



# Supplemental Emergency Response Plan

May 1, 2022

## **INTRODUCTION**

College safety is the job of the entire campus community. This effort requires leadership and coordination by college administration, and involvement and participation from all sectors of the college community. Planning, conducting drills and participating in exercises with law enforcement, fire, emergency officials and other members of the college community ensures a comprehensive, unified approach to college emergency response planning. Building relationships and community engagement are vital to building a safer college community.

The purpose of this Supplemental Emergency Response Plan (“Plan”) is to help college officials identify and respond to potential emergencies by assigning responsibilities and duties of the college employees, students, families, and community stakeholders. It is important to develop, maintain, train and exercise emergency situations in order to respond quickly before, during and after an incident. A well developed and practiced Plan provides the community reassurance that the college has established guidelines and procedures to respond to threats and hazards efficiently and effectively. This plan was developed from best practices and guidelines for planning from New York State, which align with the Federal Emergency Management Agency’s “Plan for Developing High-Quality College Emergency Operations Plans (2013)”.

The term staff in this Plan refers to faculty and non-faculty employees of the college. The term faculty refers to faculty members of the college. This Plan provides standardized language that is consistent with current national emergency response protocols and provides a consistent format that aligns critical information necessary to improve rapid response to emergencies together in the following sections:

- **Overview of Plan**
- **General Actions in Emergency Situations**
- **Responses to Specific Threats and Hazards**
- **Appendices**
- **Exhibits**

# Table of Contents

INTRODUCTION .....	11
I. OVERVIEW OF PLAN.....	1
A. Introductory Material .....	1
1. Plan Development and Maintenance .....	1
2. Distribution of this Plan.....	1
B. Threat Assessment.....	1
C. Planning Assumptions and Limitations.....	2
D. Concept of Operations.....	3
1. Implementation of the Incident Command System (ICS) .....	3
2. Initial Response .....	4
E. Organization and Assignment of Responsibilities .....	4
F. Information Collection, Analysis and Dissemination.....	7
1. Types of Information .....	7
2. Information Documentation .....	7
G. Training and Exercises .....	7
1. Training .....	7
2. Drills & Exercises.....	7
3. Documentation.....	8
II. GENERAL ACTIONS IN EMERGENCY SITUATIONS.....	9
A. Communications.....	9
1. Overview .....	9
2. Internal Communications .....	9
3. External Communications .....	10
B. Accounting for All Persons .....	11
1. Overview .....	11
2. Student Accountability .....	11
3. Individuals with Special Needs/Limited Mobility Accountability.....	11
4. Staff and Visitor Accountability.....	11
C. Reunification .....	12
1. Overview .....	12
2. Reunification Activities.....	12
D. Holds and Evacuations .....	13
1. Shelter-in-Place .....	13
2. Hold-in-Place.....	14
3. Lockout.....	15
4. Lockdown.....	16
5. Evacuation .....	17

---

III. RESPONSES TO SPECIFIC HAZARDS/INCIDENTS .....	19
ANTHRAX/BIOLOGICAL THREAT .....	20
AVIATION CRASH.....	21
BUILDING STRUCTURAL FAILURE .....	22
BOMB/EXPLOSIVE THREAT .....	23
BUS ACCIDENT.....	24
CARBON MONOXIDE .....	25
CIVIL DISTURBANCE.....	26
CRIMES AGAINST PERSONS .....	27
EARTHQUAKE .....	28
ELECTRICAL SYSTEM FAILURE .....	29
EPIDEMIC\ PANDEMIC.....	30
EXPLOSION .....	32
FIRE.....	33
FLOODING .....	34
HAZARDOUS MATERIALS.....	35
HOSTAGE SITUATION.....	36
HVAC SYSTEM FAILURE .....	37
INTRUDER .....	38
LOSS OF BUILDING USE.....	39
LOSS OF TRANSPORTATION.....	40
MULTIPLE CASUALTY INCIDENT.....	41
MEDICAL EMERGENCIES .....	42
NATURAL GAS OR PROPANE LEAK.....	43
RADIOLOGICAL INCIDENT .....	44
SEVERE WEATHER EMERGENCY .....	45
THREATS OF VIOLENCE .....	46
TOXIC EXPOSURE.....	47
WATER EMERGENCY .....	48

APPENDICES .....	49
A. Active Shooter Threat .....	49
1. Purpose .....	49
2. Scope .....	49
3. Core Functions.....	49
4. General Response Actions that May be Activated .....	49
5. Activating the Emergency Response Plan.....	49
B. Bomb Threat.....	51
1. Purpose .....	51
2. Scope .....	51
3. Core Functions.....	51
4. General Response Actions that May be Activated .....	51
5. Activating the Emergency Response Plan.....	51
C. Emergency Closing .....	53
EXHIBIT A.....	54

# I. OVERVIEW OF PLAN

## A. Introductory Material

### 1. Plan Development and Maintenance

Each campus of Jersey College shall have a Campus Level Campus Emergency Team (the “Campus Emergency Team”). The Campus Emergency Team shall be chaired, managed and overseen by the Campus Director and include other members of the campus as determined by the Campus Director. Suggested other members include, but are not limited to, Campus Coordinator, Deans, Associate Deans, Program Chairs and Educational Coordinators.

The Campus Emergency Team is responsible for assisting the institution with the overall maintenance, and revision of this Plan and for coordinating training and exercising this Plan. Team members are expected to work closely together to make recommendations for revising and enhancing this Plan. In addition, the Campus Emergency Team is responsible for contacting, coordinating and involving local, state and federal emergency responders (individual and collectively, the “Emergency Responders”), including:

- Law enforcement and fire resources;
- Emergency Management Offices;
- Departments of Health;
- Emergency medical services;
- Mental health services; and
- other community organizations

### 2. Distribution of this Plan

Copies of this Plan should be shared with administrators and staff at each campus. In addition, the Campus Emergency Team may provide copies of this Plan to local fire departments, area law enforcement (including village, town, county and state police), local and county emergency management, and any other entities and/or persons deemed appropriate by the Campus Emergency Team.

## B. Threat Assessment

Colleges are exposed to many threats, hazards, and vulnerabilities. All of these have the potential for disrupting the college community, exposing students/staff to injury, and causing damage to public or private property.

From time to time, the Campus Emergency Team should conduct a threat assessment to identify and understand circumstances at their campus or near their campus that may present unique problems or potential risk to people or property. In conducting this assessment, the interior and exterior portions of all college buildings, college grounds and surrounding neighborhoods should be assessed for such potential threats/hazards that may impact the campus, staff, and students. To the extent necessary, the Campus Emergency Team should discuss and develop campus specific

plans for threats/hazards not addressed in this Plan.

The table below provides a list of potential threats that campuses should consider when conducting a threat/hazard assessment.

*Threat, Hazard Types, and Examples*

Threat and Hazard Type	Examples
Adversarial, Incidental, and Human-caused Threats:	Fire Active shooters Criminal threats or actions Gang violence Bomb threats Domestic violence and abuse Cyber attacks Suicide
Biological Hazards:	Infectious diseases, such as pandemic influenza, coronavirus, extensively drug-resistant tuberculosis, <i>Staphylococcus aureus</i> , and meningitis Contaminated food outbreaks, including <i>Salmonella</i> , botulism, and <i>E. coli</i> Toxic materials present in college laboratories
Natural Hazards:	Earthquakes Tornadoes Lightning Severe wind Hurricanes Floods Wildfires Extreme temperatures Landslides or mudslides Winter precipitation Wildlife
Technological Hazards:	Explosions or accidental release of toxins from industrial plants Accidental release of hazardous materials from within the college, such as gas leaks or laboratory spills Hazardous materials releases from major highways or railroads Radiological releases from nuclear power stations Dam failure Power failure Water failure

**C. Planning Assumptions and Limitations**

This Plan is established under the following assumptions:

- The college community will continue to be exposed and subject to threats/hazards and vulnerabilities described this Plan, as well as lesser threats/hazards that may develop in the future.
- A major disaster could occur at any time and at any place. In many cases dissemination of

warning to the public and implementation of increased readiness measures may be possible; however, most emergency situations occur with little or no warning.

- A single site incident could occur at any time without warning and the employees of the college affected cannot and should not, wait for direction from local response agencies. Action is required immediately to save lives and protect the college community and college property.
- There may be a number of injuries of varying degrees of seriousness to faculty, staff, and/or students. Rapid and appropriate response can reduce the number and severity of injuries.
- Outside assistance from local fire, law enforcement, emergency management offices, county and local health department and other emergency services will be available in most serious incidents. Because it takes time to request and dispatch external assistance, it is essential for the college to be prepared to carry out the initial incident response until Emergency Responders arrive at the incident scene.
- Actions taken before an incident can stop or reduce incident-related losses.
- Maintaining this Plan and providing frequent opportunities for training and exercising the plan for stakeholders (staff, students, parents/guardians, first responders, etc.) can improve the college's readiness to respond to incidents.

## **D. Concept of Operations**

The overall strategy of this Plan is to execute effective and timely decisions and actions that prevent harm, protect lives and property, mitigate damages, restore order and aid recovery. The Plan is based upon the concept that the incident management functions that must be performed by campus personnel generally parallel some of their daily routine functions. However, because personnel and equipment resources are limited, some routine functions that do not contribute directly to the incident may be suspended during an incident. The personnel, equipment, and supplies that would typically be required from those routine functions will be redirected to accomplish assigned incident management tasks.

### **1. Implementation of the Incident Command System (ICS)**

The Incident Command System (ICS) will be used to manage all incidents and major planned events/drills. The Incident Commander at each campus is the Campus Director and he/she is delegated the authority to direct all incident activities within the college's jurisdiction. The Incident Commander will establish an Incident Command Post (ICP) and provide an assessment of the situation to the Emergency Responders, identify incident management resources required and direct the on-scene incident management activities from the ICP. If the Incident Commander is not present at the onset of the incident, the most qualified individual will assume command until relieved by a more qualified Incident Commander.



## **2. Initial Response**

Staff members are likely to be the first on the scene of an incident in a college setting. As such, staff are expected to respond as appropriate and promptly notify the Campus Director, or designee until command is transferred to someone more qualified and/or to an Emergency Responder with legal authority to assume responsibility. Any staff member at a campus that identifies or is aware of an incident should activate this Plan.

## **E. Organization and Assignment of Responsibilities**

The Incident Commander is not able to manage all of the aspects associated with an incident without assistance. The campus relies on other key college personnel to perform tasks that will ensure the safety of students and staff during a crisis or incident. The Incident Command System (ICS) uses a team approach to manage incidents. It is difficult to form a team while a crisis or incident is unfolding. As such, the following provides roles and responsibilities that should be followed during an incident. Each staff member is expected to be familiar with his or her role and responsibilities before an incident occurs.

### **Campus Director**

The Campus Director will serve as the Incident Commander. At all times, the Campus Director retains the ultimate responsibility for the overall safety of students and staff. Responsibilities of the Campus Director include, but are not limited to:

- Planning
  - Establish the incident organization and determine basic strategies to implement protocols
  - Develop working knowledge of local/regional agencies, serve as the primary on-scene contact for outside agencies assigned to an incident, and assist in accessing services when the need arises
  - Conduct drills
  - Document all significant activities
- Management and Coordination
  - Establish and manage the Command Post
  - Provide direction over all incident management actions based on procedures outlined in this Plan
  - Monitor incident safety conditions and develop measures for ensuring the safety of building occupants
  - Take steps necessary to ensure the safety of students, staff and others
  - Determine which emergency protocols to implement (see Types of Emergency Situations and Action Steps)
  - Coordinate/cooperate with Emergency Responders
  - Coordinate media relations and information dissemination
  - Keep the College's executives informed of the situation
  - Document all significant activities

### **Dean**

The Dean will serve as alternate Incident Commander in the case that the Campus Director is not available. However, at all times, the Campus Director retains the ultimate responsibility for the overall safety of students and staff.

### **Campus Coordinator**

The responsibilities of the Campus Coordinator with respect to incident planning and incidents include, but are not limited to:

- Planning
  - Establish and maintain college and classroom preparedness kits
  - Assist in drill preparation
  - Assist in the development of local/regional Emergency Responder teams
- Coordination
  - Assist with the coordination of personnel and facilitation of communication among incident Emergency Responders
  - Survey and report building damage to the Incident Commander
  - Provide damage control as needed
  - Assist in the conservation, use and disbursement of supplies and equipment
  - Control locks and physical security as directed by the Incident Commander
  - Keep Incident Commander informed of the condition of the college
  - Execute assignments as directed by the Incident Commander

The Campus Coordinator at each campus will also serve as alternate Incident Commander in the case that the Campus Director and Dean are not available. However, at all times, the Campus Director retains the ultimate responsibility for the overall safety of students and staff.

### **Faculty**

Faculty members shall be responsible for the supervision of students during an incident and shall remain with students unless directed to do otherwise. Responsibilities of faculty members include, but are not limited to:

- Supervise students under their charge
- Take steps to ensure the safety of students, staff, and other individuals.
- Take attendance when class relocates to an inside or outside designated area or to an evacuation site
- Report missing students to the appropriate Emergency Response Team Member
- Obtain first aid services for injured students from person trained in first aid; Arrange for first aid for those who are unable to be moved
- Render first aid or CPR if certified and deemed necessary
- Execute assignments as directed by the Incident Commander.

### **Education Coordinator and Administrative Assistant**

The responsibilities of the Education Coordinator and Administrative Assistant during an incident include, but are not limited to:

- Answer phones and assist in receiving and providing consistent information to callers
- Provide for the safety of essential college records and documents
- Provide assistance to the Incident Commander
- Monitor radio/TV/Internet and other emergency broadcasts
- Execute assignments as directed by the Incident Commander

### **Maintenance Staff**

The responsibilities of Maintenance Staff during an incident include, but are not limited to:

- Survey and report building damage to the Incident Commander
- Control main shutoff valves for gas, water, and electricity and ensure that no hazard results from broken or downed lines
- Provide damage control as needed
- Assist in the conservation, use and disbursement of supplies and equipment
- Control locks and physical security as directed by the Incident Commander
- Keep Incident Commander informed of the condition of the college
- Execute assignments as directed by the Incident Commander

### **Bus Drivers**

Bus drivers are responsible for, among other things, undertaking the following:

- Supervise the care of students if disaster occurs while students are on the bus
- Transfer students to new location when directed
- Execute assignments as directed by the Incident Commander

### **Other Staff Members**

Staff members are responsible for, among other things, undertaking the following:

- Take steps to ensure the safety of students, staff and other individuals during the implementation of this Plan
- Provide appropriate direction to students as described in this Plan for the incident type
- Render first aid or CPR if trained to do so
- Assist in the transfer of students, staff and others when their safety is threatened by an emergency
- Administer counseling services as deemed necessary during or after an incident
- Execute assignments as directed by the Incident Commander

### **Students**

Students during an incident are responsible for, among other things:

- Cooperate during emergency drills, exercises and during an incident
- Follow directions given by staff and Emergency Responders
- Know emergency actions and assist fellow students in an incident
- Report situations of concern (e.g. “If you see something, say something.”)
- Develop an awareness of the high priority threats/hazards and how to take measures to protect against and mitigate those threats/hazards

## **F. Information Collection, Analysis and Dissemination**

The College will collect, analyze, and disseminate information during and after an incident.

### **1. Types of Information**

During an incident, the Campus Director will assign staff to monitor weather, local law enforcement alerts and local health department warnings. After an incident, the Campus Director will assign staff to monitor websites and hotlines of mental health, emergency management and relief agencies.

### **2. Information Documentation**

The assigned staff member is responsible for documenting the information gathered including:

- Source of information
- Staff member who collected and analyzed the information
- Staff member to receive and use the information
- Format for providing the information
- Date and time the information was collected and shared

## **G. Training and Exercises**

The college understands the importance of training, drills, and exercises in being prepared to deal with an incident. To ensure that college personnel and Emergency Responders are aware of their responsibilities under this Plan, the following training and exercise actions should occur.

### **1. Training**

All staff, students, and others deemed appropriate by the Campus Director should receive the training during each college year to better prepare them for an incident. The training should involve, among other things, (i) a review of this Plan, (ii) roles and responsibilities of all community members during an incident, (iii) instruction on how to exit the building in the shortest possible time without confusion or panic, and (iv) other training as designated by the Campus Director. Parties interested in additional training and information on Incident Command System (ICS) Training should visit FEMA Independent Study Program at [www.training.fema.gov](http://www.training.fema.gov).

### **2. Drills & Exercises**

At a minimum, each campus should conduct a Fire Drill (Announced) and Lockdown Drill (Announced). It is recommended that campuses also conduct unannounced drills throughout the year. All drills should be conducted to minimal interruption to academic activities. Where possible, the college should seek out opportunities to conduct full-scale response exercises with law enforcement.

Whenever a drill is to be conducted, whether announced or unannounced, the campus should notify local law enforcement and/or the regional 911 Emergency Dispatch Center prior to **and at the conclusion of the drill**. This will be done to ensure that law enforcement does not receive a

false report that the college is in actual lockdown. Any announcements made during a drill will be preceded and ended with the phrase “this is a drill”. This will ensure that all involved recognize that this is a drill and not a real incident (i.e. “may I have your attention, this is a drill – LOCKDOWN – this is a drill”). Additionally, a sign or notice should also be placed at all public entrances indicating that a drill is in progress and to wait for service “**SAFETY DRILL IN PROGRESS - PLEASE WAIT.**” This will serve to notify any uninformed visitors and prevent unwarranted panic.

**3. Documentation**

The table below provides a sample table that should be maintained by the campus to document each completed training and drills associated with this Plan.

Type of Training/Drill	Date of Training/Drill	Agencies Involved	Comments

## II. GENERAL ACTIONS IN EMERGENCY SITUATIONS

The following describes actions that should be undertaken in responding to emergency situations. The information is general in nature and should be adjusted as is necessary to address the type and nature of the emergency. Additional policies and procedures may need to be established to respond to an incident and such supplemental process may need to be adjusted overtime to promote the health and safety of the community. An example of such policies is located in Exhibit A to this Plan – the College’s initial response to Coronavirus pandemic and adjusted policies a year later.

### A. Communications

#### 1. Overview

Communication and coordination during emergencies and disasters is paramount. Communication needs to be coordinated internally and externally. The following provides policies and procedures governing college incident communications with students, faculty and staff, as well as Emergency Responders, the community and the media.

#### 2. Internal Communications

##### *a. Oversight and Responsible Party*

The Campus Director is designated as the college spokespersons for emergency response situations at each campus and is responsible for:

- Helping create the policies and plans for communicating emergency information internally, to the public and Emergency Responders
- Following the communications policies and procedures established by the college
- Helping establish alternative means to provide information in the event of a failure of power, phone or other lines of communication
- Developing materials for use in media briefings
- Acting as a contact for Emergency Responders and the community
- Assisting in coordination of media communications
- Coordinating with the President’s Office

##### *b. Campus Communication between College Officials and Staff Members*

College personnel will be notified when an incident occurs and kept informed as additional information becomes available. They will also be informed as plans for management of the incident evolve (keep staff informed to the greatest degree possible). The following methods of communication may be utilized to disseminate information internally when appropriate:

- Schoolcast --voice, text and email announcements
- E-mail System
- Staff Meeting: As appropriate, updated information about an incident will be presented at a staff meeting. Any new procedures will also be reviewed at this time. Staff will also have the opportunity to address any misinformation or rumors.
- Public Address System
- Notifications on the College’s website

*c. Campus Communication between College Officials and Students*

Communication of emergency information between college officials and students will primarily take place through the college's public address system, Schoolcast or face-to-face between faculty and students. Other methods of communication with students may include the following:

- E-mail System: An E-mail system is available to provide those who are registered to receive messages with updates during an incident.
- Public Address System
- Assembly
- Face to face Classroom Visits
- Notifications on the College's Website

**3. External Communications**

*a. Communication between College and Emergency Responders*

The college will contact and maintain communications with applicable Emergency Responders during an incident. The Incident Commander will transfer command to the appropriate the Emergency Responder who arrives on the scene to assume management of the incident, including coordination of internal and external communications. The Incident Commander will use the communication platform described in this Plan to notify the President and CEO of the college's status and needs. The college and Emergency Responders will coordinate the release of information to ensure that information is consistent, accurate and timely.

*b. Communication between College and Community Members*

College officials must communicate with the larger college community on how incidents will be addressed on a regular basis. However, once an incident does occur, media and the community at large will require clear and concise messages from the college about the incident. This will include what is being done and the safety of the students and staff.

In the case of an incident, the Incident Commander should undertake the following to communicate with community members:

- Implement a plan to manage phone calls and individuals who arrive at the college
- Describe how the campus and college are handling the situation.
- Provide a phone number or web site address where individuals can receive updated incident information
- Inform the community when and where classes will resume

After an incident, the Incident Commander (or his/her designee) should schedule and attend an open question- and-answer meeting for the community as soon as possible.

## **B. Accounting for All Persons**

### **1. Overview**

In all emergency situations it is key to coordinate and account for the whereabouts of students, staff, and others. The following provides policies and procedures for accounting for all community members, and identifying and reporting on those who may be missing.

### **2. Student Accountability**

When the order is given to evacuate the building by alarm or announcement, faculty will follow the following steps. Remember that student accountability is the responsibility of the instructor.

- Move all students from the classroom in an orderly and quiet manner
- The instructor is to take a copy of the class roster with them as they leave the classroom
- Close the classroom door after the last student or occupant is out of the classroom
- Proceed in an orderly fashion from the building to the predetermined assembly area
- After reaching the designated safe area for the class, using the class roster, take role and check off all students that are present and note all students that are not there.
- Notify Campus Director or other designated administrators that class is out of the building and give them the status of the students, those present and those missing. Attendance check should be completed as quickly as possible.
- The Campus Director will notify the responding Emergency Responders of the student accountability results
- Do not allow anyone back into the building to search for missing students, staff or visitors once they have left the building. The responding Emergency Responders will direct that effort.

### **3. Individuals with Special Needs/Limited Mobility Accountability**

The needs of individuals with special needs/limited mobility must be addressed during any incident. It is recommended that all individuals evacuate a building when notified. However, in certain situations this may not be possible. Where it is not possible to evacuate individuals with special needs/limited mobility staff members should undertake the following:

- Accompany/move these individuals to the nearest, safe evacuation staging area
- After arriving at the staging area the staff member should immediately call/notify the Incident Commander and identify themselves as well as the names of all individuals under their care
- Remain in the staging area until notified that they may leave or until the responding authorities arrive to remove them from the building

### **4. Staff and Visitor Accountability**

When an evacuation of the facility is required, all staff that are not assigned to a class should leave the building report to their designated assembly area and notify the Incident Commander that they are safe and out of the building.

All visitors should evacuate the building with the class or the individual staff member that they are visiting. The visitors' identity and location should be communicated to the Incident Commander as soon as they are safely out of the building.



The college office staff shall take the visitor log with them as they evacuate the building and use the log to account for all visitors as they are notified that the visitors are safely out of the building.

## **C. Reunification**

### **1. Overview**

Establishing policies and procedures for reuniting individuals after an emergency serves to minimize post-emergency anxieties. The following focuses on a safe and secure means of reuniting community members with family, friends and others in the event of an emergency.

### **2. Reunification Activities**

The following activities are recommended to be followed when an incident has occurred that requires college community members to be united with family, friends and others.

- Identify a reunification site and communicate this site to the community
- Campus Director to assign a staff member as the Reunification Coordinator. The Reunification Coordinator is responsible for:
  - Directing arriving students and staff to a holding area within the designated reunification site that is away from waiting family members, friends and others
  - Obtaining or developing list of evacuated students and staff
  - Designating a report area for family, friends and others to sign-in
  - Coordinating the reunification between college community member and waiting family members, friends and others, including the following:
    - Establishing release area and ensuring that no one is released without signing-out
    - Establishing a mental health area and direct staff to escort family, friends and others of any injured, missing or deceased student or staff to the area for staff to provide notification in private and away from others. A mental health provider should coordinate this activity with emergency response personnel.
    - Instructing individuals to leave the site to make room for others once they have signed out
    - Providing for the special needs students who may be significantly impacted by the stress of the incident and additional support staff may be required to support these students

## D. Holds and Evacuations

Emergency situation will require the Incident Commander to initiate different types of holds and/or evacuations to ensure the safety and well-being of the college community. There are five primary types of holds/evacuations:

- Shelter-in-Place
- Hold-in-Place
- Lockout
- Lockdown
- Evacuation (on-site and off-site)

The following provides general policies and procedures for executing each hold/evacuation.

### 1. Shelter-in-Place

A Shelter-in-Place describes courses of action when students and staff are required to remain indoors, perhaps for an extended period of time, because it is safer inside the building or a room than outside. Depending on the threat or hazard, students and staff may be required to move to rooms that can be sealed (such as in the event of a chemical or biological hazard) or without windows, or to a weather shelter (such as in the event of a tornado).

