



## Return to Campus (RTC) Plan

Originally Adopted: 30 June, 2020

### ***COVID-19 Update***

***Effective May 25, 2022, Camden County College will require wearing of masks in all indoor public spaces on all campuses, regardless of vaccination status, until further notice.***

*Exceptions to this policy may be made for persons seated in indoor areas designated for eating, and for events that allow a designated speaker to maintain a distance of at least six feet from other masked attendees.*

*Masks are optional for students actively participating in college athletics, physical training, and theater or musical performances.*

The College COVID-19 webpage will be maintained and updated as needed. Communications will continue to provide health and safety notifications to faculty, staff, students and community members reflecting Federal, State, and County COVID-19 information and workplace guidelines.

### ***Stage 4 Coronavirus Operations***

***Effective March 11, 2022, Camden County College authorized return to full campus operations.***

The College COVID-19 webpage will be maintained and updated as needed. Communications will continue to provide health and safety notifications to faculty, staff, students and community members reflecting Federal, State, and County COVID-19 information and workplace guidelines.

## Introduction and Background

In March of 2020, under the direction of the NJ State Governor and the Office of the Secretary of Higher Education (OSHE), Camden County College (CCC) moved assertively to develop a plan for migrating all instruction to a distance learning mode, created remote enrollment and student services resources, and mandated remote work for all College employees. Restricted campus access was implemented with supervisor permission granted on an as-needed or essential service basis. Exceptions: Public Safety, Information Technology, Facilities Management, and Executive Team members. In all cases, employees were asked pertinent health questions by supervisors prior to being permitted to access campus.

A comprehensive Emergency Operation Plan (EOP) was developed, submitted, and accepted by OSHE in April of 2020. An Academic Readiness Plan and Enrollment and Student Services Readiness Plan were incorporated as part of the College EOP.

CCC Foundation funds were allocated and used to provide loaner laptop computers and software to students and staff, and to allow equitable access to all remote services. The Foundation also provided emergency funding to students for supplies, internet access, books, and other emergency needs.

The Office of Information Technology (OIT) has implemented Wi-Fi access for designated college parking lots on the Blackwood (CIM and Madison Hall) and Camden (College Hall) campuses for students lacking home access to the internet. Essential OIT employees are stationed on campus to assist faculty, staff, and students with remote access and sustained technology support during all stages of the COVID-19 campus closure. A remote Call Center is fully operational. Access to phone distribution groups has been adapted to the remote work environment, enhancing workflow in the College telecommunications system.

A visual and livestreaming studio (Roosevelt Hall) is in operation as a communications center for College, County, and State broadcasting and press release events. The communications center will continue to be utilized and supported in all stages of COVID-19 operations. A permanent space in the College radio station area has been identified for this purpose.

*Note:* Camden County College does not participate as a **Research Institution**. There are no **Study Abroad** or **International Travel** programs offered at the College. Nor is there a **Residential Housing** facility located at the College.

## **RETURN TO CAMPUS STEERING COMMITTEE**

In May of 2020, a Return to Campus (RTC) steering committee was convened at the direction of the President and overseen by the Executive Vice President of Academic and Student Affairs. The committee is comprised of more than forty representatives from administration, faculty, and staff. There are eight identified RTC subgroups:

- Safety & Security
- Technology
- Physical Plant
- Employee Relations
- Student Relations
- Finance & Planning
- Curriculum & Instruction
- Communications

Each subgroup has developed highly specific reentry plans with tasks to be followed in compliance with each of the Governor's and OSHE established pandemic stages. Subcommittee overviews appear below categorized by Stage.

*Note:* The Finance & Planning subgroup remains actively engaged in securing funding and budget availability for all COVID-19 pandemic accommodations and modifications in order to maintain compliance throughout each stage. The Office of Information Technology (OIT) maintains infrastructure and access for all employees, students, and faculty in order to allow for remote instruction and work. The office of Communications provides informational emails, website and social media announcements, and press releases updating campus operations information.

### **General Safeguarding**

In addition to individual Stage contingencies and protocols, CCC abides by the following global limitations for all College stakeholders and in all restart Stages:

1. Social distancing is required for all classrooms, labs, and office workspaces.
2. Desks and computer stations will be retrofitted with a minimum of six-foot intervals between all individuals.

3. Course enrollment capacities are adjusted to ensure proper social distancing for each classroom, laboratory, or instructional support facility.
4. Individuals are responsible for supplying personal masks/face coverings. The College Public Safety Office maintains a supply of masks, should individuals arrive on campus facilities without protection of their own.
5. Employees who decline to get the vaccine shall be required, while at work, to wear a cloth or disposable mask that covers both the mouth and nose **at all times**.
6. Fully vaccinated faculty, staff, students, and community members are required to wear a face mask/covering while in common indoor and outdoor areas on campus.
7. Fully vaccinated faculty and staff may remove masks in their immediate office area, while maintaining a minimum 6' distance from other individuals.
8. Campus access is restricted to essential personnel with documented supervisor approval. Supervisors work with their employees on establishing staggered in-person work schedules for reentry (Stages 2 and 3).
9. All high-touch areas, instructional areas, and workspaces operate under a scheduled cleaning and sanitizing schedule, with written (and/or digital) documentation of compliance.
10. There is restricted access to high touch areas that cannot be cleaned and sanitized on a regular basis.
11. Physical barriers and clearly marked signage are utilized to maintain required social distancing.
12. Human Resources collaborates closely with the Camden County Health Department for individuals who self-reports possible Coronavirus exposure.
13. Entrants are required to monitor their health prior to arrival on campus. Any individual with a temperature at or above 100.4F must remain home for 24 hours after onset of symptoms without fever reducing medication.
14. Individuals arriving on campus with fever or flu-like symptoms are immediately sequestered and sent home.
15. Signage and communication with faculty, staff, students, and community members reflect CDC guidelines and safe health practices.
16. Mandatory educational training for all College employees is provided through a Safety Matters (e-safety) program on COVID-19 awareness and safety precautions. The name of the course is Coronavirus Disease 2019 (COVID-19) Awareness, and all employees are required to take the course. In addition, there is student information for minimizing risk of exposure and reporting illness on the internal College portal.
17. Faculty, staff, and students who are immunocompromised or at high-risk for COVID-19 may exercise the option to teach, complete course work, or work remotely. Such accommodations will be made under the direction and process of the Human Resources Department in consultation with the oversight administrator. Employee and student waivers are required for stay-at-home accommodation.

