



**Transforming
Our Community...
One Student
at a Time**

Union County College Restart Plan

COVID-19 – The Road Back

8/31/2020 Version

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OVERVIEW

Introduction

Union County College is committed to providing a quality education to its students regardless of the instructional delivery method while being mindful of the current COVID-19 environment. To this end, the College's Re-Open Plan is based on the most current directives from the State of New Jersey as well as specific guidance from the Office of the Secretary of Higher Education (OSHE), while also following recommendations from the CDC.

The health and safety of faculty, staff and students who come to Union is a shared responsibility. The safe re-open will be a community effort. We all must do our part to practice social distancing and follow recommended guidelines. We are all in this together, and we can only be successful if the entire college community participates in adapting to this new way life during COVID-19 and the recovery.

The College has developed an ongoing restart working group to monitor compliance with guidelines and make recommendations for changes to the restart plan. This group is comprised of faculty, staff and students.

Pursuant to OSHE, this restart plan will be posted on the College's public website, and all College employees and currently enrolled students will be directed to it. As public health conditions continue to evolve and additional information becomes available, the restart standards may be updated accordingly.

Guiding Principles for Re-Opening

1. Safety is the number one priority – we are all in this together. We recognize that the health and safety of faculty, staff, and students is a shared responsibility. Preparing employees and students for the initial return to campus is paramount and everyone must work together to ensure all precautions are observed. The College will communicate all essential guidelines that must be observed in order to help ensure safety on each of our campuses including distancing requirements. Compliance is necessary for the continued health and safety of all faculty, staff, and students and all of us must engage in self-screening and reminding others of the guidelines when needed. Each of us has a duty to protect his or her own health as well as the health of everyone they encounter.
2. Maintain the Mission of the College by providing a high-quality, affordable, and accessible education to our students and protect academic integrity and excellence, whether instruction is face to face, online, or remote.
3. Be flexible and adapt to the most current guidelines and recommendations from the State of New Jersey, OSHE, and CDC.

GENERAL SAFEGUARDS

Stage 1

The College recognizes that the health and safety of faculty, staff, and students is a shared responsibility. Preparing employees and students for the initial return to campus is paramount and everyone must work together to ensure all precautions are observed. **Employees will return to the College as instructed.** The College will communicate all essential guidelines that must be observed in order to help ensure safety on each of our campuses including distancing requirements. Compliance is necessary for the continued health and safety of all faculty, staff, and students and all of us must engage in self-screening and reminding others of the guidelines when indicated. Each of us has a duty to protect his or her own health as well as the health of everyone they encounter.

1. The College is engaged in distance learning.
2. Essential employees are allowed on our campuses and follow CDC guidelines.
3. Students who are covered by the waiver approved by OSHE are on campus.

Stage 2

The College recognizes that the health and safety of faculty, staff, and students is a shared responsibility. Preparing employees and students for the initial return to campus is paramount and everyone must work together to ensure all precautions are observed. Employees will return to the College as instructed. The College will communicate all essential guidelines that must be observed in order to help ensure safety on each of our campuses including distancing requirements. Compliance is necessary for the continued health and safety of all faculty, staff, and students and all of us must engage in self-screening and reminding others of the guidelines when indicated. Each of us has a duty to protect his or her own health as well as the health of everyone they encounter.

1. Training for all **employees** (faculty and staff) on appropriate sanitization and social distancing practices and protocols, as well as institutional policies and procedures **were** developed to limit the spread of COVID-19.
 - Training for all **employees is** provided concerning required guidelines and protocols; CDC and New Jersey Health Department guidelines **are** followed.
 - When on campus, all employees must adhere to all established guidelines and protocols.
 - **All employees are required to self-monitor and screen themselves daily before reporting to work using a Self-Screening Questionnaire.**
 - **Should an individual present with any of the symptoms on the screening tool, that individual must stay home and notify their supervisor.**
 - All employees when working on campus must continuously monitor themselves for signs and symptoms of COVID-19 via self-assessment.
 - Employees who do not feel well must stay home; if new symptoms develop (not attributable to existing conditions such as allergies or symptoms are different such as an exaggerated cough) while an employee is at work, they must notify their supervisor and leave the College.
 - **The College is using a vendor for an online COVID-19 training program. All employees are required to view a Coronavirus training video from SafeColleges.**
https://youtu.be/-k4_AlCfyf8

- **Union County College employees are eligible to get tested at no cost at the County's COVID-19 Testing Site at Kean University.**
- **Union County College COVID-19 testing guidance is based on CDC Guidelines.**
- **If an employee presents with symptoms at work, that employee will be immediately isolated from others and sent home. The employee should seek medical care and be tested for the coronavirus.**
- **If an employee has been exposed to a confirmed COVID-19 case, he or she should be quarantined immediately and will be tested for the virus. The employee should remain quarantined at least until test results are received.**
- **Once infected, employees should follow CDC recommendations to determine when to discontinue home isolation and return to work, seek medical release and quarantine at home for at least 14 days.**
- **Additionally, screening questions appear on employee computers prior to logging in for the start of their work day and randomly throughout the day. Employees must respond in order to log on.**
- **All visitors are required to report to Public Safety and complete the self-screening process.**

Daily Self-Screening Questionnaire

Staff members are required to self-screen at the start of each day by using the standard questionnaire recommended by the NJ Department of Health.

- **If you answer YES to any of the questions, stay home.**
- **If symptoms develop during the day, the individual will be sent home. Public Safety and Facilities will be notified, and area(s) will be sanitized.**
- **If the individual needs to wait for transportation, the individual may be asked to wait in a separate area until transportation arrives. That area will be sanitized immediately after the individual departs.**

Question #1: Do you have a fever (temperature over 100.4° F) or have you had a fever in the past 24 hours?

Question #2: Are you experiencing any of the following symptoms?

- **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**

Question #3: In the past 14 days have you had close contact with someone who is confirmed as having COVID-19?

