



RECOMMENDED PRACTICES FOR BASIC HEALTH & SAFETY IN COLLEGE REOPENING PLANS

Overview: This document is intended to assist local presidents in evaluating college reopening plans as aligned with NJEA's recommended practices for basic health and safety. Local Presidents should work directly with their UniServ Field Reps when evaluating school reopening plans. Resources are provided and link back to NJEA's Suggested Minimum Acceptable Standards for a Return to In-person Instruction for Higher Ed Document.

One form should be completed per local. **Please note:** NJEA's language builds upon the NJDOE's anticipated minimum standards as noted in "The Road Back" plan. Local leaders and UniServ Field Reps may use this checklist as a spring board for discussion and collaboration with the college to ensure the health, safety, and well being of students, faculty, staff, and the community.

County:		Contact:	
College:		Email:	
Local:		Phone:	
		Revised Date	

Areas	Meets expectations	Partially/ Does NOT meet expectations	Local Notes / Remediation Steps Required <i>*If you have checked "Partially Does Not Meet Expectations, call your UniServ Field Rep immediately for next steps*</i>
Section 1: Restart Committee and Pandemic Response Teams			
1.a Restart Committees and Pandemic Response Teams			
The college included representatives from all stakeholder groups in their Restart Committees and Pandemic Response Teams. These stakeholders include: <ul style="list-style-type: none"> • college-level administrators, • members of local boards of trustees, • and a wide range of content experts, educators, staff, and students. 			
Each Restart Committee and Pandemic Response Team includes/included the local education association president from each of the bargaining units in the college or their designee. As per OSHE guidance, it is important to include faculty, staff, and students.			
NJEA Resources – NJEA Suggested Minimum Acceptable Standards for a Return to In-Person Instruction (pg. 2)			
Section 2: Student, Faculty, & Staff Issues			
2.a Screening			
The College adopts a policy for safely and respectfully screening students, faculty, and staff for symptoms of and history of exposure to COVID19. These screenings are completed daily.			
2.b Universal Masking for Students, Faculty, and Staff			
Cloth masks are worn 'door to door.' All students, faculty, and staff are required to wear their cloth masks at bus stops and upon entering college grounds. Masks must remain in place until leaving campus.			
Accommodations are made for students who are unable to wear a face covering according to a student's particular medical and/or instructional needs and in accordance with all applicable laws and regulations.			
Students who refuse to comply with established mask wearing guidelines are addressed on a case-by-case basis. This may include interventions from counselors, with the use of disciplinary measures as a last resort.			

County:		Contact:	
College:		Email:	
Local:		Phone:	
		Revised Date	

Areas	Meets expectations	Partially/ Does NOT meet expectations	Local Notes / Remediation Steps Required <small>*If you have checked "Partially Does Not Meet Expectations, call your UniServ Field Rep immediately for next steps"</small>
Section 2: Student, Faculty, & Staff Issues (continued)			
2.c Personal Protective Equipment (PPE)			
The college provides adequate PPE to all faculty, students, and staff members based upon their individual health needs and their exposure risk as determined by their job description. The minimal PPE is a reusable cloth mask or similar single-use mask. A new single-use mask is provided daily.			
All personnel, especially custodial staff, and other personnel involved in cleaning and/or building maintenance are provided with more substantial PPE as their jobs requires.			
Nursing staff, public safety, and any faculty/staff that cannot maintain social distancing, are provided with additional PPE, such as face shields, disposable coats, shoes and hair covering.			
All staff are trained on the proper use and disposal of the PPE.			
2.d Physical Distancing and Protective Barriers			
Social distancing of six (6) feet is maintained at all times. The administration aligns classrooms and all common areas (student centers, student lounges, student services, bookstores, hallways, cafeterias, etc.) to account for social distancing at all times.			
Hallways and passing areas are marked to allow for one-way travel as needed.			
Plexiglass barriers are installed in areas where social distancing is not possible.			
Signage is placed in all locations to instruct students, staff, faculty, and visitors on proper social distancing guidelines.			
Plans for physical distancing during emergency school safety drills and/or strategic sequencing of emergency school safety drills are established to prevent students from congregating in confined spaces.			
Students who refuse to comply with established social distancing guidelines are addressed on a case-by-case basis. This may include interventions from counselors, with the use of disciplinary measures as a last resort.			
2.e Hygiene and Bathrooms			
Students, faculty, and staff wash their hands frequently: <ul style="list-style-type: none"> • upon entering the building, • every time they enter a different classroom/workspace, • before and after eating, • and prior to leaving campus. 			
Signage on the proper handwashing technique is posted in all bathrooms and above all handwashing stations.			
In areas where handwashing cannot be accomplished, hand sanitizer containing at least 60% ethyl alcohol is provided by the college.			

