

Institution: Essex County College  
Date: 2021-2022 Academic Year  
Key Contact(s):  
Name: Dorothy M. Dugue, Esq.  
Title: Compliance Officer / Title IX Coordinator  
Email: [ddugue@essex.edu](mailto:ddugue@essex.edu)

### **Essex County College 2021-2022 Academic Year Restart Plan**

1. General Safeguarding
2. Screening, Testing, and Contact Tracing Protocols
3. Instruction
4. Computer Labs/Libraries
5. Research
6. Students Services
7. Transportation
8. On-Campus Dining
9. Athletics
10. Non-Compliance
11. Other Information/Appendices
  - Appendix A – Residential Housing
  - Appendix B – Study Abroad
  - Appendix C – Child Development Center
  - Appendix D – Travel Guidance
  - Appendix D – Resources
  - Appendix E – Forms

## Table of Contents

<b>Introduction</b> .....	<b>3</b>
<b>I. General Safeguarding</b> .....	<b>6</b>
<b>II. Screening, Testing, and Contact Tracing Protocols</b> .....	<b>8</b>
<b>III. Instruction</b> .....	<b>9</b>
<b>IV. Libraries/ Computer Labs</b> .....	<b>10</b>
<b>V. Research</b> .....	<b>10</b>
<b>VI. Student Services</b> .....	<b>10</b>
<b>VII. Transportation</b> .....	<b>10</b>
<b>VIII. On-Campus Dining</b> .....	<b>10</b>
<b>IX. Athletics</b> .....	<b>11</b>
<b>X. Non-Compliance</b> .....	<b>13</b>
<b>Appendix A</b> .....	<b>15</b>
<b>Appendix B</b> .....	<b>16</b>
<b>Appendix C</b> .....	<b>17</b>
<b>Appendix D</b> .....	<b>22</b>
<b>Appendix E</b> .....	<b>23</b>

## Introduction

Essex County College has updated its Restart Plan in preparation for students, faculty, and staff to return to a safe campus environment. The August 2020 Restart Plan explained a phased approach for a safe return to campus that included: (1) modifications to the academic program and student life (i.e. exclusive remote learning to a mix of in-person and remote learning, contingent of New Jersey authorizing Stage 2 or Stage 3 clearance); (2) description on how faculty and staff will safely work at the College; (3) improvements to cleaning and sanitization; (4) arranging academic areas on campus to allow for social distancing in accordance with state guidelines; and (5) a safe return to College athletics.

For the 2021-2022 Academic Year Restart Plan, Essex County College will implement the following:

### **Masks/Face Covering Requirement:**

For the Fall 2021 semester, students will have the option to enroll for fully in-person, hybrid, virtual, pure on-line classes or a combination of the above in accordance with public health guidance. Given the variants, the College requires all individuals to wear a mask/face covering indoors regardless of vaccination status unless an accommodation or medical exemption has been approved by the College. (*See Appendix E, Face Mask/Face Covering Medical Exemption Form*). Face coverings may be removed while students, faculty and staff are eating so long as social distancing is maintained to the greatest extent possible. Faculty and staff may also remove face coverings at their work stations while alone. Failure to adhere to the mask/face covering requirement may result in removal and/or denial of entry to the College campus.

### **Vaccination Requirement:**

All eligible students, faculty, and staff are required to be fully vaccinated against COVID-19 unless a medical or religious exemption is approved by the College. As part of its vaccination requirement, all students, faculty and staff must attest to their vaccination status prior to the Fall 2021 semester (*See Appendix E, Vaccination Attestation Form*). Proof of vaccination for students, faculty and staff is required by the College. All unvaccinated students, faculty and staff are subject to mandatory weekly COVID-19 testing and shall submit proof of Rapid or PCR testing to the College. The College has coordinated with the County of Essex to provide vaccinations and COVID-19 Rapid or PCR testing to students, faculty, and staff.

