Submission of Institutional Plan for Restart
Cover Sheet

Institution Name: Georgian Court University
Date Submitted: 7/27/2020
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Website for Restart Plan Posting: https://georgian.edu/health-services/coronavirus/

Note: Institutions do not need to wait for OSHE confirmation prior to posting to website. The plan should go live on the website when it is submitted.

Components of Institutional Plan for Restart Checklist

(Note: Before submitting, please review and check that the following components are included in the plan. The plan should be submitted with the headings below. If you are only submitting for certain sections, check only those that apply).

1. General Safeguarding
2. Screening, Testing, and Contact Tracing Protocols
3. Instruction
4. On-Campus Residential Housing
5. Computer Labs/Libraries
6. Research
7. Student Services
8. Transportation
9. On-Campus Dining
10. Study Abroad and International Travel
11. Athletics
12. Other Information/Appendices (as needed)

By signing below, the institution certifies that all statements provided are true and correct and that the institution will comply with all applicable requirements set forth in the Governor’s Executive Orders.

Signature of President or Appropriate Designee

07/27/2020

Date
General Safeguarding

How will the institution implement general safeguarding measures during each stage?

As the OSHE restart standards state, “until a proven vaccine or approved therapy for COVID-19 is widely available, campus activity will involve some level of risk as operations resume.” Georgian Court has taken a comprehensive look at how to mitigate the risks to all employees and students, balancing the goal of providing an excellent academic experience for students against potential harm should the conditions for Stage 3 reopening be reached. We trust in our students, faculty, and staff to take every precaution to protect each other and ask all to follow a code of conduct that itemizes those precautions. Face coverings that cover the mouth and nose are mandatory for all persons on campus unless a person is alone in their private office or alone outside. Everyone is expected to maintain a distance of at least six feet from other individuals. Signage and visible markings will be placed throughout campus as reminders. All employees and students are asked to assess their wellness and potential exposure to COVID-19 daily and to follow guidelines for self-isolation issued by the CDC and the New Jersey Department of Health. All employees and students should also take time for self-care, including proper rest and nutrition.

Three teams have been responsible for developing the reopening plan:

- The **Strategic Team for Academic Readiness** worked on the academic plan focusing on academic the needs of students and faculty inside and outside the classroom. It consisted of five faculty members, the director of instructional technology, the four school deans, the associate provost, and the provost.
- The **Campus Operations Team** worked on issues addressing campus functions related to the student experience, student services, and the logistics of campus operations. The group consisted of representation from the numerous student services offices, health and counseling services, athletics, student affairs, and facilities.
- The **Administrative Operations Team** worked on campus-wide processes and procedures required for the safe return to campus of students, faculty, and staff. The team was interdepartmental and led by the director of campus operations.

These three teams have the ongoing responsibility to assess implementation as the Health and Safety Committee.

Recommendations from these teams were vetted through the President’s Cabinet and communicated via e-mail and the Georgian Court University website, [https://georgian.edu/health-services/coronavirus/](https://georgian.edu/health-services/coronavirus/). The policies and procedures documented here are consistent with the New Jersey Governor’s Executive Order [155](https://georgian.edu/health-services/coronavirus/) as well as the OSHE restart standards.

This plan is constructed with the assumption that the State of New Jersey is in Stage 3 of the “NJ Road Back.” If Stage 2 restrictions are in place, all instructional activities, as well as student-facing staff activities, will revert to completely online. Online is an option for all students in our Stage 3 plan (see Instruction), so a transition to online can be accomplished with little disruption. Additionally, the campus will revert to completely online if, in consultation with the Ocean County Health Department, there is evidence of community spread. According to the Centers for Disease Control (CDC), community spread means that people have been infected with the virus in an area, including some who are not sure how or where they became infected. Each health department determines community spread based on local conditions.
In summary, our general safeguarding (detailed in the following sections) includes:

- Fewer people will be on campus, both overall and at the same time, making it easier to avoid contact between people, maintain cleanliness, and keep adequate supplies available.
  - The HyFlex model of instruction will be used. It is defined and detailed in the Instruction section below.
  - Offices will operate on a reduced schedule, and interactions will be by appointment only.
  - Visitors to campus will be strictly limited and must be preapproved. They will be screened and must follow the same code of conduct as employees, including wearing face coverings and maintaining social distance.
  - Residence halls are operating at a reduced capacity, below 70%.