Close contact is defined as a person who:

- **provided care for the individual, including healthcare workers, family members or other caregivers, or who had other similar close physical contact without consistent and appropriate use of personal protective equipment OR**
- **lived with or otherwise had close prolonged contact (within 6 feet) with the person while they were infectious OR**

- **had direct contact with infectious bodily fluids of the person (e.g. was coughed or sneezed on) while not wearing recommended personal protective equipment.**
2. Training for students on appropriate sanitization and social distancing practices and protocols, as well as institutional policies and procedures **were** developed to limit the spread of COVID-19.
- Training for all students **is** being provided concerning required guidelines and protocols; CDC and New Jersey Health Department guidelines will be followed.
 - When on campus, all students must adhere to all established guidelines and protocols.
 - **All students are required to self-monitor and screen themselves daily before coming to the College using a Self-Screening Questionnaire.**
 - **Should an individual present with any of the symptoms on the screening tool, that individual must stay home and notify their faculty member.**
 - **All students who are on campus must continuously monitor themselves for signs and symptoms of COVID-19 via self-assessment.**
 - Students who do not feel well must stay home; **if new symptoms develop (not attributable to existing conditions such as allergies or symptoms are different such as an exaggerated cough) while students are at the College, they must notify their faculty and leave the College.**
 - The College is using a vendor for an online COVID-19 training program. All students are required to view a Coronavirus training video from SafeColleges. https://youtu.be/-k4_AlCvfy8
 - Union County College COVID-19 testing guidance is based on CDC Guidelines.
 - **If a student presents with symptoms while at the College, that student will be immediately isolated from others and sent home. The student should seek medical care and be tested for the coronavirus.**
 - **If a student has been exposed to a confirmed COVID-19 case, he or she should be quarantined immediately and should be tested for the virus. The student should remain quarantined at least until test results are received.**
 - **Once infected, students should follow CDC recommendations to determine when to discontinue home isolation and return to college, seek medical release and quarantine at home for at least 14 days.**
 - Students on campus who are covered by the waiver approved by OSHE are screened upon arrival according to the procedures outlined in our waiver.
 - All prospective students are required to report to Public Safety; Student Development personnel work with these individuals to complete the self-screening process.
 - Students visiting campus for other purposes are screened by a college employee (typically public safety or a Student Development staff member) when they arrive on campus.

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- had direct contact with infectious bodily fluids of the person (e.g. was coughed or sneezed on) while not wearing recommended personal protective equipment.

3. Require use of face coverings for faculty, staff, students, and visitors **in College buildings**.
 - All persons entering the College will be required to wear face coverings upon entry and for the duration of time spent in the building.
 - **Instructors who are teaching in a Cisco classroom, with no other occupants, may remove their face covering while teaching in that room.**
 - Information on this requirement will be included in all training information and will be posted at the entrances to buildings and throughout the College.
 - All persons in the College will be encouraged to wash their hands frequently for at least 20 seconds with soap and water; signage will be posted in all bathrooms.
4. Frequent cleaning and sanitization of classrooms, restrooms, high-touch areas, equipment and shared surfaces.
 - College custodial and maintenance staff will routinely use an anti-viral solution to wipe down all areas.
 - **College custodial and maintenance staff will routinely use an anti-viral solution to wipe down high touch points twice daily at a minimum.**

- A fogger machine system will be used to disinfect large areas.
 - **Classrooms and restrooms will be cleaned and sanitized frequently.**
 - Sanitizing dispensers are located on each floor near elevator doors and throughout the college.
 - High-touch areas, such as door handles, elevator buttons, staircase railings, counter tops, copy machines, etc. will be sanitized frequently.
 - Restrictions will be posted for the use of elevators and floor markings used to identify distancing guidelines.
 - Entryways, exits, and/or hallways may close or have restricted access to control the pedestrian flow of traffic in order to maintain social distancing.
 - Quality control sheets will be kept to document date/time of cleaning of **the restrooms.**
 - Adequate cleaning supplies and personal protective equipment will be maintained.
5. Everyone on our campuses will be urged through signage and our website to continue to practice all safety protocols, including use of face coverings, hand washing, and social distancing.
 6. Union County College will continue to follow CDC and New Jersey Health Department guidelines.
 7. The College is committed to working with local and state officials, including the local health department and local office of emergency management, to share the components of the restart plan and revise same as may become necessary.
 8. Instruction through August 31, 2020 will be held online in almost all cases. Per waiver approval from OSHE, the College will conduct in-person laboratory instruction in July and August only for health science courses.

Stage 3

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 - **Instructors who are teaching in a Cisco classroom, with no other occupants, may remove their face covering while teaching in that room.**
 - Information on this requirement will be included in all training information and will be posted at the entrances to buildings and throughout the College.
 - All persons in the College will be encouraged to wash their hands frequently for at least 20 seconds with soap and water; signage will be posted in all bathrooms.
4. Frequent cleaning and sanitization of classrooms, restrooms, high-touch areas, equipment and shared surfaces.

- College custodial and maintenance staff will routinely use an anti-viral solution to wipe down all areas.
 - **College custodial and maintenance staff will routinely use an anti-viral solution to wipe down high touch points twice daily at a minimum.**
 - A fogger machine system will be used to disinfect large areas.
 - **Classrooms and restrooms will be cleaned and sanitized frequently.**
 - Sanitizing dispensers are located on each floor near elevator doors and throughout the college.
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 - Restrictions will be posted for the use of elevators and floor markings used to identify distancing guidelines.
 - Entryways, exits, and/or hallways may close or have restricted access to control the pedestrian flow of traffic in order to maintain social distancing.
 - Quality control sheets will be kept to document date/time of cleaning of **the restrooms.**
 - Adequate cleaning supplies and personal protective equipment will be maintained.
5. Everyone on our campuses will be urged through signage and our website to continue to practice all safety protocols, including use of face coverings, hand washing, and social distancing.
 6. Union County College will continue to follow CDC and New Jersey Health Department guidelines.
 7. The College is committed to working with local and state officials, including the local health department and local office of emergency management, to share the components of the restart plan and revise same as may become necessary.
 8. Instruction through August 31, 2020 will be held online in almost all cases. Per waiver approval from OSHE, the College will conduct in-person laboratory instruction in July and August only for health science courses.