### **Screening, Testing and Contact Tracing**

From the outset of the Governor's March 2020 stay-at-home directive, Camden County College has remained actively engaged with the Camden County Health Department for COVID-19 pandemic guidance, instance reporting, and campus health and safety practice consultation. The College screens for Coronavirus symptoms by way of a self-report Health Inventory Checklist required of all employees and visitors requesting access to campus.

In the event the College becomes aware of employees who may have been exposed to the virus, the Human Resources Director and Executive Director of Public Safety coordinate directly with the Camden County Department of Health to report an instance and to solicit guidance on quarantine and stakeholder status.

Paschal Nwako, PhD, MPH is Camden County Health Officer/Public Health Coordinator and holds responsibility for thirty-seven municipalities towards promoting a healthy community, preventing/controlling communicable and non-communicable diseases, and protecting against environmental hazards. [Dr. Nwako can be reached at (856) 374-6037/6000, facsimile number (856) 374-6034, and e-mail address [pnwako@camdencounty.com](mailto:pnwako@camdencounty.com). For a public health or an environmental health emergency, the County Health Officer or his staff are on-call 24 hours a day, 7 days a week, through the Camden County Communication Center at (856) 783-1333].

For all stakeholders and in each Stage of reentry to Camden County College campuses and facilities, the CCC Public Safety Office, Human Resources Department, and individual division and departmental supervisors collaborate in sharing student and employee information on a wide array of COVID-19 requirements (contained in the EOP) and for instance reporting. In all circumstances, the College relies on timely communication with and guidance from the Camden County Health Department for screening and instance reporting. The College is advised that COVID-19 testing and contact tracing is not the purview of the educational institution and is to be administered and documented by the County agency, as warranted and upon notification.

## I. Curriculum and Instruction

### Stage 1 - New Jersey Colleges are engaged in distance learning

In this stage, Camden County College utilizes remote teaching and learning to deliver all course instruction.

1. All classes, including those with students who enrolled assuming face-to-face registration, are administered via online instruction as determined and defined by CCC and prevailing State guidelines.
2. Students are notified of a change in instructional method and given clear direction on who they may consult in order to resolve enrollment or advising questions. The College disseminates a list of key staff contact persons, including detailed email and telephone contact information.
3. All courses that cannot be offered fully online, such as those requiring special equipment and space, are canceled. Students already registered in such classes are notified promptly and are allowed automatic re-admittance without fee or transcript penalty as soon as face-to-face learning is permissible.
4. Any allowed course sections with essential face-to-face content delivery require internal approval from Academic Affairs and an approved OSHE waiver. Once approved, courses allowing limited in-person instruction will follow strict safety protocols for social distancing in effect.
5. The College will endeavor to ensure provision of computer, peripherals, instructional supplies and Internet access to all CCC students.
6. Address all accessibility concerns for students with disabilities as per ADA guidelines.
7. Provide comprehensive training (e.g., COVID-19) and support for students, faculty, and staff.
8. Address creation of additional online sections for those courses with a face-to-face capacity (e.g., greater than the CCC contractual online cap of 29 enrollees).
9. Address personal and instructional needs of faculty not experienced or adept at teaching in an online environment.
10. Provide a comprehensive virtual office protocol for active off-campus employees.

### Stage 2 - Limited in-person teaching and learning with modifications

In this stage, Camden County College allows limited resumption of in-person instruction for curricula that require labs, technical, clinical rotations, and required hands-on instruction. Strict social distancing, use of face masks/coverings, and frequent cleaning and sanitizing practices will remain in force.

1. A majority of classes continue to be delivered online; classes that cannot be offered without face-to-face instruction will feature sequenced in-person, on-campus components. These may include programs related to “essential

services” such as, lab sciences, Allied Health, Advanced Manufacturing, Fire Science, Police Academy, and Automotive Tech. Such courses are offered on a limited basis following review and approval of academic deans with input from chairs/coordinators.

2. All course meetings delivered in a face-to-face capacity follow strict safety protocols for social distancing already in effect.
3. For lab and clinical instruction, the College ensures that face masks and other protective equipment are compatible with and meet industry standards (e.g., program accreditors, OSHA).
4. Maintain adequate computer hardware, software, and Internet access to students and staff engaged in remote teaching, learning and administration.
5. Address and respond to accessibility concerns for students with disabilities drawing upon existing ADA and College guidelines.
6. Provide safety training and support for students, faculty and staff.
7. Address social distancing compliance related to allowable testing, reception and other occupied campus workplace milieus.
8. Provide adequate preparation time for safe reactivation of lab/clinical equipment and instrumentation.
9. Provide training to faculty members not adept in the online environment through CCC eLearning division webinars and one-to-one remote professional development.
10. Faculty maintain virtual office hours. For lab/practicum instructors, ascertain whether faculty permitted on campus share office space with others who might also have campus access permission.
11. Maintain active social distancing in all College shared office and open spaces.
12. Limit or remove general seating, sofa, and other furniture groupings in close physical proximity.
13. Prepare contingency protocols for (re)conversion to fully online course delivery in the event that pandemic conditions worsen and College must suspend campus access (Stage 1).

### **Stage 3 – The College may operate in-person with reduced capacity**

During Stage 3, CCC will remain online with approximately 80% of classes offering no face-to-face component or option.