- Face coverings are required for all persons on campus or at a location where school instruction is being conducted. Indoors, they may be removed when faculty/staff are alone in an office or when students are in their residence hall rooms. Outdoors, they may be removed when the individual is able to consistently stay at least six feet away from others. If employees have a health concern that prevents them from wearing face coverings, they should contact the Office of Human Resources to request workplace accommodations. Students with such health concerns should contact the Office of Health Services. While a small supply of face coverings will be made available to faculty, students, and staff, it is recommended that campus community members procure an adequate supply for their personal use. Cloth face coverings must only be worn for one day at a time and properly laundered before being used again. Having a week’s supply of cloth face coverings can help reduce the need for daily laundering.

- General supplies of disposable face coverings, hand sanitizer, and disinfecting wipes are being purchased and distributed. Departments/offices that have specialized needs, such as the Office of Health Services, will purchase and maintain levels of PPE for their use.

- All individuals are required to engage in social distancing and appropriate hygiene practices as recommended by the CDC and the New Jersey Department of Health.

- All students and staff must follow the New Jersey incoming travel advisory that states all individuals entering New Jersey from states with a significant spread of COVID-19 should quarantine for 14 days after leaving that state. Resident students may quarantine in their residence hall rooms upon initial arrival to campus; all others must not come to campus during their quarantine period.

- The university’s partner Aramark is responsible for cleaning all campus buildings. Facilities management will implement enhanced cleaning protocols to meet or exceed CDC sanitization guidelines. In accordance with these guidelines, rooms on campus have been classified by type to determine sanitization needs and methods. The enhanced sanitation plan will go into effect when students return. The enhanced cleaning detailed below is possible as a result of added porter services, along with the realignment of current facilities staff resources to meet the community requirements.
  - Aramark’s facilities team will monitor areas to ensure that hand soap and hand sanitizer are readily available on campus.
  - Hand sanitizer stations will be provided in classrooms, at building entrances, and at dining locations.
  - Academic classrooms’ regularly scheduled cleanings will be supported with increased classroom cleanings, using added porters (a porter continually cleans and maintains high traffic areas) to assist in wiping down spaces and high-touch objects.
o Restrooms in academic buildings will receive full cleaning twice daily, along with porter service every two hours.

o Residence halls will receive daily cleaning with additional porter services twice daily, inclusive of high-touch cleaning.

o All offices will be cleaned several times per week, with the ability of faculty and staff to opt out of regular cleanings.

o Common office space and other areas will be scheduled based on building usage and reopening guidelines for rate of occupancy. They will be cleaned accordingly.

- The university will closely monitor building heating, ventilation, and air conditioning (HVAC) guidelines and recommendations issued by the following: the Association of Physical Plant Administration (APPA); the American Society of Heating, Refrigeration, and Air Conditioning Engineers (ASHRAE); and the CDC.
  
  o The university is replacing air filters on HVAC systems across the campus and performing preventative maintenance on the heating and cooling systems. Regular filter replacements are scheduled throughout the year.
  
  o The university has a varied array of HVAC systems across the campus, where applicable we are increasing the quantity of outside air and adjusting building exhausts to increase air flow. Individual buildings will be adjusted as needed to meet the interior needs.
  
  o During hot, humid weather, it is imperative that all windows in buildings utilizing air conditioning systems be kept closed. Opening windows allows hot, humid air to enter the building, which will condense on cool surfaces and create mold issues.

