



**Warren County Community College Restart Plan**  
COVID 19 – The Road Back  
Summer 2020





## **Warren County Community College Restart Plan COVID-19 –The Road Back**

- 3. Use of face coverings for faculty, staff, students, and visitors, except when doing so would inhibit the individual's health.**
  - a. All persons entering the College (Main Campus and Phillipsburg Education Center) will be required to wear face coverings upon entry and for the duration of time spent in the building.
  - b. Information on this requirement is included in all training documents and information on this requirement is shown posted at the entrance to both buildings and throughout the College. The College will maintain an adequate supply of facial masks for faculty, staff and students who arrive without proper coverings or need a replacement.
  - c. If someone cannot wear a mask due to health concerns, they will be given "work from home" assignments only. Students and visitors needs can be met through GoToMeeting, so only those who can wear masks will be on campus; others will be accommodated virtually.
  - d. If faculty, staff, students, or visitors do not have or cannot afford masks, the college will provide them with a disposable mask upon entry to any college facility.
  
- 4. Frequent cleaning and sanitization of classroom, restrooms, high-touch areas, equipment and shared surfaces.**
  - a. Campus Operations will ensure the frequent cleaning and sanitization of classrooms, labs, restrooms, high-touch areas, equipment, and shared surfaces. Restrooms will be cleaned every hour or more frequently if necessary and classrooms will be cleaned and sanitized before and after each class session. High-touch areas, such as door handles, elevator buttons, staircase railings, counter tops, copy machines, etc. will be sanitized frequently throughout the building.
  - b. Quality control sheets will be kept to document date/time/location of cleaning of high traffic areas.
  - c. The College will post restrictions for the use of the elevator (there is only 1 on campus) to those for whom health related issues prohibit them from using the stairs. The College will limit use to 1 person at a time on the elevator, and all buttons will be cleaned frequently. Signs will be posted to encourage elevator riders to use the hand sanitizing dispensers immediately adjacent to the elevators and stationed throughout the college prior to and after use. Sanitizing dispensers are located on each floor near the elevator door and throughout the college near restrooms, offices, classrooms, etc.
  - d. Water fountains will be disconnected, leaving only water bottle filling stations open. Signs will be posted at closed water fountains directing individuals to the nearest water bottle filling station.

## **Warren County Community College Restart Plan COVID-19 –The Road Back**

- 5. Maintenance of adequate supplies, such as personal protective equipment and cleaning supplies.**
  - a. A designated securely locked and monitored room will store all personal protective equipment and cleaning supplies. This includes facial masks, gloves, hand sanitizing packets for dispensers, sanitizing wipes, sanitizing spray, replacement soap inserts for bathroom dispensers, and all other cleansing and sanitizing agents necessary for general cleaning and sanitizing throughout both campuses.
  - b. The Dean of Campus Operations will monitor inventory and order to replenish supplies on a bi-weekly basis, as necessary. Acquisition of initial supplies have already been obtained, and restocking orders are already in place. There are more than enough supplies on hand to ensure daily usage for July and August.
  
- 6. Continued remote instruction for faculty and/or students who are unable to participate in in-person instruction.**
  - a. Upon written request and medical documentation supporting the risk for any faculty member and/or students to be on campus, arrangements will be made to support instruction and learning remotely as appropriate.
  - b. In the event that faculty cannot produce or elect not to produce medical documentation, teaching or learning on campus will be strictly voluntary until a vaccine or treatment is available. No employee at Warren shall be forced to work on campus if they do not volunteer to do so. It is important to understand that Warren has less than 65 full-time employees in total, so social distancing of staggered staff represents very few people on campus, as there are very few employees in general.
  
- 7. Social distancing in classrooms, restrooms, and other areas across campus.**
  - a. Classrooms have been reconfigured to support social distancing measures, identifying seating that ensures a minimum of six-foot distancing with specific ingress and egress restrictions where possible.
  - b. Only 2 stalls in each restroom are available; all other stalls will be taped off. Handwashing stations are minimized to ensure six feet of social distancing, with the remaining stations taped off.
  - c. Chairs have been removed from hallway gathering areas and all common areas have been taped off and all furniture has been removed and placed in storage to diminish any ad hoc unauthorized student or employee gatherings.
  
- 8. A plan for operation of computer labs.**
  - a. During Stages 1 & 2, computer labs will not be open for in-person instruction or studying on either campus, with the exception of any course/program previously approved through the OSHE waiver (see Appendix C).
  - b. During Stage 3, computer labs may be open in a limited fashion, by appointment, in accordance with state restrictions in effect.

## **Warren County Community College Restart Plan COVID-19 –The Road Back**

### **9. Strategies for food service and dining operations to ensure compliance with all health and safety standards applicable to Executive Orders.**

- a. No food service is available during Stages 1 & 2. Any food service on campus during Stage 3 will be limited to a grab-and-go, with the same protocols and restrictions granted to restaurants for order and pick up. Social distancing protocols of six-foot distancing will be required and marked on the floor of the dining area.