If you would like more information about testing or to schedule a vaccine appointment, check [www.essexcovid.org](http://www.essexcovid.org) or call the county's COVID-19 Hotline at 973-877-8456. Also, visit <https://covid19.nj.gov/pages/vaccine> to learn about all your options for getting a test or a vaccine.

Students in need of an exemption to the Mask/Face Covering (medical only) or vaccination (medical or religious) requirements, should contact Dr. Leigh Bello DeCastro at [bellodecastro@essex.edu](mailto:bellodecastro@essex.edu). Likewise, staff and faculty should contact Laura Byrd in Human Resources at [lbyrd1@essex.edu](mailto:lbyrd1@essex.edu) if they are in need of: 1) a medical exemption to the Mask/Face Covering requirement; 2) an accommodation or medical or religious exemption to the Vaccination

requirement; or 3) is seeking to “opt out” of the Vaccination requirement which is contingent on weekly COVID-19 Rapid or PCR testing.

Essex County College will continue to monitor federal, state, and local guidance regularly. The College will update the Restart Plan in accordance with current guidance, recommendations and considerations from the Centers for Disease Control and Prevention (CDC) and the Office of Secretary of Higher Education (OSHE) as well as other federal, state, and local authorities. In addition, the Restart Plan may also be modified should health conditions change or if policy revisions are needed.

**Modified as of December 22, 2021**

**COVID 19 SAFETY MEASURES STARTING JANUARY 2022**

In response to the rise of COVID-19 cases, students, faculty, and staff will be required to show their Vaccination Card and proof of ID to enter Campus starting January 4, 2022. **No one will be allowed on Campus without proof of vaccination and proper identification unless the individual has an approved exemption from the College. A list of all individuals with an approved exemption will be provided to the monitors at the doors.** Failure to comply with all of the College’s COVID-19 requirements will result in disciplinary actions.

## 2021-2022 Academic Restart Plan – What You Need to Know

- Students will have the option to enroll for fully in-person, hybrid, virtual, pure online classes or a combination of the above for the Fall semester. Certain courses and programs may only be offered for in-person instruction because of academic requirements.
- Proof of vaccination is required for all students, except those with an accommodation or exemption approved by the College.
- Proof of vaccination is required for all faculty and staff, except those with an accommodation or exemption approved by the College or for those who “opt out” which is contingent on weekly COVID-19 Rapid or PCR testing.
- Starting January 2022, no one will be allowed on Campus without proof of vaccination and proper identification unless the individual has an approved exemption from the College.
- All students, faculty and staff who are unvaccinated with approved exemptions along with all faculty and staff who elect to “opt out” of the College’s vaccination requirement are subject to weekly COVID-19 testing (Rapid or PCR test) and are required to submit Rapid or PCR test results weekly to the College.
- If an individual has a positive COVID-19 Rapid test the individual will be subject to PCR testing and must submit a negative COVID-19 test result prior to their return to campus.
- Students, faculty and staff without an accommodation or medical exemption approved by the College - regardless of vaccination status - MUST wear masks indoors unless the individual is eating and social distancing is maintained to the greatest extent possible. There is no “opt out” provision for the College’s masking requirements. Faculty and staff are not required to wear a mask when they are alone at their work station.
- Cleaning and sanitization protocols will remain in effect.
- ECC will continue to follow all local, state, and federal COVID-19 guidelines and revise its Restart Plan as needed.