- Reminders of healthy habits and personal safety will be posted throughout campus (workspaces, classrooms, bathrooms, etc.) and communicated frequently. These include:
  
  o Wash hands with soap and water for at least 20 seconds.
  
  o Keep a supply of hand sanitizer, if possible.
  
  o Cover your cough or sneeze with your elbow.
  
  o Regularly clean all high-touch areas in your direct workspace.
  
  o Do not touch your eyes, nose, or mouth with unwashed hands.
  
  o Maintain six feet of social distancing whenever possible.

- Directional arrows in academic building hallways will be placed. In addition, markers indicating six feet of separation will be placed outside classrooms to remind students to separate while waiting to enter a room.

- All students must complete training regarding COVID-19 sanitization and social distancing practices and protocols as a condition of returning to campus or any in-person Georgian Court classes and activities at off-site locations.
  
  o COVID-19 training for new students will be a part of New Student Orientation.
  
  o Returning students will be required to view a training video.
  
  o Resident students will undergo further training as part of their orientation to housing on campus.
  
  o Infractions of the Student Code of Conduct, including lack of adherence to COVID-19 associated practices, will result in disciplinary action.

- All faculty and staff must also complete training on appropriate sanitization and social distancing practices and protocols as well as institutional policies and procedures developed to limit the spread of COVID-19 prior to the individual's return to campus. Training will be provided online, and completion will be recorded.
Screening, Testing, and Contact Tracing Protocols

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

Communication will be made through the university website, welcome e-mails, and a town hall on our operating procedures scheduled for late July.

Students, faculty, and staff returning to campus must conduct symptom monitoring every day prior to arriving at Georgian Court University or any location in which the university conducts classes. Georgian Court’s main campus in Lakewood, New Jersey, will have only one entry and exit point at the main entrance. All other gateways will be kept closed.

In order to come to campus, individuals must be free of any symptoms potentially related to COVID-19. At this time, these symptoms outlined by the CDC include one or more of the following:

- cough,
- shortness of breath or difficulty breathing,
- fever of 100.4 degrees or higher,
- chills,
- repeated shaking with chills,
- runny nose or new sinus congestion,
- muscle pain,
- headache,
- sore throat,
- fatigue,
- new GI symptoms, and/or
- loss of taste or smell.

An electronic screening tool, provided by the university, must be completed every day that an employee or student comes to campus. To encourage compliance, completion of the screening may be spot-checked upon arrival to campus by safety officers at the Main Entrance. For students residing on campus, it will be spot-checked by the Office of Residence Life. For employees who work outside the gates, it will be spot-checked by managers. Completion of the screening will always be checked for the limited visitors permitted on campus upon their arrival.

*What will be the testing protocol?*

University decisions on protocols related to symptom monitoring and testing are informed by the guidelines from the CDC, New Jersey Department of Health, Ocean County health officials, and the American College Health Association.

Recommendations for COVID-19 testing continue to evolve. At the present time, these organizations do not recommend mass testing because it will assess a person’s infection status only at a single point in time. A person who tests negative in the morning may become infected in the afternoon, the next day or the next week. Given this, the university is focusing on the critical importance of prevention, mitigation, and monitoring efforts and expects community members to follow personal safety practices at all times.
If a faculty or staff member has a known exposure to COVID-19 (e.g., a household member with a laboratory-confirmed SARS-CoV-2 infection or illness consistent with COVID-19) or has COVID-19 symptoms, they should not remain or return to campus. They should notify the Office of Human Resources and their direct supervisor and seek guidance on testing from their primary health care provider. The university’s health care plans cover the costs associated with COVID-19 testing.

If a student has a known exposure to COVID-19 (e.g., a household member with a laboratory-confirmed SARS-CoV-2 infection or illness consistent with COVID-19) or has COVID-19 symptoms, they should contact the Office of Health Services, which will advise them on next steps. Health Services will provide a phone screening and make an appointment to bring the student into the office if needed. Resident students who can return home are asked to do so. Those who cannot return home will be moved to rooms reserved for isolation or quarantine.

A negative virologic test result, according to CDC guidelines, will be required before individuals can return to campus activities.

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

Should a sick student require transportation for medical treatment, we will refer them to a medical transport company.

