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# Institutional Restart Plan

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July 2, 2020



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### Preamble

On June 11, 2020, the Office of the Secretary of Higher Education (OSHE) approved Eastwick College's (EC) request for a waiver from the order to cease in-person instruction in Executive Order 107. The waiver approval allows EC to conduct in-person laboratory activities in the following programs (the letters in parentheses denote the campuses where those programs are offered: Ramsey, Hackensack, and Nutley).

- AAS in Diagnostic Cardiovascular Sonography (RN)
- AAS in Electronics and Computer Technology (N)
- AAS in Funeral Service (H)
- AAS in Health Science (RHN)
- AAS in Health Science – Health Information Technology Concentration (N)
- AAS in Nursing (LPN-to-RN Bridge Program) (RH)
- AAS in Occupational Therapy Assistant (R)
- AAS in Surgical Technology (R)
- BS in Diagnostic Cardiovascular Sonography (R)
- BS in Diagnostic Medical Sonography (R)
- Licensed Practical Nursing (RH)
- Bilingual Licensed Practical Nursing (H)
- Medical Assisting (RHN)
- Electronics and Computer Technology (N)
- Heating, Ventilation, Air Conditioning, and Refrigeration Technology (N)

The waiver approval also allows Eastwick College to conduct certification testing in the AAS in Surgical Technology program and computerized testing in the Licensed Practical Nursing, Bilingual Licensed Practical Nursing, and AAS in Nursing programs.

Under this waiver approval, Eastwick College began authorized activities during the week of June 22, 2020. The implementation of the activities outlined in the waiver application has been successful.

EC's Restart Plan will include the activities authorized by the waiver, which are currently underway, and additional activities to start on July 16, 2020, which will be described in the Instruction section of this document.

### 1. General Safeguarding

*How will the institution implement general safeguarding measures during each stage? These safeguards include but are not limited to:*

- *Cleaning and sanitization,*  
[Note: EC will refer to cleaning and disinfection, as the latter is meant to destroy or inactivate bacteria and viruses identified on the product's label]

EC's facilities maintenance staff clean and disinfect hard, non-porous surfaces, such as floors, restrooms, desks, and counters daily. Surfaces that are touched frequently during the day, such as handles, push bars, and doors, are cleaned several times during hours of operation. EC uses [a product certified by the U.S. Environmental Protection Agency \(EPA\)](#) for use against SARS-CoV-2, the virus that causes COVID-19.

Cleaning and disinfection of laboratory equipment and workspaces are typically the responsibility of the laboratory instructors and their students, which is consistent with practices in the workplace. Breaks between laboratory sessions were increased to facilitate the preparation of laboratories for subsequent sessions.

- *Requiring face coverings,*

EC requires staff, faculty, students, and visitors to wear face masks inside the college's buildings. Staff members who work in individual offices may work without a mask but must put their masks on if somebody enters their offices.

- *Maintaining adequate supplies, such as personal protective equipment and cleaning supplies,*

EC facilities maintenance staff, in coordination with campus directors and deans, maintain an inventory of cleaning supplies that exceeds the needs of the institution. There are functional handwashing stations in the restrooms as well as in the medical, nursing, funeral service, culinary, occupational therapy, and surgical technology laboratories. All handwashing stations have foam soap and paper towel dispensers. The restrooms have touchless paper towel dispensers. Rooms without handwashing stations are equipped with a station including an alcohol-based sanitizer near the entrance. All stations are equipped with tissue dispensers and touchless trash cans.

Academic deans and program directors maintain an inventory of personal protective equipment (PPE) that exceeds the needs of faculty and students for scheduled activities. EC purchased cloth masks for faculty, staff, and students who want to use them or as a replacement, should they forget to bring or damage their own.

- *Requiring individuals to engage in social distancing practices at all times, and*

EC staff, faculty, and students are required to practice social distancing (6 ft.) while on campus. There are exceptions to this rule during laboratory practices that require students to work on each other (e.g., taking vital signs or performing ultrasound scanning). In those instances, laboratory instructors enforce additional measures, such as wearing gowns and face shields. Posters throughout the campus remind students to maintain social distancing. Faculty and administrators remind students to maintain social distance as they monitor scheduled activities or students walk common areas on their way to laboratory sessions or out of the building.

- *Training students, staff, and faculty regarding COVID-19 sanitization and social distancing practices and protocols.*

There are posters at the main entrance to EC's campuses and in hallways and laboratories that include information on COVID-19 prevention and a QR code to the CDC's COVID-19 webpage. Measures to prevent the transmission of the virus that causes COVID-19 are reviewed during the first scheduled laboratory or testing session and reinforced afterward.

Most EC programs are in healthcare areas and all academic deans have healthcare backgrounds. This creates an environment with heightened awareness about the characteristics of COVID-19 and the measures to prevent it. Faculty and students in other programs benefit from the experience and knowledge of their peers in healthcare programs to learn and practice the protocols required to prevent the transmission of COVID-19.