Initiation of a Shelter-in-Place should involve the following actions and activities:

- i. Announce by intercom system, SchoolCast and/or other means (i.e., room to room announcements) the following (never use the Fire Alarm System):
  - YOUR ATTENTION PLEASE.
  - THERE IS A SITUATION REQUIRING YOU TO SHELTER-IN-PLACE.
  - PLEASE STOP WHAT YOU ARE DOING AND FOLLOW THESE INSTRUCTIONS.
  - **[INSTRUCTIONS TO BE DEVELOPED BY INCIDENT COMMANDER]**

**Instructions:** In developing instructions, consider the following:

- Use clear, concise language to provide direction to the college based on the situation.
  - If there is a situation requiring students and staff to move away from windows and doors (such as a weather emergency), they should be instructed to move to the interior of the room or relocate to an interior hallway or room. Students outside of the building for any reason should be instructed to move into the building.
    - In addition, procedures for the following should be included (i) turn off utilities and ventilation systems (heating, ventilation and air conditioning) if appropriate and (ii) prepare to shelter-in-place for extended periods including arrangements for food/water, sleeping, hygiene, medical needs, etc.
- ii. When appropriate, call or designate another to immediately call public safety (911) (police, fire and emergency responders) to give notice of incident

- iii. Notify appropriate institutional executive staff (CEO/President/Provost) that a Shelter-in-Place has occurred
- iv. Designate staff with cell phones to assist with incident
- v. Conduct other activities as appropriate or as directed by the Incident Commander

At the conclusion of an incident that required a Shelter-in-Place, the following actions should occur:

Announce by intercom system, SchoolCast and/or other means (i.e., room to room announcements) the following:

- YOUR ATTENTION PLEASE.
- THE SITUATION REQUIRING THE SHELTER-IN-PLACE HAS BEEN RESOLVED.
- PLEASE RESUME SCHEDULED CLASSES AND SCHEDULES.

**\*\*\* ALL verbal announcements should be made three (3) times \*\*\***

## **2. Hold-in-Place**

If there is an internal incident or administrative matter such as students fighting in a hallway, a maintenance issue or medical emergency that requires students and staff movement be limited, a “Hold-in-Place” may be initiated. This is intended to keep students and staff out of the affected area until the situation can be rectified.

Initiation of a Hold-in-Place should involve the following actions and activities:

- i. Announce by intercom system, SchoolCast and/or other means (i.e., room to room announcements) the following (never use the Fire Alarm System):
  - YOUR ATTENTION PLEASE.
  - THERE IS A SITUATION REQUIRING YOU TO HOLD-IN- PLACE.
  - PLEASE STOP WHAT YOU ARE DOING AND FOLLOW THESE INSTRUCTIONS.
  - **[INSTRUCTIONS TO BE DEVELOPED BY INCIDENT COMMANDER]**

**Instructions:** In developing instructions, consider the following:

- Use clear, concise language to provide direction to the college based on the situation.
  - If there is a situation requiring students and staff to move away from windows and doors, they should be instructed to move to the interior of the room or relocate to an interior hallway or room. Students outside of the building for any reason should be instructed to move into the building.
- ii. When appropriate, call or designate another to immediately call public safety (911) (police, fire and emergency responders) to give notice of incident.
  - iii. Notify appropriate institutional staff (CEO/President/Provost) that a Hold-in-Place has occurred.
  - iv. Designate staff with cell phones to assist with incident.

At the conclusion of an incident that required a Hold-in-Place, the following actions should occur:

Announce by intercom system, SchoolCast and/or other means (i.e., room to room announcements) the following:

- YOUR ATTENTION PLEASE.
- THE SITUATION REQUIRING THE HOLD-IN-PLACE HAS BEEN RESOLVED.
- PLEASE RESUME SCHEDULED CLASSES AND SCHEDULES.

**\*\*\* ALL verbal announcements should be made three (3) times \*\*\***

### **3. Lockout**

A Lockout involves securing college buildings and grounds during incidents that pose an imminent concern that are outside of the college. The primary objective of a lockout is to quickly ensure all staff, students, and visitors are secured in the college building away from the outside danger.

Initiation of a Lockout should involve the following actions and activities:

- i. Announce by intercom system, SchoolCast and/or other means (i.e., room to room announcements) the following:
  - YOUR ATTENTION PLEASE.
  - THERE IS A SITUATION REQUIRING THE COLLEGE TO LOCKOUT.
  - ALL INDIVIDUALS MAY NOT LEAVE THE BUILDING.
  - PLEASE CONTINUE REGULARLY SCHEDULED INDOOR ACTIVITIES
  - **[INSTRUCTIONS TO BE DEVELOPED BY INCIDENT COMMANDER]**

Important: Do NOT Activate Fire Alarm System to initiate Lockout

- ii. Any outdoor activities should cease and be immediately moved indoors
- iii. As soon as all students and staff are in the building all exterior doors shall be locked
- iv. Normal activity will continue within the building (unless directed otherwise)
- v. It is not necessary to turn lights off or to close blinds (unless directed)
- vi. Do not respond to the fire alarm unless actual signs of fire are observed, or an announcement is made
- vii. Report any suspicious activity observed either indoors or outdoors to the Campus Director's office
- viii. A lockout will be lifted when notification is made by administration
- ix. Activate other actions appropriate to respond to the situation
  - x. Notify appropriate institutional staff (CEO/President/Provost) that a lockout has occurred.
  - xi. Designate staff with cell phones to assist with incident
  - xii. Contact and coordinate with outside parties (Police, Fire, EMS)

At the conclusion of an incident that required a Lockout, the following actions should occur:  
Announce by intercom system, SchoolCast and/or other means (i.e., room to room announcements) the following:

- YOUR ATTENTION PLEASE.
- THE SITUATION REQUIRING THE LOCKOUT HAS BEEN RESOLVED.
- PLEASE RESUME SCHEDULED CLASSES AND SCHEDULES.

**\*\*\* ALL verbal announcements should be made three (3) times \*\*\***

#### **4. Lockdown**

A Lockdown involves securing the buildings and grounds during incidents that pose an immediate threat of violence in or around the college. The primary objective of a lockdown is to quickly ensure all staff, students and visitors are secured in rooms away from immediate danger. A Lockdown is the initial physical response to provide a time barrier during an active shooter/intruder event. Lockdown is not a stand-alone defensive strategy. Executing a Lockdown should involve barricading the door, hiding from view, remaining silent and readying a plan of evacuation as a last resort.

Initiation of a Lockdown should involve the following actions and activities:

i. Announce by intercom system or SchoolCast the following:

- **LOCKDOWN! - LOCKDOWN! - LOCKDOWN!**

If announcement by intercom system or SchoolCast is not possible Staff should raise the alarm and initiate a lockdown by shouting:

- **LOCKDOWN! - LOCKDOWN! - LOCKDOWN!**

ii. Contact 911

iii. IF SAFE, staff should immediately gather students from hallways and areas near room into classroom or office. This includes common areas and restrooms immediately adjacent to classroom.

iv. Lock all door(s) and have students/staff move to the designated safe area of the room

v. REMAIN SILENT at all times

vi. Leave lights on and blinds as they are. Do not cover door window.

vii. Activate other actions appropriate to respond to the situation.

viii. Notify appropriate institutional staff (CEO/President/Provost) that a lockdown has occurred, if possible.

At the conclusion of an incident that required a Lockdown, the following actions should occur:

**LOCKDOWN WILL ONLY END WHEN INDIVIDUALS ARE PHYSICALLY RELEASED FROM THE SECURE ROOM OR SECURED AREA BY LAW ENFORCEMENT. DO NOT LEAVE ROOM UNTIL LAW ENFORCEMENT RELEASES.**

Staff should also consider the following additional information to effectively manage their classroom/area during a Lockdown:

- Do not allow anyone, under any circumstance, to leave the secured area
- Do not answer or communicate through the door or classroom phone
- Silence cell phones and limit use to only relay pertinent information to 911, (i.e., description/location of active shooter/victim injuries).
- Do not respond to fire alarm unless actual signs of fire are observed. Doing so could compromise the safety of those already secured
- Document and attend to any injuries to the best of ability
- Take attendance and include additions and missing students' last known location
- Do not respond to Public Address (P.A.) system or other announcements
- If an intruder enters the classroom, use **WHATEVER** means necessary to protect students and self
- Be prepared to fight for one's life and use physical force or possibly deadly force to stop the intruder; potential tactics include:
  - Moving about the room to lessen accuracy
  - Throwing items (books, computers, phones, etc.) to create confusion
  - Assaulting the shooter/intruder – use whatever objects you have in the classroom as a weapon such as blunt force objects (fire extinguishers, chairs, etc.) to incapacitate the intruder – **FIGHT!**
  - Tell students to get out anyway possible – **RUN!**

## **5. Evacuation**

From time to time, an incident may require a campus to be evacuated. Evacuation should only take place if it is determined that it is safer outside than inside the building (fire, explosion, intruder, hazardous material spill) and staff, students and visitors can safely reach the evacuation location without danger. There are two types of evacuations: On-site and Off-site.

### On-site Evacuation

Initiation of an on-site Evacuation should involve the following actions and activities:

- i. Activate Fire Alarm System (if reasonable)
- ii. Announce by intercom system, SchoolCast and/or other means (i.e., room to room announcements) the following:
  - **YOUR ATTENTION PLEASE.**
  - **THERE IS A SITUATION REQUIRING THE NEED TO EVACUATE THE BUILDING.**
  - **INSTRUCTORS ARE TO TAKE THEIR STUDENTS TO THE PARK LOT AND/OTHER SAFE AREAS OUTSIDE THE BUILDING**
  - **INSTRUCTORS TAKE YOUR CLASS ROSTER**
  - **TAKE ATTENDANCE WHEN SAFE TO DO SO**
- iii. Call or designate another to immediately call public safety (911) (police, fire and emergency responders) to give notice that the college has been evacuated.

- iv. Notify appropriate institutional staff (CEO/President/Provost) that an evacuation has occurred.
- v. Designate staff with cell phones to assist with incident.

#### Off-site Evacuation

Initiation of an off-site Evacuation should involve the following actions and activities:

- i. Announce by intercom system, SchoolCast and/or other means (i.e., room to room announcements) the following:
  - YOUR ATTENTION PLEASE.
  - THERE IS A SITUATION REQUIRING THE NEED TO EVACUATE THE BUILDING.
  - INSTRUCTORS ARE TO TAKE THEIR STUDENTS TO: \_\_\_\_\_
  - INSTRUCTORS TAKE YOUR CLASS ROSTER
  - TAKE ATTENDANCE WHEN SAFE TO DO SO
- ii. Activate Fire Alarm System (if reasonable)
- iii. Call or designate another to immediately call public safety (911) (police, fire and emergency responders) to give notice that the college has been evacuated
- iv. Notify appropriate institutional staff (CEO/President/Provost) that an evacuation has occurred.
- v. Designate staff with cell phones to assist with incident

At conclusion of incident that required an Evacuation, announce by intercom system, SchoolCast and/or other means (i.e., room to room announcements) the following:

- YOUR ATTENTION PLEASE.
- THE SITUATION REQUIRING THE EVACUATION OF THE CAMPUS HAS BEEN RESOLVED.
- PLEASE RETURN TO THE CAMPUS AND RESUME SCHEDULED CLASSES AND SCHEDULES.

**\*\*\* ALL verbal announcements should be made three (3) times \*\*\***

### **III. RESPONSES TO SPECIFIC HAZARDS/INCIDENTS**

The following tables describe specific hazards and incidents that might occur at the college and roles and responsibilities of various parties. For each hazard and/or incident the table also references the “General Actions in Emergency Situations” that might be initiated to respond appropriately to the hazard/incident.

ANTHRAX/BIOLOGICAL THREAT  
AVIATION CRASH BUILDING STRUCTURAL FAILURE  
BOMB/EXPLOSIVE THREAT  
BUS ACCIDENT  
CARBON MONOXIDE  
CIVIL DISTURBANCE  
CRIMES AGAINST PERSONS  
EARTHQUAKE  
ELECTRICAL SYSTEM FAILURE  
ENERGY SUPPLY LOSS  
EPIDEMIC/PANDEMIC  
EXPLOSION  
FIRE  
FLOODING  
HAZARDOUS MATERIALS INCIDENT  
HOSTAGE SITUATION  
HVAC SYSTEM FAILURE  
INTRUDER  
LOSS OF BUILDING USE  
MULTIPLE CASUALTY INCIDENT  
MEDICAL EMERGENCIES  
NATURAL GAS OR PROPANE LEAK 79  
RADIOLOGICAL INCIDENT  
SEVERE WEATHER EMERGENCY 84  
THREATS OF VIOLENCE  
TOXIC EXPOSURE  
WATER EMERGENCY



**ANTHRAX/BIOLOGICAL THREAT**

<b>COMMUNITY RESOURCES</b>
Department of Health State/County Office of Emergency Management Local Fire Department Local Rescue Squad Law Enforcement

<b>RESPONSE ACTION GUIDELINES</b>	<b>AUTHORITY</b>
1. An anthrax threat can be made in the form of a letter, package, container, or telephone call stating that there is anthrax at your location. Contain the threat to as few people and as small an area as possible. Secure the room, close any open windows, and do not let anyone enter until health officials arrive. Note: All occupants in the area of potential exposure must remain securely in place.	Staff
2. Contact the Campus Director by telephone and inform him or her of the threat and notify call 911.	Staff
3. Do not allow anyone in the immediate area handle the object containing the threat. Individuals who came in direct contact with the threat must be advised not to eat, drink, smoke, or rub their eyes, ears, nose, or mouth, or place their hands near their face.	Exposed Individuals
4. Activate the incident command team and establish a command post.	Incident Commander
5. Order a building lock down to ensure that building occupants stay in their classrooms.	Incident Commander
6. Instruct the building custodian/maintenance personnel to turn off the HVAC System.	Incident Commander
7. When Health Officials arrive follow their directions. At that time they may advise the college to evacuate the building. Be prepared to implement one or more of the following plans:  College Cancellation/Go Home Early Plan Community and Media Notification Plan Reunification Procedures	Incident Commander
8. Health Officials will establish decontamination procedures for the individuals who were potentially exposed and the space they occupied. Exposed individuals will most likely receive post exposure vaccination for anthrax.	Incident Commander
9. Law enforcement and health officials will advise if any additional precautions need to be taken.	Incident Commander
10. Start aftermath planning for returning to normal operations.	Campus Director

**AVIATION CRASH**

<b>COMMUNITY RESOURCES</b>
Local Law Enforcement Local Fire Department Local Rescue Squad State/County Office of Emergency Management National Transportation and Safety Board (NTSB)

<b>RESPONSE ACTION GUIDELINES</b>	<b>AUTHORITY</b>
1. Upon discovery or detection of an aviation crash on college or near college grounds activate the incident command team and establish a command post.	Incident Commander
2. Determine the area of college property affected by the crash.	Incident Commander
3. Move college occupants away from the crash site and away from any area that overlooks the wreckage or debris field. If there is any danger to building occupants evacuate to a safe location.	Incident Commander
4. Dispatch designated staff to establish communications with the incident commander of the emergency response agencies.	Incident Commander
5. In concurrence with local emergency service officials, determine if one or more of the following plans need to be implemented: College Cancellation/Go Home Early Plan Community and Media Notification Plan Reunification Procedures	Campus Director
7. If damage to the building or injuries have been sustained, reference "Structural Failure" or "Multiple Casualty".	Incident Commander
8. Start aftermath planning for returning to normal operations.	Campus Director

**BUILDING STRUCTURAL FAILURE**

<b>COMMUNITY RESOURCES</b>
Emergency Response Personnel Building Codes Official Structural Engineer Insurance Representative Neighboring Colleges Off campus shelter sites

<b>RESPONSE ACTION GUIDELINES</b>	<b>AUTHORITY</b>
1. Upon discover or detection of an actual or potential structural failure, notify the Campus Director.	Staff
2. Activate the incident command team and establish a command post.	Incident Commander
3. Evaluate the situation. If hazards are imminent evacuate to a safe location and determine if there are injuries.	Incident Commander
4. Identify any imminent hazards and take appropriate remedial action to mitigate as long as it is safe to do so. Barriers may be required to keep occupants out of harm's way or to protect the building from further damage.	Incident Commander
5. In consultation with a buildings code official determine if a structural engineer is need to survey the building. If portions of the building are safe implement on-site sheltering, college cancellation or other appropriate response.	Incident Commander
6. Activate community and media notification plan.	Incident Commander
7. Assess damage to property and determine whether to prepare claims under policies of insurance or Federal or State emergency relief programs.	Incident Commander
8. Start aftermath planning for returning to normal operations.	Campus Director

**BOMB/EXPLOSIVE THREAT**

<b>COMMUNITY RESOURCES</b>
Police Agencies Local Fire Department State/County Office of Emergency Management Community Resources

<b>RESPONSE ACTION GUIDELINES</b>	<b>AUTHORITY</b>
Upon receipt of a bomb threat: If by <u>telephone</u> , write down information from the caller. Press *57 to lock the phone number in with the phone company. Do not make any other calls from that phone until the police allow you to. If by <u>written note</u> , handle it as little as possible to preserve fingerprints. If by <u>mail/suspicious package</u> , <b>do not</b> open/pull/squeeze/shake/ put under water. <b>Do</b> move people away, notify police, and activate plan. NOTE: Contact person is to remain in Campus Director’s office until the police take a statement. This person should be telling the information for the first time to the police. <b>DO NOT</b> discuss the details it with others.	Staff
2. Notify the Campus Director or designated alternate.	Staff
3. Notify State Police	Incident Commander
4. Activate the incident command team and establish a command post. Incident Commander will determine which of the three appropriate response actions should be taken: Sheltering students in an area which has been “sanitized and cleared” Preclearance of the building and maintenance of security to ensure no suspicious objects have been brought into the building Evacuation of building	Incident Commander
5. Before people are directed to move within the building, conduct a visual search of exit routes, evacuation areas to assure safe passage and refuge. Use the public address system. Do not mention “bomb scare”. Do not use fire alarm for notification. Report findings to the Campus Director.	Designated Staff
6. When police arrive:  Advise them of situation and follow their instructions. They will notify fire department if necessary. Turn control of building over to them.	Incident Commander
7. Upon review of conditions, State Police or fire officials will determine when control of the building is returned to college officials.	Incident Commander
8. In consultation with President of college, determine whether to resume building operations or activate on-site sheltering or Cancellation of Classes as appropriate	Incident Commander
9. Implement community notification procedures (staff, students and parents) and prepare media plan.	Incident Commander
10. Start aftermath planning for returning to normal operations.	Campus Director

**BUS ACCIDENT**

<b>COMMUNITY RESOURCES</b>
Local Fire Department Local Rescue Squad Local & State Police Insurance Company

<b>RESPONSE ACTION GUIDELINES</b>	<b>AUTHORITY</b>
1. If there is an accident involving a college bus account for all students aboard. Check students for injuries. Do not leave the scene of the accident.	College Bus Driver
2. Keep all students on the bus except in three cases: Conditions exist that could lead to a fire Danger of further collision Danger of drowning	College Bus Driver
3. If evacuation is necessary, relocate students to a safe location at least 100 feet from the bus and out of danger.	College Bus Driver
4. Contact the Campus Director and request emergency assistance. If the radio does not work attempt to obtain access to a telephone and call for assistance.	College Bus Driver
5. The Campus Director or designee will call 911 and request emergency services to the scene of the accident.	Company Director
6. Establish a command center and implement the incident command team. Dispatch personnel to the scene of the accident to establish a forward command post.	Incident Commander
7. In consultation with the emergency response IC on the scene, the team will determine the level of response needed: Activate Community Notification Plan Activate Media Plan Dispatch transportation for uninjured students	Incident Commander
8. If there are injuries dispatch a forward team to the health care facility(s) to meet with family members, and to obtain accurate information on the extent of the injuries.	Incident Commander

## CARBON MONOXIDE

COMMUNITY RESOURCES
Local Fire Department Gas/Propane Supplier State/County Office of Emergency Management County Health Department

RESPONSE ACTION GUIDELINES	AUTHORITY
1. Upon suspicion of a gas leak notify the Campus Director.	Staff
2. Direct custodian or Campus Coordinator to investigate the possible leak.	Incident Commander
3. Activate the incident command team and establish a command post.	Incident Commander
4. If it is determined that there is a gas leak, evacuate the building to a safe distance if the leak cannot be controlled.	Incident Commander
5. Relocate the command post outdoors.	Incident Commander
6. In consultation with fire or utility personnel, determine whether to implement the Cancellation of Classes.	Incident Commander
7. Implement community notification and media plan if necessary.	Incident Commander
8. Start aftermath planning for returning to normal operations.	Campus Director

**CIVIL DISTURBANCE**

<b>COMMUNITY RESOURCES</b>
Law Enforcement Agencies State/County Office of Emergency Management Fire Department Emergency Medical Services Local Crisis Intervention Resources

<b>RESPONSE ACTION GUIDELINES</b>	<b>AUTHORITY</b>
At the onset of an actual or potential civil disturbance initiate the college emergency system. Contact the Campus Director and provide the following: Your name? Nature of the incident? The location of incident? How many people are involved? Are there any injuries or property damage?	Staff
2. Notify local law enforcement agency by calling 911.	Campus Director
3. Activate the district incident command team and establish a command post.	Incident Commander
4. Safely determine the extent of the incident.	Incident Commander
5. If the incident necessitates order a building lock down.	Incident Commander
6. When law enforcement personnel arrive provide them with facts related to the incident, and direct them to the location of the incident.	Incident Commander
7. Based upon the advice received from the commander in charge of the incident implement one or more of the following: On Site or Off Site Sheltering Plans College Cancellation/Go Home Plan Community Notification Plan Media Notification Plan	Incident Commander
8. Consult with Law Enforcement, Emergency Coordinator, Crisis Team, and other appropriate parties prior to resuming normal activities.	Incident Commander
9. Start aftermath planning for returning to normal operations.	Campus Director

**CRIMES AGAINST PERSONS**

<b>COMMUNITY RESOURCES</b>
Law Enforcement State/County Office of Emergency Management Local Fire Department Local Rescue Squad

<b>RESPONSE ACTION GUIDELINES</b>	<b>AUTHORITY</b>
1. Upon identification of suspected, threatened, potential or actual crimes against persons, (e.g. abuse, assault, hostage-taking, kidnapping, robbery) notify the Campus Director	Staff
2. Notify Law Enforcement by calling 911.	Campus Director
3. Implement the incident command team, and establish a command post.	Incident Commander
4. In the event of ongoing activity, seek to isolate the affected area, or reduce the severity of the event through appropriate risk reduction or crisis intervention tactics.	Incident Commander
5. When Law Enforcement arrives advise them of the situation and follow instructions that are given.	Incident Commander
6. If damage or injuries warrant refer to "Multiple Casualty" procedures.	Incident Commander
7. Depending on the nature of the incident be prepared to implement one or more of the following plans: Off-Site Evacuation Plan College Cancellation/Go Home Early Plan Community Notification Plan Media Plan	Incident Commander
9. Start aftermath planning for returning to normal operations.	Campus Director



**EARTHQUAKE**

<b>COMMUNITY RESOURCES</b>
Law Enforcement State/County Office of Emergency Management Local Fire Department Local Rescue Squad Local Red Cross Agency Volunteer Personnel College Architect/Structural Engineer County Building Codes Official

<b>RESPONSE ACTION GUIDELINES</b>	<b>AUTHORITY</b>
1. Provide guidance to students and staff during an earthquake. <b>Indoors:</b> Avoid large open areas; get under a desk or heavy table and hold on to the legs. Do not attempt to leave the building until the shaking stops. <b>Outdoors:</b> Get away from buildings, trees, poles, and overhead wires.	Staff
2. After the shaking stops immediately evacuate to an open area.	Staff & Students
3. Establish an on-site command post and assemble the incident command team.	Incident Commander
4. Take a head count and determine if any students or staff is remaining in the building. Determine the locations of injured or trapped individuals. Do not attempt to provide first aid or move injured persons if it interferes with evacuation procedures.	Incident Commander Staff
5. Attempt to notify Emergency Services Agencies to report damage, injuries, or hazards. If telephone service is not functioning attempt to gain access to a cellular telephone.	Incident Commander
6. Establish a medical first aid station.	Incident Commander
7. Check for fires or other physical hazards, (e.g. downed wires, broken gas, water or sewer pipes) and take appropriate precautions. Shut off valves and switches if it is safe to do so.	Incident Commander Campus Coordinator Custodian
8. Determine whether the building has sustained structural damage. Do not attempt to reenter a damaged building until it has been cleared for occupancy by a building codes official.	Incident Commander
9. Start aftermath planning for returning to normal operations.	Campus Director