### **10. A plan for the operation of student services.**

- a. During Stage 1, all services will be conducted remotely. During Stages 2 & 3, student services and financial aid will open with limited and staggered staffing in place. Student services personnel will continue to meet with and advise students remotely when not on campus. Both student services and financial aid will only meet in-person with students by appointment, limiting numbers of entering persons to two at a time, strictly enforced by college security staff. Movable Plexiglas physical protective barriers are installed at each advising area to accommodate in-person advising by appointment only. Only two advisors will be allowed on campus at a time, with each being assigned a “wing” in the student services area to ensure maximum social distancing, and a maximum of three people (1 advisor, 2 guests) meeting by appointment at one time.
- b. The business office will continue to encourage students to make payment arrangements remotely through the MyWarren portal. When accommodating students in-person, by appointment only during Stages 2 & 3, movable Plexiglas physical barriers are installed at the payment station.

### **11. Performance of health screenings for faculty, staff, students, and visitors prior to entry, and education regarding self-monitoring for symptoms.**

- a. Faculty, staff, and students will stop at security upon entering the building to confirm their name is on the schedule and/or approved list for entry. The College will only allow entry through one door on each campus. As this is normal standard operating procedure at Warren as part of our active shooter prevention, all protocols limiting entrance and exit already are in place and practiced at Warren.
- b. Six-foot distancing markings will be placed on the floor in the entry way of the buildings to maintain social distancing for those waiting to be screened.
- c. Faculty, staff, and students will respond to question regarding family members living in the same household. 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.
- d. Faculty, staff, and students must wear a mask upon entry to the building and must wear the mask while in the building at all times.
- e. 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.**

## **Warren County Community College Restart Plan COVID-19 –The Road Back**

- f. Information provided by the CDC on signs and symptoms of COVID-19 are posted throughout the facility and included in communications provided to students for self-monitoring.
- g. 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.
- h. 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.
- i. Students who identify themselves as high-risk individuals will be offered alternative instruction; i.e.: individual testing, off campus testing, etc.

### **12. Commitment to working with local and state officials, including the local health department and local office of emergency management, to share the components of the restart plan and revise same as may be necessary.**

This plan was developed as a collaborative effort that originated at the Board of Trustees' retreat and was completed with input from WCCC Administration, the faculty union president and faculty representatives, staff, and student representatives.

- a. Warren County Community College will share this plan with the local health department and office of emergency management and other communities of interest, such as our local governmental agencies and advisory boards.

### **13. Establishment of COVID-19 testing guidance and contact tracing protocols developed in consultation with local health officials and in line with existing state and federal health privacy statutes and regulations.**

- a. Using our current electronic attendance recording protocols, attendances and absences will be monitored electronically. Any confirmed exposure will be reported to local health officials, with a complete listing of attendees and their contact information.

### **14. Institutions must minimize gatherings where possible.**

- a. All gatherings outside of classroom instruction, institutional operations and Board of Trustee public meetings are prohibited during Stages 1, 2 and 3. The College will use remote meeting software (GoToMeeting & GoToWebinar) to conduct any events or meeting with large groups and/or the community. No outside groups are permitted on campus or to schedule meetings/events during Stages 1, 2 and 3.

# Warren County Community College Restart Plan COVID-19 –The Road Back

## Screening, Testing, and Contact Tracing Protocols

### Screening & Testing

Faculty, staff, and students will be screened for temperature and exposure to COVID-19.

- Entry will be denied to any faculty, staff, or student whose temperature is at, or exceeds, the temperature that the CDC considers a fever: 100.4 °F [38 °C]† or greater.
- Faculty, staff, and students will acknowledge and respond to the exposure statement questions (see Appendix B) upon entry to the facility.
- Faculty, staff, and students exhibiting or disclosing symptoms will be encouraged to get tested by contacting their personal physician or through the Centers for Disease Control and Prevention: [Testing Information](#)
- All persons utilizing the building will be encouraged to review with the resources through Centers for Disease Control and Prevention [Symptom Checker](#)

### Tracing Protocols

- All faculty will take attendance daily, including upon resuming class after any breaks. At any such time that a student reports a confirmed diagnosis of COVID 19, the attendance of all persons in that classroom and/or who came in contact with that student will be immediately reported to the College administration and the local health department, and any faculty, students, or staff deemed to have been exposed.
- At any such time that a faculty/staff member or student reports a confirmed diagnosis of COVID- 19, a report of all persons who came in close contact with that individual will be reported to the College administration and the local health department. The CDC defines a close contact as anyone who was within 6 feet of the infected person for at least 15 minutes starting from 48 hours before the person began feeling sick until the time the patient is isolated. See [CDC's approach to contact tracing](#).



# Warren County Community College Restart Plan COVID-19 –The Road Back

## Instruction

### Stage 1

No in-person instruction will take place; all instruction will be conducted remotely or via distance education.