## **I. General Safeguarding**

### **Vaccine and Mask/Face Covering**

- All eligible students (i.e., above 12 years of age), faculty, and staff are required to be fully vaccinated against COVID-19 unless a medical or religious exemption is approved by the College. Faculty and staff may elect to “opt out” of the vaccine requirement which is contingent on weekly COVID-19 Rapid or PCR testing.
- Students, faculty, and staff may obtain vaccination at the College in coordination with the County of Essex.
- All students and employees must submit documentation which demonstrates they have received a full course of COVID-19 vaccination.
  - Per CDC, full course of COVID-19 vaccination is defined as  $\geq 2$  weeks after receiving the second dose in a 2-dose series or a single dose in a single dose vaccination. Proof of vaccination will be kept confidential.
- All students, faculty and staff who are unvaccinated with approved exemptions along with all faculty and staff who elect to “opt out” of the College’s vaccination requirement are subject to weekly COVID-19 Rapid or PCR testing and are required to submit test results weekly to the College.
- The College requires all individuals to wear a mask/face covering indoors regardless of vaccination status unless they have a medical exemption approved by the College. The College will provide masks/face coverings to students, faculty and staff upon request.
- Students, faculty and staff cannot “opt out” of the College’s masking requirements.
- Faculty and staff are not required to wear a mask when they are at their work station alone.
- Face coverings may be removed while students, faculty and staff are eating so long as social distancing is maintained to the greatest extent possible.
- Note that wearing a mask is not an indication that an individual is or is not vaccinated.
- Failure to adhere to the mask/face covering requirement may result in removal and/or denial of entry to the College campus.

### **Cleaning and Sanitization**

- Housekeeping and Facility Services
  - Facilities Department inspections, cleaning, and maintenance will include:
    - Scheduled building tours to ensure that major environmental systems are working.
    - Maintenance and repairs will adhere to CDC, NJ public health, and ASHRAE guidance.
    - 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.
    - 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 to the greatest extent possible. The College has upgraded bathroom doors, faucets, and flushing mechanisms to be touch free.

- Prioritization of cleaning and sanitization of high-risk areas and frequently touched surfaces.
- Classrooms will be disinfected between class meetings to the greatest extent possible.
- The College will provide disinfecting wipes in each classroom. Students, faculty, and staff will be encouraged to use disinfectant wipes on desks, lab equipment, shared objects and surfaces.
- Cleaning logs shall be maintained to ensure cleaning and sanitization integrity is maintained.
- The College will restrict access to any area where someone with confirmed COVID-19 was present until the area is cleaned and disinfected in accordance with CDC guidelines.
- Air Quality
  - The College will implement additional strategies for air filtration and HVAC systems. Strategies include modified humidity control and airflow management.
  - 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 all have the options of filling water bottles.
- Bathrooms
  - In restrooms (via posters) hand hygiene and respiratory etiquette will be emphasized.
  - Presently, bathrooms include a variety of hands-free features, including hands-free faucets and anti-microbial touch-free hand dryers.

### **General Facilities**

- Modified Layouts and Traffic Patterns
  - To accommodate increased traffic and occupancy, seating/desks will be physically distanced according to CDC guidelines to the greatest extent possible.
  - Facilities Department will review each available classroom to determine a capacity that complies with current federal, state, and local guidelines.
  - The College will limit the number of individuals in a single facility at any given time in accordance with CDC guidelines.

### **Communication/Training**

- The College will offer staff members virtual COVID-19 training via SafeColleges platform. These mandatory courses cover coronavirus awareness, managing stress and anxiety, preparing households for COVID-19 and transitioning to a safe campus.
- Trainings for students, staff, and faculty will also focus on CDC guidelines regarding self-monitoring and screening.

- 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 COVID-19.
- Before returning to campus, students will be required to complete an online orientation pertaining to new campus protocols, and available services.
- Short videos about safety protocol, hand sanitizing, proper usage of masks, protocols for coming on campus will be available to students, faculty and staff, beginning with the start of the Fall 2021 academic term.
- Staff mandatory trainings will be added, including training on protocols, and policies.
- 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 new print media, repurposing of existing digital signage resources, and implementation of new digital signage resources.

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

- Staff will continue to use the Kronos system to clock in and out while on campus to assist with contact-tracing.
- Student attendance must be taken in all instruction learning.
- Individuals exhibiting symptoms of COVID-19 or who have a positive diagnosis of COVID-19 are required to stay home and/or should seek medical advice. Said individuals will not be granted entry into the College and should continue to follow the most current CDC guidelines on quarantine and isolation.
- 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), Family Educational Rights and Privacy Act (FERPA) or any other applicable laws and regulations.
- Students, faculty, staff, and visitors will receive educational information (via posters and signage) on how to self- monitor for symptoms of COVID-19.
- At this time, the College shall rely on Rapid or PCR testing in its decision making, in accordance with law and CDC guidelines.
- The Human Resources and Student Affairs Departments will act as a liaison between the College community and the respective Departments of Health to facilitate reporting and contact tracing.
- Instructors must complete daily attendance log prior to the conclusion of each class to assist with contact-screening.