**ELECTRICAL SYSTEM FAILURE**

<b>COMMUNITY RESOURCES</b>	
Electrical Engineer/Contractor State/County Office of Emergency Management Local Fire Department	
<b>RESPONSE ACTION GUIDELINES</b>	<b>AUTHORITY</b>
1. Upon discovery or detection of electrical system failure which may affect the health and safety of the building occupants notify the Campus Director.	Staff
2. Contact the Custodian.	Campus Director
3. If a hazard exists in an area due to the electrical problem isolate that area as the danger zone.	Campus Director
4. Implement the college incident command team and establish a command post.	Incident Commander
5. Evaluate the cause of the problem and determine if it is off-site or on-site. Determine if critical life-safety systems (e.g., fire detection, smoke/heat detection alarms) have been compromised. If source of the hazard is off-site contact the local utility company to determine probable duration of outage.	Incident Commander
6. Determine if critical operation systems have been affected. These may include the following systems: HVAC, communications, refrigeration, computer, and electronic instrument controls.	Incident Commander
7. In consultation with appropriate college personnel, electrical contractor, and utility company representatives determine whether to curtail or cease building operations as appropriate.	Incident Commander
8. Determine whether to activate the college cancellation and or community notification plan.	Incident Commander
9. Implement appropriate remedial action. Coordinate with emergency services, utility officials, engineers, or contractors as appropriate.	Incident Commander
10. Start aftermath planning for returning to normal operations.	Campus Director

**EPIDEMIC\ PANDEMIC**

<b>COMMUNITY RESOURCES</b>
State/County Office of Emergency Management Local Rescue Squad Health Department Local Hospital Office of Emergency Management CDC (If necessary)

<b>RESPONSE ACTION GUIDELINES</b>	<b>AUTHORITY</b>
1. Upon discovery or notification of a highly contagious disease contact the Campus Director	Staff
2. Implement the college incident command team and establish a command post.	Incident Commander
3. Appoint individual (typically Dean of Nursing) to establish and maintain communications with health officials.	Incident Commander
4. If students and staff become ill while at college isolate them from the general population and make arrangements for medical assessment.	Incident Commander
5. Consult with Department of Health Officials and determine whether to implement <ul style="list-style-type: none"> <li>• Cancel Classes</li> <li>• Close Campus</li> <li>• Notify the Community and the Media Plan</li> </ul> Any communications shall adhere to confidentiality and privacy concerns as outlined in the Americans with Disabilities Act and the Family Education Rights and Privacy Act.	Incident Commander
<b>6. Campus Closure:</b> In the event of an Epidemic/Pandemic requires the College to close a physical campus, the Incident Commander will undertake the following: <ol style="list-style-type: none"> <li>a. Analyze the expected time for the closure and determine calendar changes and/or whether education should be shifted to distance learning.</li> <li>b. The following procedures should be implemented in the case where distance learning will be utilized to address the campus closure:                             <ul style="list-style-type: none"> <li>• <u>Accommodations for students with disabilities during periods of remote instruction:</u> Jersey College will remain committed to responding to the needs of students with disabilities as outlined in both the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The Campus Director will continue to hold the responsibility to review all requests for accommodations and determine appropriate accommodations under normal procedures outlined in the Academic Catalog. Accommodations already approved prior to the Epidemic/Pandemic will remain in place while the College conducts remote instruction. In the event a modification to an accommodation is required, the College will address such accommodation with the student and ensure the student retains access to their education. Examples of such alterations include, but are not limited to: (i) offering transcription or closed captioning services in place of an in-person interpreter, (ii) providing alternative keyboards or other speech input devices for individuals with mobility impairments, or (iii) providing Telecommunications Relay Services for individuals with speech impairments.</li> <li>• <u>Student support:</u> Normal student support procedures should remain in place to the greatest extent while instruction is being delivered remotely. Normal procedures including, but are not limited to: (i) holding office hours, (ii) continuing regular tutoring sessions, and (iii) providing referrals to the Associate Dean. Instructors and support individuals are encouraged to use</li> </ul> </li> </ol>	Incident Commander President  As outlined in this Supplemental Emergency Response Guide under “Organization and Assignment of Responsibilities”, the Campus Director retains authority as the Incident Commander and shall work in conjunction with the President of the College. In the event more than Jersey College campus is closed due to an epidemic, the President shall serve as Incident Commander. The Incident Commander shall develop a Response Team to address with responsibilities over aspects of the college (e.g., instruction, student support, communication, etc.).

<p>available technological resources best suited to the specific interaction, including, but not limited to: (i) videoconferencing, (ii) teleconferencing, (iii) text messaging, and (iv) email.</p> <ul style="list-style-type: none"> <li>• <u>Students and employees who may be subject to isolation or quarantine:</u> Students subject to isolation or quarantine should contact their campus to discuss requesting a Leave in accordance with the College’s normal procedures outlined the in the Academic Catalog. Employees subject to isolation or quarantine due to such an incident should contact Human Resources to discuss procedures in accordance with the Leaves of Absence policies in the Employee or Faculty Handbook.</li> <li>• <u>Protocols for restricting mass gatherings:</u> Individuals may only access the physical campus in compliance with federal, state and local regulations. Physical presences at campuses should only occur for business critical reasons -- essential for the continuity of education and business activities of the College. In all cases, no physical presence will be permitted in any building of Jersey College unless expressly authorized and approved by the local Campus Administrator/Director, or the President of the College.</li> <li>• <u>Finance and Accounting (continuity of business operations):</u> Finance and Accounting operations shall continue as normal in the event of a campus closure due to an epidemic with employees working remotely. The Campus Director shall designate an individual to regularly retrieve the mail from the campus (including bills and invoices). Payments, deposits, refunds, and other financial processing shall continue under normal procedures, including use of electronic payment, electronic check transmission, and use of third-party servicer(s). Normal policies shall remain in place to the greatest extent possible (e.g., payroll, work schedules, etc.). In the event an amendment to normal policies is needed in order to comply with remote work procedures, such amendments shall be provided to all affected employees.</li> <li>• <u>Recovery protocols for potential loss of students, staff, revenue:</u> The College shall undertake any and all activities to offset student, staff and revenue loss, including but not limited, applying for grants, loans and other governmental offsets related to the event and filing of insurance claims. All such activities will be undertaken using standard business practices and commercially reasonable efforts.</li> <li>• <u>Procedures to procure, store and provide infection prevention supplies:</u> Where possible, the College shall adhere to the normal Purchasing procedures outlined in the Business and Administrative Procedure Handbook. Per the Business and Administrative Procedure Handbook, Campus Directors or their designees are empowered to make emergency purchases “outside of the normal requisition and purchasing process [ . . . ]. “In the event of an epidemic necessitating the purchase and storage of infection prevention supplies, Campus Directors should undertake Emergency Purchases as necessary to respond to the Epidemic using the Corporate Credit Card.</li> <li>• <u>Alternate site locations:</u> Where allowable by law, statute, rule, regulation, and accreditation standard, the Campus Director shall identify alternate site locations where the College may provide for continuity of learning.</li> <li>• <u>Protection of vital records:</u> In compliance with Jersey College information technology and document storage policies and procedures, all vital records shall be stored electronically during the period of the epidemic. The Information Technology department shall regularly ensure that electronic systems and records are backed up appropriately and that systems are functioning in accordance with expectations.</li> </ul>	
<p>7. Start aftermath planning for returning to normal operations.</p>	<p>Campus Director</p>

**EXPLOSION**

<b>COMMUNITY RESOURCES</b>
Law Enforcement State/County Office of Emergency Management Local Fire Department Local Rescue Squad Local Government

<b>RESPONSE ACTION GUIDELINES</b>	<b>AUTHORITY</b>
1. Immediately sound the building fire alarm system in the event of an explosion and evacuate the building in accordance with the fire evacuation plan. Ensure that everyone moves a safe distance from the building.	Staff
2. Call 911.	Campus Director
3. Implement the college incident command team and establish a command post.	Incident Commander
4. If damage or injuries have been sustained, refer to "Structural Failure" or "Multiple Casualty" procedures.	Incident Commander
5. Provide Emergency Responders with information about the location of injured persons, building damage, and special sources of hazard (e.g., hazardous materials, energy and power supply locations).	Incident Commander
6. Follow instructions provided by emergency personnel on the scene.	Incident Commander
7. Implement one or more of the following plans as needed: College Cancellation Community Notification Media	Incident Commander
8. Start aftermath planning for returning to normal operations.	Campus Director

**FIRE**

<b>COMMUNITY RESOURCES</b>
Local Law Enforcement Local Fire Department Local Rescue Squad State/County Office of Emergency Management Insurance Company Representative

<b>RESPONSE ACTION GUIDELINES</b>	<b>AUTHORITY</b>
1. Upon discovery or detection of smoke or fire activate the fire alarm system. If the alarm is activated from an unknown source, proceed as if there is a fire.	Staff
2. Evacuate the building using established fire evacuation procedures. Notify the Campus Director.	Staff
3. Establish a command post and activate the incident command team.	Incident Commander
4. Move all students and staff safely away from the building. Ensure that individuals do not congregate in areas where they may be at risk from responding emergency equipment.	Incident Commander
5. Upon arrival of Fire Department personnel inform their incident commander of the situation and follow any instructions that are given.	Incident Commander
6. If damage or injuries have been sustained, reference "Structural Failure" or Multiple Casualty" in the Building-level Safety Plan.	Incident Commander
7. Depending on the extent of the incident the college may have to implement one or more of the following: College Cancellation/Go Home Plan Sheltering Plans Community Notification Media Plans	Incident Commander
8. Start aftermath planning for returning to normal operations.	Campus Director

**FLOODING**

<b>COMMUNITY RESOURCES</b>
State/County Office of Emergency Management National Weather Service Local Fire Department Law Enforcement Agencies

<b>RESPONSE ACTION GUIDELINES</b>	<b>AUTHORITY</b>
1. During periods of flood watches or warnings establish a command post and activate the incident command team.	Incident Commander
2. Assign a person to monitor an emergency alert system radio, or to establish communications with the State/County Office of Emergency Management for weather condition updates.	Incident Commander
3. Based upon Nation Weather Service and/or County Civil Defense advice, implement On-Site Sheltering or Cancellation of Classes.	Incident Commander
4. Implement the Community Notification Plan.	Incident Commander
5. Upon consulting with the State/County Office of Emergency Management determine if Sheltering Plans or other actions involving the use of the college facilities, personnel or equipment need to be implemented.	Incident Commander

**HAZARDOUS MATERIALS**

<b>COMMUNITY RESOURCES</b>
State/County Office of Emergency Management Local Fire Department HAZMAT Personnel DEC Personnel Emergency Services Personnel

<b>RESPONSE ACTION GUIDELINES FOR OFF-SITE</b>	<b>AUTHORITY</b>
1. Upon being contacted by local emergency responders; obtain advice as to the size, likely hazard and duration of the spill response.	Campus Director
2. In consultation with Outside Incident Commander in charge of the spill scene determine whether to implement sheltering or evacuation procedures.	Campus Director
3. Activate the college incident command team and establish a command post.	Incident Commander
4. Assign an individual to monitor conditions at the spill site.	Incident Commander
5. Cease all outdoor activities if necessary.	Incident Commander
6. Close off all outside air intakes and close all windows and exterior doors.	Custodian
7. If evacuation is recommended, implement the Cancellation of Classes.	Incident Commander
8. Implement Community Notification Plan.	Public Information
9. Implement Media Plan.	Public Information
10. When advised that it is safe to do so by appropriate response personnel, resume normal college operations.	Campus Director

<b>RESPONSE ACTION GUIDELINES FOR ON-SITE</b>	<b>AUTHORITY</b>
1. Upon discovering or detecting any spill of a hazardous substance or petroleum product, notify the Building Campus Director.	Staff
2. Activate the college incident command team and establish a command post.	Incident Commander
3. Contact emergency services at 911.	Incident Commander
4. Move Students and Staff from an area of potential danger to an area of safety. Ensure that everyone is accounted for.	Incident Commander Staff
5. Close the HVAC system.	Custodian
6. Consult with Emergency Personnel to determine an appropriate plan of action: On or Off-Site Sheltering College Cancellation/Student Release Community Notification Activate Media Plan	Incident Commander Staff
7. Evaluate hazardous material release, with the assistance of Emergency Personnel and contact DEC.	Incident Commander Staff
8. Consult with DEC and develop a plan for cleaning up and disposing of the hazardous material.	Incident Commander Staff
9. Arrange to clean and decontaminate the affected area.	Incident Commander Staff
10. Start aftermath planning for returning to normal operations.	Campus Director



**HOSTAGE SITUATION**

<b>COMMUNITY RESOURCES</b>
Law Enforcement Agencies State/County Office of Emergency Management Local Crisis Intervention Resources

<b>RESPONSE ACTION GUIDELINES</b>	<b>AUTHORITY</b>
1. Upon identification of a hostage situation notify the Campus Director and take steps necessary to isolate and secure the area involved.	Staff
2. Notify Emergency Services by calling 911 and follow their instructions.	Campus Director
3. Activate the district incident command team and establish a command post in a secure location.	Incident Commander
4. Based upon the advice received from law enforcement personnel in charge of the incident implement the following: Cancellation of Classes Community Notification Plan Media Notification Plan	Incident Commander
5. Start aftermath planning for returning to normal operations.	Campus Director

**HVAC SYSTEM FAILURE**

<b>COMMUNITY RESOURCES</b>
HVAC Contractor or Landlord Back-up Portable HVAC System

<b>RESPONSE ACTION GUIDELINES</b>	<b>AUTHORITY</b>
1. Upon discovery or detection of a loss of HVAC, notify the Campus Director.	Staff
2. Notify the landlord (if any) or HVAC contractor of the current situation.	Campus Director
3. Activate the college incident command team and establish a command post.	Incident Commander
4. Evaluate the problem and commence normal remedial response. If extreme cold/heat weather conditions prevail, notify the Staff to curtail building activities that may accelerate heat loss/gain (e.g., close all windows and doors).	Incident Commander
5. Attempt to have contractor/landlord correct problem. If unable to correct, try to determine the anticipated time of recovery. The information shall be passed up the chain of command to the IC.	Incident Commander
6. Determine whether the College Cancellation/Go Home Plan should be implemented.	Incident Commander
7. If the decision is made to cancel classes implement community notification plan.	Incident Commander
8. Start aftermath planning for returning to normal operations.	Campus Director

**INTRUDER**

<b>COMMUNITY RESOURCES</b>
Law Enforcement Agencies Local Crisis Intervention Resources State/County Office of Emergency Management Local Fire Department Local Rescue Squad

<b>RESPONSE ACTION GUIDELINES</b>	<b>AUTHORITY</b>
1. Upon identification of an intruder in the building or on college grounds notify the building Campus Director. Provide a description of, and location of the intruder(s).	Staff
2. Upon being notified of an intruder(s) order a building lock down, and notify law enforcement by calling 911. Provide the dispatcher with as much information on the incident as possible.	Campus Director
3. Everyone is to remain secured in his or her room until the all clear signal is given. If it is at all possible do not jeopardize anyone's safety with confronting the intruder(s).	All Staff
4. If a hostage situation develops reference the guidelines for "Hostage" in the emergency management plan.	Campus Director
5. Attempt to contact law enforcement upon their arrival and follow their directions.	Campus Director
6. If law enforcement has secured the scene activate the district incident command team and establish a command post.	Incident Commander
7. Based upon the advice received from the commander in charge of the incident implement the following: Cancellation of Classes Reunification Procedures Community Notification Plan Media Notification Plan	Incident Commander
8. Start aftermath planning for returning to normal operations.	Campus Director

**LOSS OF BUILDING USE**

<b>COMMUNITY RESOURCES</b>
State and Federal Education Department Accrediting Bodies Licensing Bodies Portable Building Contractor

<b>RESPONSE ACTION GUIDELINES</b>	<b>AUTHORITY</b>
1. Upon being notified that a college building is uninhabitable notify the Campus Director, establish a command post, and activate the incident command team.	Campus Director
2. Consult with the State and Federal Education Department, Accrediting Bodies and Licensing Bodies on potential relocation of college programs.	Campus Director
3. Determine how many days of college will be canceled due to the loss of the building. Activate one or more of the following plans: Go Home Plan/Cancellation of Classes Community Notification Plan Media Plan Aftermath & Recovery Plan	Incident Commander
4. Explore possible sites to conduct classes while the building is out of use.	Incident Commander
5. Once an alternative site has been established plan the relocation of educational programs.	Incident Commander
6. Notify Staff, Students, and the Community of relocation measures.	Incident Commander
7. Start aftermath planning for returning to normal operations.	Campus Director

**LOSS OF TRANSPORTATION**

<b>COMMUNITY RESOURCES</b>
Transportation Contractors

<b>RESPONSE ACTION GUIDELINES</b>	<b>AUTHORITY</b>
1. Upon being notified of the extent of college buses that are disabled notify the Campus Director.	Staff
2. If the situation warrants, establish a command post and activate the incident command team.	Incident Commander
3. If notice is provided prior to the start of college decide on whether to cancel classes. Activate Cancellation of Classes.	Incident Commander
4. If loss of transportation fleet is due to criminal activity contact your local law enforcement agency.	Incident Commander
5. If buses cannot be repaired immediately, arrange for alternate transportation through lease or contract.	Incident Commander
6. If sufficient transportation cannot be obtained implement Cancellation of Classes.	Incident Commander
7. Start aftermath planning for returning to normal operations.	Campus Director

**MULTIPLE CASUALTY INCIDENT**

Incidents involving serious injury or death to a number of students or staff

<b>COMMUNITY RESOURCES</b>
Local Law Enforcement Local Fire Department Local Rescue Squad State/County Office of Emergency Management Local Hospital

<b>RESPONSE ACTION GUIDELINES</b>	<b>AUTHORITY</b>
1. If it is safe to do so, uninjured students & staff shall move out of harm's way and report on status of injured persons and injury causing event to the Campus Director.	Staff
2. Call 911.	Campus Director
3. Establish a command post and activate the incident command team	Incident Commander
4. Gather information and evaluate the cause of the incident. Dispatch staff to establish communications with responding emergency agencies.	Incident Commander
5. Determine whether staff can safely be deployed to intervene and minimize the effects of the incident (e.g., Can a fight be stopped, fire put out, gas shut off, provide medical assistance, etc.?)	Incident Commander
6. Upon arrival of emergency personnel, provide information on the extent of damage, locations of injured persons and actions taken. Follow instructions of the incident commander in charge of the response.	Incident Commander
7. Determine if one or more of the following plans need to be implemented: Sheltering Plans Cancellation of Classes Community Notification Plan Media Plan Student/Parent Reunification	Incident Commander
8. Coordinate with the Incident Commander in charge of the scene to assist in the identification of casualties, and establish procedures for determining treatment destinations of the injured parties. Implement procedures for notification of injured parties family members	Incident Commander
9. Start aftermath planning for returning to normal operations.	Campus Director

**MEDICAL EMERGENCIES**

<b>COMMUNITY RESOURCES</b>
Emergency Medical Services Local Health Care Facility Local Hospital State/County Office of Emergency Management County Health Department

<b>RESPONSE ACTION GUIDELINES</b>	<b>AUTHORITY</b>
1. Identify the affected individual(s). Do not move any individual(s) if a head, neck, or back injury is suspected.	Staff
2. Report the incident to the Campus Director.	Staff
3. Determine if emergency medical service personnel need to be contacted.	Campus Director
4. Call 911, if needed, otherwise return to normal operations (go to 9)	Campus Director
5. Establish a command post and activate the incident command team	Incident Commander
6. Assist emergency medical service personnel, as directed	Incident Commander
7. Start aftermath planning for returning to normal operations.	Campus Director

**NATURAL GAS OR PROPANE LEAK**

<b>COMMUNITY RESOURCES</b>
Local Fire Department Gas/Propane Supplier State/County Office of Emergency Management County Health Department

<b>RESPONSE ACTION GUIDELINES</b>	<b>AUTHORITY</b>
1. Upon suspicion of a gas leak notify the Campus Director.	Staff
2. Contact the Custodian to investigate the possible leak.	Incident Commander
3. Activate the incident command team and establish a command post.	Incident Commander
4. If it is determined that there is a gas leak, evacuate the building to a safe distance if the leak cannot be controlled.	Incident Commander
5. Relocate the command post outdoors.	Incident Commander
6. Contact Emergency Services – Fire Department and Police	Incident Commander
7. In consultation with fire or utility personnel, determine whether to implement the Cancellation of Classes.	Incident Commander
8. Implement Community Notification and Media Plan if necessary.	Incident Commander
9. Start aftermath planning for returning to normal operations.	Campus Director



**RADIOLOGICAL INCIDENT**

<b>COMMUNITY RESOURCES</b>
Department of Health State/County Office of Emergency Management Local Fire Department Local Rescue Squad Law Enforcement

<b>RESPONSE ACTION GUIDELINES</b>	<b>AUTHORITY</b>
1. In the event of either discovering or being informed of a radiological incident contact the Campus Director. Contain the threat to as few people and as small an area as possible. Secure classrooms, close any open windows, and do not let anyone leave the site until you are authorized to do so.	Staff
2. If the incident is discovered by college personnel establish communications and call 911. Contact the Campus Director.	Campus Director or designee
3. Activate the incident command team and establish a command post.	Incident Commander
4. If the source of contamination is on-site do not allow anyone to handle the contaminated object. Individuals who came in direct contact with the contamination must be advised not to eat, drink, smoke, or rub their eyes, ears, nose, or mouth, or place their hands near their face.	Incident Commander
5. Order a building lock down to ensure that building occupants stay in their classrooms.	Incident Commander
6. Instruct the Custodian to turn off the college HVAC System.	Incident Commander
7. When Health Officials arrive follow their directions. At that time, they may advise the college to evacuate the building. Be prepared to implement one or more of the following plans: Off-Site Evacuation Plan College Cancellation/Go Home Early Plan Community Notification Plan Media Plan	Liaison Officer Incident Commander Planning & Intelligence Public Information
8. Start aftermath planning for returning to normal operations.	Campus Director

**SEVERE WEATHER EMERGENCY**

<b>COMMUNITY RESOURCES</b>
State/County Office of Emergency Management Local Fire Department Local Rescue Squad Local & State Police

<b>RESPONSE ACTION GUIDELINES</b>	<b>AUTHORITY</b>
1. Upon notification of a National Weather Service severe weather advisory (Severe Weather Watch), notify the Campus Director.	Staff
2. Activate the incident command team and establish a command post.	Incident Commander
3. Assign someone to monitor weather conditions and report back to the IC on a regular basis.	Incident Commander
3. Consult with the State/County Office of Emergency Management to determine whether to implement the Cancellation of Classes or Sheltering Plan's as appropriate.	Incident Commander
4. Heed the advice of the National Weather Service regarding the type of precautions and sheltering needed to prevent or minimize injury or property damage. Cease all outdoor activity and take shelter inside the building. Keep occupants away from doors and windows. Take shelter in hallways at the lowest level of the building. Do not shelter in large expansive rooms, such as cafeterias and gyms if high force damaging wind is in the forecast.	Incident Commander
5. After the severe weather has subsided, assess the extent of damage or injuries; refer to "Structural Failure" or "Multiple Casualty" procedures	Incident Commander
6. Start aftermath planning for returning to normal operations.	Campus Director

**THREATS OF VIOLENCE**

<b>COMMUNITY RESOURCES</b>
Local Law Enforcement Local Rescue Squad County Mental Health Resources Local Hospital

<b>RESPONSE ACTION GUIDELINES</b>	<b>AUTHORITY</b>
1. When confronted with an implied or direct threat, attempt to use de-escalation strategies to diffuse the situation. Send student to the Campus Director as needed if needed.	Staff
2. Inform the Campus Director of the threat. The Campus Director will begin to determine the level of threat and may consult with the Campus Emergency Team.	Campus Director
3. If needed call 911. Establish a command post and activate the incident command team.	Incident Commander
4. Monitor the situation, adjusting the college's response as appropriate. Refer the person making the threat(s) to the proper authorities (law enforcement and/or mental health). Reference code of conduct policy.	Incident Commander

**TOXIC EXPOSURE**

<b>COMMUNITY RESOURCES</b>
Poison Control Center Local Rescue Squad Local Hospital

<b>RESPONSE ACTION GUIDELINES</b>	<b>AUTHORITY</b>
1. Identify person(s) that have been exposed and stricken and notify the Campus Director.	Staff
2. Establish a command post and activate the incident command team.	Incident Commander
3. If a large amount of toxic material is present clear the areas of the building that may be affected. Reference "On-Site Hazardous Materials Incident" in the Building-level Safety Plan.	Incident Commander
4. Determine what caused the exposure and read the label and follow the instructions. Obtain the MSDS and call the Poison Control Center for advice.	Incident Commander
5. If conditions allow, comfort the effected individual(s) and administer appropriate first aid. If conditions warrant call 911 and request medical assistance.	Incident Commander
6. Follow the advice of responding emergency service personnel if they are called to the scene.	Incident Commander
7. Depending on the extent of the incident the college may have to implement one or more of the following: College Cancellation/Go Home Plan Sheltering Plans Community Notification/Media Plans	Incident Commander
8. Start aftermath planning for returning to normal operations.	Campus Director

**WATER EMERGENCY**

<b>COMMUNITY RESOURCES</b>
Local Government Officials Local Water Department Department of Health Bottled Water Supplier Landlord Contractor

<b>RESPONSE ACTION GUIDELINES</b>	<b>AUTHORITY</b>
1. Upon discovery or detection of water system failure, notify the Campus Director.	Staff
2. Contact the Landlord (if any) or contractor.	Campus Director
3. Establish a command post and activate the incident command team.	Incident Commander
4. Evaluate problem and implement remedial response. If the problem is due to contamination of the water supply contact the local Water Department or Department of Health to determine the extent of the problem.	Incident Commander
5. In consultation with either agency determine if college can stay open. If yes, secure all sources of water used for drinking and cooking, and notify staff and students of the situation. Develop arrangements to obtain bottled water. If no, implement College Cancellation and Community Notification Plans.	Incident Commander
6. Contact local media outlets and request public service announcements to notify the public of the current situation.	Incident Commander
7. Start aftermath planning for returning to normal operations.	Campus Director

# APPENDICES

The appendices are included for the purpose of supplementing or documenting vital information necessary for emergency response.