County:		Contact:	
College:		Email:	
Local:		Phone:	
		Revised Date	

Areas	Meets expectations	Partially/ Does NOT meet expectations	Local Notes / Remediation Steps Required <small>*If you have checked "Partially Does Not Meet Expectations, call your UniServ Field Rep immediately for next steps*</small>
Section 2: Student & Staff Issues (continued)			
2.e Hygiene and Bathrooms (continued)			
Additional handwashing/sanitizing stations are installed in high population areas to prevent congregating.			
All air dryers for handwashing are removed or disabled and replaced with disposable paper towels.			
Students who refuse to wash their hands are addressed on a case-by-case basis. This may include interventions from counselors, with the use of disciplinary measures as a last resort.			
2.f Symptoms and Isolation Policies			
If a student, faculty, or staff member displays signs of COVID-19 infection, they are immediately isolated until such time as they can be safely transported home.			
If more than one person is housed in the same isolation area, plexiglass or other partitions are required to prevent cross-infection.			
Multiple isolation areas are established because the current guidelines call for twenty-four (24) hours to elapse before a space occupied by an infected person can be cleaned.			
The student/faculty/staff member is not allowed to return to campus until they provide proof of a negative COVID-19 test to the college health officer.			
A written contact tracing policy is established and includes: <ul style="list-style-type: none"> • Upon notification that an individual has tested positive for COVID-19, a local health department will call to determine close contacts to whom they may have spread the virus. • Close contact is defined as being within 6 feet for a period of at least 10 minutes. 			
The college immediately notifies local health officials, staff, faculty, and students of a confirmed case while maintaining confidentiality.			
Students, faculty, and staff who have come in contact with an individual suspected of being infected are placed on a quarantine period of no less than fourteen (14) calendar days, or until a negative test result can be provided by the potential carrier to the college health officer.			
All leave and/or quarantine time is paid administrative leave provided by the Board of Trustees . (This is negotiated and impact is bargained)			

County:		Contact:	
College:		Email:	
Local:		Phone:	
		Revised Date	

Areas	Meets expectations	Partially/ Does NOT meet expectations	Local Notes / Remediation Steps Required <small>*If you have checked "Partially Does Not Meet Expectations, call your UniServ Field Rep immediately for next steps*</small>
Section 2: Student & /Faculty Staff Issues (continued)			
2.g Shared Materials			
Materials and school/gym lockers are not shared by students, faculty, or staff. Per DOE recommendations, locker rooms are closed.			
Equipment such as computers, laptops, lab equipment, iPads, etc. are cleaned and disinfected between each use.			
The college provides faculty and staff with appropriate CDC approved sanitizing materials for "spot cleanings" should an individual inadvertently share materials.			
All faculty and staff are trained on how to perform "spot cleanings" in an emergency. In all other cases, cleaning/sanitizing is performed by the appropriately trained custodial/maintenance staff.			
2.h Accommodations for Medically-Fragile			
Colleges accommodate medically-fragile faculty/staff and those faculty/staff members who live in households with medically-fragile family members with remote work/remote instruction responsibilities.			
NJEA Resources – NJEA Suggested Minimum Acceptable Standards for a Return to In-Person Instruction (pgs. 3-8)			
Section 3: Transportation & Facilities Issues			
3.a Cleaning & Disinfection			
All classrooms, and other areas occupied by students, faculty, or staff, are cleaned according to the most recent CDC guidelines prior to any new individuals entering that space.			
Frequently touched areas such as temporary barriers installed due to COVID, walls, doorknobs, lockers, water fountains, sinks, light switches, railings, elevators, lab equipment, etc. are cleaned hourly. On buses and transportation, this includes seats and windows.			
All cleaning plans identify cleaning products used in each area and outline the appropriate amount of dwell time (how long the chemical is required to remain on the surface) for each chemical agent.			
All cleanings are performed by properly trained custodial/maintenance staff, and documentation of the cleanings performed are maintained by the college and made readily available for review by the faculty, staff, the local education association, and students when they inquire.			
Hands-free doors, automatic flushing toilets, and touchless water fountains are installed where possible.			