1. For those courses requiring direct contact, individual guidelines consistent with OSHE, CDC, and existing College EOP guidelines may be accommodated.
2. Academic deans, with input from chairs/coordinators, make informed decisions on which sections to offer strictly online or in-person. Individual

faculty members may submit a request to Academic Affairs for consideration on a case-by-case circumstance to teach the entirety of their course load online in consultation with Human Resources.

3. Reasonable effort is made for workplace accommodations in accordance with federal and state guidelines, as applicable.

#### **Stage 4 - Full Opening**

Academic Affairs, Continuing Education and educational partners continue to maintain a safe and secure environment through compliance with campus EOP procedures, adherence to PPE usage, hygiene, social distancing guidelines, and an effective disinfectant and cleaning protocol.

In the event that the Governor/OSHE announces lifting of all or most COVID-19 restrictions, the normal course of instructional delivery is allowed to resume.

1. If a faculty member is determined unable to return to campus for personal, health or safety reasons, that instructor's classes may remain online. Scheduling and faculty load decisions in support of faculty requiring off-campus accommodations are reviewed after an interactive conversation between the employee and their dean/supervisor and approved by the division dean in conjunction with the Human Resources office.
2. In the event that a student is determined unable to return to campus for personal, health or safety reasons, that student's classes may remain online, at the discretion of the division dean and with assistance from Retention and Advisement staff.
3. In the event that a staff member is deemed unable to return to campus for personal, health or safety reasons, that individual's work schedule may be adjusted at the discretion of the division dean or department supervisor.
4. All workplace determinations related to faculty, staff, and students are subject to review and approval of the division dean in consultation with the Human Resources department. The College will follow Americans with Disabilities (ADA), Center for Disease (CDC), Department of Health and New Jersey Department of Labor guidelines when accommodations for health or dependent care are requested or needed.

#### **Continuing Education**

In order to ensure the health and well-being of Continuing Education students, instructors, and staff, along with the larger community served, the Career & Technical Institute of Camden County College moved courses to an online mode in March of 2020. Nineteen courses were identified to be paused during the spring 2020 semester

and concluded once all online content had been completed. The number of sessions/hours for in-person continuing education course completion will be determined once campus reentry is authorized and identification of appropriate space or labs is made. Communication related to reentry will be disseminated in writing and via website/social media to affected students.

An assessment was made for all Continuing Education classes proposed for the fall 2020 semester. This assessment included location of the class, classroom capacity, and determination whether the course could be fully or partially taught remotely, as well as any special program requirements. A list of PPE required for all classes was determined and equipment has been ordered. Instructors will be scheduled to participate in professional development, which supports teaching and engaging students in an on-line or hybrid environment during the summer and fall semesters.

### **High School Programs**

There are two distinct high school programs at CCC: The Campus Courses Program and the Senior Option program. Both programs provide opportunities for students to earn college credit for courses taken on Camden County College's campuses in Blackwood and Camden City. Students are coded as minors in the student information system and receive all student communication as outlined in the Return to Campus plan for the College's traditional for-credit student enrollees. Students enrolled in clinical or lab-based programs will be afforded the same priority access to campus in order to complete this component of the course as traditional college students. High school students are also participating in CCC online lecture-based courses.

Students participating in the Campus Courses Program and the Senior Option Program will be assigned a specific academic advisor to facilitate the advisement and registration process going forward. A mandatory orientation session will be held virtually with each student and their parent prior to returning to campus.

## Athletics

### 2021-22 Athletics

#### Sports Programs:

- Men's Soccer: Practice will begin August 1<sup>st</sup>, Outside Competition to begin mid-August and season will end after regular season depending on postseason/national competition (Late October/Early November). Spring Practice season February - May (Optional).
- Women's Soccer: Practice will begin August 1<sup>st</sup>, Outside Competition to begin mid-August and season will end after regular season depending on postseason/national competition (Late October/Early November). Spring Practice season February - May (Optional).
- Women's Tennis: Practice will begin August 1<sup>st</sup>, Outside Competition to begin mid-August and season will end after regular season depending on postseason/national competition (Late October/Early November)
- Men's and Women's Cross Country: Practice will begin August 1<sup>st</sup>, Outside Competition to begin mid-August and season will end after regular season depending on postseason/national competition (Late October/Early November)
- Baseball and Softball: (Fall Season/Practice Season): Practice will begin Late August/Early September and run through end of October with limited outside competition in the form of scrimmages. In season practice begins end of January runs through May.
- Men's and Women's Basketball: Practice will begin October 1<sup>st</sup> with outside competition beginning late October/Early November. Fall Semester season will conclude before Christmas Break and will resume Early January through Late February depending on Postseason/Nationals.
- Wrestling: Practice will begin October 1<sup>st</sup> with outside competition beginning early November. Fall Semester season will conclude before Christmas Break and will resume Early January through late February depending on Postseason/Nationals.
- Outdoor Track and Field: Practice/Competition will begin Mid to Late February and run through May depending on Nationals.
- Golf: Practice/Competition will begin Mid to Late February and run through May depending on Nationals.

#### Athletics Program Safety Protocols

As the 2021-22 academic and athletic year approaches, the NJCAA has released recommendations and changes for safety and well-being protocols during regular season competition and championship events.

Safety Protocol Recommendations for 2021-22 Regular Season Competition:

The NJCAA has provided the below safety protocol recommendations for member colleges for the 2021-22 academic year.

- Member colleges should adhere to all state and local regulations and guidelines regarding COVID-19 and re-opening.
- Coaches and Staff should monitor daily for symptoms prior to practices and games.

- Provide sport medicine staff with necessary personal protective equipment.
- Limit contact between teams when possible, including the elimination of the pre-game and post-game handshake.

### **Safety Protocol Recommendations for Athletic Facilities and Equipment:**

The NJCAA has provided the below safety protocol recommendations for member college athletic facilities and equipment.