SCREENING, TESTING, AND CONTACT TRACING PROTOCOLS

The College recognizes that the health and safety of faculty, staff, and students is a shared responsibility. Preparing employees and students for the initial return to campus is paramount and everyone must work together to ensure all precautions are observed. The College will communicate all essential guidelines that must be observed in order to help ensure safety on each of our campuses including distancing requirements. Compliance is necessary for the continued health and safety of all faculty, staff, and students and all of us must engage in self-screening and reminding others of the guidelines when indicated. Each of us has a duty to protect his or her own health as well as the health of everyone they encounter.

The College will work with the County Health Official concerning their guidance on their testing and contact tracing protocols.

The College will maintain a log of students, faculty, staff and visitors who report symptoms consistent with COVID-19 to facilitate contact tracing, and the reporting of any instances of COVID-19 to local health officials.

At Union County College, the Department of Public Safety maintains a daily log of all visitors to each of the College's campuses. Public Safety, Human Resources, and Student Development Departments will share employee, student, and visitor tracing information with the County of Union Office of Health Management to assist with their contact tracing responsibilities.

College faculty, staff and students testing positive for COVID-19 by a medical provider will be required to report the diagnosis immediately to the Dean of Students (student cases), and/or the Department of Human Resources (faculty and staff). These individuals will be asked to provide the following information: name, ID number, DOB, status (employee or student) email addresses, phone numbers, home address, first day of symptoms, date of positive test/or exposure, last day on campus (specify campuses), and buildings/rooms visited. This information, along with any logs that the Health Department requests, will be shared with the Union County Office of Health Management and any other applicable public health agency.

Per CDC *Considerations for Institutions of Higher Education*, the College will require individuals testing positive for COVID-19 to provide written documentation from the person's medical provider or public health organization to identify the date of testing and recommendation to return to campus prior to their arrival.

INSTRUCTION

The College recognizes that the health and safety of faculty, staff, and students is a shared responsibility. Preparing employees and students for the initial return to campus is paramount and everyone must work together to ensure all precautions are observed. The College will communicate all essential guidelines that must be observed in order to help ensure safety on each of our campuses including distancing requirements. Compliance is necessary for the continued health and safety of all faculty, staff, and students and all of us must engage in self-screening and reminding others of the guidelines when indicated. Each of us has a duty to protect his or her own health as well as the health of everyone they encounter.

Stage 1

- **All instruction is remote with the exceptions permitted in the waiver approved by OSHE.**

Stage 2

- Abide by the general safeguarding measures outlined in Executive Order No. 155 (face coverings, social distancing, cleaning protocols, etc.).
- Provide instruction through August 31, 2020 that is held online via distance education in almost all cases. Per waiver approval from OSHE, conduct in-person college laboratory and clinical laboratory instruction for health science and automotive courses only, in July and August.
- Resume in-person instruction for curricula that require labs, technical, clinical rotations, and hands-on instruction while observing CDC and New Jersey DOH public health standards for distancing, sanitizing equipment, handwashing, and cleaning and disinfection.
- **Resume all in-person instruction in accordance with statewide gathering restrictions and CDC/DOH public health infection control standards.**
- **Instructional methods will include face to face, remote live, and online.**
- **Permit instructors who are teaching in a Cisco classroom, with no other occupants, to remove their face covering while teaching in that room.**

Stage 3

- In-person instruction for all types of classes will resume in accordance with both statewide gathering restrictions and CDC/DOH public health infection control standards.
- **Instructional methods will include face to face, remote live, and online.**
- **Permit instructors who are teaching in a Cisco classroom, with no other occupants, to remove their face covering while teaching in that room.**

Limitations for all stages:

- The College will abide by general safeguarding measures outlined in Executive Order No. 155 (face coverings, social distancing, cleaning protocols, etc.).
- Per Executive Order, throughout all stages, faculty and students who are immunocompromised or at high-risk for COVID-19 will have the option to provide or receive instruction remotely within College resources.
- Individuals presenting with symptoms or a positive diagnosis of COVID-19 will not be allowed to attend in-person instruction and will be provided an alternative option for their work, such as remote instruction, within the College's ability to provide such service.
- Room capacities will be modified for 6' distances between desks with markers on the floor for a designated "instructor zone" in the classroom
- Social distancing is required and will be encouraged through signage, floor markings, spacing of tables, chairs, or desks. The College will be mindful of entryways and exits that could be sources

of crowding. We will take steps to ensure students and instructional staff are able to maintain at least six feet distance while engaged in classroom instruction.

- Cleaning and sanitizing equipment will be stationed in classrooms for frequent cleaning of high-touch areas and shared surfaces.

ON-CAMPUS RESIDENTIAL HOUSING

Union County College does not currently offer on-campus residential housing.

COMPUTER LABS

The College recognizes that the health and safety of faculty, staff, and students is a shared responsibility. Preparing employees and students for the initial return to campus is paramount and everyone must work together to ensure all precautions are observed. The College will communicate all essential guidelines that must be observed in order to help ensure safety on each of our campuses including distancing requirements. Compliance is necessary for the continued health and safety of all faculty, staff, and students and all of us must engage in self-screening and reminding others of the guidelines when indicated. Each of us has a duty to protect his or her own health as well as the health of everyone they encounter.

All instruction is online through August 31, 2020 with the exceptions provided by the OSHE waiver. Computer labs will be closed during this time. Any enrolled student who is in need of a laptop this summer is eligible for the laptop loaner program wherein the College provides a laptop to students, so they may complete their online coursework.

We have instituted a program whereby all students who register full-time for Fall 2020 will pay a fee and receive a laptop computer. There is a laptop loaner program for part time students.