## 2. Screening, Testing, and Contact Tracing Protocols

*Please describe the planned testing and tracing protocol for the institution, including details regarding how you plan to collaborate with your state/local health department for contact tracing and notification of positive tests or viral outbreaks either on campus or among the campus community.*

- *What screening measures will be in place? How will you communicate these screening protocols to stakeholders?*

EC hired graduates from its healthcare programs as health screeners (HS) to work at the entrance of all EC campuses. The HS document screening of faculty staff, students, and visitors (hereinafter *persons*) entering the facility on a log. The screening consists of taking the person's temperature with a touchless thermometer and asking for the recent onset of COVID-19-related signs and symptoms (fever, cough, sore throat, shortness of breath). Persons who respond affirmatively to any of those signs and symptoms are sent home and a notation is made on the log for future tracing. If the person entering the facility is a student, the program of study is recorded.

The screening protocol was communicated to all EC stakeholders via email using the Blackboard platform.

- *What will be the testing protocol?*

Because EC is a commuting institution and the screening measures in place do not allow the entry of persons with COVID-19-related signs and symptoms, there is no plan to conduct testing at the college.

Persons who upon screening are denied entry to the college and persons who call the college to report COVID-19-related signs and symptoms that arose while away from school are advised to see their healthcare providers to determine if testing for the virus that causes COVID-19 is necessary. In both cases, persons will be required to quarantine for 14 days and submit medical documentation indicating that they can return to performing scheduled activities at the college. Both situations will trigger contact tracing coordinated by campus academic deans. All contacts will be notified following HIPAA guidelines and will be required to quarantine for 14 days.

- *How will the institution house or transport exposed or ill residential students and plan for timely reporting, while maintaining confidentiality?*

This section does not apply. EC is a commuting institution.

- *How will the institution log students, faculty, staff, and visitors to help facilitate contact tracing?*

Students and visitors (e.g., prospective students) may enter EC facilities only if they have scheduled activities (e.g., laboratory session, meeting with an admissions or financial aid staff member). The campus entry log described under *Screening Measures* is a daily registry of all persons who entered Eastwick College.

Additional daily attendance logs are maintained in each division (e.g., admissions, financial aid, career services, externship) and laboratories where campus activities are scheduled.

EC divisions and laboratories maintain additional logs of student attendance, which can be used for contact tracing if a student reports a confirmed COVID-19 diagnosis by a healthcare provider.

The use of campus and division/laboratory logs allows EC campus deans to trace contacts precisely. Identified contacts of persons diagnosed with COVID-19 will be advised to monitor potential signs and symptoms, see their healthcare providers if the symptoms appear or worsen, and complete a 14-day quarantine.

Instances of COVID-19 will be reported for EC Ramsey to the [Mid-Bergen Regional Health Commission](#), for EC Hackensack to the [Hackensack Department of Health](#), and for EC Nutley to the [Montclair Health Department](#).

***For the following categories, please address the institution's plans in all applicable Stages.***

Before addressing the questions below, it is important to reiterate that EC is currently operating under the waiver approval described in the Preamble section of this document. Approved activities include in-person laboratory instruction with classes limited to a maximum of 10 students, computerized certification testing in the AAS in Surgical Technology, and computerized testing in EC's nursing programs. All lecture courses are being delivered remotely via Zoom. This situates EC's activities in Stage 2 of the *OSHE Restart Standards for all New Jersey Institutions of Higher Education*.

EC plans to continue remote delivery of lecture classes through December 31, 2020, as authorized by EC's institutional accreditors.

Campus-based activities not included in the waiver, which EC plans to resume on July 16, 2020, include:

- Testing in all EC programs. This will be limited to high-stakes testing, such as mid-term, final, and certification exams at the discretion of the faculty and in coordination with program directors, academic deans, and registrars. Faculty will continue using alternative assessment methods and testing via online platforms when possible.
- Laboratory activities in the AAS in Culinary Arts (Hackensack campus), which were not covered by the waiver.
- Externship/fieldwork/clinical activities: Students who attend these off-campus activities must meet the requirements of the affiliated institutions in which the practicum experiences take place, including all measures related to COVID-19 prevention. EC processes and procedures ensure that students are aware of site-specific policies before placement and monitor student activities periodically through the completion of the off-campus experience. These experiences apply to the following programs.
  - AAS in Business and Entrepreneurship
  - AAS in Culinary Arts
  - AAS in Diagnostic Cardiovascular Sonography
  - AAS in Nursing (LPN-to-RN Bridge Program)
  - AAS in Occupational Therapy Assistant
  - AAS in Surgical Technology
  - BS in Diagnostic Cardiovascular Sonography
  - BS in Diagnostic Medical Sonography
  - Bilingual Licensed Practical Nursing
  - Licensed Practical Nursing
- Student Services: These activities will be described in the corresponding section.