- Member colleges should adhere to all state and local regulations and guidelines regarding covid-19 and re-opening facilities.
- Member colleges should clean and disinfect frequently touched surfaces on the field, court, or playing surface.
- Develop a schedule for increased, routine cleaning, and disinfecting.
- Limit the use of shared objects and equipment when possible.
- Eliminate the sharing of water bottles and towels amongst teammates.
- Limit facility access for student-athletes as deemed appropriate.
- Implement social distancing for team benches when possible.
- Encourage fans, staff, and other event attendees to wear face masks.
- Encourage social distancing for fans during the event and if deemed necessary limit and/or eliminate spectator attendance.

### **Spring 2022 Athletics**

The NJCAA has released a revised plan of action for spring sports seasons in response to COVID-19. Adhering to the published OSHA Restart Standards for all New Jersey Institutions of Higher Education, Camden County College Athletics programs will follow operational and scheduling guidelines in conjunction with NJCAA Region XIX and Garden State Athletic Conference (GSAC), <https://www.njcaa.org/COVID19>.

With the spring 2022 academic and athletic year underway, the NJCAA has released recommendations and changes for safety and well-being protocols during regular season competition and championship events. (<https://www.njcaa.org/COVID19>). In addition, Region XIX has protocols for each athletic program pertaining to events, travel limitation rosters and best practices at <http://www.region19.org/COVID19AthleticAdminResources>

### **Safety Protocol Recommendations for Spring 2022 Regular Season Competition**

The NJCAA has provided the below safety protocol recommendations for member colleges for the 2021-22 academic year. Camden County College will adhere to each of these protocols.

- Member colleges must adhere to all state and local regulations and guidelines regarding Covid-19 and re-opening.
- Temperature checks are encouraged for all student-athletes, coaches, and game

personnel prior to each competition.

- Visiting teams are encouraged to check temperatures before departing from their home location.
- Provide sport medicine staff with necessary personal protective equipment.
- Limit contact between teams whenever possible, including the elimination of the pre-game and post-game handshake.
- Limit student-athlete/fan engagement before and after competition.

### **Safety Protocol Recommendations for Athletic Facilities and Equipment**

The NJCAA has provided the below safety protocol recommendations for member college athletic facilities and equipment.

- Member colleges must adhere to all state and local regulations and guidelines regarding corvid-19 and re-opening facilities.
- Member colleges should clean and disinfect frequently-touched surfaces on the field, court, or playing surface.
- Develop a schedule for increased, routine cleaning, and disinfecting.
- Limit the use of shared objects and equipment when possible.
- Eliminate the sharing of water bottles and towels amongst teammates.
- Limit facility access for student-athletes as deemed appropriate.
- Implement social distancing for team benches when possible.
- Encourage fans, staff, bench players/coaches and other event attendees to wear face masks.
- Encourage social distancing for fans during the event.

### **Safety Protocol Recommendations for Spring 2022 Championship Hosts**

The NJCAA has provided the below safety protocol recommendations to Spring 2022 championship hosts:

- Championship hosts should follow all safety protocol recommendations provided to NJCAA member colleges for regular-season competition.
- Member colleges must adhere to all state and local regulations and guidelines regarding food service for concessions and hospitality rooms.
- Request a COVID protocol plan from the host prior to the start of the event.
- Encourage social distancing and directional signage in venue.

- Extra sanitization of team areas including benches, locker rooms, athletic training rooms, warm-up areas, hospitality spaces.

### **Attendance at Practices & Competitive Events**

During the 2021-22 academic and athletic seasons, attendance at athletic practices will be reserved to authorized individuals only. The NJCAA, Region XIX, GSAC and individual institutions have released guidelines, recommendations and protocols as it pertains to the health and safety of all at competitive events.

- Collegiate athletic conferences, regions and institutions retain the discretion to impose stricter protocols regarding spectators, including for events that take place in large venues.

### **Large Sports and Entertainment Venues**

As the Spring 2022 academic and athletic semester commences, the NJCAA National Office and Board of Regents continue to monitor COVID-19 and consider how changing circumstances could impact NJCAA member colleges and student-athletes. The NJCAA will provide additional updates and information as warranted.

Camden County College Athletics programs will adhere to all NJCAA operational and scheduling guidelines in conjunction with NJCAA Region XIX and Garden State Athletic Conference (GSAC).

## **II. Enrollment and Student Services**

## **Stage 1 – New Jersey Colleges are engaged in distance learning**

In this stage, CCC establishes a limited weekly schedule for essential personnel with access to campus. These include Registration Services, Financial Aid, Records, and Admissions for processing and scanning records, transcripts, and master course scheduling. Rotating schedules are utilized along with social distancing protocols. All other employees and functions (e.g., Advisement) are conducted remotely.

All recruitment events are held virtually via GoToMeeting/Webinar. No extracurricular face-to-face student activities may be held on campus, and Student Life remains virtual. Tutoring services continue remotely via GoBoard and GradeResults. Online scheduling is maintained remotely by Registration Services.

The Testing Center operates online utilizing proctoring services (Examity, Accuplacer, ATI Teas testing, and GTM software). Multiple Measures are expanded to include college-level placement using high school transcripts or GED/HiSET scores.

Academic Advisement serves students remotely using telephone, email, and virtual appointments. This includes general advising as well as cohort-based (International, EOF, Veterans, and Disability Services, Athletes) advisement. The online scheduling feature, along with Student Planning tutorials, is added to the website and student Portal.

Enrollment and Student Services are fully operational with comprehensive remote operations. Extended deadlines for student withdrawal and summer/fall registration is considered and implemented where warranted in order to best to accommodate student need.

## **Stage 2 – Limited in-person teaching and learning with modifications**

ESS in-person functions are permitted for provision of sequenced walk-in student service, with safety and security features (Plexiglas, Public Safety building monitoring, hand washing stations, directional and cautionary signage) in full operation. Masks/face coverings and social distancing standards are required. All virtual ESS services remain available online. Limited departmental coverage is available for student appointments: Advisement, Financial Aid, Registration, Testing, and Student Support Services (Disabilities, International, Veterans, and EOF). Tutoring remains fully online.