Stage 1

- **All computer labs are closed.**

Stage 2

- **Open computer labs in accordance with state restrictions.**
- **Close computer labs when not in use.**
- **Modify computer lab capacities for 6' distances between computers (this would include making certain computers unavailable).**
- **Use signage that will encourage computer lab users to clean their areas before and after each use.**
- **Wipes will be readily available for students to clean their computers before and after each use.**
- **Designate specific computer areas for high risk individuals as defined by the CDC.**

Stage 3

- **Open computer labs in accordance with state restrictions.**
- **Close computer labs when not in use.**
- **Modify computer lab capacities for 6' distances between computers (this would include making certain computers unavailable).**
- **Use signage that will encourage computer lab users to clean their areas before and after each use.**
- **Wipes will be readily available for students to clean their computers before and after each use.**
- **Designate specific computer areas for high risk individuals as defined by the CDC.**

Limitations for all stages

- The College will abide by general safeguarding measures outlined in Executive Order No. 155 (face coverings, social distancing, cleaning protocols, etc.).
- Sanitizing stations will be available at entry and exit points and cleaning materials and sanitizer should be available throughout the facility.

LIBRARIES

We recognize that the health and safety of faculty, staff, and students is a shared responsibility. Preparing employees and students for the initial return to campus is paramount and everyone must work together to ensure all precautions are observed. The College will communicate all essential guidelines that must be observed in order to help ensure safety on each of our campuses including distancing requirements. Compliance is necessary for the continued health and safety of all faculty, staff, and students and all of us must engage in self-screening and reminding others of the guidelines when indicated. Each of us has a duty to protect his or her own health as well as the health of everyone they encounter.

Stage 1

- **Libraries are closed.**

Stage 2:

- **Libraries will open in a limited fashion in accordance with state guidelines.**
- **Require the use of face coverings for faculty, staff, students, and visitors, in College buildings.**
- **Modify all student spaces for 6' distances (this would include making certain spaces unavailable).**
- **Use signage that will encourage all users to disinfect their areas before and after usage.**
- **Wipes will be readily available for users to clean their areas before and after each use.**
- **Custodial staff will regularly clean and sanitize high-touch areas, equipment and shared surfaces.**
- Provide limited student services; 24/7 online access to collections.
- Provide "curbside-pickup" of requested library materials.
- Returned materials will be placed in each Library's book drop and quarantined for 72 hours; a dedicated space for quarantining materials will be identified for each campus Library, interlibrary loans will also be quarantined for 72 hours.
- Sanitize returned library materials as appropriate.
- Extend the due date for all borrowed materials to December 14, 2020.

Stage 3

- **Library services will open in accordance with state restrictions.**
- **Require the use of face coverings for faculty, staff, students, and visitors, in College buildings.**
- Custodial staff will regularly clean and sanitize high-touch areas, equipment and shared surfaces.
- **Curbside pickup of requested materials will remain available.**

Limitations for all stages:

- The College will abide by the general safeguarding measures outlined in Executive Order No. 155 (face coverings, social distancing, cleaning protocols, etc.).
- Returned materials will be sanitized as appropriate.
- Cleaning and sanitizing equipment will be stationed in the library so that high-touch areas and shared surfaces can be cleaned frequently.
- Online access, remote requests, and interlibrary loans will remain available and will be expanded wherever possible. Librarians will encourage students, faculty, and staff to use online versions of publications whenever possible.
- Frequent handwashing will be encouraged.

RESEARCH

We recognize that the health and safety of faculty, staff, and students is a shared responsibility. Preparing employees and students for the initial return to campus is paramount and everyone must work together to ensure all precautions are observed. The College will communicate all essential guidelines that must be observed in order to help ensure safety on each of our campuses including distancing requirements. Compliance is necessary for the continued health and safety of all faculty, staff, and students and all of us must engage in self-screening and reminding others of the guidelines when they are breeched. Each of us has a duty to protect his or her own health as well as the health of everyone they encounter.

Stage 1

- **All student research will be conducted remotely.**

Stage 2:

- As practicable, research will occur in outdoor spaces with appropriate safeguards
- Research will be permitted in a lab/facility that can allow for social distancing in accordance with state occupancy restrictions.
- Where possible, research will be conducted remotely.

Stage 3

- The College will allow in-person research in accordance with state occupancy guidelines that include social distancing, sanitation measures, and personal protective equipment.
- **Research that can be conducted remotely should continue to be conducted remotely.**

Limitations for all stages:

- The College will abide by the general safeguarding measures outlined in Executive Order No. 155 (face coverings, social distancing, cleaning protocols, etc.).
- Research meetings and presentations will be held virtually where possible to eliminate person-to-person contact.
- Any research/lab materials will be regularly cleaned and sanitized according to CDC guidelines.

STUDENT SERVICES

The College recognizes that the health and safety of faculty, staff, and students is a shared responsibility. Preparing employees and students for the initial return to campus is paramount and everyone must work together to ensure all precautions are observed. The College will communicate all essential guidelines that must be observed in order to help ensure safety on each of our campuses including distancing requirements. Compliance is necessary for the continued health and safety of all faculty, staff, and students and all of us must engage in self-screening and reminding others of the guidelines when indicated. Each of us has a duty to protect his or her own health as well as the health of everyone they encounter.

There are Student Services Centers and student service offices on the Union County College Cranford, Elizabeth, and Plainfield campuses. These Centers and offices aid in all student service-related needs including but not limited to: registration, financial aid, testing, student accounts, tutoring, social worker, and disability services.

Within Stages 2 and 3 in accordance with CDC and state guidelines, Union County College will offer in person and remote/virtual student services. The Student Services Centers (inclusive of associated service offices) are currently and will continue offering remote academic advising through Canvas, and virtually via Zoom and Calendly. Phone and Zoom appointments are also being offered for admissions and financial aid services. Online payment is being utilized, and testing is being conducted through directed self-placement (DSP) and in special instances Zoom. While all instruction is remote or online through August 31, 2020, the Student Services Center and service offices will open during Stage 2 to assist students in person.