Commuter students who require isolation or quarantine will be banned from campus for a minimum of a 14-day period, as instructed by the CDC. In order to return to campus, the student must provide medical clearance to the Office of Health Services.

Resident students who require isolation or quarantine will be asked to return home, if possible. The Office of Residence Life has reserved 18 beds for the purpose of isolation or quarantine housing for those who cannot return home. These beds are located in single rooms with self-contained bathrooms that would allow an isolated or quarantined student to reside without needing to use and possibly contaminate a community bathroom. If a resident student is unable to return home, they will be required to isolate/quarantine in one of these designated rooms within the residence halls for a minimum of 14 days and will only be allowed to return to their regular room and campus activities once they have a negative COVID-19 test result. Additionally, arrangements have been made with the university food service and facility maintenance provider, Aramark, for food delivery and trash disposal for these students.

The Office of Health Services will notify the Ocean County Health Department of any student who is known to test positive for COVID-19. Should the student not be a resident of Ocean County, Health Services will also contact the health department where the student resides.

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

During Stages 1 and 2, everyone who comes to campus will be recorded on a log-in sheet at the university entrance with their intended destination and duration of their visit on campus. If they are visiting or working at a building outside the fence, they will still check in at the Main Entrance and provide their intended destination and duration on campus. During Stage 3, faculty, staff, and students will use a screening tool (more details below) to determine if they are cleared to come to campus. For those scheduled to work or participate in classes or other activities on campus, schedule records would
be used as a basis for contact tracing. Those who come to campus at times other than scheduled will participate in contact tracing on the basis of their completion of the screening tool.

Each day that they come to campus, all employees and students will be responsible for completing a screening tool which will be available online or through a mobile app. Employees and commuter students are required to complete the checklist before arrival on campus. If the screening tool indicates that an employee should stay home, they should contact their supervisor and consult their primary care physician. For commuting students, if the screening tool indicates they should stay home, they should contact the Office of Health Services and not come to campus. If the screening tool indicates that a resident student should “stay home,” they should contact both the offices of Health Services and Residence Life.

Visitors, contractors, or others outside the GCU community must complete the daily checklist before arrival on campus. They will receive a text or e-mail establishing their authorization to come to campus. When arriving on campus, these individuals must show the authorization to campus safety personnel at the Main Entrance. As a backup precaution, the offices of Campus Safety, Health Services, and Human Resources will have access to daily screening results.

When a student tests positive, the director of health services will work with the student life staff, faculty, and the COVID-19 positive student to trace his/her whereabouts for the 48 hours prior to the onset of symptoms. All contact tracing will be performed confidentially. Information will be provided to the Ocean County Health Department using the same notification process followed in Spring 2020 at the time of the initial outbreak. Faculty will maintain attendance records for all in-person class sessions to assist with contact tracing.

Students who become too ill to be maintained on campus will be transported by ambulance to the nearest medical center. Student medical appointments will be managed via telehealth. If a student needs to be seen in person by the Office of Health Services, the student will schedule an appointment online, detailing their symptoms in the scheduling process. Students authorized for an appointment by Health Services will be directed to come to the Health Center at the appointed time wearing a face covering. Given the proximity of the residence halls to health services, transport will not be provided on campus.

When an employee tests positive, the Office of Human Resources will work with the employee’s colleagues and other staff and the COVID-19 positive employee to trace his or her whereabouts for the 48 hours prior to the onset of symptoms. Students may be included in contact tracing should the employee have had contact with any students. All contact tracing will be performed confidentially. Information will be provided to the Ocean County Health Department using the same notification process followed in Spring 2020 at the time of the initial outbreak.

**Isolation and Quarantine Protocols**
*From the CDC*

**What Is Isolation?**

Isolation is used to separate people infected with the virus (with or without symptoms) from people who are not infected. People who are in isolation should stay home until it is safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific “sick room” or area and using a separate bathroom (if available).
Who Needs Isolation?