A limited number of staff members are allowed to return to campus in order to provide essential functions. Staggered schedules are followed so that staff may work both remotely and onsite. The College follows either an M/W, T/TR office coverage schedule or a “one week in, one week remote” schedule to limit the number of staff on campus at any given time. Where possible, student services that can be offered remotely are in effect to help reduce capacity and risk of COVID-19 spread.

- All lounge chairs and sofas are removed.
- Seating in Advising and Financial Aid waiting rooms abide by College social distancing guidelines. Extra seating is removed.

- Stanchions and/or taped markers are placed on the floor in lobbies to indicate social distancing.
- Protective Plexiglas is installed at Reception and Registration service areas.
- Hand washing stations are added and maintained throughout the buildings.
- Social distancing and cleaning protocols in operation at testing centers and computer labs.
- A designated Public Safety officer is stationed at the entrances to Taft Hall and College Hall in order to monitor building capacity and compliance with EOP safety guidelines.
- Staff and guests are required to wear masks at all times while in College facilities.
- Daily documentation of staff office usage to maintain cleaning and sanitation protocols.
- Directional and cautionary signage is visible throughout all active campus buildings.

In Stage II operations, the Taft Hall (Blackwood) and eVillage (Camden) computer lab may provide limited student access to Internet connectivity and personal computer workstations under the follow guidelines:

1. In-person student access Monday/Thursday, 9:00 am – 4:00 pm;  
` Tuesday/Wednesday, 9:00 am – 6:00 pm.
2. Maximum occupancy: 25 persons (not including lab monitors).
3. Current social distancing guidelines, mandatory PPE, and Plexiglas barriers remain in effect.
4. Alternate individual workstations assigned with disinfectant wipes for student use.
5. All other lab resources remain closed.
6. Lab disinfection protocols expanded to include sanitizing workstations hourly and following each student use.

General computer lab safety and security guidelines (all re-entry stages) remain in effect:

- All lab visitors are required to wear face masks to receive lab access and service.
- All lab visitors practice social distancing by keeping separation to the next person by at least six feet. Six-foot markers are visible and utilized when present.
- Cleaning tools and materials are available in the open access labs.
- A doorstop will be put in place to keep the access labs open.
- A standard COVID-19 informational sign from Public Safety will be posted regarding COVID-19 rules to follow.
- A “Please Wait for Assistance” sign will be posted outside of the open access labs.

- Once used by a visitor, computer stations will have an “Unavailable” sign exchanged with the unit adjacent to it. That station will then be cleaned while the station previously tagged unavailable is occupied by the next visitor in line.
- Visitors leaving the lab will take precedence over those entering the space.
- Lab technicians sanitize hands and work areas after each client session.

### **International Student Services**

The CDC provides guidance regarding student travel advisories due to community spread of COVID-19. CCC implements and follows guidance on self-quarantine for students who have traveled internationally within the past 14 days. Domestic travel quarantines are likewise strictly observed in consultation with prevailing State advisories.

### **Stage 3 - Colleges may operate in-person with reduced capacity**

ESS increases staff coverage and services in a limited capacity that allows for reduced human traffic and social distancing. Staff continue to work a flexible schedule, rotating between remote and on-campus work.

Tutorial Services and computer lab operations are offered by appointment only and in a reduced capacity, while maintaining social distancing of six feet between stations. The Testing Center resumes socially distanced placement testing on a limited schedule. Daily sequenced cleaning, disinfecting, and sanitizing of labs follow a prescribed schedule; increased time between sessions is allotted for sanitation in collaboration with Facilities and Housekeeping.

### **Stage 4 - Full Opening**

ESS and the College continue to maintain a safe and secure environment through compliance with campus EOP procedures, adherence to PPE usage, hygiene, social

distancing guidelines, and an effective disinfectant and cleaning protocol.

### **III. PUBLIC SAFETY AND SECURITY (including Physical Plant)**

#### **Stage 1 - New Jersey Colleges are engaged in distance learning**

The College maintains a safe and secure campus environment through strong adherence to campus procedures, availability and use of PPE, hygiene, and social distancing, along with an assertive disinfectant and cleaning protocol.

1. All College campuses are closed and operate virtually.
2. Establish access to campus procedures, including required completion of a healthcare questionnaire as prerequisite to campus entry. Access limited to essential staff for limited time periods.
3. Entrants are required to monitor their health prior to arrival on campus. Anyone with a temperature at or above 100.4F must remain home for 24 hours after the symptoms without fever reducing medication.
4. Access oversight accountability assigned to applicable deans, directors, and department managers. Staff access log maintained and updated daily. Traffic flow controlled by Public Safety for building ingress/egress and common areas to minimize exposure.
5. Procedures covered require adherence to PPE, hygiene, and social distancing guidelines. Specifically:
  - a. Facial coverings to be worn by all faculty, staff and visitors at all times
  - b. Hand washing on regular basis in addition to use of onsite hand sanitizers
  - c. Strict practice of social distancing requirement
6. Implement onsite rotating work schedules for Public Safety and Facilities staff.
7. Coordinate activities associated with reduction of College community members allowed on campus, including students, faculty, staff, educational partners, and vendors.
8. All onsite food service, bookstore and all other commercial operations are suspended in Stage 1.
9. Collaborate with Human Resources and Camden County Department of Health officials to manage isolation protocol guidelines and to promptly address, report, and contain exposure incidents and follow up contact tracing.

10. Determine return to campus status for faculty, staff, students, and partners affected by the Coronavirus, based on guidance from the DOH, as outlined in the Campus Access Plan. The Campus Access Plan details requirements for safe return to campus for those who have tested positive for the Coronavirus.