## VISITORS

- Upon arrival at the College, all visitors (vendors or those engaging in college business) will be required to go to the Office of Public Safety to sign in and obtain a visitor identification badge. Potential students are directed to the Welcome Center for assistance.

## III. Instruction

Essex County College will resume in-person instruction. Courses may also continue to be offered via use of Moodle and Zoom. Students will have the option to participate remotely to the greatest extent possible. Certain courses and programs may only be offered for in-person instruction because of academic requirements. Courses set with in-person instruction will maintain the ability to revert to fully remote instruction should it become necessary.

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

- Instructors must complete daily attendance log prior to the conclusion of each class to assist with contact-screening.
- Students or staff with visible COVID-19 symptoms will not be permitted on campus and will be offered alternative instruction.
- Students, faculty and staff will be encouraged to use hand sanitizers as needed.
- The College will continue to offer credit and non-credit courses in remote learning, online learning, or hybrid modalities. The College will utilize the appropriate modality for a course section depending on the needs of the students and the instructor, including:
  - “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 experience.
- Three scenarios may be made available for in-person 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 learning.
- For qualified students, the Differently-abled Support Services office will provide

reasonable accommodations to assist students to complete their course(s).

#### IV. **Libraries/ Computer Labs**

Libraries/computer labs will continue to operate in alignment with state, local, and federal guidelines and will be modified in accordance with said guidelines.

- Computer Labs have:
  - Antibacterial wipes and hand sanitizers.
  - Regularly aerosolized antibacterial sanitization.
  - Glass barrier at front desk of the Computer Lab for safety of staff and students.
- The Library/Information Commons (IC):
  - Patrons and students continue to have online access to librarians for support and to online databases for research.
  - Information Commons will adopt the protocols used by computer labs for computers located in that space.

#### V. **Research**

Essex County College does not engage in research.

#### VI. **Student Services**

The Student Center's recreational areas and amenities are open. Such spaces will be subject to the same sanitization and cleaning protocols as other areas of the College.

- Students are encouraged to set up appointments in advance.
- Students and staff will meet in communal open spaces.
- All persons entering the student center may be subject to screening prior to entry.
- All student support services staff have video conferencing accounts and will be equipped to provide remote counseling/services as needed.

#### VII. **Transportation**

The College does not provide transportation services on campus to students or faculty. For the transportation of athletes, see Section IX - Athletics.

#### VIII. **On-Campus Dining**

##### **Food Service/Dining Operations**

- Vending machines are available and subject to a regular disinfecting schedule.
- Food service vendors may be required to make “grab and go” options available.
- The hired dining vendor will be required to comply with sanitization practices and protocols as well as all applicable Executive Orders, and the CDC. The College will maintain responsibility for sanitizing indoor and outdoor dining areas on a frequent and regular basis.
- Seating capacity of indoor and outdoor dining areas will reflect Executive and/or Administrative Orders and CDC occupancy guidelines in effect.
- Food services vendor providing food services on the College may use disposable food service items (e.g., utensils, dishes).
- The College will continue to require social distancing in the dining facilities to the greatest extent possible.
- All individuals (without a medical accommodation for the mask/face covering requirement) entering dining facilities must wear masks/face coverings. However, masks/face coverings may be removed while eating.

## **IX. Athletics**

The College will continue to regularly monitor evolving federal, state, and local guidance, including the Governor’s Executive Orders, National Junior College Athletic Association (NJCAA), CDC and other governing bodies’ updates and guidelines.

