



**Essex County College  
Information and COVID-19 Guidance  
Academic Year 2022-2023**

**The Office of the General Counsel – Legal Affairs & Compliance**

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## Introduction

Essex County College (“ECC” or “College”) has prepared the following “**Information and COVID-19 Guidance for the Academic Year 2022-2023**” to ensure a safe campus environment for its students, faculty, and staff (Hereinafter referred to in this document as “**GUIDANCE 22-23**”).

For the 2022-2023 Academic Year, Essex County College will follow all COVID-19 related guidance from the Center for Disease Control and Prevention (“CDC”) to the greatest extent possible. ECC will implement additional guidelines or modify CDC guidelines in order to serve the needs of the College community. Please refer to this **GUIDANCE 22-23** and the [CDC website](#) for complete and up to date information related to COVID-19.

Essex County College will continue to monitor federal, state, and local guidance regularly. The College will update this **GUIDANCE 22-23** in accordance with current guidance, recommendations and considerations from the CDC, the Office of Secretary of Higher Education (OSHE) as well as other federal, state, and local authorities, as appropriate or required. In addition, this **Guidance 22-23** may also be modified should health conditions change or if policy revisions are needed.

ECC will implement the following safety procedures and protocols for the Academic Year 2022-2023. Failure to comply with the College’s COVID-19 requirements or guidance may result in disciplinary actions.

### What You Need to Know

- **Vaccination:** ECC strongly recommends that students, faculty, and staff are fully vaccinated against COVID-19, including all boosters, unless they cannot be vaccinated due to a medical or religious reason. Students, faculty and staff are further strongly encouraged to upload their COVID-19 vaccination documents to ECC’s [Immunization Portal](#) shall also submit all other New Jersey required vaccination/immunization records to the College’s [Immunization Portal](#).
- **Masks/Face Covering Requirement:** For the Academic Year 2022-2023, the College strongly recommends all individuals to wear a mask/face covering indoors regardless of vaccination status. In accordance with the CDC’s “[When to Wear A Mask](#)” guidance, ECC also strongly recommends the following:
  - Wear a [well-fitting mask](#) with the best fit, protection, and comfort for you, ensuring that your nose and mouth are fully covered.
  - If you are in an area with a high [COVID-19 Community Level](#) and are ages 2 or older, wear a [well-fitting mask](#) indoors in public.
  - While off campus, if you are sick and need to be around others, or are caring for someone who has COVID-19, wear a mask.
  - If you are at increased risk for severe illness, or live with or spend time with someone at higher risk, speak to your healthcare provider about wearing a mask at medium COVID-19 Community Levels.

- **COVID-19 Testing on Campus:** Essex County College **does not offer** COVID-19 testing on 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.
    - To the greatest extent possible, 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**

- The College will continue to 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.

### **Contact Tracing Protocols & Quarantine/Isolation**

- Staff will continue to use the Kronos system to clock in and out while on campus to assist with contact-tracing.
- Administrative staff will continue to submit time and attendance sheets according to College protocols.
- Student attendance must be taken in all classes regardless of the teaching modality.
- Individuals 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.
- 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 Security Desk to sign in and obtain a visitor identification badge. Potential students are directed to the Welcome Center for assistance.
- **Visitors to the College shall abide by all of the College's policies, regulations and requirements including the those related to COVID-19.**
- Visitors who fail to abide by the College's policies, regulations and requirements shall be removed or shall not be granted access to campus.

### **Instruction**

- Under COVID-19 protocols, the College will continue to offer credit and non-credit courses in remote learning, online learning, or hybrid modalities.
  - "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 synchronous learning and face-to-face learning experience.
- For specific courses and programs instruction may only be offered in-person because of academic requirements.
- For science experiments that require lengthy in-person lab sessions, the experiment will be extended over two (2) weeks, with alternating student schedules.
- Courses set with in-person instruction will maintain the ability to revert to fully remote instruction should it become necessary.
- Students or faculty who test positive for COVID-19 will not be permitted on campus for any kind of in-person instruction. Students must report their status to the Dean of Student Affairs and discuss alternative learning arrangements with their faculty member. Faculty who test positive for COVID-19 will receive instruction from Human Resources and the Office of Academic Affairs.
- The College will ensure quality rigorous coursework in all instructional modalities.
- Faculty will continue to receive training in distance learning best practices and the use of digital teaching resources through the Office of Academic Affairs.
- The College will continue to offer students training in the use of the digital learning environment through the Office of Student Life and the Office of the Dean of Student Affairs.
- The College will continue to maintain classrooms equipped with fully functioning instructional computers, wireless access points, and interactive projectors.

- Under COVID-19 protocols, any student who self-identifies as a student with a disability and wishes to seek a reasonable accommodation should contact the Office of Disability Services.

### **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.

### **Student Services**

The Student Center's recreational areas and amenities 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 with any staff or faculty.
- Students and staff will meet in communal open spaces.
- All student support services staff have video conferencing accounts and will be equipped to provide remote counseling/services as needed.

### **Transportation**

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

### **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).

## **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 2022-2023 NJCAA Sport Procedures.
- Student-athletes must adhere to the College's COVID-19 vaccination requirement and/or guidance and subsequent policy.
- 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.
- 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 SafeColleges 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 to the greatest extent possible. 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 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 participating in the event.
- 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.**

- 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.

## **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.

## Appendix B 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.

In addition to the above-mentioned protocol, the Child Development Center will implement the following:

### **Daily Screening Admittance**

- Parents/Guardians or adult designees will not be allowed to enter the building during the COVID-19 pandemic.
- Parents/Guardians or adult designees dropping off and picking up students must continue to wear masks.
- A staggered schedule has been developed for parents/guardians or adult designees to drop off students to the Center in the morning.
- Parents/Guardians or adult designees will line up outside according to their schedule and are required to sign children in and out of the Center.
- Children will move to the entrance to be screened for fever and for signs of illness.
- Temperatures will be taken using an infrared thermometer.
- Children that are cleared for entry will be guided to the front entrance of the Center where teachers are waiting.
- Any child with a fever will be sent home and not permitted to enter the center.
- All staff will be screened each morning upon arrival. This will be inclusive of a COVID-19 survey. Any staff with a fever and illness will be sent home and not permitted to enter the center.

### **Face Masks**

- Masks will be worn by all staff and children 2 years of age and older.
- Parents/Guardians or adult designees dropping off and picking up students are required to wear masks.

### **Grouping of Children**

- Cohort groups shall congregate in the same room for the purposes of Wrap Around/Before and After care. Cohort groups will be physically distanced from one another.

### **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.

### **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**

- 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.
- EPA-registered disinfectants and cleaning solutions, effective against coronaviruses, will be used in the Center for cleaning and disinfecting.
- 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 that are not toilet trained 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 consistently reinforce healthy hygiene practices throughout the day. Students will wash hands frequently throughout the day.
- Staff and students wash hands upon entry into the Center at arrival time 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. Parents/Guardians 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 C** **Resources**

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

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

### **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/>