## **A. Active Shooter Threat**

### **1. Purpose**

The purpose of this appendix is to provide supplemental information and activities to ensure that there are procedures in place to protect students/staff and college property in the event of an active shooter on college grounds or in the college building.

### **2. Scope**

An active shooter or armed assailant on college property involves one or more individuals acting with the intent to cause physical harm and/or death to students and staff. Such intruders may possess a gun, a knife, a bomb or other harmful device. An active shooter will result in law enforcement responding to the scene.

Once law enforcement arrives, it is critical to follow the instructions of and cooperate with law enforcement. The college is a crime scene and will require a thorough search and processing.

### **3. Core Functions**

In the event of an active shooter, colleges will contact law enforcement agencies for their assistance. Practiced procedures will be put into action to alert and protect students and staff.

Precautionary measures are outlined below to keep college personnel and students from undue exposure to danger. Efforts should be made to remain calm, to avoid provoking aggression and to keep students safe.

### **4. General Response Actions that May be Activated**

General responses that may be activated in the event of an active shooter on campus may include the following:

- Lockdown
- Evacuation

In addition, the following other processes and procedures may need to be implemented in responding to the threat:

- Accounting for All Persons
- Reunification
- Communications

### **5. Activating the Emergency Response Plan**

The first individual(s) to hear or witness shots fired or recognize the potential for an active shooter should activate this Plan immediately, taking the necessary response actions to keep everyone safe. Notifications to the main office and to 911 should be made if possible.

Appropriate announcements shall be made and the Incident Commander shall implement the procedures specified below:

### **Incident Commander Actions**

- Determine what procedures should be activated depending on the location and nature of the shooter
- Issue instructions, e.g. lockdown or evacuation depending on the situation
- Notify law enforcement, provide location and description of the shooter if possible
- Activate Communications procedures outlined in this Plan
- Coordinate with emergency responders at the command post; provide site map and keys
- Be available to deal with the media and bystanders and keep site clear of visitors
- When it is safe to do so, implement Accounting for All Persons and Reunification procedures outlined in this Plan

### **Staff Actions**

- Use Extreme Caution
- Implement the appropriate response procedure to keep students safe, including taking cover for protection from bullets
- Make appropriate notifications, provide description and location of the shooter if possible
- When law enforcement arrives, ensure everyone puts items down, raises their hands and spreads their fingers, keeps hands visible at all times, avoids making quick movements and avoids pointing, screaming or yelling
- When safe to do so and instructed by the Incident Commander implement Accounting for All Persons and Reunification policies

## **B. Bomb Threat**

### **1. Purpose**

The purpose of this appendix is to provide supplemental information and activities to ensure that there are procedures in place to protect students/staff and college property in the event of a bomb threat.

### **2. Scope**

A bomb threat, even if later determined to be a hoax, is a criminal action. No bomb threat should be treated as a hoax when it is first received. The decision whether or not to evacuate is dependent upon information received in the threat, and how credible that information is.

### **3. Core Functions**

In the event of a bomb threat, colleges will contact law enforcement agencies for their assistance. Practiced procedures will be put in to action to alert and protect students and staff.

Precautionary measures are outlined below to keep college personnel and students from undue exposure to danger. Efforts should be made to remain calm to keep students and staff safe.

### **4. General Response Actions that May be Activated**

General responses that may be activated in the event of a bomb threat may include the following:

- Evacuation

In addition, the following other processes and procedures may need to be implemented in responding to the threat:

- Accounting for All Persons
- Reunification
- Communications

### **5. Activating the Emergency Response Plan**

Individual(s) receiving bomb threats should notify the Incident Commander as soon as possible. Appropriate announcements shall be made and the incident Commander shall implement the procedures specified in this annex.

#### **Incident Commander Actions**

- Determine what procedures should be activated depending on the nature of the threat
- Issue instructions, e.g. shelter-in-place or evacuation depending on the situation
- Notify law enforcement, provide threat details
- Activate Communications procedures outlined in this Plan
- Coordinate with emergency responders at the command post; provide site map and keys
- Be available to deal with the media and bystanders and keep site clear of visitors
- When it is safe to do so, implement Accounting for All Persons and Reunification procedures outlined in this Plan
- Determine whether college will be closed or remain open



### **Staff Actions**

- Implement the appropriate response procedures to keep students safe.
- Police may enlist the assistance of staff who are familiar with the building and can recognize objects that do not belong or are out of place
- Do not touch or handle any suspicious object, bag or container
- When safe to do so and instructed by the Incident Commander implement Accounting for All Persons and Reunification policies

### **Actions of Individual Receiving Bomb Threat**

- Immediately notify the Incident Commander
- Keep handling of written threats to a minimum, it may be used as evidence in a criminal investigation and may be processed for fingerprints or DNA
- A written threat on a wall, mirror, bathroom stall, etc. should not be removed until law enforcement authorizes

### **C. Emergency Closing**

In the case of severe weather conditions, it may become necessary to close college for the day, or duration of the storm. Every effort will be made to notify students, staff, and the public at the earliest possible hour using the SchoolCast and email notification system. In addition, College closings will normally also be announced on the college website, [www.jerseycollege.edu](http://www.jerseycollege.edu) and when possible over local radio and television stations.

# **EXHIBIT A**

**Sample Supplemental Response Plan to Specific Incident**

**College's Initial Response to Coronavirus Pandemic**

**Adjusted Policy**



# **RETURNING TO JERSEY COLLEGE**

## **THE RESTART PLAN**

August 28, 2020

Submitted to the New Jersey Office of the Secretary of Higher Education & the New Jersey Board of Nursing

**Updated: August 28, 2020**

# COVER SHEET

**Institution Name:** Jersey College

**Date Submitted:** August 28, 2020

**Key Contact:**

Name: Steven B. Litvack, Esq.  
Title: President  
Email: [CAO@jerseyCollege.edu](mailto:CAO@jerseyCollege.edu)  
Phone: 201-489-5836

**Website for Restart Plan Posting:** [www.JerseyCollege.edu/policies](http://www.JerseyCollege.edu/policies)

## COMPONENTS OF INSTITUTIONAL PLAN FOR RESTART CHECKLIST

COVER SHEET .....	1
PURPOSE OF THIS RESTART PLAN .....	1
GENERAL SAFEGUARDING .....	2
SCREENING, TESTING AND CONTACT TRACING PROTOCOLS .....	4
INSTRUCTION .....	8
ON-CAMPUS RESIDENTIAL HOUSING.....	16
COMPUTER LABS/LIBRARIES.....	17
RESEARCH .....	19
STUDENT SERVICES.....	20
TRANSPORTATION.....	21
ON-CAMPUS DINING .....	22
STUDY ABROAD AND INTERNATIONAL TRAVEL .....	23
ATHLETICS .....	24
OTHER INFORMATION/APPENDICES.....	25

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 forth in the Governor's Executive Orders.



Signature of President

August 28, 2020

Date

THIS RESTART PLAN SUPERSEDES ALL EDITIONS

AS OF

AUGUST 28, 2020

AND

PRIOR COPIES SHOULD BE DESTROYED

## PURPOSE OF THIS RESTART PLAN

This Restart Plan (the “Plan”) has been prepared to inform students, faculty, staff, regulatory bodies and the general community about Jersey College’s policies and procedures that are being implemented with regards to protecting our community against the spread of COVID-19. The Plan has been drafted in accordance with Executive Order No. 155 from the New Jersey Governor’s office and has been submitted to the Office of the Secretary of Higher Education (OSHE) and the New Jersey Board of Nursing within 14 days of our expected date of implementation of the Plan. The Plan has been tailored to meet the unique aspects of Jersey College, while addressing each stage in “The Road Back: Restoring Economic Health through Public Health” and the guidance from the State of New Jersey included in the “Restart Standards for all New Jersey Institutions of Higher Education”. While this Plan has been developed in response to Executive Order No. 155, it covers all campuses of Jersey College – both in the State of New Jersey and outside of the state.

The underlying principle for this Plan is that a safe learning environment requires personal responsibility. Individuals must maintain social distancing, appropriately use personal protective equipment (“PPE”) and be accountable for self-isolating. Through personal responsibility, risks can be reduced and in-person campus activity can resume.

This Plan is a living document and as such, Jersey College may change, delete, suspend, or discontinue parts of the Plan in response to changes in our environment and our need to promote the health and safety of our community. At all times, Jersey College shall comply with all applicable requirements set forth by the State of New Jersey, including all Executive Orders issued by the Governor.

Jersey College is not responsible or liable for errors, omissions or other data which may alter the meaning or context of the policies in this Plan. Every effort is made to see that the policies and rules in this Plan are accurate and the most current versions available; however, some lapses may occur between adoption and posting/distribution of new rules and policies.

The term “individual” utilized in this Plan means individually and collectively any Jersey College student, faculty, staff member, or visitor to the College.

Recommendations or suggestions for Plan improvements and suspected violations of the policies and procedures in this Plan should be forwarded via email to your campus administrator. The email address for each campus administrator is:

Teterboro Campus:	<a href="mailto:TEBadmin@JerseyCollege.edu">TEBadmin@JerseyCollege.edu</a>
Ewing Campus:	<a href="mailto:EWadmin@JerseyCollege.edu">EWadmin@JerseyCollege.edu</a>
Jacksonville Campus:	<a href="mailto:JAXadmin@JerseyCollege.edu">JAXadmin@JerseyCollege.edu</a>
Fort Lauderdale Campus:	<a href="mailto:FLLadmin@Jerseycollege.edu">FLLadmin@Jerseycollege.edu</a>
Tampa Campus:	<a href="mailto:TPAadmin@JerseyCollege.edu">TPAadmin@JerseyCollege.edu</a>
Largo Campus:	<a href="mailto:LARadmin@JerseyCollege.edu">LARadmin@JerseyCollege.edu</a>

# GENERAL SAFEGUARDING

## I. FUNDAMENTAL SAFETY PRINCIPLES

The health and safety of our community is a shared responsibility with (i) Jersey College developing guidelines, assessing effectiveness, and communicating requirements and recommendations, and (ii) students and staff proactively following the health and safety precautions and reporting instances of non-compliance. The three fundamental tenants of our Plan are:

- Maintain social distancing;
- Use personal protective equipment; and
- Be accountable.

### *Social Distancing*

Social distancing means keeping at least six (6) feet of distance from others. Social distancing is required in all areas on campus where it is feasible to maintain at least six (6) feet of distance between other individuals. This includes hallways, outdoor areas and parking lots. Where the core function of a work activity or instruction requires a shorter distance, individuals must maintain as much distance as reasonably possible.

### *Personal Protective Equipment*

- Masks and Cloth Face Coverings: Masks or cloth face coverings are required to be worn at all times while an individual (student, faculty, staff or guest) is on a campus – both inside and outside of buildings and such coverings must cover the nose, mouth, and chin. Masks or cloth face coverings may be temporarily removed by faculty or staff while within the privacy of their own office and provided no other person is within six feet.

Jersey College will provide students, faculty, and staff with a cloth face covering. Such individuals may utilize the provided cloth face covering or their preferred covering provided such covering meets [standard health guidelines](#). Masks with an exhalation valve or vent may not be used on campus. Students, faculty, staff and visitors are responsible for ensuring such face coverings are in good condition (no rips, tears, etc.) and that they are cleaned regularly (e.g. washing a cloth mask with warm water and soap after each use). Sharing of masks or face coverings is prohibited.

Jersey College will provide a disposable mask to visitors who do not have their own. The College will maintain a minimum supply of approximately 500 disposable face masks at each campus for as long as such items remain available for purchase.

Any individual who is unable to wear a mask or cloth face covering due to disability (such as an underlying health condition) should [request an accommodation](#).

- Face Shields: Jersey College will provide students, faculty and staff with a face shield. The College recommends that face shields be worn while in the building. Notwithstanding the foregoing, face shields are required to be worn during practicum



(lab and clinical) instruction and during all other instruction where six (6) feet of distancing is not feasible. Students, faculty and staff are responsible for ensuring that their face shields are in good condition and that they are cleaned regularly (e.g. wiping of shield with a disinfectant wipe or with soap and water after each use). Sharing of face shields is prohibited. In addition, wearing a face shield alone is not acceptable; a mask must be worn with the face shield. Any individual who is unable to wear a face shield in the lab setting due to a disability (such as an underlying health condition) should [request an accommodation](#).

### *Accountability*

To prevent the spread of COVID-19 all students, faculty, staff and visitors to a campus are required to take the following [preventive actions](#) recommended by the Centers for Disease Control (CDC): (i) avoid close contact as much as possible, (ii) clean hands often; (iii) avoid touching eyes, nose, and mouth with unwashed hands; (iv) frequently clean and disinfect surfaces, and (v) monitor your health. In addition, to limit COVID-19 transmission the College has measures in place to provide a clean and sanitized environment. As such, the following accountability policies have been developed:

- Washing of Hands: All individuals are expected to wash their hands (i) before eating or preparing food; (ii) before touching their face; (iii) after using the restroom; (iv) after leaving a public place; (v) after blowing their nose, coughing, or sneezing; (vi) after handling their mask and/or face shield; (vii) after caring for someone sick and (viii) after touching animals or pets. Washing of hands involves the use of soap and water for at least 20 seconds or if soap and water are not readily available, a hand sanitizer that contains at least 60% alcohol. When using a hand sanitizer, cover all surfaces of your hands and rub them together until they feel dry.

The College will stock all bathrooms with soap, paper towels, and trash receptacles. In addition, alcohol-based hand sanitizer (60% or higher) dispensers have been installed throughout each campus in hallways, common areas, elevator areas, and/or staircases. Soap and paper towels will be refilled during regular bathroom cleanings. If any soap, paper towels, and/or alcohol-based sanitizer is running low or empty, students, faculty, and staff should notify their Campus Administrator (see contact details under The Purpose of this Restart Plan).

- Cleaning and Disinfecting of Surfaces: All individuals are expected to clean and disinfect equipment and personal items prior to bringing such items into a campus. These items include laptops, cellphones, pocketbooks and other personal items. Jersey College requests that students, faculty, staff and visitors limit bringing outside personal belongings into the building to essential items only. Students, faculty and staff are encouraged to bring disposable cleaning wipes to the campus each day and utilize such wipes as needed. Due to allergies and other issues, students, faculty and staff (other than maintenance staff) may not utilize aerosol sprays or bleach products in buildings.

The College will clean, maintain and otherwise sanitize each campus on a regular basis. The Building Safety Principals section below contains detailed information with respect to such cleaning and disinfecting.

- Monitor Health. Individuals planning to enter a campus must perform a self-screen prior to coming onsite and should not attempt to enter the campus if any of the following are present: (i) symptoms of COVID-19 (cough, shortness of breath, loss of smell or taste), (ii) fever equal to or higher than 100.4 F, (iii) are under evaluation for COVID-19 (for example, waiting for the results of a viral test to confirm infection) or (iv) have been diagnosed with COVID-19 and are not yet cleared to discontinue isolation.

All individuals entering a campus will be subject to a health screening by the College (see Screening, Testing and Contact Tracing Protocols below).

## **II. BUILDING SAFETY PRINCIPLES**

The following building safety practices and procedures will be implemented and enforced at each campus to promote compliance with our fundamental principles related to physical distancing requirements, protective equipment and personal accountability:

- Entry and Exit. Where feasible, a single point of entry and single point of egress will be identified and utilized in all buildings. The single point of entry should occur through the main entrance and a check-in point should be maintained. This check-in point should be utilized for the screening and testing processes described below under Screening, Testing and Contract Tracing Protocols. Campuses should be prepared to open additional entry and egress points if necessary to avoid crowding.
- Personal Protective Equipment. Appropriate face coverings (see above) are required to be worn at all times by students, faculty, staff and visitors while in the building. Failure to wear or properly secure face coverings may result in individuals being denied access to the building or removal from the building.
- Communication. Signage must be posted throughout each campus to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE and cleaning/disinfecting protocols.
- Space and Design Capacities.
  - *Classrooms:* Tables, desks, chairs, and other equipment will be removed or re-arranged as necessary to maintain social distancing, where appropriate. In addition, where possible, class sizes will be reduced to promote safety parameters.
  - *Restrooms:* Use of restrooms will be limited to promote social distancing. Stalls and urinals should be blocked off, where necessary, to maintain six-feet of separation. Automatic hand dryer use will be discontinued and replaced with paper towels.

- *Hallways/Stairwells*: Where feasible hallway traffic should be limited to single flow direction. Where single flow is not feasible, bi-directional traffic will be permitted. Directional flow will be identified by indications on the floor/stairs.
  - *Elevators*: Elevator capacity will be limited to one (i) individual per elevator per trip. Students, faculty, and staff should use the stairs, if able.
  - *Common Areas*: Cafeterias, lounges, conference rooms, and other common areas are closed until further notice. Furniture and other equipment in such common areas should be removed or re-arranged, and/or blocked off to limit/prevent access to the space.
  - *Office Areas*: Where applicable, all offices and small spaces will be limited to one (1) individual at a time. Desks and workstations in open work areas should be reconfigured to promote social distancing. Face coverings should be worn in these multiple use office settings. No eating or drinking is allowed in open work areas.
  - *Break Rooms*: Only one (1) individual is allowed in a breakroom at a time. Individuals are encouraged to utilize facilities outside of the building for breaks.
- Food and Drinks.
    - Students may not drink or eat food in any building. Eating and drinking is permissible outside of each building (i.e., at a picnic table, under a tree or in a car) provided that students maintain at least six (6) feet of social distance and wear face coverings while not actively eating or drinking. Masks or cloth face coverings may only be removed temporarily to eat or drink outside of the building.
    - Faculty and staff may bring food and drinks into a building, however, such foods and drinks must be consumed in a private office or an isolated designated breakroom. No drinks or food may be consumed in classrooms, common areas or multiple gathering areas (including faculty rooms, conference rooms, etc.). Moreover, in all locations, no other individual may be in the room when such food and/or drinks are consumed. Masks or cloth face coverings may only be removed temporarily to eat or drink, and only when no other person is in the room. Faculty and staff must clean surfaces in the designated breakrooms prior to and after utilizing the room; to promote such cleanings disinfectant wipes and other cleaning equipment will be stocked by the College and placed in these rooms.
  - Signs and Posters. Signs and posters must be displayed on each campus and include messages about: (i) required masks or face coverings; (ii) maintaining and promoting social distancing (six feet); (iii) reduced occupancy in elevators; (iv) encouraging good hand and respiratory hygiene practices; and (v) proper hand washing instructions. In addition, social distancing markers must be utilized throughout the building to denote acceptable spacing for the area.
  - Doors. To the extent possible, doors within each building should be propped open in order to limit the need to touch additional surfaces. In addition, self-cleaning

covers/sleeves should be placed on door handles (including entrances, classrooms and offices) and elevator buttons at each campus. Covers will be replaced after approximately three (3) months, or more frequently if the cover shows significant wear.

- Non-Instructional Gatherings and Meetings. In-person, non-instructional gatherings and meetings (department meetings, student and teacher meetings, etc.) at campus must be limited and only utilized when absolutely necessary. Such meetings should instead be conducted virtually (Zoom, Conference Calls, etc.) when and where possible.
- Personal Hygiene. All individuals entering a building and upon exiting the building should wash their hands using the hand sanitizer stations at the campus or utilize soap and water in the bathroom. Handwashing should also be undertaken upon entering and exiting a classroom. All washing of hands (sanitizer or soap and water) must be completed in accordance with standard health practices. These practices are outlined in the instructions and demonstration videos under Training below.
- Cleaning and Disinfection. Buildings will be maintained by Jersey College in accordance with the CDC and DOH cleaning and disinfection guidelines contained in [“Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19.”](#) Maintenance will include the following:
  - High-touch surfaces that do not contain self-cleaning covers/sleeves (such as door handles, door knobs, elevator buttons, and light switches) and bathrooms being cleaned multiple times per day.
  - Replacement of self-cleaning covers/sleeves every three-four months, or more frequently if the cover shows significant wear.
  - Classrooms, labs and open areas cleaned each night, Monday through Friday (and Saturdays and Sundays if the campus is open for instruction) and between day and evening sessions when feasible. Decontamination of classrooms where possible with a disinfectant fogger.
  - Offices cleaned based on use. Employees should post signs to indicate such usage and that a cleaning is required.
  - Posting of cleaning logs and/or signs informing community members of completed cleanings.
  - Cleaning of buildings utilizing EPA-registered products for use against SARS-Cov-2.
  - Maintenance of an adequate supply of cleaning products listed as an EPA-registered product for use against SARS-Cov-2.

To further promote sanitization in classrooms and offices, individuals should use cleaning wipes on their desks/workspaces before and after use. To the extent that cleaning wipes are available for purchase, the College will provide individuals with access to wipes for such cleaning purposes.

### **III. COMMUNICATION**

Changes in policies and procedures related to COVID-19 and health and safety protocols at each campus will be communicated through (i) e-mail, (ii) text and (iii) Jersey College's website (<https://www.JerseyCollege.edu/covid19/>).

### **IV. TRAINING**

Students, faculty and staff must complete Jersey College's virtual COVID-19 health and safety training before returning to the campus. The health and safety training includes instruction on donning of personal protective equipment, handwashing and other techniques. Students, faculty and staff will be required to attest to completion of the safety training. The health and safety training course is available through CANVAS®.

In addition to the virtual health and safety training, all individuals should also review the following videos and topics:

- [Donning Personal Protective Equipment \(Video\)](#)
- [Masks, Goggles and Face Shields: Using in Sterile and Certain Medical Procedures \(Instructions\)](#)
- [Performing Antiseptic Handwashing \(Video\)](#)
- [Performing Hand Antisepsis: Alcohol-Based Rub \(Video\)](#)
- [Standard Precautions \(Instructions\)](#)
- [Applying nonsterile Gloves \(Video\)](#)
- [Gloves, Nonsterile: Using \(Instructions\)](#)

### **V. VIOLATIONS OF POLICIES**

Individuals who violate any policies or procedures in this Plan; engage in irregular behavior, or misconduct inconsistent with this Plan; and/or do not follow warnings to discontinue inappropriate behavior may be removed from a building, placed on probation or leave or be terminated from the College.

# SCREENING, TESTING AND CONTACT TRACING PROTOCOLS

## I. SCREENING

All students, faculty, staff, and visitors are required to complete a health screening assessment (the “COVID-19 Questionnaire”) before entering any campus building. A new questionnaire must be completed each day that the individual will be on-site. The COVID-19 Questionnaire **should be completed prior to arriving** at the campus.

The COVID-19 Questionnaire contains the following questions:

1. Have you been in close contact in the last 14 days with someone who has symptoms of COVID-19 or has tested positive for COVID-19 (other than in the capacity of an essential worker and provided such care was undertaken using appropriate PPE and following standard health and safety procedures for essential healthcare workers providing COVID-19 care)?
2. Is your body temperature 100.4 F or higher?
3. Have you tested positive for COVID-19 in the last 14 days?
4. Have you had any of the following symptoms of COVID-19 in the last 14 days?
  - Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea
5. Have you traveled within the past 14 days (i) internationally, (ii) via cruise ship, or (iii) to one or more of the states or territories listed in the [New Jersey](#) or [Florida](#) travel advisories?

Initially, the COVID-19 Questionnaire must be completed in paper-form. The COVID-19 Questionnaire may be downloaded at: [www.JerseyCollege.edu/COVID19](http://www.JerseyCollege.edu/COVID19). Questionnaires completed the day prior (or older) will not be accepted. The COVID-19 Questionnaire will be collected and reviewed at the main entrance prior to individuals being permitted entry into a campus. Individuals entering the building simultaneously should maintain appropriate distancing; to promote such distancing, the College will place distancing marks on the floor at entry points.

All visitors are required to complete a paper version of the COVID-19 Questionnaire. In addition to the above information, the paper forms will include the date and time the visitor arrived on campus, along with the visitor’s phone number. The College may contact the visitor for additional information about individual interactions, buildings and rooms entered, and length of time on campus, if necessary.