### **General Considerations**

- Athletic practice and competition seasons will follow and comply with the current 2021-2022 NJCAA Sport Procedures.
- Student-athletes must adhere to the College’s COVID-19 vaccination requirement and subsequent policy.
- Student-athlete’s seeking a medical or religious exemption from the vaccination should contact the Assistant Athletic Director/Head Athletic Trainer, who will guide the student through the exemption process.
- Unvaccinated student-athletes, who are not approved by the College for a medical or religious exemption, are not permitted to participate on an Essex County College Athletic Team.
- Student-athletes who have received the first dose of a two-dose vaccination will be required to submit to weekly COVID-19 Rapid or PCR testing until fully vaccinated.
- All student-athletes, coaches, and staff must adhere to the College’s mask/face covering requirements.
- Student-athletes must submit required daily screening questionnaires prior to practice or competition.
- All student-athletes, coaches, and staff members will be required to complete and sign a COVID-19 attestation form prior to participation.
- Attendance records for all practices, competition, and all additional athletic related

activity will be required and submitted to the Director of Athletics daily for contact-tracing purposes.

- Submission of COVID-19 Rapid or PCR test results and adherence to departmental screening policies will be required for travel and away competitions.
- Student-athletes, coaches, and staff members who test positive for COVID-19 shall not return to participate in any College activities until they have met the CDC criteria to discontinue at home isolation.
- Student-athletes residing in College housing should also refer below to Appendix A.

### **Communication/Trainings**

- 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 or designated staff member on COVID-19 protocol, during which time they will receive literature outlining guidelines.
- In addition, the Athletic Department will conduct regular meetings with student athletes and coaches to ensure that accurate information is being shared, protocols are being followed, and questions are being addressed.
- Workout guidelines will be provided and posted by the Athletic Department staff.
- 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.

### **Equipment-sharing**

- No equipment will be shared. Student-athletes will utilize their own equipment when possible and clean all equipment and clothing after workouts/contests.
- Student-athletes will bring their own water bottle for all practices and competitions.
- Sanitizing wipes or sprays will be available to clean game balls.
- Benches, tables, and equipment will be cleaned and disinfected one hour before each event by student athletes and coaches.

### **Competitions**

- Each team will travel by college vans or charter buses in accordance with local, state, CDC and Essex County College guidelines.
- Essex County College will follow NJCAA, Region 19, and Garden State Athletic conference guidelines for the exchange of travel rosters and team screening prior to departure for competition.
- Decisions regarding spectators at events will be left to each institution.
- There may be restrictions on the use of locker rooms for visiting teams.
- It is recommended that visiting teams complete all COVID-19 protocols on their own campus when possible.
- Hand sanitizing stations will be placed near team benches, scorers' tables, and spectator entrance.

### **Athletic Travel**

- Regular season overnight trips will not be allowed during the 2021-2022 Academic Year.

- Special consideration will be given for postseason competition should the travel distance or tournament format require lodging.
- The College's Masks/face coverings requirement is in effect during travel.
- Daily screening requirements must be completed by student-athletes and received by the Assistant Athletic Director/Head Athletic trainer prior to travel.
- The College will make special arrangements for meals during travel.
- Athletic teams will comply with all additional guidelines issued by third party charter bus services used by the College.

## **X. Non-Compliance with ECCs Mask/Face Covering and Vaccination Requirements**

### **Employees:**

Students, faculty and staff are required to comply with the College's mask/face covering and vaccination requirements for COVID-19 unless granted an approved exemption from the College.

Visitors are also subject to the College's mask/face covering requirement. All reasonable efforts should be made to have the visitor become aware and adhere to the requirement. Failure to comply by vendors, contractors, visitors, or patrons may result in loss of campus access and potential termination of the contractual or other relationship with the College.

### **Non-Compliance with College's Mask/Face Covering Requirement:**

Any individual, including students, faculty, staff and visitors to the College are required to wear a mask/face covering while indoors on Campus unless they have an approved exemption from the College. **Anyone claiming to have an exemption to the College's mask/face covering requirement must show written proof of the same.**

### **Work Expectations**

All employees, as well as work-study students, are expected to report to work to perform assigned duties; unless an absence or leave is requested and approved. Employees and supervisors will be expected to accurately record attendance.