- People who have COVID-19.
- People who have symptoms of COVID-19 and are able to recover at home.
- People who have no symptoms (are asymptomatic) but have tested positive for COVID-19.

People in isolation should stay home except to get medical care. They should
- monitor their symptoms. If there is an emergency warning sign (including trouble breathing), emergency medical care should be sought immediately.
- stay in a separate room from other household members, if possible.
- use a separate bathroom, if possible.
- avoid contact with other members of the household and pets.
- not share personal household items, like cups, towels, and utensils.
- wear a cloth face covering when around other people, if able.

Who Needs to Quarantine?

Anyone who has been in close contact with someone who has COVID-19.

This includes people who previously had COVID-19 and people who have taken a serologic (antibody) test and have antibodies to the virus.

What Counts as Close Contact?

- You were within six feet of someone who has COVID-19 for at least 15 minutes.
- You provided care at home to someone who is sick with COVID-19.
- You had direct physical contact with the person (touched, hugged, or kissed them).
- You shared eating or drinking utensils.
- They sneezed, coughed, or somehow got respiratory droplets on you.

Stay Home and Monitor Your Health

- Stay home for 14 days after your last contact with a person who has COVID-19.
- Watch for fever (100.4°F), cough, shortness of breath, or other symptoms of COVID-19.
- If possible, stay away others, especially people who are at higher risk for getting very sick from COVID-19.

When Should You Start Quarantine?

You should stay home for 14 days after your last contact with a person who has COVID-19.

What Is Social Distancing?

Social distancing, also called “physical distancing,” means keeping a safe space between yourself and other people who are not from your household.

To practice social or physical distancing, stay at least six feet (about two arms’ length) from other people who are not from your household in both indoor and outdoor spaces.

Social distancing should be practiced in combination with other everyday preventive actions to reduce the spread of COVID-19, including wearing cloth face coverings, avoiding touching your face with unwashed hands, and frequently washing your hands with soap and water for at least 20 seconds.
Instruction

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

Georgian Court University will only use spaces that can accommodate at least 10 socially distanced individuals, limit the size of groups gathered, ensure hand sanitizer and sanitizing wipes are readily available and used, and post visual reminders throughout campus. Implementation details for particular programs and course types are discussed in later in this section.

**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?**

For students, the HyFlex modality will be implemented in all classes that have an in-person component. As explained below, this will enable immunocompromised students to progress through their classes online, at any time. Immunocompromised faculty may request an accommodation through Human Resources to change their course modality to completely on-line (asynchronous) or virtual (online but with synchronous components), allowing them to remain out of in-person classes.

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

To ensure that social distancing can be maintained, only the largest classrooms and spaces will be used. Student desks will be spaced six feet apart. An area will be established for faculty use, including a podium, whiteboards, and displays. Multidirectional microphones and webcams will also be present so that the faculty may record the classroom session. Face coverings will be worn at all times. Clear plastic face shields will be provided to faculty as an option to use as a face covering. Students and faculty are encouraged to use their own materials (e.g., pens, board markers, etc.) to avoid touching shared items.

Only spaces large enough to accommodate nine students and a faculty member were selected for regular use. These are:

**Repurposed Spaces**
- Casino Ballroom
- Casino Lion’s Den
- Casino 1—SE corner of the Casino
- Casino 2—SW corner of the Casino
- Casino 3—NE corner of the Casino
- Casino 4—NW corner of the Casino
- Dorothy Marron University Community Chapel
- Jeffries Hall Little Theatre
- Library Sambol Room
- Mansion Great Hall
- McAuley Heritage Center

**Farley Center**
- FC202
- FC206—classes requiring use of a computer lab only
- FC207
- FC214
- FC305
Hamilton Hall  
HH110

Jeffries Hall  
B5  
JH104  
JH117—only for digital communication and graphic design classes that require lab  
JH119  
JH134  
JH135—only for courses that require a computer lab  
JH165  
JH205  
JH206—only for courses that require a computer lab  
JH207  
JH208  
JH209—only for digital communication and graphic design classes that require lab  
JH211/213/216—only for art studios; students will be spread across the three rooms  
JH220  
JH221  
JH226

Raymond Hall  
RH201  
RH209

On an exception-only basis, small classes of one to seven students may take place in rooms smaller than those described above. The same sanitation and safety measures will apply to these rooms.