### Stage 2

Starting on July 6, 2020, in-person instruction was limited to waiver supported courses, previously approved by the Secretary of Higher Education (See Appendices C-E). Labs, clinical rotations, and hands-on Instruction were conducted with all the safety measures approved in the waiver and the *General Safeguarding Measures* listed in this document. In accordance with Executive Order No. 175, WCCC will resume limited face-to-face general education courses during Stage 2, following the same *General Safeguarding Measures* listed in this document. In many cases, staggered classroom and laboratory sessions may be scheduled. Visual face-to-face and e-Tutoring services will continue to be provided by appointment.

### Stage 3

When the State of New Jersey enters Stage 3, WCCC will resume with a modified schedule in accordance with both statewide gathering restrictions and [CDC/DOH](#) public health infection control standards, including social distancing, sanitizing equipment, handwashing, and cleansing/disinfecting. All instruction will be conducted with all the safety measures approved in the waiver and the *General Safeguarding Measures* listed in this document.

Faculty, staff and students who provide medical evidence that they are immunocompromised or at high risk for COVID-19 will be given the option to provide or receive instruction remotely. Individuals presenting with symptoms or a positive diagnosis of COVID-19 must not attend in-person instruction and will be provided with an alternative option for their work, such as remote instruction or work assignment. Virtual face-to-face and e-Tutoring services will continue to be provided by appointment.

In many cases, staggered classroom and laboratory sessions may be scheduled. Any classes not previously approved by a waiver, will follow the same re-opening processes identified in the previously approved waivers and this plan, whichever is more restrictive.

## Warren County Community College Restart Plan COVID-19 –The Road Back

### Computer Labs

#### Stage 1

Computer labs will not be open.

#### Stage 2

Computer labs will not be open for in-person instruction or studying on either campus, with the exception for any course/program previously approved through the OSHE waiver.

#### Stage 3

Computer labs may be open in a limited fashion, by appointment, in accordance with state restrictions. These include social distancing of at least six feet between individuals and adequate sanitation measures are taken (cleaning and sanitizing of keyboards, desktops, and chairs) before and after use. Students must wear face coverings at all times. In some cases, loaner laptops may be provided to students who are unable to secure CARES ACT funding to purchase their own device.

### Library

#### Stages 1 & 2

During Stages 1 & 2, the WCCC Library is closed, however, online access to the databases and collections remains available. The Library Coordinator is accessible remotely and is conducting library services virtually for those who need assistance.

#### Stage 3

During Stage 3, the WCCC Library remains closed, however, online access to the databases and collections remains available. The Library Coordinator is accessible remotely and is conducting library services virtually for those who need assistance. Curbside pickup will be available for any resources students may need, by appointment only.

# Warren County Community College Restart Plan COVID-19 –The Road Back

## Student Services

### Stage 1

Student services will conduct all advising, registration, and financial aid remotely.

### Stages 2 & 3

Student Services will continue to offer advising, registration, and financial aid remotely, however, in-person advising and registration will take place on an appointment-only basis at both the Washington and Phillipsburg Campuses. Staffing is reduced daily using a staggered weekly schedule where advisors and financial aid personnel are working remotely more frequently than on campus. Only those students with appointments and who have been screened at the entrance, following the *General Safeguarding Measures* listed in this document, will be permitted to enter the department. Appointments will be staggered to minimize capacity.

The general waiting area has been reconfigured to allow for appropriate six-foot social distancing measures, and staggered appointment scheduling reduces issues with traffic flow. Movable Plexiglas physical barriers are installed at each work station and staffing is reduced. Hand sanitizer bottles and Clorox wipes (or equivalent) will be available at each work station for staff/student use.

Any student services staff or students who provide medical evidence that they are immunocompromised or at high risk for COVID-19 will be given the option to provide or receive services remotely.

# Warren County Community College Restart Plan COVID-19 –The Road Back

## Dining Services

### Stages 1 & 2

No food service is available during Stages 1 & 2.

### Stage 3

Any food service on campus during Stage 3 will be limited and subject to state orders, occupancy restrictions, and applicable health and safety protocols. Grab-and-go dining may be available with social distancing protocols in place for ordering and pick up. The floor will be marked to designate six-foot distancing.

Outdoor dining tables are available for faculty, staff, and students in the grassy areas behind the building and along the windows outside of the library on Main Campus in Washington and adjacent to the parking lot at the Phillipsburg Education Center. All users will be encouraged to maintain social distancing at all times.

During Stage 3 when indoor dining is permitted, the College will follow state and federal guidelines, adhering to the CDC and DOH protocols for six-foot social distancing and sanitization practices, including:

- Spacing/arranging dining tables and minimizing seating to meet recommended six-foot social distancing
- Requiring the use of facial coverings, except while eating/drinking
- Minimizing gatherings
- Disinfecting and sanitizing eating areas

## Warren County Community College Restart Plan COVID-19 –The Road Back

### Other Services

Warren County Community College currently does not provide on campus residential housing, does not engage in external research, does not provide transportation services, does not have study abroad and international travel, and does not have any athletic programs.

Warren, therefore, will not be providing any plans for reopening these services, as they are not applicable.