Employees must not come to work and immediately report to their supervisor if they: (1) are experiencing symptoms of COVID-19 or (2) have been exposed to someone diagnosed with COVID-19. Supervisors are to ensure that (1) HR is notified, (2) employee work schedules are documented, and where applicable, (3) recorded in the Kronos time and attendance system.

All employees are expected to self-monitor temperature before reporting to work and to stay home if sick. All employees are expected to use masks/face coverings at all times unless they have an approved exemption.

The College will adhere to the following procedures for addressing non-compliance with its mask/face covering requirement:

- 1) Gentle reminder to put on or appropriately wear mask/face covering that covers the nose and mouth;
- 2) Advise the non-compliant individual to go get their mask or advise that the College can provide them a mask/face covering at the Welcome Center;
- 3) No one will be granted entrance to the College without a mask/face covering unless the individual provides written proof of an exemption to the College's mask/face covering requirement.
- 4) Anyone without an approved exemption will be removed from Campus by public safety for

failing to adhere to the College's mask/face covering requirement.

**Non-Compliance with the College's Vaccination Requirement:**

Students, faculty and staff are required to be vaccinated for COVID-19 unless granted an approved exemption from the College. Proof of vaccination is to be uploaded on the College's Vaccination/Immunization portal [here](#). Failure to comply with the College's vaccination policy will result in disciplinary actions against the non-compliant student, faculty or staff member.

Supervisors shall not inquire about their employees' vaccination status. However, if an employee without an approved mask/face covering exemption declines to wear a face mask as required, the supervisor is responsible for addressing the employee's non-compliance in according with the College's policies and procedures. Additionally, employees should refrain from addressing non-compliance or perceived non-compliance directly with other employees, and should instead report issues to their supervisors.

## **Appendix A** **Residential Housing**

The College will continue to regularly monitor and follow federal, state, and local guidance.

- Residential students are required to adhere to the College's policies and procedures.
- The College will ensure frequent cleaning and sanitation of residence common areas. Common areas of each apartment will be cleaned and sanitized 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 regularly.
- 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 that proper hand-washing protocols are followed.
- Students will be strongly discouraged from socializing with students in other apartments.

**Appendix B**  
**Study Abroad**

- The Center for Global Education and Experiences will revisit launching study abroad programs. These plans will be re-evaluated periodically and, on a case-by-case basis.



## Appendix C Child Development Center

The College will continue to regularly monitor evolving federal, state, and local guidance, including the Governor's Executive Orders, Department of Children and Families, and recommendations from the CDC, and implement that guidance as appropriate.

During Phase 3 of the ECC Restart Plan, the Child Development Center will be open and will enroll no more than 70 students for in-person learning. In addition to the above-mentioned protocol, the Child Development Program will implement the following:

### **Daily Screening Admittance**

- Parent/guardians or adult designees will not be allowed to enter the building during the COVID-19 pandemic.
- A staggered schedule has been developed for Parent/guardians or adult designees to drop off students to the Center in the morning.
- Parent/guardians or adult designees will line up outside according to their schedule and are required to sign children in and out of the Center.
- Parent/guardians or adult designees dropping off students must continue to wear masks.
- Designated staff will survey parent/guardians or adult designees. Children that are cleared for entry will be guided to the front entrance of the Center where teachers are waiting.
- Children will be visually inspected for signs of illness which will include, but is not limited to, flushed cheeks, rapid or difficulty breathing, fatigue, lethargy or discomfort.
- Parent/guardians or adult designees bringing children to school will be surveyed about the child's possible exposure to COVID-19.
- The children 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: mask, face shield and gloves.
- Any child with a fever will be sent home and not permitted to enter the center.
- An attendance log shall be retained by the Center and available for inspection by the Office of Licensing upon request.
- All staff will be screened each morning upon arrival. This will be inclusive of a COVID-19 survey. Any staff with a fever will be sent home and not permitted to enter the center.