Stage 1

- **In-person student services are not available.**

Stage 2

- The College will abide by the general safeguarding measures outlined in Executive Order No. 155.
- Offer in-person student services assistance in accordance with state occupancy guidelines.
- Throughout all stages, students and employees who are immunocompromised, or otherwise in a **high-risk** category, will be allowed to do work or meet remotely rather than in-person.
- Prominently display signage encouraging Student Services Center and service office visitors to disinfect work areas before and after usage, and reiterate general safety practices, i.e., face coverings and social distancing.
- Clean and sanitize high-touch areas, equipment and shared surfaces within the Student Services Centers and service offices and supply hand sanitizing stations and disinfecting wipes.
- **Require the** use of face coverings for faculty, staff, students, and visitors, **in College buildings.**
- Maintain social distancing in all campus Student Services Centers and service offices in part by modifying computer stations, and tutoring desks to be six feet apart.
- Provide information on College website informing students regarding specific services that will be conducted online only.
- Redirect traffic within the Student Services Centers and service offices to limit contact and interactions; where appropriate, distance markers may be used on the floor and students may be directed to enter and exit via specified routes.

- Encourage students to sign in remotely through Qnomy platform and wait outside of the Student Services Center until notified.
- Designate staff to provide specified services at assigned outdoor locations on campus.
- Urge students accompanied by a guest to instruct the individual to remain outside Student Services Center; an exemption to enter with one parent/guardian or support person will be made if necessary.
- Provide both in-person and online tutoring services. Students will be reminded that online tutoring is available 24/7. Additionally, we will explore outdoor tutoring on campus when and where practicable.
- Our tutoring centers will commence with a reduced number of occupants based on state indoor occupancy guidelines.
- Tutoring center staff will handle tutoring materials and sign-ins to minimize student contact.

Stage 3

- **In-person student services will resume without limitations in accordance with both statewide gathering restrictions and CDC/DOH public health infection control standards.**

TRANSPORTATION

The College recognizes that the health and safety of faculty, staff, and students is a shared responsibility. Preparing employees and students for the initial return to campus is paramount and everyone must work together to ensure all precautions are observed. The College will communicate all essential guidelines that must be observed in order to help ensure safety on each of our campuses including distancing requirements. Compliance is necessary for the continued health and safety of all faculty, staff, and students and all of us must engage in self-screening and reminding others of the guidelines when indicated. Each of us has a duty to protect his or her own health as well as the health of everyone they encounter.

Transportation at Union County College includes College-operated vehicles utilized by Public Safety and Facilities. The sanitary maintenance of College vehicles will be a responsibility born by the department charged with operating the vehicle. Protocols for cleaning will be established and communicated.

Stage 1

- **No transportation is available.**

Stage 2

- **No transportation is available.**

Stage 3

- Shuttles and athletic vans will operate.
- Driver and passengers will be required to wear face coverings on the shuttles and vans.
- Sanitizing of the vehicles will occur after each route/event by College staff.
- Open windows frequently to increase ventilation.

DINING

The College recognizes that the health and safety of faculty, staff, and students is a shared responsibility. Preparing employees and students for the initial return to campus is paramount and everyone must work together to ensure all precautions are observed. The College will communicate all essential guidelines that must be observed in order to help ensure safety on each of our campuses including distancing requirements. Compliance is necessary for the continued health and safety of all faculty, staff, and students and all of us must engage in self-screening and reminding others of the guidelines when indicated. Each of us has a duty to protect his or her own health as well as the health of everyone they encounter.

Stage 1

- **The cafeterias on all three campuses are closed.**

Stage 2

- **Union County College dining services are currently closed and our plans to re-open are, at this time, indeterminate. Should we reopen this service, we will submit a revised Restart Plan to OSHE with more detailed information.**
- **Vending machines are available on all campuses. Should we reopen dining services, we will offer grab and go food purchase in Cranford and Elizabeth.**
- **The cafeterias on all three campuses will be open as a space for indoor dining, studying, and employee breaks with proper social distancing.**
- **Access to the cafeterias is limited to faculty, staff, and students. It is not open to the general public.**
- **There will be no dining services on the Plainfield campus.**
- Outdoor dining areas will be set up and outdoor dining guidelines followed.

The following will be in place related to dining should we offer dining services.

- Obtain food service provider's corporate guidelines. Collaborate with the food service contractor on a proactive plan to develop a safe and healthy environment for students, faculty and staff. The food service provider's protocols will include, but will not be limited to, the following:
 - Clean and disinfect all areas of the kitchen including storage, refrigeration and freezers prior to opening.
 - Remove items in the food servery that can be moved or removed completely to reduce frequent handling or contact from individuals.
 - Establish cleaning schedules with increased frequency of high touch areas as deemed necessary.
 - Monitor and screen employees regarding COVID symptoms.
 - Ensure employees wash hands frequently and wear gloves.
 - Increase frequency of cleaning and sanitizing surfaces and utensils.
 - Provide employees with the appropriate PPE equipment as recommended by CDC and/or outlined by state and local health requirements or client requests.
 - Set up hand sanitizer stations at entrances, cashier stands, and food pick up stations.
 - Utilize plexiglass barriers around the point of sale (POS) units to ensure protection.
 - Utilize prepackaged flatware/napkin and condiment packets.
 - Establish traffic flow within food servery and social distance spacing for lines to registers.