County:		Contact:	
College:		Email:	
Local:		Phone:	
		Revised Date	

Areas	Meets expectations	Partially/ Does NOT meet expectations	Local Notes / Remediation Steps Required <i>*If you have checked "Partially Does Not Meet Expectations, call your UniServ Field Rep immediately for next steps*</i>
Section 3: Transportation & Facilities Issues (continued)			
3.b Personal Protective Equipment (PPE), Disinfection, & Protective Barriers			
The college provides all bus drivers and bus aides with adequate PPE (cloth masks, disposable gloves, etc.).			
For drivers responsible for the cleaning and disinfection of their own buses, the college provides training on how to properly clean and disinfect buses between runs.			
The extra time required for properly cleaning and sanitizing buses is paid time.			
Additionally, plexiglass, or other Department of Transportation-approved barriers, are installed to separate the driver from persons entering or exiting the bus.			
3.c HVAC System Functioning and Air Quality			
The college inspects all HVAC and air handling units for proper function and air flow before the start of the academic year and every other week thereafter.			
The college provides documentation of these inspections to the local association leadership as well as to any student, faculty, or staff who inquire.			
All filters in these systems are recommended to be 11-14 MERV or converted to HEPA filtration.			
Outside intake air dampers are opened to allow for a minimum of 15% of fresh air to replace the recycled air in the building, but should be opened as high as possible without significantly diminishing airflow design.			
Outside intake air dampers are opened to 100% for a minimum of four hours anytime there is an area of exposure.			
The HVAC system runs at 100% for two hours before and after any occupied times.			
Any occupied buildings are required to maintain a relative humidity of between 40% and 60%.			
When an HVAC system fails an inspection or is not working properly, the building is closed to all students, faculty, and staff and remote instruction will commence.			
NJEA Resources – NJEA Suggested Minimum Acceptable Standards for a Return to In-Person Instruction (pgs. 9-10)			

County:		Contact:	
College:		Email:	
Local:		Phone:	
		Revised Date	

Areas	Meets expectations	Partially/ Does NOT meet expectations	Local Notes / Remediation Steps Required <small>*If you have checked "Partially Does Not Meet Expectations, call your UniServ Field Rep immediately for next steps*</small>
Section 4: Cafeteria & Food Services			
4.a Requirements for Serving Staff Protection			
For the serving staff, the college provides: <ul style="list-style-type: none"> isolated workspaces for each employee to prepare meals; an isolated personal storage area for each employee; 			
For the serving staff, the college provides: PPE for each employee including PPE recommended by the CDC, NJ Department of Health, or any other governmental agency includes, but is not limited to: <ul style="list-style-type: none"> shoe and hair coverings; plexiglass dividers when serving students, faculty, and staff; 			
For the serving staff, the college provides: Right-to-Know training on all cleaning and disinfecting chemicals required pertaining to, but not limited to: <ul style="list-style-type: none"> sanitization of food packing, sanitization of serving stations, and the cleaning of any utensils/plates/cookware; 			
Processes are in place to receive touchless shipments from outside vendors;			
Proper ventilation of kitchen areas is present to maintain proper air flow and safe temperatures when wearing masks.			
4.b Dining Areas – Distancing, Masking, Disinfection			
For students, the college provides: <ul style="list-style-type: none"> seating that allows for a minimum of six (6) feet of separation; all eating areas clearly labeled for maximum capacity (allowing for a minimum of six (6) feet of separation); 			
For students, the college provides: <ul style="list-style-type: none"> a policy to include masks being worn at all times, except when seated and eating 			
For students, the college provides: <ul style="list-style-type: none"> a serving procedure that allows for both food pick-up and trash disposal while maintaining distancing as outlined above; discontinued use of any communal stacks, bins, trays, and utensils that may be accessed by many hands; and suspending self-service areas such as salad bars, "grab and go," etc. 			
For students, the college provides: <ul style="list-style-type: none"> cleaning and disinfection of cafeteria after use by groups of students as well as lunchrooms used by faculty and staff. 			

County:		Contact:	
College:		Email:	
Local:		Phone:	
		Revised Date	

Areas	Meets expectations	Partially/ Does NOT meet expectations	Local Notes / Remediation Steps Required <small>*If you have checked "Partially Does Not Meet Expectations, call your UniServ Field Rep immediately for next steps*</small>
Section 4: Cafeteria & Food Services (continued)			
4.c Cafeteria Supervision Issues			
For staff supervising such areas, the college provides: <ul style="list-style-type: none"> • PPE for each employee; • processes in place to implement emergency "clean-up" procedures; • Right-to-Know training on all cleaning and disinfecting chemicals required; • and processes in place to implement emergency evacuation procedures and/or lockdown procedures. 			
NJEA Resources – NJEA Suggested Minimum Acceptable Standards for a Return to In-Person Instruction (pg. 11)			