Dean of Student Affairs to address any questions or concerns.