Stage 3

- Everything previously mentioned including:

- Indoor dining facilities will open subject to the governor's orders, occupancy restrictions and applicable health and safety protocols. Dining facility setups will adhere to all CDC and DOH guidelines taking into account social distancing and sanitation practices.
- **Takeout “grab and go” and delivery options remain available.**
- All who enter the **cafeteria** will be required to wear a face covering until they reach their socially distanced table. **Face coverings may be removed while eating.** They will also be required to wear their covering when leaving their table and exiting the dining facility.
- Signage within the dining facility will indicate that upon completion of the meal, the diner would be requested to leave the facility to make room for others to sit at a table to eat their meals.
- Expand menu from grab and go options as appropriate with limited selections.
- Clearly mark entrances and exits to monitor traffic flow.
- Increase frequency of cleaning the dining area tables and chairs.
- Place hand sanitizers at the entrance and exit of the dining facility.

STUDY ABROAD AND INTERNATIONAL TRAVEL

Union County College does not currently offer study abroad.

As with all employee travel, any international travel will be evaluated on an individual basis. This will include consultation of current CDC travel advisories.

ATHLETICS

The College recognizes that the health and safety of faculty, staff, and students is a shared responsibility. Preparing employees and students for the initial safe return to campus is paramount, the campus community must work together to ensure all precautions are observed. While the College will communicate essential guidelines required to help ensure safety on every campus including distancing requirements, each of us has a duty to protect his or her own health as well as the health of everyone they encounter. Compliance is necessary for the continued health and safety of all Union County College faculty, staff, and students.

Union County College's athletic program is governed by the National Junior College Athletic Association (NJCAA) Region XIX. Recently, the College has adopted the NJCAA "*Back in Action – The Phased Return of Athletics*" plan, which according to the Association, "*prioritizes student-athlete safety, along with the health and well-being of each campus community.*" As a member institution, Union County College currently plans to compete athletically Fall 2020 in *non-contact/low-risk sports only, to mitigate risk from COVID-19*. The sports include: Cross Country, Golf and Esports.

The situation surrounding intercollegiate athletics is fluid. The College will develop practice protocols for each sport in alignment with state Executive Order No. 155, NJCAA, and CDC guidelines.

In adherence with State Executive Order 155, and CDC regulations regarding COVID-19, Union County College athletics staff will conduct daily screening for symptoms in addition to College-wide screening procedures. The Dean of College Life will immediately report positive COVID-19 tests as per Union County College Re-Opening Plan guidelines and return to participation protocols as established by our sports medicine partner Atlantic Health, to the Department of Human Resources or Dean of Students. In collaboration with other College officials, athletics staff will also follow the *CDC Public Health Guidance for Community-Related Exposure*.

The Athletics department will work to set a maximum number of competitions in each sport. The College will also take into consideration the development of regionalized and/or conference schedules to limit travel in sports where feasible, and limit postseason play to a specific number of teams. Travel to away contests will follow state and local guidelines as it relates to occupancy of the vehicle, social distancing and face coverings, and align with the State of New Jersey travel advisory.

The team sports of Cross Country, Golf, and Esports were selected for competition as they met the criteria established by the NJCAA, inclusive of the following:

- Minimal contact / limited interaction among athletes during practices and competition
- Ability to social distance during practices and competition
- Manageable roster sizes for travel and screening purposes
- Relatively minimal athletic training usage, as compared to other sports
- Limited, to no, event staff required at competitions
- No officials required to host regular season competitions
- The sports are conducted outdoors (Esports athletes can compete remotely)
- Spectators could be allowed with proper protocols, remotely, and social-distanced

In alignment with federal, state and local health and safety requirements, Union County College will adopt the following NJCAA General Health and Safety Protocols:

Stage 1

- **All athletic competition is suspended.**

Stage 2

- The College will mandate frequent screening and testing for coaching staff and student-athletes and those in close contact with student athletes, particularly in advance of any games, inclusive of temperature checks.
- Require all student-athletes, coaches and staff to participate in COVID-19 screening, consistent with campus protocol. In addition, student-athletes will also be required to complete the NJCAA Student-Athlete COVID-19 Daily Screening Questionnaire.
- Develop written protocols and conduct student-athlete and staff orientation/trainings regarding the transmission of COVID-19. This is in addition to College-wide COVID-19 safety training for staff and students.
- Eliminate equipment sharing whenever possible, which includes the elimination of team water coolers, and shared water bottles.
- All staff must wear face coverings. Athletes will be encouraged to wear face coverings during down-time or when not in play. Face coverings will not be worn during physical activity.
- Schedule virtual team meetings whenever possible. If meetings cannot be remote, they will be socially distanced with general safeguarding protocols in place as detailed in Executive Order No. 155.
- Restrict team huddles, high-fives, handshakes and spitting.
- Develop a quarantine/isolation protocol in alignment with federal, state, CDC and local guidelines for student-athletes who have tested positive for COVID-19, or encountered those who have tested positive, or who have developed symptoms. Athletes and staff who exhibit symptoms will be asked to remain home and refrain from any athletic participation.
- Limit access of nonessential visitors', staff, volunteers, vendors, and media to student-athlete practice areas as much as possible.
- Limit mass gatherings of spectators at sports competitions and follow state occupancy restrictions regarding indoor/outdoor venues. This includes concession stands, which must meet the requirements for outdoor dining as prescribed by Executive Order No. 155.
- The College's plans should address protocols for traveling for games, and hosting teams in competition. Protocols will include appropriate pre- and post- travel testing, and the potential for rearranging team schedules in the event of unsafe conditions for travel.
- Clean and sanitize all athletics vehicles before and after travel.
- Allow only fifty percent capacity in vans and or chartered vehicles.
- Instruct student-athletes returning to campus for the start of the school year to self-isolate for two weeks prior to start of any practices.
- Monitor guidance issued by the NJCAA for each sport and the New Jersey categorization of sports by risk level.
- Stagger use of shared facilities between different sports teams to reduce capacity and allow for sanitization of facilities in between use and encourage outdoor practices.

Fall 2020 Competitive Sport Specific Guidelines

- The College has adopted the NJCAA event management protocol for the Non-Contact/Low-Risk Sports listed below in tandem with federal, state, local and CDC guidelines.