In addition to the COVID-19 Questionnaire, the College will be conducting periodic, random temperature checks on individuals seeking to enter the campus utilizing a non-contact forehead thermometer. This non-contact thermometer will also be available for the completion of the COVID-19 Questionnaire for those individuals who are unable to take their temperature at home. A College representative will conduct the scan and is responsible for maintaining the sanitation of the thermometer – disinfectant wipes and other appropriate cleaning supplies will be utilized for such purpose.

Any student, faculty, staff member or visitor:

- (i) Answering “Yes” to any question in the COVID-19 Questionnaire,
- (ii) Registering a body temperature greater than 100.4 or
- (iii) Displaying COVID-19 symptoms upon check-in

will NOT be permitted entry into the campus and will be sent home.

The College is in the process of developing a mobile-app for completion of the COVID-19 Questionnaire. This app is expected to be implemented in January 2021. The app will include the questions above and individuals that have answered “No” to all questions will receive either a QR Code that may be scanned and/or a Clearance Ticket that show a date and time-stamped “cleared” screen. If such mobile-app questionnaire cannot be used, then a paper version must be completed. The College will announce through the communication modes listed in this Plan the availability of the mobile app and any additional processes related to its use.

## **II. TESTING**

The College advises any student, faculty, or staff member who:

- is experiencing COVID-19 symptoms;
- has been in close contact with any individual who has tested positive for COVID-19 or is displaying symptoms of COVID-19;
- is an essential worker (e.g. health care worker or transit worker);
- has recently been in a large crowd or area where it was difficult to maintain social distancing; and/or
- has recently traveled from a country or state with high COVID-19 infection rates

to reach out to their healthcare provider and get tested. The following links provide information regarding testing sites:

### **Campus Locations**

[New Jersey](#)

[Florida](#)

## **Other Surrounding States**

[New York](#)

[Connecticut](#)

[Pennsylvania](#)

[Georgia](#)

To locate testing sites in states not listed above, the College recommends that students, faculty and staff utilize the following search terms in a web-browser -- “State Name” “COVID-19” “Testing Sites”.

Any individual who begins to experience COVID-19 symptoms while on campus must promptly notify the Campus Administrator of their condition via email.

Teterboro Campus: [TEBadmin@JerseyCollege.edu](mailto:TEBadmin@JerseyCollege.edu)

Ewing Campus: [EWadmin@JerseyCollege.edu](mailto:EWadmin@JerseyCollege.edu)

Jacksonville Campus: [JAXadmin@JerseyCollege.edu](mailto:JAXadmin@JerseyCollege.edu)

Fort Lauderdale Campus: [FLLadmin@Jerseycollege.edu](mailto:FLLadmin@Jerseycollege.edu)

Tampa Campus: [TPAadmin@JerseyCollege.edu](mailto:TPAadmin@JerseyCollege.edu)

Largo Campus: [LARadmin@JerseyCollege.edu](mailto:LARadmin@JerseyCollege.edu)

In addition, when possible the individual should immediately leave the campus and return to their home or seek medical assistance. Individuals who develop symptoms while on campus and are unable to immediately leave the campus must temporarily quarantine themselves in the closest private room/area or outside (weather permitting and if the campus has outdoor seating). Such individuals are required to temporarily remain in the quarantine room (or area) until transportation can be arranged – such transportation will include an ambulance for those individuals requiring immediate medical assistance or arranging for pickup by a family member, friend or car service for non-emergency symptomatic individuals.

Each campus must designate at least one (1) room on the campus as an emergency quarantine room. In addition, each campus must maintain an emergency response kit for allowing interaction with a symptomatic individual. This kit should include the following Personal Protective Equipment - N95 masks, disposable gloves, face shields and medical gowns.

Promptly after being notified of a symptomatic individual, the College must undertake the following additional steps:

- Identify rooms/areas that the symptomatic individual attended;
- Clear such rooms/areas;
- Close the rooms/areas and block access when possible;
- Arrange for appropriate cleaning (after a safe period of time, per CDC guidelines); and
- Initiate contact tracing by contacting their state, county and/or local health department.



### **III. CONTACT TRACING**

Contact tracing refers to the process of quickly identifying and isolating a patient's recent contacts in order to locate individuals who might be at risk for contracting COVID-19. Each state and/or county department of health have established protocols for contact tracing according to professional public health standards. Jersey College will provide contact tracing support for state, county, and local health departments with regards to any individual that has tested positive for COVID-19. Support information that will be provided by the College is listed below. As part of participation in educational activities at the College, all faculty, staff, and students agree to comply with contact tracing protocols in order to improve the College's ability to contain potential flare ups of COVID-19 quickly and effectively. The College will continue to investigate, evaluate, and deploy technologies which may support and enhance contact tracing, including but not limited to data management software, wifi tracking, and mobile phone applications aimed at automating parts of the contact tracing process as they become available.

To assist with contact tracing by local health departments and states, the College will maintain the following documents for one-month:

- Completed COVID-19 Questionnaires (these questionnaires will be utilized to track which individuals were on-campus each day)
- Daily room assignments with class rosters and, where possible, attendees
- Campus map delineating faculty and staff offices

To further limit the spread of COVID-19, the College may, in consultation with state, county and/or local health departments, conduct interviews with suspected or confirmed positive COVID-19 individuals. The purpose of these interviews is to identify rooms and areas the COVID-19 positive individual used and individuals that were in close contact. Students, faculty and staff are required to participate in such interviews as a condition of entry to the campuses and participation in educational activities.

Unless required otherwise by state and/or local departments of health under emergency guidelines, Jersey College will utilize FERPA guidelines for students and the general employer-employee rules of confidentiality contained in the Staff Handbook for the release of any and all information related to COVID-19.

## INSTRUCTION

Jersey College recognizes that meeting our mission “to bridge the labor gap occurring in demand occupations and to train competent professionals who are well prepared to enter the job market” requires certain in-person instruction. At the same time, the College understands that these unprecedented times require flexibility and understanding. The instructional modalities to be implemented by the College acknowledge and have been developed from our core Value Principle of “PRIDE” – Professionalism, Respect, Integrity, Diversity, and Excellence. Moreover, they promote achievement of our Institutional Goals related to (i) Academic Excellence, (ii) Community Engagement and Recognition, (iii) Diverse Student Experience and (iv) Adaptation to Change.

Jersey College will use a phased-approach in returning to on-campus activities at the College. This approach recognizes the challenges of our mobile, adult students in pursuing their academic interests, while balancing unprecedented job demands, family obligations and other personal hurdles in these COVID-19 times.

The phased-approach is as follows:

### **September 2020 – December 2020**

#### *Didactic Instruction*

The College will conduct all didactic instruction throughout this period for all programs utilizing distance education.<sup>1</sup> The distance education will continue to incorporate Live-Interactions (utilizing Zoom), Recorded Lectures and other asynchronous activities. The primary platform will be CANVAS®. The College will also conduct practicum instruction utilizing distance education. The practicum instruction will incorporate Live-Interactions, Virtual Clinical Experiences (Virtual Clinical Excursions (VCEs) or vSims) and assignments that incorporate components of the nursing process and promote the delivery of safe and appropriate patient care. These assignments consist of the following: (i) reviewing of evidence-based care documents and completing of 3-2-1 sheets (evidence-based summary); (ii) documenting nursing care provided through DocuCare and care-plans; (iii) reading and watching skills-based activities and critiquing a skills-based activity; (iv) developing an end-of-shift report based on a case study using the SBAR communication tool; (v) producing drug cards; and (vi) undertaking practice dosage calculations.

#### *In-Person Instruction*

The College will use a phased approach for returning students, faculty and staff to our campuses.

#### Testing

Beginning in September 2020, in-person testing for select courses (core nursing courses) in the Professional Nursing program will resume. The core nursing courses<sup>2</sup> (a maximum of six courses per campus) have been selected for this in-person testing. The primary exams that will

---

<sup>1</sup> In-person instruction may need to resume at the Florida campuses on October 1, 2020 if state licensing agencies do not extend the temporary approval to conduct instruction through distance education. To the extent necessary, the college calendar may change to respond to regulatory requirements

<sup>2</sup> NUR201 – NUR206 for Bridge/Generic track of the Professional Nursing program; and NUR221-NUR224.

be conducted in-person will be mid-terms and finals.<sup>3</sup> The calendar for testing has been modified to limit the number of exams to a maximum of two in a day (with most days limited to one exam). Campuses will have an estimated average of thirty students on-site at a time (compared to 300+ pre-COVID). All classrooms have been converted to testing rooms. Each room has been designed to provide for a six-foot distance between testers and the proctor. Rooms are estimated to accommodate between eight and fifteen testers (based on the maximum capacity of the room and room layout). Desks, chairs and other equipment will be removed/moved/rearranged to provide for the social distancing. During testing all individuals in the room are required to adhere to the health and safety protocols in this Plan, including handwashing, maintaining six-feet of distance, donning face coverings/masks and wearing face shields. Testing rooms are not expected initially to be utilize more than once per day (twice per day may occur from time to time when both Practical Nursing and Professional Nursing students resume in-person testing). All testing rooms will be cleaned each evening utilizing the protocols outlined in this Plan.

Beginning in October 2020, in-person testing will resume in the Practical Nursing program. The Practical Nursing program has a limited number of courses per term. As such, all exams (not quizzes) will be conducted in person. Like the Professional Nursing program, each room used for testing will provide for a six-foot distance between testers and the proctor. Rooms are estimated to accommodate between eight and fifteen testers (based on the maximum capacity of the room and room layout). Desks, chairs and other equipment will be removed/moved/rearranged to provide for social distancing. During testing all individuals in the room are required to adhere to the health and safety protocols in this Plan, including handwashing, maintaining six-feet, donning face coverings/masks and wearing face shields. Testing rooms are not expected to be utilized more than once per day. All testing rooms will be cleaned each evening utilizing the protocols outlined in this Plan.

#### Lab Exercises

Beginning in October 2020, in-person labs may resume both in the Professional Nursing and Practical Nursing programs. Lab groups will be limited to ten in New Jersey and twelve in Florida with one instructor per group. Concurrent lab instruction may take place, provided that groups are separated (by room, bay, classroom or other manner) to limit the number of individuals in the laboratory area to less than 50.<sup>4</sup> The following personal protective equipment must be worn by students and faculty throughout all lab activities: (i) masks/cloth face covering, (ii) face shield, and (iii) disposal gloves; failure to wear this PPE will result in denial of participation in lab/removal from the lab. Lab stations (beds) should be limited to two individuals per bed and each individual should maintain (when feasible) a minimum social distance of two feet during lab exercises. Prior to the start of each lab and at the conclusion of each lab, students must disinfect all lab equipment to be utilized for the day (including manikins, pumps, monitors, med-carts, etc.). The College will supply disposable disinfect wipes and other cleaning supplies necessary for this sanitation. All labs and lab equipment will be cleaned each night by the College and/or decontaminated with a disinfectant fogger.

---

<sup>3</sup> All exams will be conducted in person for NUR206, NUR209, NUR224, and NUR226.

<sup>4</sup> Current labs at Jersey College range from 5,000 to 10,000 square feet with skills labs, private patient rooms, bays, conference/debriefing areas, etc. Assignment of students to areas/rooms should be based on number of beds in the space and indoor gathering maximums as designated by the Governor's Executive Orders. Classroom style practicum instruction should occur either in an open space that allows for six feet of social distancing or in a classroom prepared for six feet of social distancing.

## January 2021 – July 2021

To the extent that social distancing is still necessary in January 2021, the College plans to use a hybrid approach with didactic and practicum instruction to depopulate the campus. The College's intent with the hybrid approach is to reduce on-campus censuses by 50%. The following provides an outline of the 2021 plans.

### *Practical Nursing Program.*

Due to regulatory constraints, all didactic instruction for the Practical Nursing program will return to an in-person modality and will be conducted at the campus. Didactic classes will be spilt into two sections (A and B) (where necessary) to reduce class sizes down to 10 – 15 students. These reduced didactic class sizes will allow classrooms to be arranged to provide six feet of social distancing. Practicum instruction will use a combination of hands-on activities (at the campus or an associated clinical site) and where necessary virtual activities at the campus. If virtual activities are required, students from various practicum courses will be combined together and a practicum instructor will be assigned to oversee the on-campus virtual activities assigned. In addition, if virtual activities are required for a course, students will rotate through such activity throughout the term.

The didactic and practicum instruction will be provided on an A and B day basis with students rotating between didactic and practicum. Instructors will be modified as necessary to allow for the A and B instruction. The following table provides an example of the A and B model:

	Pre-COVID Instruction	Post COVID Instruction
Theory Instruction	<ul style="list-style-type: none"><li>• Mondays and Wednesdays taught by Ms. Smith (30 students)</li></ul>	<ul style="list-style-type: none"><li>• Mondays and Wednesdays taught by Ms. Smith (15 students)</li><li>• Tuesdays and Thursdays taught by Ms. Smith (15 students)</li></ul>
Practicum Instruction	<ul style="list-style-type: none"><li>• Tuesdays and Thursdays taught by:<ul style="list-style-type: none"><li>- Mr. Jones (10 students)</li><li>- Ms. Doe (10 students)</li><li>- Ms. Lee (10 students)</li></ul></li></ul>	<ul style="list-style-type: none"><li>• Tuesdays and Thursdays taught by:<ul style="list-style-type: none"><li>- Mr. Jones (7 students)</li><li>- Ms. Doe (8 students)</li></ul></li><li>• Mondays and Wednesdays taught by:<ul style="list-style-type: none"><li>- Mr. Jones (7 students)</li><li>- Ms. Lee (8 students)</li></ul></li></ul>

### *Professional Nursing Program – Nurse Residency Track.*

Due to regulatory constraints, all didactic instruction for the Nurse Residency track of the Professional Nursing program will return to an in-person modality and will be conducted at the campus. Didactic classes will be spilt into two sections (A and B) (where necessary) to reduce class sizes down to 10 – 15 students. These reduced didactic class sizes will allow classrooms to be arranged to provide six feet of social distancing. Practicum instruction will use a combination of hands-on activities (at the campus or associated clinical sites) and where necessary virtual activities at the campus. If virtual activities are required, students from various practicum courses will be combined together and a practicum instructor will be assigned to oversee the on-campus virtual activities assigned. In addition, if virtual activities are required for a course, students will rotate through such activity throughout the term. In addition to the A and B schedule, didactic courses may also be rearranged and offered in the evening and/or during the weekend to meet social distancing requirements. A class schedule will be produced and published in early December 2020.

*Professional Nursing Program – Generic and Bridge Track.*

The College will continue to offer all general education courses online to reduce campus density. To the extent feasible, the College intends to conduct all Nursing courses (NUR) and Nursing Support courses (NUS) in-person. Didactic classes will be split into two sections (A and B) (where necessary) to reduce class sizes down to 15 – 20 students. These reduced didactic class sizes will allow classrooms to be arranged to provide six feet of social distancing. Practicum instruction will be split (50% – 50%) between distance education and hands-on activities (at the campus or associated clinical sites). A class schedule will be produced and published in early December 2020.

## **ON-CAMPUS RESIDENTIAL HOUSING**

This section of the restart plan is not applicable. Jersey College does not have any on-campus residential housing.

## COMPUTER LABS/LIBRARIES

The computer labs and libraries at Jersey College will remain closed to students for non-instructional usage until social distancing and personal protective equipment is no longer required and/or recommended by state agencies and/or the CDC. Computer labs/libraries may be utilized by the College as classrooms or for testing spaces, as necessary (such activities are considered instructional usage).

To minimize the disruption from these closures, the College, when feasible, will provide computers to students, either as a loaner or, at its option a gift. The College’s network (including the virtual library and wifi network) will remain open and available for students to conduct online research, receive and respond to electronic communications, and pursue other online instructional activities.

The following provides additional information related to Computer Labs and Libraries in the State of New Jersey.

### Library

Stage 1	Stage 2	Stage 3
Libraries closed for non-instructional usage	Libraries closed for non-instructional usage	Libraries closed for non-instructional usage
Virtual (on-line) library services remain available	Virtual (on-line) library services remain available	Virtual (on-line) library services remain available
Libraries open-with limited occupancy for Testing (subject to approval of State, where necessary). Occupancy based on maintenance of at least six feet of distance.	Libraries open-with limited occupancy for Testing and Instruction. Occupancy based on maintenance of at least six feet of distance.	Libraries open-with limited occupancy for Testing and Instruction. Occupancy based on maintenance of at least six feet of distance.
To the extent open, libraries will follow classroom guidelines with respect to spacing, design, supplies, cleanings, etc.	To the extent open, libraries will follow classroom guidelines with respect to spacing, design, supplies, cleanings, etc.	To the extent open, libraries will follow classroom guidelines with respect to spacing, design, supplies, cleanings, etc.

**Computer Labs**

<b>Stage 1</b>	<b>Stage 2</b>	<b>Stage 3</b>
<p>Computer labs closed for non-instructional usage</p> <p>Wifi-Internet services remain available</p> <p>Computer labs open-with limited occupancy for Testing (subject to approval of State, where necessary). Occupancy based on maintenance of at least six feet of distance.</p> <p>To the extent open, computer labs will follow classroom guidelines with respect to spacing, design, supplies, cleanings, etc.</p>	<p>Computer labs closed for non-instructional usage</p> <p>Wifi-Internet services remain available</p> <p>Computer labs open-with limited occupancy for Testing and Instruction. Occupancy based on maintenance of at least six feet of distance.</p> <p>To the extent open, computer labs will follow classroom guidelines with respect to spacing, design, supplies, cleanings, etc.</p>	<p>Computer labs closed for non-instructional usage</p> <p>Wifi-Internet services remain available</p> <p>Computer labs open-with limited occupancy for Testing and Instruction. Occupancy based on maintenance of at least six feet of distance.</p> <p>To the extent open, computer labs will follow classroom guidelines with respect to spacing, design, supplies, cleanings, etc.</p>



## **RESEARCH**

This section of the restart plan is not applicable. Jersey College is not a research institution.

## STUDENT SERVICES

Student services includes the following activities: admissions, financial aid, academic advising, career services and other similar activities. Student services are expected to be conducted virtually utilizing video-conferencing, audio conferencing, zoom and/or screen sharing technologies until social distancing and personal protective equipment is no longer required and/or recommended by state agencies and/or the CDC. Limited in-person student services may be conducted when necessary. In such cases, appointments must be made and times strictly followed. All in-person student services must adhere to the health and safety guidelines in this Plan, including, but not limited to, at least six feet of separation, appropriate wearing of personal protective equipment (including masks and face shields) and hand-washing.

The following provides additional information related to Student Services in the State of New Jersey.

### Student Services

Stage 1	Stage 2	Stage 3
<p>In-person student services not available.</p> <p>All student services to be provided virtually utilizing video-conferencing, audio conferencing, zoom and/or screen sharing technologies.</p>	<p>Limited, by appointment in-person student service meetings permissible, provided social-distancing and health and safety guidelines (masks, face shields, washing of hands, etc.) are followed and maintained through the meeting.</p> <p>Expectation that most student services will be conducted virtually utilizing video-conferencing, audio conferencing, zoom and/or screen sharing technologies.</p>	<p>Limited, by appointment in-person student service meetings permissible, provided social-distancing and health and safety guidelines (masks, face shields, washing of hands, etc.) are followed and maintained through the meeting.</p> <p>Expectation that most student services will be conducted virtually utilizing video-conferencing, audio conferencing, zoom and/or screen sharing technologies.</p>

## **TRANSPORTATION**

The College only offers transportation services at the Teterboro campus. The transportation service is related to an off-campus overflow parking lot. All shuttle services at Teterboro will be unavailable (closed) until social distancing and personal protective equipment is no longer required and/or recommended by state agencies and/or the CDC. The overflow parking is not required due to the fact that the College is limiting the number of students, faculty and staff in the building and operating at a substantially reduced capacity.

The following provides additional information related to Transportation in the State of New Jersey.

### **Transportation**

<b>Stage 1</b>	<b>Stage 2</b>	<b>Stage 3</b>
No transportation services.	No transportation services.	No transportation services.

# ON-CAMPUS DINING

The College only offers on-campus dining services at certain campuses. All campus dining services at all campuses will be unavailable (closed) until social distancing and personal protective equipment is no longer required and/or recommended by state agencies and/or the CDC.

The following provides additional information related to On-Campus Dining in the State of New Jersey.

## On-Campus Dining

Stage 1	Stage 2	Stage 3
Closed / Not applicable.	Closed / Not applicable.	Closed / Not applicable.

## **STUDY ABROAD AND INTERNATIONAL TRAVEL**

This section of the restart plan is not applicable. Jersey College does not have any study abroad or international travel programs. The College will not be conducting any mission trips until the CDC lifts all travel bans related to COVID-19.

## **ATHLETICS**

This section of the restart plan is not applicable. Jersey College does not have any athletic programs.

## **OTHER INFORMATION/APPENDICES**

This section of the restart plan is not applicable.

## **EXHIBITS**



# Welcome to Jersey College

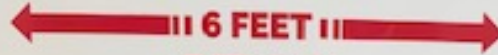
Students, Staff, and Visitor Safety is our Top Priority

## Building Guidelines

- ☑ Please Practice Social Distancing
- ☑ Elevators are Limited to 1 Passengers:
  - ✓ Stand in your designated area
  - ✓ Wait your turn
  - ✓ Be patient
- ☑ Remember to Wash Your Hands
- ☑ Masks are required inside the building



**SOCIAL  
DISTANCING**



**STOP  
COVID-19**



▲ MAINTAIN DISTANCE ▲ MAINTAIN DISTANCE













# **RETURNING TO JERSEY COLLEGE**

## **THE RESTART PLAN**

June 1, 2021

Submitted to the New Jersey Office of the Secretary of Higher Education & the New Jersey Board of Nursing

**Updated: June 1, 2021**

# COVER SHEET

**Institution Name:** Jersey College

**Date Submitted:** August 28, 2020 (Original)  
October 1, 2020 (Update)  
October 8, 2020 (Update)  
January 19, 2021 (Update)  
January 28, 2021 (Update)  
April 5, 2021 (Update)  
June 1, 2021 (Update)

**Key Contact:**

Name: Steven B. Litvack, Esq.  
Title: President  
Email: [CAO@jerseyCollege.edu](mailto:CAO@jerseyCollege.edu)  
Phone: 201-489-5836

**Website for Restart Plan Posting:** [www.JerseyCollege.edu/policies](http://www.JerseyCollege.edu/policies)

## COMPONENTS OF INSTITUTIONAL PLAN FOR RESTART CHECKLIST

COVER SHEET.....	1
PURPOSE OF THIS RESTART PLAN.....	1
GENERAL SAFEGUARDING.....	2
SCREENING, TESTING, CONTACT TRACING, TRAVEL, BUILDING ADMITTANCE AND VACCINATION PROTOCOLS.....	8
INSTRUCTION.....	14
ON-CAMPUS RESIDENTIAL HOUSING.....	17
COMPUTER LABS/LIBRARIES.....	18
RESEARCH.....	20
STUDENT SERVICES.....	21
TRANSPORTATION.....	22
ON-CAMPUS DINING.....	23
STUDY ABROAD AND INTERNATIONAL TRAVEL.....	24
ATHLETICS.....	25
OTHER INFORMATION/APPENDICES.....	26

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 forth in the Governor’s Executive Orders.



Signature of President

June 1, 2021

Date



THIS RESTART PLAN SUPERSEDES ALL EDITIONS

AS OF

June 1, 2021

AND

PRIOR COPIES SHOULD BE DESTROYED

**Summary of Substantive Changes:**

9/1/2020	Added contact information for Port Charlotte Campus
10/1/2020	Adjusted plans for instruction and inability of students to attend and added New Jersey Phases for Instruction
10/8/2020	Updated on-campus instruction plans for 2020
1/19/2021	Added information regarding the COVID-19 Questionnaire App, updated policies and procedures with respect to travel and quarantining and revised expectations with respect to on-campus instruction for 2021
1/28/2021	Minor Update for Travel
4/5/2021	Updated travel policy to include exemption for vaccinations. Modified vaccination requirements with respect to clinical activities. Added specific dates for additional courses returning to campus. Modified social distancing definition per CDC guidance and modified quarantine timeline to CDC recommendation
6/1/2021	Updated policy to allow for outdoor non-mask wearing and reduction of PPE equipment in labs to either a barrier or face-shield. Opened study rooms at campuses.

## PURPOSE OF THIS RESTART PLAN

This Restart Plan (the “Plan”) has been prepared to inform students, faculty, staff, regulatory bodies and the general community about Jersey College’s policies and procedures that are being implemented with regards to protecting our community against the spread of COVID-19. The Plan has been drafted in accordance with Executive Order No. 155 from the New Jersey Governor’s office and has been submitted to the Office of the Secretary of Higher Education (OSHE) and the New Jersey Board of Nursing within 14 days of our expected date of implementation of the Plan. The Plan has been tailored to meet the unique aspects of Jersey College, while addressing each stage in “The Road Back: Restoring Economic Health through Public Health” and the guidance from the State of New Jersey included in the “Restart Standards for all New Jersey Institutions of Higher Education”. While this Plan has been developed in response to Executive Order No. 155, it covers all campuses of Jersey College – both in the State of New Jersey and outside of the state.

