

**Appendix A**  
**Warren County Community College**  
**Safety Information and Protocols for Students**  
**COVID 19 Precautions**

Warren County Community College (WCCC) is committed to providing an environment where students can continue to thrive. The following will serve as a guide as we gradually return to campus. WCCC wants to assure our students that safety is at the center of every decision we make during the creation of policies and protocols for operating during the COVID-19 pandemic. We will continue to follow local and state guidelines, based on the Governor's Executive Orders and Phased Reopening Plan for the State of New Jersey. Additionally, we will ensure that we also follow recommendations from the federal government, the Centers for Disease Control and Prevention (CDC), our local Board of Health, and other agencies where applicable.

***Screening Protocols***

- Students will stop at security upon entering the building to confirm their name is on the schedule and/or approved list for entry. Students will be handed a questionnaire form and asked to confirm the absence of COVID-19 symptoms and recent exposure risks.
- Students with a family member living in the same household who has recently been diagnosed with COVID 19 must quarantine from the building for 14 days and will not be permitted to enter.
- Students must wear a mask upon entry to the building and must wear the mask while in the building at all times.
- Security or designated staff member will take the temperature of anyone entering the building. **Entry will be denied to any student whose temperature is at, or exceeds, the temperature that the CDC considers a fever: 100.4 °F [38 °C]† or greater.**
- If a student leaves the building, they must be re-evaluated upon re-entry.

***Self-Screening***

- Students exhibiting or disclosing symptoms will be encouraged to get tested for COVID-19 by contacting their personal physician or through the Centers for Disease Control and Prevention: [Testing Information](#)
- All persons utilizing the building will encouraged to review with the resources through Centers for Disease Control and Prevention [Symptom Checker](#)
  - The most common symptoms that may appear 2-14 days after exposure to the virus are fever & chills, cough, and shortness of breath.

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***On-Campus Protocols***

- Only 1 person may leave the classroom to use the bathroom at any given time and only 2 stalls and designated sinks may be utilized. Facilities personnel will clean bathrooms regularly following CDC guidelines.
- Students should maintain social distancing guidelines when in hallways, in classrooms, and in other areas, as appropriate, following the CDC recommendation to maintain a six-foot distance.
- Anyone who is not feeling well will be sent home. If anyone enters the facility and displays symptoms of illness, they will be directed to leave. If they need to stay at the facility to wait for a ride they will be required to sit in a designated area until their transportation arrives. That room will be sanitized immediately after the student departs.
- If someone displays symptoms and is asked to leave a classroom, all students working in that area will be asked to leave that workspace. Campus Operations and Public Safety will be notified, and areas will be cleaned immediately.
- Students who identify themselves as high risk individuals will be offered alternative instruction; i.e.: individual testing, off campus testing, etc.
- All designated handwashing stations will be clean and functional, with soap, paper towels, tissues, and trash cans.
- Use a barrier (i.e.: paper towel or disposable wipe) when touching hi-touch areas, such as door handles, faucet handles, in bathrooms, and in classrooms.
- Avoid using the elevator unless medical conditions prohibit the use of stairs. Be sure to wash hands, using CDC guidelines after exiting the elevator. Elevators, including buttons, will be cleaned and sanitized regularly by campus operations.
- Follow the proper respiratory hygiene:
  - Cover coughs and sneezes with a tissue or your sleeve, not your hands
  - Avoid touching your eyes, nose, and mouth
  - Wash hands frequently, using CDC guidelines posted in restrooms
- Additional hand sanitizing stations that dispense alcohol based hand sanitizer, are installed at the main entrance of the facility and throughout the college.
- Do not share personal items such as pens, keyboards, and other hi-touch items. Use disinfecting wipes before and after touching any equipment, models, or other items in classrooms and labs.
- No open water glasses are permitted; all drinks must have lids
- No food permitted in classrooms and labs