NJCAA Men's and Women's Cross Country and Half Marathon Fall Championship Season

- **Practice will be permitted beginning August 1, 2020**

- **Competition will be permitted beginning August 20, 2020.**
- **A maximum of ten (10) competition dates combined for cross country and half marathon.**
- **For the 2020 NJCAA Cross country and Half Marathon seasons, region competition will not be necessary to qualify for the national meet.**
- **NJCAA Division III Men's and Women's Cross-Country Championship date and location to be determined. A survey will be sent to participating teams for a final decision to be announced the week of August 10, 2020.**
- **NJCAA Men's and Women's Half Marathon Championship held November 17, 2020 at Iowa Central Community College in Fort Dodge, IA**

NJCAA Men's Golf Fall Practice Season

- **Practice and scrimmages will be permitted for 60 consecutive calendar days within September 5, 2020 – November 15, 2020.**
- **Region Championship Spring 2021.**
- **Maximum of 30 dates against outside competition combined between fall and spring – Spring Championship Season.**
- **Practice will be permitted beginning January 2, 2021.**
- **Competition will be permitted beginning January 22, 2021.**
- **NJCAA Division III Men's Golf Championship held June 7-11, 2021 in Chautauqua, NY.**

Esports

- **Start Dates: Teams would follow college, NACE or NJCAA guidelines**

Cross Country Event Management Protocol – Fall 2020

- **Spectators shall be permitted at Region XIX competitions only if permitted by the host course in compliance with COVID-19 course health and safety requirements.**
- **Limit travel rosters to a maximum of 13 individuals; ten (10) runners and three (3) coaches/staff members.**
- **Conduct temperature checks of all individuals associated with the meet as they enter the facility.**
- **Establish a quarantine area on-site for any person who registers a temporal artery temperature of 100.4.**
- **Screening is required of all individuals associated with the match, as they enter the facility. Region XIX will utilize the NJCAA COVID-19 Daily Screening Questionnaire.**
- **Require masks covering the nose and mouth, of all individuals associated with the meet at all times. Runners will be allowed to take their mask off during competition only.**
- **Runners and coaches must socially-distance at all times, except when on the course or during the meet.**
- **Union County College student-athletes and other teams must arrive in uniform as locker rooms will not be available for teams, however bathrooms must be made available, following local guidelines for occupancy.**
- **Require teams to bring their own water to the event.**
- **Provide liquid hand sanitizer at the start and finish line.**
- **The host athletic trainer will be available for emergency and injury treatment only.**
- **Schedule pre-meet coaches meeting virtually the day prior to the race to discuss logistics and race details.**
- **All event participants must refrain from high-fives, handshakes and other team celebrations that would require touching or not following social-distancing guidelines.**
- **Results (individual and team) will be emailed to all competing teams within 24 hours after the completion of the event.**

- Teams must depart as soon as reasonably possible after completion of the event. No extra-curricular or social activity or congregation should take place.
- Union County College teams will travel with a “sanitization kit” consisting of wipes/spray and disinfectant.

Men’s Golf Event Management Protocol – Fall 2020

- Union County College golfers will comply with course COVID-19 health and safety requirements.
- The College will send out course COVID-19 health and safety requirements to all competing teams (coaches /AD’s) one week in advance of competition if hosting.
- Spectators shall be permitted at Region XIX competitions only if permitted by the host course in compliance with COVID-19 course health and safety requirements.
- Limit travel rosters to a maximum of 8 individuals; six (6) players and two (2) coaches.
- Require temperature checks of all individuals associated with the match, prior to leaving for competition. Region XIX will utilize the NJCAA COVID-19 Daily Screening Questionnaire.
- Require all individuals associated with the match at all times to wear masks, covering nose and mouth. Players will be allowed to take their mask off during competition only.
- Players and coaches must socially-distance at all times, except when on the course during play.
- Golf cart use is not permitted for team member use unless it is for coach use (1 person per cart).
- Union County College student-athletes and other teams must arrive in uniform as locker rooms will not be available for teams, however bathrooms must be made available, following local guidelines for occupancy.
- Require teams to bring their own water to the event. Water jugs will not be available.
- Liquid hand sanitizer must be made available for players and coaches.
- No pre or post-match handshakes. In addition, avoid any type of congratulatory physical contact such as high-fives, chest bumps, etc.
- Competition results will be emailed to the Region XIX Golf Chair and posted to the Region XIX website.
- Require Golf gloves be utilized by team members.
- Avoid utilizing the clubhouse or other enclosed spaces.
- Wash hands or use hand sanitizer after touching flagsticks, bunker rakes, golf carts, golf balls, etc.
- Schedule pre-meet coaches meeting virtually (via Zoom) the day prior to meet to discuss logistics.
- Teams should arrive no more than 30 minutes before the stated start time of the competition.
- Prior to competing, promote prevention techniques and lead by example. Refer student-athletes to USGA’s “COVID-19 Resource Center” for tips on how to protect against infections while playing golf.
- Teams/ student-athletes provide their own food, snacks, water.
- Weather Delays/ Severe Weather: Unless otherwise indicated, all players should put on a mask and evacuate to the team van/bus or course designated area and await for further communication via email, text message sent to the coach.
- Players be provided a sanitized scorecard and pencil. No sharing or turning in, scores are read off to official.

Esports Event Management Protocol – Fall 2020

- Esports student-athletes will compete remotely and teams will follow college and NACE guidelines.