The underlying principle for this Plan is that a safe learning environment requires personal responsibility. Individuals must maintain social distancing, appropriately use personal protective equipment (“PPE”) and be accountable for self-isolating. Through personal responsibility, risks can be reduced and in-person campus activity can resume.

This Plan is a living document and as such, Jersey College may change, delete, suspend, or discontinue parts of the Plan in response to changes in our environment and our need to promote the health and safety of our community. At all times, Jersey College shall comply with all applicable requirements set forth by the State of New Jersey, State of Florida and State of Indiana, including all Executive Orders issued by the Governors of such states.

Jersey College is not responsible or liable for errors, omissions or other data which may alter the meaning or context of the policies in this Plan. Every effort is made to see that the policies and rules in this Plan are accurate and the most current versions available; however, some lapses may occur between adoption and posting/distribution of new rules and policies.

The term “individual” utilized in this Plan means individually and collectively any Jersey College student, faculty, staff member, or visitor to the College.

Recommendations or suggestions for Plan improvements and suspected violations of the policies and procedures in this Plan should be forwarded via email to your campus administrator. The email address for each campus administrator is:

Ewing Campus:	<a href="mailto:EWAdmin@JerseyCollege.edu">EWAdmin@JerseyCollege.edu</a>
Fort Lauderdale Campus:	<a href="mailto:FLLAdmin@Jerseycollege.edu">FLLAdmin@Jerseycollege.edu</a>
Fort Wayne Campus:	<a href="mailto:FTWAdmin@Jerseycollege.edu">FTWAdmin@Jerseycollege.edu</a>
Jacksonville Campus:	<a href="mailto:JAXAdmin@JerseyCollege.edu">JAXAdmin@JerseyCollege.edu</a>
Largo Campus:	<a href="mailto:LARAdmin@JerseyCollege.edu">LARAdmin@JerseyCollege.edu</a>
Port Charlotte Campus:	<a href="mailto:PCHAdmin@JerseyCollege.edu">PCHAdmin@JerseyCollege.edu</a>
Tampa Campus:	<a href="mailto:TPAAdmin@JerseyCollege.edu">TPAAdmin@JerseyCollege.edu</a>
Teterboro Campus:	<a href="mailto:TEBAdmin@JerseyCollege.edu">TEBAdmin@JerseyCollege.edu</a>

# GENERAL SAFEGUARDING

## I. FUNDAMENTAL SAFETY PRINCIPLES

The health and safety of our community is a shared responsibility with (i) Jersey College developing guidelines, assessing effectiveness, and communicating requirements and recommendations, and (ii) students and staff proactively following the health and safety precautions and reporting instances of non-compliance. The three fundamental tenants of our Plan are:

- Maintain social distancing;
- Use personal protective equipment; and
- Be accountable.

### *Social Distancing*

Social distancing means maintaining a minimum distance from others as recommended by the Center for Disease Control (“CDC”). The CDC recommends maintaining a minimum distance of three (3) feet. Social distancing is required in all areas on campus where it is feasible. This includes hallways, outdoor areas and parking lots. Where the core function of a work activity or instruction requires a shorter distance of three (3) feet or it is not possible to maintain such distance, individuals must maintain as much distance as reasonably possible and when possible, utilize physical barriers to promote separation.

### *Personal Protective Equipment*

- Masks and Cloth Face Coverings: Masks or cloth face coverings are required to be worn at all times while an individual (student, faculty, staff or guest) is within a building of the College. Masks are optional (but recommended) outside of buildings. Masks or cloth face coverings must cover the nose, mouth, and chin. Masks or cloth face coverings may be temporarily removed by faculty or staff while within the privacy of their own office and provided no other person is within three (3) feet.

Jersey College may provide students, faculty, and staff with a cloth face covering. Such individuals may utilize the provided cloth face covering or their preferred covering provided such covering meets [standard health guidelines](#). Masks with an exhalation valve or vent may not be used on campus. Students, faculty, staff and visitors are responsible for ensuring such face coverings are in good condition (no rips, tears, etc.) and that they are cleaned regularly (e.g. washing a cloth mask with warm water and soap after each use). Sharing of masks or face coverings is prohibited.

Jersey College will provide a disposable mask to visitors who do not have their own. The College will maintain a minimum supply of approximately 500 disposable face masks at each campus for as long as such items remain available for purchase.

From time to time, the College may require students, faculty and staff to double mask – that is, wear a surgical mask such as a KN-95 mask or N-95 mask, and a cloth mask. In such case, Jersey College will provide the surgical mask.

Any individual who is unable to wear a mask or cloth face covering due to disability (such as an underlying health condition) should [request an accommodation](#).

- **Face Shields:** Jersey College may provide students, faculty and staff with a face shield. When a physical barrier is not available and instruction requires less than three (3) feet of distancing, individuals are required to wear a face shield. Students, faculty and staff are responsible for ensuring that their face shields are in good condition and that they are cleaned regularly (e.g. wiping of shield with a disinfectant wipe or with soap and water after each use). Sharing of face shields is prohibited. In addition, wearing a face shield alone is not acceptable; a mask must be worn with the face shield. Any individual who is unable to wear a face shield in the lab setting due to a disability (such as an underlying health condition) should [request an accommodation](#).

### ***Accountability***

To prevent the spread of COVID-19 all students, faculty, staff and visitors to a campus are required to take the following [preventive actions](#) recommended by the CDC: (i) avoid close contact as much as possible, (ii) clean hands often; (iii) avoid touching eyes, nose, and mouth with unwashed hands; (iv) frequently clean and disinfect surfaces, and (v) monitor your health. In addition, to limit COVID-19 transmission the College has measures in place to provide a clean and sanitized environment. As such, the following accountability policies have been developed:

- **Washing of Hands:** All individuals are expected to wash their hands (i) before eating or preparing food; (ii) before touching their face; (iii) after using the restroom; (iv) after leaving a public place; (v) after blowing their nose, coughing, or sneezing; (vi) after handling their mask and/or face shield; (vii) after caring for someone sick and (viii) after touching animals or pets. Washing of hands involves the use of soap and water for at least 20 seconds or if soap and water are not readily available, a hand sanitizer that contains at least 60% alcohol. When using a hand sanitizer, cover all surfaces of your hands and rub them together until they feel dry.

The College will stock all bathrooms with soap, paper towels, and trash receptacles. In addition, alcohol-based hand sanitizer (60% or higher) dispensers have been installed throughout each campus in hallways, common areas, elevator areas, and/or staircases. Soap and paper towels will be refilled during regular bathroom cleanings. If any soap, paper towels, and/or alcohol-based sanitizer is running low or empty, students, faculty, and staff should notify their Campus Administrator (see contact details under The Purpose of this Restart Plan).

- **Cleaning and Disinfecting of Surfaces:** All individuals are expected to clean and disinfect equipment and personal items prior to bringing such items into a campus. These items include laptops, cellphones, pocketbooks and other personal items. Jersey College requests that students, faculty, staff and visitors limit bringing outside personal belongings into the building to essential items only. Students, faculty and staff are encouraged to bring disposable cleaning wipes to the campus each day and utilize such

wipes as needed. Due to allergies and other issues, students, faculty and staff (other than maintenance staff) may not utilize aerosol sprays or bleach products in buildings.

The College will clean, maintain and otherwise sanitize each campus on a regular basis. The Building Safety Principals section below contains detailed information with respect to such cleaning and disinfecting.

- Monitor Health. Individuals planning to enter a campus must perform a self-screen prior to coming onsite and should not attempt to enter the campus if any of the following are present: (i) symptoms of COVID-19 (cough, shortness of breath, loss of smell or taste), (ii) fever equal to or higher than 100.4 F, (iii) are under evaluation for COVID-19 (for example, waiting for the results of a viral test to confirm infection) or (iv) have been diagnosed with COVID-19 and are not yet cleared to discontinue isolation.

All individuals entering a campus will be subject to a health screening by the College (see Screening, Testing and Contact Tracing Protocols below).

## **II. BUILDING SAFETY PRINCIPLES**

The following building safety practices and procedures will be implemented and enforced at each campus to promote compliance with our fundamental principles related to physical distancing requirements, protective equipment and personal accountability:

- Entry and Exit. Where feasible, a single point of entry and a single point of egress should be identified and utilized in all buildings. The single points of entry should occur through the main entrance and a check-in point should be maintained at that entry point. This check-in point should be utilized for the screening and testing processes described below under Screening, Testing and Contract Tracing Protocols. Campuses should be prepared to open additional entry and egress points if necessary to avoid crowding.
- Personal Protective Equipment. Appropriate face coverings (see above) are required to be worn at all times by students, faculty, staff and visitors while in the building. Failure to wear or properly secure face coverings may result in individuals being denied access to the building or removal from the building.
- Communication. Signage must be posted throughout each campus to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE and cleaning/disinfecting protocols.
- Space and Design Capacities.
  - *Classrooms*: Tables, desks, chairs, and other equipment should be removed or re-arranged as necessary to promote social distancing. In addition, where possible, class sizes should be reduced to promote safety parameters. Where possible, physical barriers should be installed in classrooms where social distancing cannot be maintained at three (3) feet.

- *Restrooms:* Use of restrooms is limited to promote social distancing. Stalls and urinals should be blocked off, where necessary, to maintain three-feet of separation. Automatic hand dryer use should be discontinued and replaced with paper towels.
  - *Hallways/Stairwells:* Where feasible hallway traffic should be limited to single flow direction. Where single flow is not feasible, bi-directional traffic is permitted. Directional flow should be identified by indications on the floor/stairs.
  - *Elevators:* Elevator capacity is limited to one (1) individual per elevator per trip. Students, faculty, and staff should use the stairs, if able.
  - *Common Areas:* Cafeterias, lounges, conference rooms, and other common areas are closed until further notice. Furniture and other equipment in such common areas should be removed or re-arranged, and/or blocked off to limit/prevent access to the space. Study rooms are open for use by students, subject to posted-capacity limitations, wearing of masks and maintenance of social distancing.
  - *Office Areas:* Where applicable, all offices and small spaces is limited to one (1) individual at a time. Where possible, desks and workstations in open work areas should be reconfigured to promote social distancing or physical barriers should be installed to promote distancing. Face coverings must be worn in these multiple use office settings. No eating or drinking is allowed in open work areas.
  - *Break Rooms:* Break rooms for faculty and staff are open, subject to posted-capacity limitations, wearing of masks and maintenance of social distancing.
- Food and Drinks.
    - Students may not drink or eat food in any building. Eating and drinking is permissible outside of each building (i.e., at a picnic table, under a tree or in a car). Students are encouraged to maintain at least three (3) feet of social distance and wear face coverings while not actively eating or drinking outside of the building.
    - Faculty and staff may bring food and drinks into a building, however, such food and drinks must be consumed in a private office or designated breakrooms. No food or drinks may be consumed in classrooms, common areas or multiple gathering areas (including faculty rooms, conference rooms, etc.). Moreover, in all locations, no other individual should be in the room when such food and/or drinks are consumed. Masks or cloth face coverings may only be removed temporarily to eat or drink, and only when no other person is in the room. Faculty and staff must clean surfaces in the designated breakrooms prior to and after utilizing the room; to promote such cleanings disinfectant wipes and other cleaning equipment will be stocked by the College and placed in these rooms.
  - Signs and Posters. Signs and posters should be displayed on each campus and include messages about: (i) required masks or face coverings; (ii) maintaining and promoting social distancing (three feet); (iii) reduced occupancy in elevators; (iv) encouraging good hand and respiratory hygiene practices; (v) proper hand washing instructions and (vi) capacity in study rooms and break rooms. In addition, social distancing markers

should be utilized throughout the building to denote acceptable spacing for the area. Students, faculty and staff are required to abide by the social distancing markers.

- Doors. To the extent possible, doors within each building should be propped open in order to limit the need to touch additional surfaces. In addition, self-cleaning covers/sleeves should be placed on door handles (including entrances, classrooms and offices) and elevator buttons at each campus. Covers should be replaced after approximately three (3) months, or more frequently if the cover shows significant wear.
- Non-Instructional Gatherings and Meetings. In-person, non-instructional gatherings and meetings (department meetings, student and teacher meetings, etc.) at campus should be limited and only utilized when absolutely necessary. Such meetings should instead be conducted virtually (Zoom, Conference Calls, etc.) when and where possible.
- Personal Hygiene. All individuals entering a building and upon exiting the building should wash their hands using the hand sanitizer stations at the campus or utilize soap and water in the bathroom. Handwashing should also be undertaken upon entering and exiting a classroom. All washing of hands (sanitizer or soap and water) must be completed in accordance with standard health practices. These practices are outlined in the instructions and demonstration videos under Training below.
- Cleaning and Disinfection. Buildings will be maintained by Jersey College in accordance with the CDC and DOH cleaning and disinfection guidelines contained in [“Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19.”](#) Maintenance will include the following:
  - High-touch surfaces that do not contain self-cleaning covers/sleeves (such as door handles, door knobs, elevator buttons, and light switches) and bathrooms being cleaned multiple times per day.
  - Replacement of self-cleaning covers/sleeves every three-four months, or more frequently if the cover shows significant wear.
  - Classrooms, labs and open areas cleaned each night, Monday through Friday (and Saturdays and Sundays if the campus is open for instruction) and between day and evening sessions when feasible. Decontamination of classrooms where possible with a disinfectant fogger.
  - Offices cleaned based on use. Employees should post signs to indicate such usage and that a cleaning is required.
  - Cleaning of buildings utilizing EPA-registered products for use against SARS-Cov-2.
  - Maintenance of an adequate supply of cleaning products listed as an EPA-registered product for use against SARS-Cov-2.

To further promote sanitization in classrooms and offices, individuals should use cleaning wipes on their desks/workspaces before and after use. To the extent that



cleaning wipes are available for purchase, the College will provide individuals with access to wipes for such cleaning purposes.

### **III. COMMUNICATION**

Changes in policies and procedures related to COVID-19 and health and safety protocols at each campus will be communicated through (i) e-mail, (ii) text or (iii) Jersey College's website (<https://www.JerseyCollege.edu/covid19/>).

### **IV. TRAINING**

Students, faculty and staff should complete Jersey College's virtual COVID-19 health and safety training before returning to the campus. The health and safety training includes instruction on donning of personal protective equipment, handwashing and other techniques. Students, faculty and staff will be required to attest to completion of the safety training. The health and safety training course is available through CANVAS®.

In addition to the virtual health and safety training, all individuals should also review the following videos and topics:

- [Donning Personal Protective Equipment \(Video\)](#)
- [Masks, Goggles and Face Shields: Using in Sterile and Certain Medical Procedures \(Instructions\)](#)
- [Performing Antiseptic Handwashing \(Video\)](#)
- [Performing Hand Antisepsis: Alcohol-Based Rub \(Video\)](#)
- [Standard Precautions \(Instructions\)](#)
- [Applying nonsterile Gloves \(Video\)](#)
- [Gloves, Nonsterile: Using \(Instructions\)](#)

### **V. VIOLATIONS OF POLICIES**

Individuals who violate any policies or procedures in this Plan; engage in irregular behavior, or misconduct inconsistent with this Plan; and/or do not follow warnings to discontinue inappropriate behavior may be removed from a building, placed on probation or leave or be terminated from the College.

# SCREENING, TESTING, CONTACT TRACING, TRAVEL, BUILDING ADMITTANCE AND VACCINATION PROTOCOLS

## I. SCREENING

### *COVID-19 Questionnaire*

All students, faculty, staff, and visitors are required to complete a health screening assessment (the “COVID-19 Questionnaire”) before entering any campus building. A new questionnaire must be completed each day that the individual will be on-site. The COVID-19 Questionnaire **should be completed prior to arriving** at the campus.

The COVID-19 Questionnaire contains the following questions:

1. Have you been in close contact in the last 10 days with someone who has symptoms of COVID-19 or has tested positive for COVID-19 (other than in the capacity of an essential worker and provided such care was undertaken using appropriate PPE and following standard health and safety procedures for essential healthcare workers providing COVID-19 care)?
2. Is your body temperature 100.4 F or higher?
3. Have you tested positive for COVID-19 in the last 10 days?
4. Have you had any of the following symptoms of COVID-19 in the last 10 days?
  - Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea
5. Have you traveled within the past 10 days (i) internationally, (ii) via cruise ship, or (iii) to a non-contiguous state from which the campus is located?

The College has developed a mobile-app for completion of the COVID-19 Questionnaire. The app includes the questions above. After the completing the questions individuals will receive a QR Code that must be scanned for entrance. To the extent that an individual answers Yes to a question, the College will discuss the answer and ability to participate in on-campus activities.

If an individual experiences issues with the mobile-app questionnaire then a paper version must be completed. The paper COVID-19 Questionnaire will be provided by the campus. Such paper COVID-19 Questionnaire will be collected and reviewed at the main entrance prior to individuals being permitted entry into a campus.

Individuals entering the building simultaneously should maintain appropriate distancing; to promote such distancing, the College will place distancing marks on the floor at entry points.

All visitors are required to complete a paper version of the COVID-19 Questionnaire. In addition to the above information, the paper forms will include the date and time the visitor arrived on campus, along with the visitor's phone number. The College may contact the visitor for additional information about individual interactions, buildings and rooms entered, and length of time on campus, if necessary.

### ***Temperature Checks***

In addition to the COVID-19 Questionnaire, the College will be conducting temperature checks (may be all individuals or random testing) on individuals seeking to enter the campus utilizing a non-contact forehead thermometer. These screenings will be conducted on a self-service stand-alone thermometer or through a hand-held thermometer utilized by a College representative. This non-contact thermometer will also be available for the completion of the COVID-19 Questionnaire for those individuals who are unable to take their temperature at home. The College is responsible for maintaining the sanitation of the thermometer – disinfectant wipes and other appropriate cleaning supplies will be utilized for such purpose.

## **II. TESTING**

The College advises any student, faculty, or staff member who:

- is experiencing COVID-19 symptoms;
- has been in close contact with any individual who has tested positive for COVID-19 or is displaying symptoms of COVID-19;
- is an essential worker (e.g. health care worker or transit worker);
- has recently been in a large crowd or area where it was difficult to maintain social distancing; and/or
- has recently traveled from a country or state with high COVID-19 infection rates

to reach out to their healthcare provider and get tested. The following links provide information regarding testing sites:

### **Campus Locations**

[New Jersey](#)

[Florida](#)

[Indiana](#)

### **Other Surrounding States**

[New York](#)

[Connecticut](#)

[Pennsylvania](#)

[Georgia](#)

To locate testing sites in states not listed above, the College recommends that students, faculty and staff utilize the following search terms in a web-browser -- “State Name” “COVID-19” “Testing Sites”.

Any individual who begins to experience COVID-19 symptoms while on campus must promptly notify the Campus Administrator of their condition via email.

Ewing Campus:	<a href="mailto:EWAdmin@JerseyCollege.edu">EWAdmin@JerseyCollege.edu</a>
Fort Lauderdale Campus:	<a href="mailto:FLAdmin@Jerseycollege.edu">FLAdmin@Jerseycollege.edu</a>
Fort Wayne Campus:	<a href="mailto:FTWAdmin@Jerseycollege.edu">FTWAdmin@Jerseycollege.edu</a>
Jacksonville Campus:	<a href="mailto:JAXAdmin@JerseyCollege.edu">JAXAdmin@JerseyCollege.edu</a>
Largo Campus:	<a href="mailto:LARAdmin@JerseyCollege.edu">LARAdmin@JerseyCollege.edu</a>
Port Charlotte Campus:	<a href="mailto:PCHAdmin@JerseyCollege.edu">PCHAdmin@JerseyCollege.edu</a>
Tampa Campus:	<a href="mailto:TPAAdmin@JerseyCollege.edu">TPAAdmin@JerseyCollege.edu</a>
Teterboro Campus:	<a href="mailto:TEBAdmin@JerseyCollege.edu">TEBAdmin@JerseyCollege.edu</a>

In addition, when possible the individual should immediately leave the campus and return to their home or seek medical assistance. Individuals who develop symptoms while on campus and are unable to immediately leave the campus must temporarily quarantine themselves in the closest private room/area or outside (weather permitting and if the campus has outdoor seating). Such individuals are required to temporarily remain in the quarantine room (or area) until transportation can be arranged – such transportation will include an ambulance for those individuals requiring immediate medical assistance or arranging for pickup by a family member, friend or car service for non-emergency symptomatic individuals.

Each campus must designate at least one (1) room on the campus as an emergency quarantine room. In addition, each campus must maintain an emergency response kit for allowing interaction with a symptomatic individual. This kit should include the following Personal Protective Equipment - N95 masks, disposable gloves, face shields and medical gowns.

Promptly after being notified of a symptomatic individual, the College must undertake the following additional steps:

- Identify rooms/areas that the symptomatic individual attended;
- Clear such rooms/areas;
- Close the rooms/areas and block access when possible;
- Arrange for appropriate cleaning (after a safe period of time, per CDC guidelines); and
- Initiate contact tracing by contacting their state, county and/or local health department.

### **III. CONTACT TRACING**

Contact tracing refers to the process of quickly identifying and isolating a patient's recent contacts in order to locate individuals who might be at risk for contracting COVID-19. Each state and/or county department of health have established protocols for contact tracing according to professional public health standards. Jersey College will provide contact tracing support for state, county, and local health departments with regards to any individual that has tested positive for COVID-19. Support information that will be provided by the College is listed below. As part of participation in educational activities at the College, all faculty, staff, and students agree to comply with contact tracing protocols in order to improve the College's ability to contain potential flare ups of COVID-19 quickly and effectively. The College will continue to investigate, evaluate, and deploy technologies which may support and enhance contact tracing, including but not limited to data management software, wifi tracking, and mobile phone applications aimed at automating parts of the contact tracing process as they become available.

To assist with contact tracing by local health departments and states, the College will maintain the following documents for one-month:

- Completed COVID-19 Questionnaires (these questionnaires will be utilized to track which individuals were on-campus each day)
- Daily room assignments with class rosters and, where possible, attendees
- Campus map delineating faculty and staff offices

To further limit the spread of COVID-19, the College may, in consultation with state, county and/or local health departments, conduct interviews with suspected or confirmed positive COVID-19 individuals. The purpose of these interviews is to identify rooms and areas the COVID-19 positive individual used and individuals that were in close contact. Students, faculty and staff are required to participate in such interviews as a condition of entry to the campuses and participation in educational activities.

Unless required otherwise by state and/or local departments of health under emergency guidelines, Jersey College will utilize FERPA guidelines for students and the general employer-employee rules of confidentiality contained in the Staff Handbook for the release of any and all information related to COVID-19.

### **IV. TRAVEL GUIDELINES AND RESTRICTIONS**

Students, faculty and staff should avoid travel interstate and international travel; travel should only occur where absolutely necessary. Students, faculty and staff are advised that travel (voluntary or involuntary) may result the individual being denied access to participate in on-campus activities.<sup>1</sup>

---

<sup>1</sup> Students will be considered absent (without an excuse) for all on-campus activities as a result of such denial. Faculty and staff will be considered absent (without an excuse) from work and will be required to utilize sick, personal, vacation or other accrued or available time in order to be paid. Further, this denial of access may result in termination or withdrawal from a program of study or a course for students, or termination of employment for an employee.

The following protocols and restrictions apply to any person traveling internationally or to a non-contiguous state from which his/her campus is located in. There is a mandatory 10-day quarantine restriction (i.e., access denied from participating in on-campus activities) for all international. In addition, there is a mandatory 10-day quarantine restriction for all non-contiguous state travel, unless:

A. Quarantining for Domestic Travel: the individual undertakes the following:

- Within three days before returning to the campus state from domestic travel takes a COVID-19 test
- Quarantines at home for four (4) days
- On day 4 of quarantine, takes an additional COVID-19 test

and both COVID-19 tests are negative (“Negative Travel Tests”). In such case, the traveler may return and participate in on-campus activities upon receipt of the second negative COVID-19 test. Notwithstanding the foregoing, the College recommends all individuals with Negative Travel Tests quarantine for a minimum of seven (7) days prior to returning to campus activities.

B. Vaccination and Domestic Travel: The individual satisfies the following criteria:

- Consistent with recent CDC guidance, asymptomatic individuals who have been vaccinated against COVID-19 do not need to quarantine during the first three (3) months after full vaccination if such travelers:
  - Are fully vaccinated (i.e.,  $\geq 2$  weeks following receipt of the second dose in a 2-dose series, or  $\geq 2$  weeks following receipt of one dose of a single-dose vaccine);
  - Are within 3 months following receipt of the last dose in the series; **and**
  - Have remained asymptomatic since last COVID-19 exposure.
- Consistent with CDC guidance, asymptomatic individuals who have previously been diagnosed with laboratory confirmed COVID-19 and have since recovered, are not required to retest and quarantine within three (3) months after the date of symptom onset from the initial COVID-19 infection or date of first positive diagnostic test if asymptomatic during illness.