*Campus Quarantine Policy (4/7/21)*

11.
  - a. The CDC provides guidance regarding travel advisories due to community spread of COVID-19. CCC implements and follows guidance on self-quarantine for individuals who have traveled internationally within the past 14 days. Domestic travel quarantines are likewise strictly observed in consultation with prevailing State and County DOH advisories:
  - b. If fully vaccinated or fully recovered from the Coronavirus in the past three months, it is no longer necessary to quarantine or get tested before or after domestic travel.
  - c. If it has been more than two weeks since receiving a second dose of the Pfizer-BioNTech or Moderna vaccine, it is no longer necessary to quarantine or get tested before or after domestic travel.
  - d. If it has been more than two weeks since receiving a first and only dose of the Janssen/Johnson and Johnson vaccine, it is no longer necessary to quarantine or get tested before or after domestic travel.
  - e. Please note that for international travel, the federal requirement for testing upon return to the United States still stands for both unvaccinated and fully vaccinated travelers – additional details are listed below:  
<https://covid19.nj.gov/faqs/nj-information/travel-and-transportation/are-there-travel-restrictions-to-or-from-new-jersey>

12. Maintain hourly security reporting updates (email notification) from all College campus sites.
13. Upgrade facilities cleaning and disinfectant protocol to include focus where primary on-campus activities occur.
14. Continue to maintain HVAC system operations to ensure strong air filtration and circulation within College buildings.
15. Coordinate purchase, delivery, and distribution of PPE and disinfectant supplies.
16. Suspend all shuttle operations between Camden and Blackwood campuses.
17. Reduced frequency of internal mail pick-up and distribution.

## **Stage 2 - Limited in-person teaching and learning with modifications**

In this stage, the College continues to maintain a safe and secure campus environment through rigorous access to campus procedures, adherence to PPE use, observing hygiene and social distancing guidelines, and effective disinfectant and cleaning protocol. Emphasis will be on communicating shared responsibilities for all campus entrants. Campus access will be opened partially to faculty, staff and students in support of in-person learning as allowed within state established occupancy guidelines. Facilities will be modified for consistent social distancing and traffic control. Specifically:

1. Broaden access to campus procedures to emphasize shared accountability. Campus entrants are required to monitor their health prior to arrival on campus. Access expanded to faculty and staff required to support in-person learning and student service. Where possible, accountability is assigned to applicable deans, directors, and managers for access permission. A faculty and staff access log is maintained and updated daily. Students requiring in-person learning permitted access under strict PPE and social distancing parameters.
2. Limited campus access is allowed for students requiring in-person testing, registration, and learning services.
3. Entrants are required to monitor their health prior to arrival on campus. Anyone with a temperature at or above 100.4F must remain home for 24 hours after the symptoms without fever reducing medication.
4. Educational partners and external vendors are allowed access in conjunction with an assigned College liaison, who manages and monitors external parties in conjunction with the Public Service office.
  - a. An assigned College administrator, including executive staff, sponsors and ensures external party compliance to revised EOP procedures.
  - b. External parties follow all College-wide safety and health monitoring guidelines.
  - c. External parties notify College sponsor in advance of changes or additions to entry access permission.
  - d. External party monitoring and compliance *applies to all campuses and sites.*
5. Food services may operate for “grab and go” campus service.

6. Bookstore services are evaluated in accordance with prevailing state guidelines.
7. Campus Library and computer labs remain closed, except in cases where essential services (e.g., Testing, Financial Aid, and registration are permitted).
8. College-wide procedures require adherence to PPE, hygiene, and social distancing guidelines. Specifically:
  - a. Facial coverings to be worn by all onsite faculty, staff and other visitors at all times
  - b. Hand washing on a regular basis in addition to use of onsite hand sanitizers
  - c. Strict practice of social distancing guidelines
9. Maintain onsite work schedule rotation for Public Safety and Facilities staff.
10. Sustain frequent cleaning and sanitization protocol for offices, classrooms, restrooms, high-touch areas, equipment, and shared services. Maintain documentation of date/time/location of cleaning in high traffic areas. Expand availability of sanitizer stations and wipes. Automate processes to minimize touch situations wherever possible
11. Develop building-specific action plans to implement social distancing and sanitizing effort plans.
12. Install Plexiglas barriers, reposition furniture, and replace water fountains with container filling stations, post signage, and floor markings.
13. Control traffic flow for building ingress/egress and common areas to minimize exposure. Limit elevator access to accommodate social distancing parameters.
14. Place directional and cautionary signage and floor markings throughout campus locations to reinforce need for adherence to PPE, hygiene, and social distancing guidelines.
15. Coordinate with Human Resources and Camden County Health Department officials to manage isolation protocol guidelines to promptly address and contain exposure incidents.
16. Work with other College departments to support communication of safety guidelines to the College community.
17. Maintain hourly security reporting updates (email notification) at all College campus sites.
18. Continue to maintain HVAC system operations to ensure strong air filtration and circulation within College buildings.
19. Prop open doors where feasible (subject to building code). Flush all plumbing systems.
20. Coordinate ordering, delivery, and distribution of PPE, disinfectant, and other safety-related supplies.
21. Shuttle operations between Camden and Blackwood campuses remain suspended. Develop ridership safety protocol for Stage 3, including course schedule adjustments and contactless boarding.
22. Increase frequency of internal mail pick-up and distribution.

### **Stage 3 – Colleges may operate in person with reduced capacity**

The College continues to maintain a safe and secure environment through strong access to campus procedures, adherence to PPE, hygiene and social distancing guidelines, and an assertive disinfectant and cleaning protocol. Campus access is expanded to faculty,

staff, and students in support of in-person learning as allowed within state established occupancy guidelines.

### **Indoor Dining Facilities**

During Stage 3, indoor dining facilities (operated by Sodexo) may be opened with limited seating and access capacity. Safety procedures require sustained adherence to PPE, hygiene, and social distancing guidelines. Specifically:

- a. Facial coverings to be worn by all onsite faculty, staff and other visitors at all times
- b. Hand washing on a regular basis in addition to use of onsite hand sanitizers
- c. Strict practice of social distancing guidelines

Dining facilities may offer food service to the College community with limited occupancy based on state guidelines. Specifically:

- a. Food service and dining operations are managed by Sodexo and will be in compliance with all health and safety standards, including CDC and DOH requirements.
- b. Table and chair configurations will follow social distancing guidelines. Plexiglas barriers will be in place in high traffic areas.
- c. Signage reinforcing sanitization and social distancing messaging will be prominently posted. Social distancing floor markings will be in place.
- d. Sanitizer stations will be readily available.
- e. Dining area will be disinfected and sanitized on a scheduled basis by Sodexo employees who will be trained on sanitization and social distancing protocols. Masks will always be worn by employees.
- f. Air circulation will be monitored.
- g. Sodexo, working in consultation with Public Safety, will manage dining occupancy limits in accordance with state guidelines.