### **Face Masks and Grouping of Children**

- Masks will be worn by all staff and children 2 years of age and older in accordance with the CDC and College's mask/face covering requirements.
- Children and staff in the same cohort/classroom group will physically position

themselves three (3) feet apart or to the greatest extent possible. In cases where social distancing is not feasible, face shields and masks will be worn by staff and students in accordance with the CDC and College's mask/face covering requirements.

- Cohort groups shall congregate in the same room for the purposes of Wrap Around/Before and After care. The groups will be separated by partitions, which will be not less than six (6) feet apart in all directions.

### **Meals**

- Family style eating, where children serve themselves, has been discontinued to prevent the spread of COVID-19.
- The Center provides daily delivery of meals in individual prepackaged containers and will continue to do so as appropriate.
- Children will use disposable utensils, plates and cups.

### **Toys and Equipment**

- Children may share toys within their assigned classroom groups. Toys that come into contact with bodily fluid will be removed and put aside until they are cleaned and sanitized.
- Playground equipment shall be disinfected daily by the ECC Facilities management team.

### **Visitors**

- Work Study Students, therapists, third party collaborative partnership nurses, persons that provide onsite learning and enrichment for students will be permitted as scheduled, with proof of COVID-19 vaccinations or a medical or religious exemption.
- Parent/guardians or adult designees enrolling students will be permitted to enter the Center by appointment only and must undergo the health screening process upon arrival to Center.
- All visitors are subject to the College's mask/face covering and vaccination requirements.

### **Enhanced Cleaning/Sanitization Procedures**

- Excluding an emergency, all additional cleaning or repairs should be completed when children are not present in the Center.
- Teaching staff will increase the frequency of disinfecting and cleaning of high-touch surfaces, such as door handles, light switches, faucets, restroom toilets, counter tops, toys and games.
- A daily cleaning log has been established for the Center staff to document cleaning frequency of the classrooms and Center offices.
- The Department of Children and Families COVID-19 posters and checklists will be conspicuously displayed in classrooms and in front of the Center.

- EPA-registered disinfectants and cleaning solutions, effective against coronaviruses, will be used in the Center for cleaning and disinfecting.
- Soft toys have been removed from the preschool and older toddler classrooms. Machine washable infant cloth toys will be laundered or sanitized 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 are not permitted.
- One complete set of bedding, a sheet and a blanket, is required for each child and will be individually stored in the child's classroom cubby to prevent the spread of COVID-19.
- Bedding must be taken home at the end of each week to be washed.
- Children are required to have three (3) complete sets of clothing in the Center.
- During rest time, children's cots will be positioned alternately, head-to-toe, to minimize exposure between children.
- Staff will clean and sanitize the children's cots daily.
- Staff will consistently reinforce healthy hygiene practices throughout the day. Students will wash hands frequently throughout the day.
- A hygiene station will be set up in front of the Center for daily use by staff and students to sanitize hands prior to entry into the Center at arrival and after outdoor play.
- Staff will wash hands and wear gloves before and after meal preparation and feeding.
- Teaching staff will teach, model and reinforce covering coughs and sneezes among the children.
- All surfaces will be disinfected before meal preparation and feeding.

## Other

- Staff that have been fully vaccinated may move between groups as necessary to accommodate breaks, fluctuations in Center attendance, substitutions and other operational needs of the Center.
- Copies of vaccination documentation shall be retained confidentially by the Center and available for inspection by the Office of Licensing upon request.
- All information collected regarding screening, testing, vaccinations will be kept confidential.
- The Child Development Center will adhere to the most current Center for Disease Control quarantine requirements, following staff and student domestic travel.
- Staff or students exhibiting COVID-19 symptoms, will be isolated from the group and will be quarantined to the Center Health Room. Parent/guardian or adult designee will be contacted for pick up. Staff will be sent home. An appropriate doctor's note and a negative COVID-19 PCR test will be required prior to the readmittance to the Center in accordance with the Center for Disease Control and/or the Office of Licensing.