Notwithstanding the foregoing, in all cases, Jersey College’s travel guidelines require students, faculty and staff to take personal responsibility for compliance with COVID-19 protocols recommended by the CDC during their travels.

## V. BUILDING ADMITTANCE

Any student, faculty, staff member or visitor:

- (i) Answering “Yes” to any question in the COVID-19 Questionnaire,
- (ii) Registering a body temperature greater than 100.4 or
- (iii) Displaying COVID-19 symptoms upon check-in

may NOT be permitted entry into the campus and will be sent home. The Campus Director (or in his/her absence the Dean of Nursing) will determine in their best judgment whether an individual answering “Yes” may be allowed entry based on additional discussions and implementation of accommodations (where necessary). The right of entry may not be challenged.

## **VI. VACCINATION PROTOCOLS**

Jersey College encourages all members of our community to receive a vaccination for COVID-19. The following vaccination standards apply for on-campus and clinical activities.

On-campus Activities: A COVID-19 vaccination is not required at this time to participate in on-campus activities.

Clinical Activities: Students, faculty and staff may be required to vaccinate to the extent that an affiliated clinical site requires such vaccination for participation in practicum activities. In such required vaccination cases, individuals that choose not to vaccinate will be (i) required to wear a fitted N-95 mask (with the cost of the fitting and of the mask at the individual’s expense), or (ii) responsible for finding and participating in an approved preceptorship experience (instead of direct instructor College based clinical) to meet course objectives; otherwise the individual will be placed on a leave of absence.

## INSTRUCTION

Jersey College recognizes that meeting our mission “to bridge the labor gap occurring in demand occupations and to train competent professionals who are well prepared to enter the job market” requires certain in-person instruction. At the same time, the College understands that these unprecedented times require flexibility and understanding. The instructional modalities to be implemented by the College acknowledge and have been developed from our core Value Principle of “PRIDE” – Professionalism, Respect, Integrity, Diversity, and Excellence. Moreover, they promote achievement of our Institutional Goals related to (i) Academic Excellence, (ii) Community Engagement and Recognition, (iii) Diverse Student Experience and (iv) Adaptation to Change.

Jersey College will use a phased-approach in returning to on-campus activities at the College. This approach recognizes the challenges of our mobile, adult students in pursuing their academic interests, while balancing unprecedented job demands, family obligations and other personal hurdles in these COVID-19 times.

The phrased-approach<sup>2</sup> is as follows:

The College will continue to use a hybrid approach with didactic and practicum instruction to depopulate the campus. The College’s intent with the hybrid approach is to reduce on-campus censuses. The following provides an outline of the April 2021 – June 2021 plans.

### *Testing.*

In-person, on-campus testing will occur for all Nursing (NUR), Nursing Support (NUS) and select General Education courses. A calendar will be produced prior to the start of each term detailing the in-person, on-campus tests. Tests not conducted in-person, on-campus will be conducted virtually.

All classrooms are or have been reconfigured to provide for social distancing. Social distancing is accomplished in these classrooms through either physical Plexiglass barriers or three-feet of separation between testers/proctors. During testing all individuals in the room are required to adhere to the health and safety protocols in this Plan, including handwashing, maintaining social distancing, donning face coverings/masks and wearing face shields. All testing rooms will be cleaned each between use in accordance with the protocols in this Plan.

Students are required to sit in their assigned seats for each exam.

### *Lab Exercises.*

The following personal protective equipment must be worn by students and faculty throughout all lab activities: (i) masks/cloth face covering, and (ii) disposal gloves; failure to wear this PPE will result in denial of participation in lab/removal from the lab. *Individuals must also utilize the Plexiglass protective lab barrier or a face shield to further*

---

<sup>2</sup> The college calendar may change to respond to regulatory requirements. For example, to the extent that New Jersey returns to Stage 1, all instruction will be completed via Distance Education (see Chart below) and to the extent Florida no longer permits Distance Education all instruction will return to in-person.



*promote social distancing during lab exercises.* Common areas (like cafeterias and lounges) may be converted to labs in campuses to provide additional space for activities and promotion of social distancing.

Prior to the start of each lab and at the conclusion of each lab, students are expected to disinfect all lab equipment to be utilized for the day (including manikins, pumps, monitors, med-carts, etc.). The College will supply disposable disinfect wipes and other cleaning supplies necessary for this sanitation. All labs and lab equipment are expected to be cleaned each night by the College and/or decontaminated with a disinfectant fogger. To the extent practicable, the College will accommodate students that are unable to attend on-site practicum activities due to COVID-19 quarantining through distance education activities.

*Practical Nursing Program – Methods of Instruction*

Beginning in July 2020, the College plans to conduct all didactic instruction in the Practical Nursing program on-campus, in-person. Practicum courses will be conducted on-campus in the College’s labs or at clinical sites (subject to availability). Practicum courses may also involve virtual instruction depending on lab and/or clinical site availability and COVID-19 CDC recommendations during this time period. The College expects that the return in July 2020 to be a full-return – that is no maximum time limit per day for students on campus. The College further anticipates that didactic and practicum classes will continue to utilize Plexiglass physical barriers to separate individuals and promote social distancing, and that masks will be required while in attendance at the College. These protocols are subject to change based on future CDC guidance.

Attachment A to this Restart Plan contains a chart detailing the expected method of instruction for courses in the Practical Nursing program by term start date.

*Professional Nursing Program – Methods of Instruction*

Beginning in August 2020, the College plans to conduct all didactic instruction in the Professional Nursing program on-campus, in-person. Practicum courses will be conducted on-campus in the College’s labs or at clinical sites (subject to availability). Practicum courses may also involve virtual instruction depending on lab and/or clinical site availability and COVID-19 CDC recommendations during this time period. The College anticipates that didactic and practicum classes returning in August will continue to utilize Plexiglass physical barriers to separate individuals and promote social distancing, and that masks will be required while in attendance at the College. These protocols are subject to change based on future CDC guidance.

Attachment A to this Restart Plan contains a chart detailing the expected method of instruction for courses in the Professional Nursing program by term start date and program track.

\*\*\*\*\*

The following provides additional information related to Instruction in the State of New Jersey. Any in-person instruction will be conducted utilizing the safe guidelines outlined above.

**Instruction**

<b>Stage 1</b>	<b>Stage 2</b>	<b>Stage 3</b>
<p><i>Distance Education Instruction Only</i> All instruction (didactic and practicum) offered through Distance Education</p>	<p><i>Hybrid Instruction</i> <u>March – August 2021</u> General education courses in the Professional Nursing program conducted through distance education. A limited number of general education courses may be taught in-person</p> <p>Select NUR and NUS courses in the Professional Nursing program and select courses in the Practical Nursing program conducted in-person (density of instruction to be reduced to provide for social distancing); non-selected courses conducted through distance education</p> <p><u>August 2021+</u> Instruction conducted in-person at campuses. Certain practicum experiences may be conducted through distance education to the extent that clinical sites are unavailable</p>	<p><i>In-Person Instruction</i> Instruction conducted in-person at campuses. Certain practicum experiences may be conducted through distance education to the extent that clinical sites are unavailable</p>

## **ON-CAMPUS RESIDENTIAL HOUSING**

This section of the restart plan is not applicable. Jersey College does not have any on-campus residential housing.

## COMPUTER LABS/LIBRARIES

The computer labs and libraries at Jersey College will remain closed to students for non-instructional usage until social distancing and personal protective equipment is no longer required and/or recommended by state agencies and/or the CDC. Computer labs/libraries may be utilized by the College as classrooms or for testing spaces, as necessary (such activities are considered instructional usage).

To minimize the disruption from these closures, the College, when feasible, will provide computers to students, as a loaner. The College's network (including the virtual library and wifi network) will remain open and available for students to conduct online research, receive and respond to electronic communications, and pursue other online instructional activities.

The following provides additional information related to Computer Labs and Libraries in the State of New Jersey.

### Library

Stage 1	Stage 2	Stage 3
Libraries closed for non-instructional usage	Libraries closed for non-instructional usage	Libraries closed for non-instructional usage
Virtual (on-line) library services remain available	Virtual (on-line) library services remain available	Virtual (on-line) library services remain available.

**Computer Labs**

<b>Stage 1</b>	<b>Stage 2</b>	<b>Stage 3</b>
<p>Computer labs closed for non-instructional usage</p> <p>Wifi-Internet services remain available</p> <p>Computer labs open-with limited occupancy for Testing (subject to approval of State, where necessary). Occupancy based on maintenance of social distancing.</p> <p>To the extent open, computer labs will follow classroom guidelines with respect to spacing, design, supplies, cleanings, etc.</p>	<p>Computer labs closed for non-instructional<sup>3</sup> usage</p> <p>Wifi-Internet services remain available</p> <p>Computer labs open-with limited occupancy for Testing and Instruction. Occupancy based on maintenance of social distancing.</p> <p>To the extent open, computer labs will follow classroom guidelines with respect to spacing, design, supplies, cleanings, etc.</p>	<p>Computer labs closed for non-instructional<sup>4</sup> usage</p> <p>Wifi-Internet services remain available</p> <p>Computer labs open-with limited occupancy for Testing and Instruction. Occupancy based on maintenance of social distancing.</p> <p>To the extent open, computer labs will follow classroom guidelines with respect to spacing, design, supplies, cleanings, etc.</p>

---

<sup>3</sup> Instructional usage includes, among other things, utilization of computer labs for exams, entrance testing and classroom instruction

<sup>4</sup> Instructional usage includes, among other things, utilization of computer labs for exams, entrance testing and classroom instruction

## **RESEARCH**

This section of the restart plan is not applicable. Jersey College is not a research institution.

## STUDENT SERVICES

Student services includes the following activities: admissions, financial aid, academic advising, career services and other similar activities. Student services are expected to be conducted virtually utilizing video-conferencing, audio conferencing, zoom and/or screen sharing technologies until social distancing and personal protective equipment is no longer required and/or recommended by state agencies and/or the CDC. Limited in-person student services may be conducted when necessary. In such cases, appointments must be made and times strictly followed. All in-person student services must adhere to the health and safety guidelines in this Plan, including, but not limited to, at least three (3) feet of separation, appropriate wearing of personal protective equipment (including masks and face shields) and hand-washing.

The following provides additional information related to Student Services in the State of New Jersey.

### Student Services

Stage 1	Stage 2	Stage 3
<p>In-person student services not available.</p> <p>All student services to be provided virtually utilizing video-conferencing, audio conferencing, zoom and/or screen sharing technologies.</p>	<p>Limited, by appointment in-person student service meetings permissible, provided social-distancing and health and safety guidelines (masks, face shields, washing of hands, etc.) are followed and maintained through the meeting.</p> <p>Expectation that most student services will be conducted virtually utilizing video-conferencing, audio conferencing, zoom and/or screen sharing technologies.</p>	<p>Limited, by appointment in-person student service meetings permissible, provided social-distancing and health and safety guidelines (masks, face shields, washing of hands, etc.) are followed and maintained through the meeting.</p> <p>Expectation that most student services will be conducted virtually utilizing video-conferencing, audio conferencing, zoom and/or screen sharing technologies.</p>

## **TRANSPORTATION**

The College only offers transportation services at the Teterboro campus. The transportation service is related to an off-campus overflow parking lot. All shuttle services at Teterboro will be unavailable (closed) until social distancing and personal protective equipment is no longer required and/or recommended by state agencies and/or the CDC. The overflow parking is not required due to the fact that the College is limiting the number of students, faculty and staff in the building and operating at a substantially reduced capacity.

The following provides additional information related to Transportation in the State of New Jersey.

### **Transportation**

<b>Stage 1</b>	<b>Stage 2</b>	<b>Stage 3</b>
No transportation services.	No transportation services.	No transportation services.



# ON-CAMPUS DINING

The College only offers on-campus dining services at certain campuses. All campus dining services at all campuses will be unavailable (closed) until social distancing and personal protective equipment is no longer required and/or recommended by state agencies and/or the CDC.

The following provides additional information related to On-Campus Dining in the State of New Jersey.

### On-Campus Dining

Stage 1	Stage 2	Stage 3
Closed / Not applicable.	Closed / Not applicable.	Closed / Not applicable.

## **STUDY ABROAD AND INTERNATIONAL TRAVEL**

This section of the restart plan is not applicable. Jersey College does not have any study abroad or international travel programs. The College will not be conducting any mission trips until the CDC lifts all travel bans related to COVID-19.

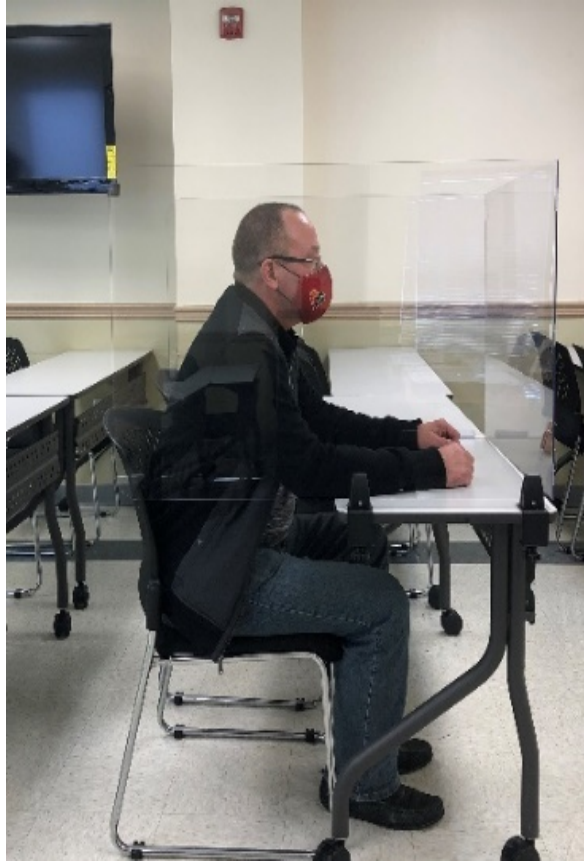
## **ATHLETICS**

This section of the restart plan is not applicable. Jersey College does not have any athletic programs.

## **OTHER INFORMATION/APPENDICES**

This section of the restart plan is not applicable.

## **ATTACHMENTS**





# Welcome to Jersey College

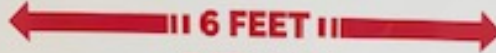
Students, Staff, and Visitor Safety is our Top Priority

## Building Guidelines

- ☑ Please Practice Social Distancing
- ☑ Elevators are Limited to 1 Passengers:
  - ✓ Stand in your designated area
  - ✓ Wait your turn
  - ✓ Be patient
- ☑ Remember to Wash Your Hands
- ☑ Masks are required inside the building



**SOCIAL  
DISTANCING**



**STOP  
COVID-19**



▲ MAINTAIN DISTANCE ▲ MAINTAIN DISTANCE













## ATTACHMENTS

**Professional Nursing - Generic and LPN to RN Bridge Track**  
**Plans for Coursework Returning to On-Campus Instructions**  
**Subject to Change - Tentative**

Key	
D = Distance Education	P = Practicum
H = Hybrid	G = Generic
C = On-Campus	B = Bridge
* = Possible Hybrid	

Course		March	April	May	June	July	August
BIO201	Microbiology: Impact of Microorganisms on the Environment	D	D	D	D	D	C
ENG201	Composition I	D	D	D	D	D	C
HSC203	Pathophysiology	D	D	C	C	C	C
HUN201	Nutrition	D	D	D	D	D	C
MAT201	Math for Problem Solving & Research	D	D	D	D	D	C
MAT202	College Algebra	D	D	D	D	D	C
PSY201	Life Span Development	D	D	D	D	D	C
SOC201	Sociology	D	D	D	D	D	C
HSC208	Basic Anatomy and Physiology	H	H	C	C	C	C
NUS210	Healthcare Foundations	H	H	C	C	C	C
NUS212	Health Assessment and Skills	H	H	C	C	C	C
NUS212P	Health Assessment and Skills - Practicum	H	H	C	C	C	C
NUS201	LPN to RN Transition	D	D	C	C	C	C
NUS213	Health Assessment and Skills	D	D	C	C	C	C
NUS213P	Health Assessment and Skills - Practicum	D	D	C	C	C	C
NUR201G	Medical-Surgical Nursing I: Perspectives and Assessment of Care	H	H	C	C	C	C
NUR201GP	Medical-Surgical Nursing I: Perspectives and Assessment of Care - Practicum	H	H	C*	C*	C*	C*
NUR201B	Medical-Surgical Nursing I: Perspectives and Assessment of Care	D	D	C	C	C	C
NUR201BP	Medical-Surgical Nursing I: Perspectives and Assessment of Care - Practicum	D	D	C*	C*	C*	C*
NUR202	Geriatric Nursing: Management Concepts for Elder Care	D	D	C	C	C	C
NUR202P	Geriatric Nursing: Management Concepts for Elder Care - Practicum	D	D	C*	C*	C*	C*
NUR203	Psychiatric Nursing: Assessment and Management of Mental Health	D	D	C	C	C	C
NUR203P	Psychiatric Nursing: Assessment and Management of Mental Health - Practicum	D	D	C*	C*	C*	C*
NUR204	Maternal-Newborn Nursing: A Family and Community-Based Approach	D	D	C	C	C	C
NUR204P	Maternal-Newborn Nursing: A Family and Community-Based Approach - Practicum	D	D	C*	C*	C*	C*
NUR205	Pediatric Nursing: Care for Children and Their Families	D	D	C	C	C	C
NUR205P	Pediatric Nursing: Care for Children and Their Families - Practicum	D	D	C*	C*	C*	C*
HSC204	Principles of Pharmacology	H	H	C	C	C	C
NUR206	Medical-Surgical Nursing II: Perspectives and Assessment of Care	D	D	C	C	C	C
NUR206P	Medical-Surgical Nursing II: Perspectives and Assessment of Care - Practicum	H	H	C*	C*	C*	C*
NUR209	Nursing Leadership (see Seminar portion below)	D	D	C*	C*	C*	C*
NUR209	NCLEX Seminar	D	C	C	C	C	C





**Practical Nursing - Florida**  
**Plans for Coursework Returning to On-Campus Instructions**  
**Subject to Change - Tentative**

<b>Key</b> D = Distance Education P = Practicum H = Hybrid C = On-Campus * = Possible Hybrid
--

Course		March	April	May	June	July	August
NUS101	Human Anatomy and Physiology	H	H	H	H	C	C
NUR101	Fundamentals of Nursing	H	H	H	H	C	C
NUR102	Fundamentals of Nursing Practicum	H	H	H	H	C*	C*
NUS102	Pharmacology	H	H	H	H	C	C
NUR103	Adult Nursing I	H	H	H	H	C	C
NUR104	Adult Nursing I Practicum	H	H	H	H	C*	C*
NUR105	Mental Health Nursing	D	H	H	H	C	C
NUR105P	Mental Health Nursing - Practicum	D	H	H	H	C*	C*
NUR106	Maternal and Pediatric Nursing	D	H	H	H	C	C
NUR106P	Maternal and Pediatric Nursing - Practicum	D	H	H	H	C*	C*
NUR107	Adult Nursing II	H	H	H	H	C	C
NUR107P	Adult Nursing II - Practicum	H	H	H	H	C*	C*

Note: Classes on June 30 will be based on July

**Professional Nursing - Nurse Residency**  
**Plans for Coursework Returning to On-Campus Instructions**  
**Subject to Change - Tentative**

<b>Key</b>
D = Distance Education P = Practicum
H = Hybrid
C = On-Campus
* = Possible Hybrid

Course		March	April	May	June	July	August	September
HSC205	Human Body in Health and Disease I	C	C	C	C	C	C	C
NUS211	Healthcare Foundations	C	C	C	C	C	C	C
NUS214	Transitions and Health Assessment	C	C	C	C	C	C	C
HSC204	Principles of Pharmacology	C	C	C	C	C	C	C
HSC206	Human Body in Health and Disease II	C	C	C	C	C	C	C
HSC207	Human Body in Health and Disease III	D	D	D	D	D	D	C
NUR221	Nursing II: Introduction to Medical-Surgical Nursing	C	C	C	C	C	C	C
NUR221P	Nursing II: Introduction to Medical-Surgical Nursing - Practicum	C	C	C	C	C	C	C
NUR222	Nursing III: Psychiatric Nursing	C	C	C	C	C	C	C
NUR222P	Nursing III: Psychiatric Nursing - Practicum	C	C	C	C	C	C	C
NUR223	Nursing IV: Care of Women and Children	C	C	C	C	C	C	C
NUR223P	Nursing IV: Care of Women and Children - Practicum	C	C	C	C	C	C	C
NUR224	Nursing V: Advanced Concepts of Medical-Surgical Nursing	C	C	C	C	C	C	C
NUR224P	Nursing V: Advanced Concepts of Medical-Surgical Nursing - Practicum	C	C	C	C	C	C	C
NUR225	Nursing VI: Leadership and Delegation	C	C	C	C	C	C	C
NUR226	Nursing Seminar	C	C	C	C	C	C	C
BIO201	Microbiology: Impact of Microorganisms on the Environment	D	D	D	D	D	D	C
ENG201	Composition I	D	D	D	D	D	D	C
HUN201	Nutrition	D	D	D	D	D	D	C
MAT202	College Algebra	D	D	D	D	D	D	C
PSY201	Life Span Development	D	D	D	D	D	D	C
SOC201	Sociology	D	D	D	D	D	D	C



# **GENERAL SAFEGUARDING AND POLICIES**

## **COVID**

Effective as of May 16, 2022

**Updated: May 16, 2022**

THESE COVID POLICIES SUPERSEDES ALL EDITIONS

AS OF

MAY 16, 2022

AND

PRIOR COPIES SHOULD BE DESTROYED

## **PURPOSE OF POLICIES**

These policies (the “Policies”) have been prepared to inform students, faculty, staff, regulatory bodies and the general community about Jersey College’s policies and procedures that are being implemented with regards to protecting our community against the spread of COVID.

The underlying principle for these Policies is that a safe learning environment requires personal responsibility. Individuals must maintain social distancing, appropriately use personal protective equipment (“PPE”) and be accountable for self-isolating. Through personal responsibility, risks can be reduced and in-person campus activity can resume.

These Policies are a living document and as such, Jersey College may change, delete, suspend, or discontinue parts of the Policies in response to changes in our environment and our need to promote the health and safety of our community. At all times, Jersey College shall comply with all applicable requirements set forth by the federal government, states and regulatory bodies.

Jersey College is not responsible or liable for errors, omissions or other data which may alter the meaning or context of the policies in these Policies. Every effort is made to see that the policies and rules in this document are accurate and the most current versions available; however, some lapses may occur between adoption and posting/distribution of new rules and policies.

The term “individual” utilized in this Policies means individually and collectively any Jersey College student, faculty, staff member, or visitor to the College.

Recommendations or suggestions for improvements and suspected violations of the policies and procedures in this document should be forwarded via email to [CAO@jerseycollege.edu](mailto:CAO@jerseycollege.edu).

## SUMMARY OF POLICIES

The following provides a summary of the COVID policies and procedures with respect to promoting the health and safety of individuals at Jersey College. This summary is not a complete description of the COVID policies and individuals are required to review and read the actual policies to ensure compliance.