Stage 3

- **Sports compete based on respective season in accordance with both statewide gathering restrictions and CDC/DOH public health infection control standards and NJCAA regulations.**
- Per the NJCAA “*Back in Action*” plan, the College’s Fall sports of Soccer and Volleyball will move to the Spring 2021 semester, and conduct post season championships with Basketball, Baseball, Lacrosse, Wrestling, and Track & Field. The NJCAA allows practices, workouts, and scrimmages based on College protocol:
 - Baseball
 - Soccer
 - Lacrosse
 - Track & Field
 - Basketball
 - Volleyball
 - Wrestling
- Per NJCAA, begin practices on August 1, 2020 and competition on August 20, 2020 for fall 2020 sports:
 - Men’s and Women’s Cross Country
 - Men’s and Women’s Soccer
 - Women’s Volleyball
- Winter 2020-2021 sports are as follows:
 - The 2020-21 NJCAA Men's and Women's Basketball seasons will be permitted to begin practice starting September 14, 2020. Competition will be permitted to begin starting October 16, 2020. All member colleges are encouraged to adjust schedules as needed to limit competition between the Thanksgiving holiday and January 1, 2021.
 - Per the NJCAA, the 2020-21 NJCAA Wrestling season has been altered to protect the best interest for student-athlete health and safety. NJCAA Wrestling programs will be permitted to hold fall practice starting October 1, 2020, concluding October 31, 2020. Regular season practice will be permitted to begin starting January 1, 2021. Competition will be permitted to begin starting January 20, 2021. The 2021 NJCAA Wrestling Championship will be held April 23-24 at the Mid-America Center in Council Bluffs, IA.
 - The 2020-21 NJCAA Women's Bowling will be permitted to begin practice starting October 1, 2020. Competition will be permitted to begin starting October 30, 2020. All member colleges are encouraged to adjust schedules as needed to limit competition between the Thanksgiving holiday and January 1, 2021.

SAMPLE NJCAA Student Athlete COVID-19 Daily Screening Questionnaire

NJCAA STUDENT ATHLETE COVID 19 DAILY SCREENING QUESTIONNAIRE

ATHLETE NAME: _____ **Student ID:** _____

DATE OF BIRTH: _____ **SPORT:** _____

ATHLETE TEMPERATURE: _____ **DATE:** _____

Have you had any of the following symptoms since your last screening?

Cough	YES	NO	New or Worsening Cough	YES	NO
Shortness of breath	YES	NO	Body or Muscle Aches	YES	NO
Fever	YES	NO	Decreased sense of smell/taste	YES	NO
Chills	YES	NO	Sore Throat	YES	NO
Diarrhea	YES	NO	Headache	YES	NO

If you are experiencing any other symptoms, please list below and provide further details:

(For Housing Students Only) Have you travelled off-campus since your last daily screening? **YES** **NO**

If yes, please explain below:

Have you been in direct contact with anyone who has tested positive for COVID19, or has presumptive positive for COVID19 since your last daily screening? **YES** **NO**

If yes, please explain below and provide details about results and location:

Athletic Trainer or Designee Signature: _____

Clearance Status: _____ **Time:** _____

Athlete Signature: _____

Updates to Restart Plan Date	Updates to Restart Plan
July 27, 2020	<p>Changes to content areas have been bolded within the document.</p> <ul style="list-style-type: none"> • The section on General Safeguards was updated to accurately reflect when employees return to the campus. • The section on General Safeguards was updated to accurately reflect the frequency of restroom and classroom cleaning and sanitizing. • The section on Libraries was updated to reflect the ability to open during Stage 2 in accordance with updated state standards. • The section on Libraries was corrected to utilize the term “Library services.”
August 6, 2020	<ul style="list-style-type: none"> • The section on General Safeguards was updated to reflect the College’s updated policy requiring everyone on campus to wear a face covering without exception. • The section on General Safeguards was updated to provide clarification on the College’s COVID-19 Testing Guidance. • The section on General Safeguards was updated to reflect the frequency of cleaning all areas and high touch areas. • The section on General Safeguards was updated to reflect the specific areas for which the frequency of cleaning will be logged on quality control sheets. • The section on General Safeguards was updated to provide clarification on the College plans for performing health screening measures for employees, students, and visitors and education regarding self-monitoring for symptoms. • The section on General Safeguards was updated to include the self-screening questionnaire. • The section on Contact Tracing was updated to clarify the College’s plans for developing contact tracing protocols in consultation with local health officials and in line with existing state and federal health privacy statues and regulations. • The section on Libraries was updated to reflect the College’s updated policy requiring everyone on campus to wear a face covering without exception.

	<ul style="list-style-type: none"> • The section on Student Services was updated to reflect the “high-risk” category designation for students and employees. • The section on Dining was updated to reflect the fact that the College is not offering dining services now. • The section on Athletics was updated to provide clarification on Union County College plans for how the institution will work with local, state, and conference partners to ensure the safety of student athletes, employees, and other athletic stakeholders.
<p>August 26, 2020</p>	<ul style="list-style-type: none"> • The section on General Safeguards was updated to reflect stages 1, 2, and 3. • The section on General Safeguards was expanded to include a separate section on training for students. • The section on Instruction was updated to reflect stages 1, 2, and 3 and E.O. 175 allowing in-person instruction. • The section on Computer Labs was updated to reflect stages 1, 2, and 3. • The section on Computer Labs was updated to reflect the opening of computer labs on a limited basis in accordance with State overarching requirements for computer labs. • The section on Libraries was updated to reflect stages 1, 2, and 3. • The section on Research was updated to reflect stages 1, 2, and 3. • The section on Student Services was updated to reflect stages 1, 2, and 3. • The section on Transportation was updated to reflect stages 1, 2, and 3. • The section on Dining was updated to reflect stages 1, 2, and 3 and the use of indoor dining locations. • The section on Athletics was updated to reflect stages 1, 2, and 3 and provides clarification regarding practice and play dates for Golf and Cross Country.

August 31, 2020

- The section on **General Safeguards** was updated to modify the face coverings requirement to include an exception for instructors teaching remote live courses alone in a Cisco classroom and an exception for when people are eating.
- The section on **Instruction** was updated to reflect that face coverings are required in campus buildings generally but removed the “without exception.” language.
- The section on **Libraries** was updated to reflect that face coverings are required in campus buildings generally but removed the “without exception” language
- The section on **Student Services** was updated to reflect that face coverings are required in campus buildings generally but removed the “without exception.” language.
- The section on **Dining** was updated to reflect that face coverings may be removed while eating.