**Appendix D**  
**Essex County College COVID-19 Travel Guidance**  
**As of January 1, 2022**

- **CDC Travel Guidance**
  - Domestic: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html>
  - Cruise: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/cruise-travel-during-covid19.html>
  - International: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/international-travel/index.html>
  - Always check CDC and local destination current COVID-19 requirements prior to traveling
  - Do Not travel if sick; exposed to COVID-19; currently in isolation; or awaiting test results
  - Delay travel until fully vaccinated
- **Domestic and International Travel - Fully Vaccinated**
  - Recommended to get tested 1 to 3 days before and 3 to 5 days after your trip in the US
  - *No restrictions for return to ECC campus*
- **Travel via Cruise – Regardless of Vaccination Status**
  - Recommended to get tested 1 to 3 days before the cruise and 3 to 5 days after your cruise
  - *No restrictions for return to ECC campus*
- **International Travel – Regardless of Vaccination Status**
  - **Starting December 6, all air passengers, regardless of vaccination status, must show a negative COVID-19 test taken no more than 1 day before travel to the United States.**
  - All air passengers to the United States will also be required to provide contact information to airlines before boarding flights to the United States.
- Non-U.S. Citizen, Non-U.S. Immigrants
  - Must be fully vaccinated to travel to the United States by plane
  - Travel in certain countries may restrict entry to the US
  - Proof of a negative COVID-19 test taken no more than 1 day before boarding the flight for travel to the United States – or - documentation of recovery from COVID-19
  - Recommended to get tested 3 to 5 days after your trip to the US
  - If you intend to stay in the United States longer than 60 days you may be required to:
    - agree to be vaccinated against COVID-19; and
    - arrange to become fully vaccinated against COVID-19 within 60 days of arriving in the United States, or as soon thereafter as is medically appropriate.
- U.S Citizens, U.S. Nationals, U.S. Lawful Permanent Residents, and Immigrants
  - Recommended to not travel until fully vaccinated
  - Recommended to get tested 1 to 3 days before and 3 to 5 days after your trip in the US
- **Domestic and International Travel - Unvaccinated or Partially Vaccinated**

*Requirement for return to ECC campus – Submission to the ECC Portal*

- *Recommended to get tested both 1 to 3 days before and 3 to 5 days after your trip*
- Copy of the boarding pass/ boarding ticket from your return to the US
- Proof of a negative COVID-19 test taken no more than 1 day before boarding the flight for travel to the United States - or - documentation of recovery from COVID-19
- Required to quarantine for either –
  - full 7 days with submission of PCR COVID-19 test results taken 3 to 5 days or later after your trip and submitted to the ECC Portal
  - full 10 days without submission of COVID-19 test results

## Appendix E Resources

### **Centers for Disease Control and Prevention (CDC)**

- [Main Page](#)
- [Preparing for Your COVID-19 Vaccination](#)

### **State of New Jersey Resources**

- [New Jersey COVID-19 Information Hub](#)
- [New Jersey Department of Health](#)
- [New Jersey Office of the Secretary of Higher Education](#)
- [COVID-19 Information for NJ Public Employees](#)

### **County of Essex Resources**

- [Essex County COVID-19 Resource Page](#)

### **Counseling and Psychological Services**

- National Suicide Hotline 1-800-273-TALK (8255) - [suicidepreventionlifeline.org](https://suicidepreventionlifeline.org)
- Crisis Text Line – Text START to 741-741
- NJ Hope Line 1-855-654-6735
- Samaritans Confidential Hotline 212- 673-3000
- Addictions Hotline 1-888-984-0363 - [24houraddictionhelp.org](https://24houraddictionhelp.org)
- Sexual Assault Hotline - 800-656-HOPE (4673) – [RAINN.org](https://RAINN.org)
- The Trevor Lifeline (Suicide Prevention for LGBTQI+ Youth) 866-4-U-TREVOR (1-866-488-7386) - <https://www.thetrevorproject.org/>

**Appendix F**  
**Forms**