## Stage 4 - Full Opening

The College continues to maintain a safe and secure environment through compliance with campus EOP procedures, adherence to PPE, hygiene, social distancing guidelines, and an effective disinfectant and cleaning protocol.

### *Employee Mandatory COVID-19 Vaccination Procedures (1/10/22)*

#### **Purpose**

Vaccination is a vital tool to reduce the presence and severity of COVID-19 cases in the workplace, in communities, and in the nation as a whole. Camden County College has adopted these procedures on mandatory vaccination to safeguard the health of our employees from the hazard of COVID-19. These procedures comply with OSHA's Emergency Temporary Standard on Vaccination and Testing (29 CFR 1910.501).

#### **Scope**

The Mandatory COVID-19 Vaccination Procedures apply to all employees of Camden County College. All employees are required to be fully vaccinated or provide weekly negative test results as a term and condition of employment at Camden County College. Employees are considered fully vaccinated two weeks after their second dose of Pfizer or Moderna or their single dose of Johnson & Johnson. All employees are required to report their vaccination status and to provide proof of vaccination. Employees must provide truthful and accurate information about their COVID-19 vaccination status, and, if applicable, their testing results. Employees not in compliance with these procedures will be subject to discipline up to and including termination from employment.

#### **Procedures**

##### **Overview and General Information**

All Camden County College employees must submit proof of vaccination or provide weekly negative test results in accordance with OSHA's Emergency Temporary Standard.

If an employee completes the entire primary vaccination series by February 9, 2022, that employee does not have to be tested, even if the employee has not yet completed the two-week waiting period that is required to meet the definition of fully vaccinated. Testing will be required for employees who have not received the requisite number of doses for a primary vaccination series by February 9, 2022 (e.g., employees who have not received any doses, employees who have received only one dose of a two-dose series).

#### **Vaccination Status and Acceptable Forms of Proof of Vaccination**

All vaccinated employees are required to provide proof of COVID-19 vaccination, regardless of where they received their vaccination.

Acceptable proof of vaccination status is:

1. A copy of the COVID-19 Vaccination Record Card;
2. The record of immunization from a healthcare provider or pharmacy;
3. A copy of medical records documenting the vaccination;
4. A copy of immunization records from a public health, state, or tribal immunization information system; or
5. A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) administering the vaccine(s).

Proof of vaccination generally should include the employee's name, the type of vaccine administered, the date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) that administered the vaccine. In some cases, state immunization records may not include one or more of these data fields, such as clinic site; in those circumstances Camden County College will still accept the state immunization record as acceptable proof of vaccination.

If an employee is unable to produce one of these acceptable forms of proof of vaccination, despite attempts to do so (e.g., by trying to contact the vaccine administrator or state health department), the employee can provide a signed and dated statement attesting to their vaccination status (fully vaccinated or partially vaccinated); attesting that they have lost and are otherwise unable to produce one of the other forms of acceptable proof; and including the following language:

*"I declare (or certify, verify, or state) that this statement about my vaccination status is true and accurate. I understand that knowingly providing false information regarding my vaccination status on this form may subject me to criminal penalties."*

An employee who attests to their vaccination status in this way should, to the best of their recollection, include in their attestation the type of vaccine administered, the date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) administering the vaccine.

### **Supporting COVID-19 Vaccination**

Effective January 10, 2022, an employee may take up to four hours of duty time per dose (including booster) to travel to the vaccination site, receive a vaccination, and return to work. This would mean a maximum of eight hours of duty time for employees receiving two doses (including booster). If an employee spends less time getting the vaccine, only the necessary amount of duty time will be granted.

Employees who take longer than four hours to get the vaccine must send their supervisor an email documenting the reason for the additional time (e.g., they may need to travel long distances to get the vaccine). Any additional time requested will be granted, if reasonable, but will not be paid; in that situation, the employee can elect to use accrued leave, (e.g., sick leave, to cover the additional time). If an employee is vaccinated outside of their approved duty time they will not be compensated.

Employees may take up to two workdays if they have side effects from the COVID-19

vaccination that prevent them from working. If additional time requested has been approved by the employee's supervisor, the employee must submit the request to use accrued leave through Executime.

### **Employee Notification of COVID-19 and Removal from the Workplace**

Camden County College requires employees to promptly notify their supervisor when they have tested positive for COVID-19, have been diagnosed with COVID-19 by a licensed healthcare provider, are experiencing symptoms of COVID-19 or are considered a close contact of a person who has tested positive for COVID-19.

### **Return to Work Criteria**

For any employee not working because of any of the reasons listed above, Camden County College will keep them removed from the workplace until the employee meets the return to work criteria in the New Jersey Department of Health's recommended isolation guidance.

If an employee has severe COVID-19, Camden County College will follow the guidance of a licensed healthcare provider regarding return to work.

### **COVID-19 Testing**

If an employee is not fully vaccinated, the employee will be required to comply with these procedures for testing. Employees are responsible to schedule testing on their own time or by using their accrued time. Employees are also responsible for any cost incurred for testing.

Employees who report to the workplace at least once every seven days:

- (A) must be tested for COVID-19 at least once every seven days; and
- (B) must upload documentation of the most recent COVID-19 test result to the College's Onbase system no later than the seventh day following the date on which the employee last provided a test result.

Any employee who does not report to the workplace during a period of seven or more days

- (A) must be tested for COVID-19 within seven days prior to returning to the workplace; and
- (B) must upload documentation of that test result to the College's Onbase system upon return to the workplace.