### **3. Instruction**

- *For in-person courses, how will you ensure the institution is complying with the social distancing and other general safeguarding measures for classrooms?*

EC will continue offering in-person laboratory activities under the conditions of the approved waiver. There is a maximum of 10 students per laboratory class. Workstations are spaced to meet or exceed the 6-foot social distancing requirement. Students are always required to wear a face mask. Students will wash hands or use alcohol-based hand sanitizer before and after laboratory sessions. Additional PPE, such as gloves, masks, gowns, and face shields may be used based on the tasks required. Instructors and students will follow discipline-specific protocols to clean and disinfect workstations and laboratory equipment. An extended

break between laboratory sessions will allow instructors to ensure proper cleanliness and disinfection before the next scheduled session and request assistance, where applicable, from EC facilities maintenance staff.

- *How will you accommodate faculty and students who are immunocompromised, or at high-risk for COVID-19, or have received a positive diagnosis of COVID-19, and are thus unable to attend classes in-person?*

President Eastwick notified faculty and students that they are not obligated to attend in-person laboratory sessions. When feasible, faculty may use methods to provide laboratory experiences via distance education. Alternatively, other qualified faculty members may provide on-campus temporary coverage. Students who miss laboratory sessions due to a positive COVID-19 diagnosis may arrange a make-up schedule with their instructors or program directors. Finally, students who are unable to meet attendance requirements due to COVID-19 diagnosis or higher risk of acquiring the disease may request a leave of absence.

- *How will you encourage social distancing through signage and layout of classrooms?*

Social distancing is encouraged through changes, when necessary, in the layout of laboratories to ensure a minimum of 6 feet between participants. Posters and distance markers remind students and faculty that they must maintain that separation. When feasible, unidirectional circulation flows facilitate maintaining social distance and efficient movement of participants in a laboratory.

- *How will you ensure high-touch areas and shared surfaces in classrooms are cleaned and sanitized after every use?*

Faculty are responsible for enforcing that students clean and sanitize their workstations and equipment after use, as dictated by professional practices. EC facilities maintenance staff continually clean and sanitize high-touch areas, counters, floors, and other surfaces not included in laboratory practice protocols.

#### 4. On-Campus Residential Housing

This section is not applicable. EC is a commuting institution.

#### 5. Libraries and Computer Labs (other facilities as needed)

- *What is your plan for operation of computer labs and libraries?*

EC's computer laboratories will be used for testing as described under the Instruction section. The libraries will remain closed until OSHE authorizes the implementation of Stage 3 activities. The EC Online Library meets the needs of students in all EC programs. The director of library services is available to solve any library-related issues and to support the activities of students and faculty.

- *How will the institution implement social distancing measures and cleaning protocols in these facilities?*

Students will use every other terminal for their tests or assignments, which ensures appropriate social distancing. The cleaning protocol for computer peripherals used by students during laboratory sessions is described under the third bullet below. EC facilities maintenance staff will clean and sanitize the computer laboratories daily and high-touch surfaces several times a day.

- *How will the institution follow state occupancy restrictions in these facilities and reduce occupancy?*

With a maximum of ten students per session, computer laboratories will be used at up to a third of their capacity.

- *How will the institution clean and disinfect high-touch areas in these facilities, such as computer terminals?*

Students will clean and disinfect keyboards, mice, touchscreens, and the desktop surface immediately around them upon completion of their session. EC facilities staff will clean and disinfect other high-touch

areas periodically. Students will be encouraged to use an alcohol-based hand sanitizer upon completion of the session or to wash their hands after they leave the computer laboratory.

- *Will the institution utilize curbside pickup for libraries? If so, how will the plan for curbside pickup be implemented?*

No, EC will not utilize curbside pickup for its libraries.

## 6. Research

This section is not applicable.

## 7. Student Services

- *What is the institution's plan for student services?*

EC plans to resume student services in the areas of admissions, financial aid, academic advising, externship/fieldwork placement, and career development.

- *How will student service departments reduce in-person interactions and implement safeguarding measures, particularly in waiting areas?*

EC prospective students, students, and graduates may visit the admissions, financial aid, academic advising, or career services offices by appointment and only when their physical presence is required. Most interactions with student services will continue via email, telephone, or Zoom meeting.

EC student services staff will clean and disinfect the chair, desk, and other surfaces that visitors may touch. EC facilities maintenance staff will clean and disinfect other high-touch surfaces periodically. Furniture in offices and waiting areas will be spaced to ensure a social distance of 6 feet. The offices will be fitted with Plexiglass screens to improve protection. Distance markers and posters will be placed strategically to remind visitors to maintain social distancing. Visitors must leave the campus upon the completion of the scheduled activity.

There will be hand sanitizing stations near administrative offices where scheduled student services activities take place.

- *How will students, staff, and faculty who are immunocompromised, or otherwise in an at-risk category, or those with a positive diagnosis, be able to access student services remotely?*

Persons in at-risk categories or with a positive COVID-19 diagnosis may access student services via email, or telephone. EC student services staff will do their best to meet their needs and supplement communications with Zoom meetings, if necessary. If any interactions that require the person's physical presence cannot be completed, then they will be postponed until a time that they consider it safe or the college resumes normal activities.

## 8. Transportation

This section is not applicable.

## 9. On-Campus Dining

This section is not applicable.

## 10. Study Abroad and International Travel

This section is not applicable.

## **11. Athletics**

This section is not applicable.

## **12. Other Information/Appendices**

This section is not applicable.