### *General Policies*

	Unvaccinated Individuals and Vaccinated Individuals
<b>COVID Positive</b>	<p>Mandatory 7-day quarantine</p> <p><u>or</u></p> <p>5-day quarantine with a negative COVID test (PCR or Antigen) <u>and</u> no symptoms.</p> <p><u>IMPORTANT</u>: Negative COVID Test must be completed on the 5<sup>th</sup> day and by a medical provider (home tests are not acceptable)</p>
<b>Domestic Travel</b>	<p>No quarantine requirement, unless symptomatic.</p> <p>If symptomatic, 5-day quarantine with a negative COVID test (PCR or Antigen).</p> <p><u>IMPORTANT</u>: Negative COVID Test must be completed on the 5<sup>th</sup> day and by a medical provider (home tests are not acceptable)</p>
<b>International Travel</b>	<p>International travel is strongly discouraged. Individuals that travel internationally are not required to quarantine upon return from the travel, <u>provided</u> (i) they are not COVID symptomatic after returning and (ii) present the College with a negative COVID test (PCR or Antigen – home tests are not acceptable) taken no longer than three days prior to returning to school. COVID positive individuals must quarantine for the time-period outlined under “Quarantine Protocols – General Quarantine” below. Symptomatic individuals are required to quarantine for 5-days.</p> <p><u>IMPORTANT</u>: Negative COVID Test must be completed by a medical provider (home tests are not acceptable)</p>
<b>Mask Wearing - Indoors</b>	Masks <b>MUST</b> be worn at <b>ALL</b> times while in a building.
<b>Mask Wearing - Outdoors</b>	Masks may be removed while on campus in outdoor areas.
<b>Physical Distancing</b>	Physical distancing is recommended to be maintained at all times while on campus, both inside and outside. In the event physical distancing is not possible, dividers or barriers may be used.
<b>Daily Health Screenings</b>	Daily health screenings and attestations will continue to be required prior to participating in any Jersey College activity.
<b>Eating and Drinking</b>	Eating and drinking is permissible outside of the building. Students may also eat and/or drink in the campus’ Cafeteria (or if no cafeteria within the campus, in room designated by the campus as cafeteria). <b>Eating and/or drinking in classrooms, common areas or multiple gathering areas (including conference rooms and lounges) is strictly prohibited.</b>
<b>Practice Healthy Habits and Be Respectful</b>	<ul style="list-style-type: none"> <li>• Monitor your health, and if you have any symptoms listed on the COVID symptom list, do not come to campus.</li> <li>• Respect and honor members of the Jersey College community who wish to maintain their personal space.</li> </ul>

**Community Learning Spaces:** The college is reopening all community learning spaces, subject to the following requirements:

Space	Masks	Physical Barrier or Face Shield
Class Rooms	Required at all times	Recommended when social distancing is not possible
Simulation Labs		
Study Rooms		
Lounges		
Computer Labs		
Library		
Office Meetings (Admissions, Financial Aid, Counseling, etc.)		
Cafeteria	Required, unless actively eating and drinking	Recommended

***Vaccinated vs. Unvaccinated Policies***

	Unvaccinated and Non-Fully Vaccinated Individuals	Fully Vaccinated Individuals <sup>1</sup>
Close Contacts Exposures	<p>Mandatory 10-day quarantine</p> <p><u>or</u></p> <p>7-day quarantine with a negative COVID test (PCR or Antigen) <u>and</u> no symptoms.</p> <p><u>IMPORTANT:</u> Negative COVID Test must be completed on the 7<sup>th</sup> day and by a medical provider (home tests are not acceptable)</p>	<p>Mandatory 5-day quarantine requirement with a negative COVID test (PCR or Antigen) <u>and</u> no symptoms.</p> <p><u>IMPORTANT:</u> Negative COVID Test must be completed on the 5<sup>th</sup> day and by a medical provider (home tests are not acceptable)</p>

<sup>1</sup> An individual is considered fully vaccinated two (2) weeks following receipt of the second dose in a 2-dose series, or two (2) weeks following receipt of one dose of a single-dose vaccine, and have received any required boosters.

# GENERAL SAFEGUARDING

## I. FUNDAMENTAL SAFETY PRINCIPLES

The health and safety of our community is a shared responsibility with (i) Jersey College developing guidelines, assessing effectiveness, and communicating requirements and recommendations, and (ii) students and staff proactively following the health and safety precautions and reporting instances of non-compliance. The three fundamental tenants of our Plan are:

- Maintain social distancing;
- Use personal protective equipment; and
- Be accountable.

### *Social Distancing*

Social distancing means maintaining a minimum distance from others as recommended by the Center for Disease Control (“CDC”). The CDC recommends maintaining a minimum distance of three (3) feet. Social distancing is recommended in all areas on campus where it is feasible. This includes hallways, outdoor areas and parking lots. Where the core function of a work activity or instruction requires a shorter distance of three (3) feet or it is not possible to maintain such distance, the College recommends that individual maintain as much distance as reasonably possible and when possible, utilize physical barriers to promote separation.

### *Personal Protective Equipment*

- Masks and Cloth Face Coverings: Masks or cloth face coverings are required to be worn at all times while an individual (student, faculty, staff or guest) is within a building of the College. Masks are optional (but recommended) outside of buildings. Masks or cloth face coverings must cover the nose, mouth, and chin. Masks or cloth face coverings may be temporarily removed by faculty or staff while within the privacy of their own office and provided no other person is within three (3) feet.

Jersey College may provide students, faculty, and staff with a cloth face covering. Such individuals may utilize the provided cloth face covering or their preferred covering provided such covering meets [standard health guidelines](#). Masks with an exhalation valve or vent may not be used on campus. Students, faculty, staff and visitors are responsible for ensuring such face coverings are in good condition (no rips, tears, etc.) and that they are cleaned regularly (e.g. washing a cloth mask with warm water and soap after each use). Sharing of masks or face coverings is prohibited.

Jersey College will provide a disposable mask to visitors who do not have their own.

From time to time, the College may require students, faculty and staff to double mask – that is, wear a surgical mask such as a KN-95 mask or N-95 mask, and a cloth mask. In such case, Jersey College will provide the surgical mask.



Any individual who is unable to wear a mask or cloth face covering due to disability (such as an underlying health condition) should [request an accommodation](#).

- **Face Shields:** Jersey College may provide students, faculty and staff with a face shield. When a physical barrier is not available and instruction requires less than three (3) feet of distancing, Jersey College recommends that individuals wear a face shield. Students, faculty and staff are responsible for ensuring that their face shields are in good condition and that they are cleaned regularly (e.g. wiping of shield with a disinfectant wipe or with soap and water after each use). Sharing of face shields is should not occur. In addition, wearing a face shield alone is not acceptable; a mask must be worn with the face shield.

### ***Accountability***

To prevent the spread of COVID all students, faculty, staff and visitors to a campus are required to take the following [preventive actions](#) recommended by the CDC: (i) avoid close contact as much as possible, (ii) clean hands often; (iii) avoid touching eyes, nose, and mouth with unwashed hands; (iv) frequently clean and disinfect surfaces, and (v) monitor your health. In addition, to limit COVID transmission the College has measures in place to provide a clean and sanitized environment. As such, the following accountability policies have been developed:

- **Washing of Hands:** All individuals should wash their hands (i) before eating or preparing food; (ii) before touching their face; (iii) after using the restroom; (iv) after leaving a public place; (v) after blowing their nose, coughing, or sneezing; (vi) after handling their mask and/or face shield; (vii) after caring for someone sick and (viii) after touching animals or pets. Washing of hands involves the use of soap and water for at least 20 seconds or if soap and water are not readily available, a hand sanitizer that contains at least 60% alcohol. When using a hand sanitizer, cover all surfaces of your hands and rub them together until they feel dry.

The College will stock all bathrooms with soap, paper towels, and trash receptacles. In addition, alcohol-based hand sanitizer dispensers have been installed throughout each campus in hallways, common areas, elevator areas, and/or staircases. Soap and paper towels will be refilled during regular bathroom cleanings. If any soap, paper towels, and/or alcohol-based sanitizer is running low or empty, students, faculty, and staff should notify their Campus.

- **Cleaning and Disinfecting of Surfaces:** All individuals should clean and disinfect equipment and personal items prior to bringing such items into a campus. These items include laptops, cellphones, pocketbooks and other personal items. Jersey College requests that students, faculty, staff and visitors limit bringing outside personal belongings into the building to essential items only. Students, faculty and staff are encouraged to bring disposable cleaning wipes to the campus each day and utilize such wipes as needed. Due to allergies and other issues, students, faculty and staff (other than maintenance staff) may not utilize aerosol sprays or bleach products in buildings. The College will clean, maintain and otherwise sanitize each campus on a regular basis.

- Monitor Health. Individuals planning to enter a campus must perform a self-screen prior to coming onsite and should not attempt to enter the campus if any of the following are present: (i) symptoms of COVID (cough, shortness of breath, loss of smell or taste), (ii) fever equal to or higher than 100.4 F, (iii) are under evaluation for COVID (for example, waiting for the results of a viral test to confirm infection) or (iv) have been diagnosed with COVID and are not yet cleared to discontinue isolation.

All individuals entering a campus will be subject to a health screening by the College (see Screening, Testing and Contact Tracing Protocols below).

## II. BUILDING SAFETY PRINCIPLES

The following building safety practices and procedures should be followed to promote compliance with our fundamental principles related to physical distancing requirements, protective equipment and personal accountability:

- Entry and Exit. Where feasible, a single point of entry and a single point of egress should be identified and utilized in all buildings. The single points of entry should occur through the main entrance and a check-in point should be maintained at that entry point. This check-in point should be utilized for the screening and testing processes described below under Screening, Testing and Contract Tracing Protocols. Campuses should be prepared to open additional entry and egress points if necessary to avoid crowding.
- Personal Protective Equipment. Appropriate face coverings (see above) are required to be worn at all times by students, faculty, staff and visitors while in the building. Failure to wear or properly secure face coverings may result in individuals being denied access to the building or removal from the building.
- Communication. Signage should be posted throughout each campus to remind personnel to adhere to proper hygiene, social distance when possible, use appropriate PPE and follow cleaning/disinfecting protocols.
- Food and Drinks.
  - Eating and drinking is permissible outside of each building (i.e., at a picnic table, under a tree or in a car). Students may also eat and/or drink in the campus' cafeteria (or if no cafeteria within the campus, in a room designated by the campus as the cafeteria). Eating and/or drinking in classrooms, common areas or multiple gathering areas (including conference rooms and lounges) **is strictly prohibited**.
  - Faculty and staff may eat and/or drink in a private office or designated breakrooms. No food or drinks may be consumed in classrooms, common areas or multiple gathering areas (including faculty rooms, conference rooms, etc.).
  - Faculty, Staff and Students are advised to:
    - Clean prior to and after using their eating and drinking surfaces;

- Remove their masks or cloth face coverings only temporarily to eat and/or drink; and
  - Maintain social distancing while eating and/or drinking
- Signs and Posters. Signs and posters should be displayed on each campus and include messages about: (i) required masks or face coverings; (ii) maintaining and promoting social distancing (three feet); (iii) recommending reduced occupancy in elevators; (iv) encouraging good hand and respiratory hygiene practices; (v) proper hand washing instructions and (vi) capacity in study rooms and break rooms.
- Doors. To the extent possible, doors within each building should be propped open in order to limit the need to touch additional surfaces.
- Non-Instructional Gatherings and Meetings. In-person, non-instructional group gatherings and meetings at campus should be limited and only utilized when absolutely necessary. Such meetings may instead be conducted virtually (Zoom, Conference Calls, etc.) when and where possible.
- Personal Hygiene. All individuals entering a building and upon exiting the building should wash their hands using the hand sanitizer stations at the campus or utilize soap and water in the bathroom. Handwashing is recommended when entering and existing a classroom. All washing of hands (sanitizer or soap and water) should be completed in accordance with standard health practices. These practices are outlined in the instructions and demonstration videos under Training below.
- Cleaning and Disinfection. Buildings should be maintained by Jersey College in accordance with the CDC and DOH cleaning and disinfection guidelines contained in “[Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID.](#)” Maintenance should include the following:

To further promote sanitization in classrooms and offices, individuals may use cleaning wipes on their desks/workspaces before and after use.

### **III. COMMUNICATION**

Changes in policies and procedures related to COVID and health and safety protocols at each campus will be communicated through (i) e-mail, (ii) text or (iii) Jersey College’s website (<https://www.JerseyCollege.edu/covid19/>).

### **IV. TRAINING**

Students, faculty and staff should complete Jersey College’s virtual COVID health and safety training. The health and safety training includes instruction on donning of personal protective equipment, handwashing and other techniques. The health and safety training course is available through CANVAS®.

In addition to the virtual health and safety training, all individuals should also review the following videos and topics:

- [Donning Personal Protective Equipment \(Video\)](#)
- [Masks, Goggles and Face Shields: Using in Sterile and Certain Medical Procedures \(Instructions\)](#)
- [Performing Antiseptic Handwashing \(Video\)](#)
- [Performing Hand Antisepsis: Alcohol-Based Rub \(Video\)](#)
- [Standard Precautions \(Instructions\)](#)
- [Applying nonsterile Gloves \(Video\)](#)
- [Gloves, Nonsterile: Using \(Instructions\)](#)

## **V. VIOLATIONS OF POLICIES**

Individuals who violate any policies or procedures in this document; engage in irregular behavior, or misconduct inconsistent with this policies and procedures in this document; and/or do not follow warnings to discontinue inappropriate behavior may be removed from a building, placed on probation or leave or be terminated from the College.

# QUARANTINE PROTOCOLS

## I. GENERAL QUARANTINE

Individuals that are COVID positive are required to quarantine restriction (i.e., access denied from participating in on-campus activities). The quarantine period is either:

- 7-days (no testing required); or
- 5-days providing the College with a negative COVID test (PCR or Antigen) and provided that the individuals no longer have any COVID symptoms. The negative COVID Test must be completed on the 5<sup>th</sup> day and by a medical provider (home tests are not acceptable)

Please note that the quarantine period for COVID positive individuals begins on the date the first positive COVID test was administered.

For students, the quarantine may result in administrative leaves of absence for the term due to missed coursework. For faculty and staff, the quarantine will result in a required leave from the College (see handbooks for additional information).

## II. SCREENING

### *COVID Questionnaire*

All students, faculty, staff, and visitors are required to complete a health screening assessment (the “COVID Questionnaire”) before entering any campus building. A new questionnaire must be completed each day that the individual will be on-site. The COVID Questionnaire **should be completed prior to arriving** at the campus.

The COVID Questionnaire contains the following questions:

1. Have you been in close contact in the last 10 days with someone who has symptoms of COVID or has tested positive for COVID (other than in the capacity of an essential worker and provided such care was undertaken using appropriate PPE and following standard health and safety procedures for essential healthcare workers providing COVID care)?
2. Is your body temperature 100.4 F or higher?
3. Have you tested positive for COVID in the last 10 days?
4. Have you had any of the following symptoms of COVID in the last 10 days?
  - Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat

- Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea
5. Have you traveled within the past 10 days (i) internationally, (ii) via cruise ship, or (iii) to a non-contiguous state from which the campus is located?

The College has developed a mobile-app for completion of the COVID Questionnaire. The app includes the questions above. After the completing the questions individuals will receive a QR Code that must be scanned for entrance. To the extent that an individual answers Yes to a question, the College will discuss the answer and ability to participate in on-campus activities.

If an individual experiences issues with the mobile-app questionnaire then a paper version must be completed. The paper COVID Questionnaire will be provided by the campus. Such paper COVID Questionnaire will be collected and reviewed at the main entrance prior to individuals being permitted entry into a campus.

Individuals entering the building simultaneously should maintain appropriate distancing; to promote such distancing, the College will place distancing marks on the floor at entry points.

All visitors are required to complete a paper version of the COVID Questionnaire. In addition to the above information, the paper forms will include the date and time the visitor arrived on campus, along with the visitor's phone number. The College may contact the visitor for additional information about individual interactions, buildings and rooms entered, and length of time on campus, if necessary.

### ***Temperature Checks***

In addition to the COVID Questionnaire, the College will be conducting temperature checks (may be all individuals or random testing) on individuals seeking to enter the campus utilizing a non-contact forehead thermometer. These screenings will be conducted on a self-service stand-alone thermometer or through a hand-held thermometer utilized by a College representative. This non-contact thermometer will also be available for the completion of the COVID Questionnaire for those individuals who are unable to take their temperature at home. The College is responsible for maintaining the sanitation of the thermometer – disinfectant wipes and other appropriate cleaning supplies will be utilized for such purpose.

### III. TESTING

The College advises any student, faculty, or staff member who:

- is experiencing COVID symptoms;
- has been in close contact with any individual who has tested positive for COVID or is displaying symptoms of COVID;
- is an essential worker (e.g. health care worker or transit worker);
- has recently been in a large crowd or area where it was difficult to maintain social distancing; and/or
- has recently traveled from a country or state with high COVID infection rates

to reach out to their healthcare provider and get tested. The following links provide information regarding testing sites:

#### **Campus Locations**

[New Jersey](#)

[Florida](#)

[Indiana](#)

#### **Other Surrounding States**

[New York](#)

[Connecticut](#)

[Pennsylvania](#)

[Georgia](#)

To locate testing sites in states not listed above, the College recommends that students, faculty and staff utilize the following search terms in a web-browser -- “State Name” “COVID” “Testing Sites”.

Any individual who begins to experience COVID symptoms while on campus must promptly notify the Campus Administrator of their condition via email.

Brooksville Campus:	<a href="mailto:BRKAdmin@Jerseycollege.edu">BRKAdmin@Jerseycollege.edu</a>
Ewing Campus:	<a href="mailto:EWAdmin@JerseyCollege.edu">EWAdmin@JerseyCollege.edu</a>
Fort Lauderdale Campus:	<a href="mailto:FLAdmin@Jerseycollege.edu">FLAdmin@Jerseycollege.edu</a>
Fort Wayne Campus:	<a href="mailto:FTWAdmin@Jerseycollege.edu">FTWAdmin@Jerseycollege.edu</a>
Jacksonville Campus:	<a href="mailto:JAXAdmin@JerseyCollege.edu">JAXAdmin@JerseyCollege.edu</a>
Largo Campus:	<a href="mailto:LARAdmin@JerseyCollege.edu">LARAdmin@JerseyCollege.edu</a>
Naples Campus:	<a href="mailto:NAPAdmin@Jerseycollege.edu">NAPAdmin@Jerseycollege.edu</a>
Port Charlotte Campus:	<a href="mailto:PCHAdmin@JerseyCollege.edu">PCHAdmin@JerseyCollege.edu</a>
Tampa Campus:	<a href="mailto:TPAAdmin@JerseyCollege.edu">TPAAdmin@JerseyCollege.edu</a>
Teterboro Campus:	<a href="mailto:TEBAdmin@JerseyCollege.edu">TEBAdmin@JerseyCollege.edu</a>

In addition, when possible the individual should immediately leave the campus and return to their home or seek medical assistance. Individuals who develop symptoms while on campus and are unable to immediately leave the campus must temporarily quarantine

themselves in the closest private room/area or outside (weather permitting and if the campus has outdoor seating). Such individuals are required to temporarily remain in the quarantine room (or area) until transportation can be arranged – such transportation will include an ambulance for those individuals requiring immediate medical assistance or arranging for pickup by a family member, friend or car service for non-emergency symptomatic individuals.

Each campus should designate at least one (1) room on the campus as an emergency quarantine room. In addition, each campus must maintain an emergency response kit for allowing interaction with a symptomatic individual. This kit should include the following Personal Protective Equipment - N95 masks, disposable gloves, face shields and medical gowns.

Promptly after being notified of a symptomatic individual, the College should undertake the following additional steps:

- Identify rooms/areas that the symptomatic individual attended;
- Clear such rooms/areas;
- Close the rooms/areas and block access when possible;
- Arrange for appropriate cleaning (after a safe period of time, per CDC guidelines); and
- Initiate contact tracing by contacting their state, county and/or local health department.

#### **IV. CONTACT TRACING**

Contact tracing refers to the process of quickly identifying and isolating a patient's recent contacts in order to locate individuals who might be at risk for contracting COVID. Each state and/or county department of health have established protocols for contact tracing according to professional public health standards. Jersey College will provide contact tracing support for state, county, and local health departments with regards to any individual that has tested positive for COVID. Support information that will be provided by the College is listed below. As part of participation in educational activities at the College, all faculty, staff, and students agree to comply with contact tracing protocols in order to improve the College's ability to contain potential flare ups of COVID quickly and effectively. The College will continue to investigate, evaluate, and deploy technologies which may support and enhance contact tracing, including but not limited to data management software, wifi tracking, and mobile phone applications aimed at automating parts of the contact tracing process as they become available.

To assist with contact tracing by local health departments and states, the College will maintain completed COVID Questionnaires. In addition, the College will maintain rosters and room assignments (when possible).

To further limit the spread of COVID, the College may, in consultation with state, county and/or local health departments, conduct interviews with suspected or confirmed positive COVID individuals. The purpose of these interviews is to identify rooms and areas the COVID positive individual used and individuals that were in close contact. Students, faculty and staff are required to participate in such interviews as a condition of entry to the campuses and participation in educational activities.



Unless required otherwise by state and/or local departments of health under emergency guidelines, Jersey College will utilize FERPA guidelines for students and the general employer-employee rules of confidentiality contained in the Staff Handbook for the release of any and all information related to COVID.

## V. TRAVEL GUIDELINES AND RESTRICTIONS

Students, faculty and staff should avoid travel interstate and international travel; travel should only occur where absolutely necessary. Students, faculty and staff are advised that travel (voluntary or involuntary) may result in the individual being denied access to participate in on-campus activities.<sup>2</sup>

- A. International Travel. International travel is strongly discouraged. Individuals that travel internationally are not required to quarantine upon return from the travel, provided (i) they are not COVID symptomatic after returning and (ii) present the College with a negative COVID test (PCR or Antigen – home tests are not acceptable) taken no longer than three days prior to returning to school. COVID positive individuals must quarantine for the time-period outlined under “Quarantine Protocols – General Quarantine” above. Symptomatic individuals are required to quarantine for 5-days. On the 6<sup>th</sup> day individuals may return to the College by providing the College with a negative COVID test (PCR or Antigen) and provided that the individual has no COVID symptoms. The negative COVID Test must be completed on the 5<sup>th</sup> day and by a medical provider (home tests are not acceptable).
- B. Domestic Travel: Individuals that travel domestically are not required to quarantine upon return from the travel, unless they are COVID symptomatic after the return. Such symptomatic individuals are required to quarantine for 5-days. On the 6<sup>th</sup> day individuals may return to the College by providing the College with a negative COVID test (PCR or Antigen) and provided that the individual has no COVID symptoms. The negative COVID Test must be completed on the 5<sup>th</sup> day and by a medical provider (home tests are not acceptable).

For students, the quarantine related to travel may result in administrative leaves of absence for the term due to missed coursework. For faculty and staff, the quarantine related to travel may result in a required leave from the College (see handbooks for additional information).

Notwithstanding the foregoing, in all cases, Jersey College’s travel guidelines require students, faculty and staff to take personal responsibility for compliance with COVID protocols recommended by the CDC during their travels.

---

<sup>2</sup> Students will be considered absent (without an excuse) for all on-campus activities as a result of such denial. Faculty and staff will be considered absent (without an excuse) from work and will be required to utilize sick, personal, vacation or other accrued or available time in order to be paid. Further, this denial of access may result in termination or withdrawal from a program of study or a course for students, or termination of employment for an employee.

## VI. CLOSE CONTACTS

Individuals that are determined to be close contacts of a COVID positive case, must quarantine.

The quarantine period is either:

### Unvaccinated and Non-Fully Vaccinated Individuals

- 10-days (no testing required); or
- 7-days providing the College with a negative COVID test (PCR or Antigen) and provided that the individuals no longer have any COVID symptoms. The negative COVID Test must be completed on the 7<sup>th</sup> day and by a medical provider (home tests are not acceptable).

### Fully Vaccinated Individuals<sup>3</sup>

- Mandatory 5-day quarantine requirement with a negative COVID test (PCR or Antigen) and no symptoms. The negative COVID Test must be completed on the 5<sup>th</sup> day and by a medical provider (home tests are not acceptable).

Please note that the quarantine period for close contacts begins on the date the individual was exposed to COVID.

For students, the mandatory quarantine may result in administrative leaves of absence for the term due to missed coursework. For faculty and staff, the mandatory quarantine will result in a required leave from the College (see handbooks for additional information).

---

<sup>3</sup> An individual is considered fully vaccinated two (2) weeks following receipt of the second dose in a 2-dose series, or two (2) weeks following receipt of one dose of a single-dose vaccine, and have received any required boosters.

## **VII. BUILDING ADMITTANCE**

Any student, faculty, staff member or visitor:

- (i) Answering “Yes” to any question in the COVID Questionnaire,
- (ii) Registering a body temperature greater than 100.4 or
- (iii) Displaying COVID symptoms upon check-in

may NOT be permitted entry into the campus and will be sent home. The Campus Director (or in his/her absence the Dean of Nursing) will determine in their best judgment whether an individual answering “Yes” may be allowed entry based on additional discussions and implementation of accommodations (where necessary). The right of entry may not be challenged.

## **VIII. VACCINATION PROTOCOLS**

Jersey College encourages all members of our community to receive a vaccination for COVID. The following vaccination standards apply for on-campus and clinical activities.

On-campus Activities: A COVID vaccination is not required at this time to participate in on-campus activities.

Clinical Activities: Students, faculty and staff may be required to vaccinate to the extent that an affiliated clinical site requires such vaccination for participation in practicum activities. In such required vaccination cases, students that choose not to vaccinate will be responsible for finding and participating in an approved preceptorship experience (instead of direct instructor College based clinical) to meet course objectives. Students that are unable to find an alternative practicum experience will either be placed on a limited leave (to provide additional time to find an alternative experience and/or become vaccinated) or withdrawn from the College.

As a result of changes in state regulations and healthcare policies, students enrolling in programs that begin on or after October 4, 2021 in New Jersey will be required to provide proof of vaccination as a prerequisite for enrollment and registration in coursework at the College. The foregoing enrollment and registration standard may be met with accommodations. To request reasonable accommodations at Jersey College, students must complete a Request for Reasonable Accommodations form with supporting documentation.