If an employee does not provide documentation of a COVID-19 test result as required by these procedures, they will be removed from the workplace until they provide a test result.

Employees who have received a positive COVID-19 test, or have been diagnosed with COVID-19 by a licensed healthcare provider, are not required to undergo COVID-19 testing until after their 10 day isolation period and the employee is no longer experiencing symptoms.

Employees who are required to be tested once every seven days are responsible for scheduling the test on their own time or by using their accrued time. The employee is also responsible for any cost incurred for testing. Both rapid test (an antigen test) and

the PCR test (polymerase chain reaction) are acceptable. Over-the-counter (OTC) self-tests are not acceptable. The College is in the process of securing a testing vendor to provide free testing a few hours per week at the Blackwood and Camden campuses.

### **Face Coverings**

If an employee is not fully vaccinated, Camden County College will require the employee to wear a face covering. Face coverings must: (i) completely cover the nose and mouth; (ii) be made with two or more layers of a breathable fabric that is tightly woven (i.e., fabrics that do not let light pass through when held up to a light source); (iii) be secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they should have two layers of fabric or be folded to make two layers; (iv) fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face; and (v) be a solid piece of material without slits, exhalation valves, visible holes, punctures, or other openings. Acceptable face coverings include clear face coverings or cloth face coverings with a clear plastic panel that, despite the non-cloth material allowing light to pass through, otherwise meet these criteria and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker's mouth or facial expressions to understand speech or sign language respectively.

Employees who are not fully vaccinated must wear face coverings over the nose and mouth when indoors and when occupying a vehicle with another person for work purposes. Policies and procedures for face coverings will be implemented, along with the other provisions required by OSHA's COVID-19 Vaccination and Testing ETS, as part of a multi-layered infection control approach for unvaccinated workers. Individuals are responsible for supplying personal masks/face coverings. The College's Public Safety Office maintains a supply of masks, should individuals arrive on campus facilities without protection of their own.

The following are exceptions to Camden County College's requirements for face coverings:

1. When an employee is alone in a room with floor to ceiling walls and a closed door.
2. For a limited time, while an employee is eating or drinking at the workplace or for identification purposes in compliance with safety and security requirements.
3. When an employee is wearing a respirator or facemask.
4. Where Camden County College has determined that the use of face coverings is infeasible or creates a greater hazard (e.g., when it is important to see the employee's mouth for reasons related to their job duties, when the work requires the use of the employee's uncovered mouth, or when the use of a face covering presents a risk of serious injury or death to the employee).

### **New Hires**

All new employees are required to comply with the vaccination requirements outlined in these procedures as soon as practicable and as a condition of employment. Potential candidates for employment will be notified of the requirements prior to the start of employment.

### **Confidentiality and Privacy**

All medical information collected from individuals, including vaccination information, test results, and any other information obtained as a result of testing, will be treated in strict accordance with applicable laws and policies on confidentiality and privacy. Vaccination procedures are subject to change in order to comply with CDC and/or OSHA guidelines.

*Please direct any questions regarding vaccination procedures to the Office of Human Resources.*

### **Campus Computer Labs**

The Wolverton Library and Taft Hall & eVillage computer laboratories are open for unlimited operations under Stage 4 guidelines. College-wide procedures requiring adherence to masking, hygiene, and social distancing guidelines remain in force when Library or computer labs are used by patrons.

The Blackwood campus Library will offer in-person student services, in addition to the following:

1. Plexiglas barriers remain in use.
2. All computer stations are open.
3. Library disinfection protocols include sanitizing study tables.
4. There are publicly available hand sanitizing stations throughout the Library.
5. Study Rooms are available. After each use, study room doors remain open.
6. Anatomical models are wiped down after each patron use.

## **IV. Communications and Events**

### **Stage 1 - New Jersey Colleges are engaged in distance learning**

During this stage, a website page is designed and devoted to COVID-19. Daily communications are distributed to all stakeholders regarding transition to distance learning and remote working conditions. Notifications are made using email, social media, press releases, and website announcements.

Press releases provide informational updates to community members and county governance.

Communications coordinates with individual divisions and departments for specific and brand-consistent messaging to College stakeholders.

All College events are suspended and canceled. Internal and external contact personnel are notified and informed of scheduled campus events (e.g., Board, Freeholder press events and County operations).

### **Stage 2 - Limited in-person teaching and learning with modifications**

In this stage, communication regarding services available on campus are published via email, social media, press releases and web announcements.

Directional and cautionary signage is distributed for posting regarding CDC health practices, social distancing, and use of face masks/coverings. Notifications are posted on the website and through social media; campus news and COVID-19 reminders are communicated widely and as warranted.

Frequent press releases provide informational updates to community members and to county governmental agencies, as warranted.

Communications coordinates with individual CCC divisions and departments for specific and brand-consistent messaging to all College stakeholders.

Other than limited teaching and learning, most College events remain suspended unless authorized in advance by College administration, Public Safety, and building supervisors. Internal and external contact personnel are notified and informed of scheduled campus events (e.g., Board, Freeholder press events and County operations).

### **Stage 3 - Colleges may operate in person with reduced capacity**

In this stage, Communications services available on campus are distributed via email, social media and website/social media announcements.

Press releases provide informational updates to community members and to county governmental agencies, as warranted.

Communications coordinates with individual CCC divisions and departments for specific, brand-consistent messaging to all College stakeholders.

Other than limited teaching and learning, most College events remain suspended unless authorized in advance by College administration, Public Safety, and building supervisors. Internal and external contact personnel are notified and informed of scheduled campus events (e.g., Board, Freeholder press events and County operations).

#### **Stage 4 - Full return to campus operations**

The Camden County College COVID-19 website page is maintained and updated as needed. College communications are distributed to all stakeholders regarding NJ State guidelines and emerging health and safety impact on work environments. College notifications are made using email, social media, press releases, and website announcements