To minimize interactions between class sessions, students may not arrive at their classroom more than five minutes before the session is to start. All persons must leave the classroom by the scheduled session end time.

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

- Scheduled academic classroom cleaning will be supported with increased classroom cleanings, using added porters (a porter continually cleans and maintains high-traffic areas) to assist in wiping down spaces and high-touch objects.
- Faculty and students are asked to wipe down their spaces, including computer keyboards, before departing. Entering faculty and students should also wipe down the space they plan to use. Signage will be included in the classrooms that remind people about all protocols, including wiping spaces and disposing of the wipes in appropriate waste receptacles.
- In addition, a porter will be going through the academic areas to wipe down surfaces such as doorknobs and light switches.
- Restrooms in academic buildings will receive full cleaning twice daily along with porter service every two hours.
Details on Instruction

NJ Road Back or Ocean County Health Department Stage 1—all curricular activity will be remote.

NJ Road Back or Ocean County Health Department Stage 2—all instruction other than that detailed for the Georgian Court–Hackensack Meridian Health School of Nursing, in accordance with the waiver granted in June 2020 (details in the Nursing program section below), will be remote.

NJ Road Back Stage 3: Instruction will follow the HyFlex model detailed below.

Lecture Classes in All Subjects

For Stage 3, a HyFlex model of instruction has been scheduled. In-person classes (originally scheduled as hybrid or lecture) will be modified to a hybrid flexible (HyFlex) format. The shift to HyFlex means:

- All necessary course content is provided online using Blackboard Learn. Using the Blackboard Learn platform for all classes maintains consistency for our students.
- In-person class sessions will focus on aspects of the course that most benefit from interaction between professors and students and between students. For in-person classes, students will be assigned to group sizes based on required/recommended safety guidelines. In general, these group sizes will be no more than nine students plus the instructor.
- The in-person sessions will meet for a subset of the originally scheduled time. For example, a class of 16 students scheduled to meet on Mondays and Wednesdays from 9:30 to 10:45 AM might have 8 come on Mondays from 9:30 to 10:30 AM and the other 8 come on Wednesday from 9:30 to 10:30 AM. As another example, for classes scheduled to meet just once per week, the time might be split between groups, or groups might come in alternating weeks. These classes will be designated on the schedule as HYBRID classes. Assignments to groups with days/times when students are scheduled to be in person must be part of the course outline provided before the first day of classes.
- In-person sessions may be audio-streamed and recorded when possible. In some cases, at the faculty member’s discretion, students may attend the in-person sessions via video conference using Blackboard Collaborate. Alternatively, the in-person session will be used to enhance material available online. Faculty are asked to use that time creatively.
- Students will not be required to attend an in-person class if they are sick, in self-isolation, or otherwise unable to travel to campus. Individual students can progress with all assignments completely online.
- Faculty will follow normal policy on unplanned absences to notify their department chair and dean should they need to cancel or alter one or more class sessions due to sickness or self-isolation.
- Some HyFlex courses will be completely online but include synchronous sessions in which students and faculty simultaneously interact on Blackboard Learn using Blackboard Collaborate. The session time for these sessions, known as virtual sessions, will be a subset of the time for the originally scheduled class. Going back to the example above of a class originally scheduled for Mondays and Wednesdays from 9:30 to 10:45 AM, the virtual sessions might be from 10:00 to 10:45 AM on both Mondays and Wednesdays or there might be one session from 9:30 to 10:45 AM on Wednesdays. These courses will be designated on the schedule as ONLINE with the virtual session(s) days and times defined and the campus designated as virtual.
- Attendance Policy: As students may not be able to attend the in-person or the virtual classes for medical reasons, attendance policies will be extremely flexible. Participation will be assessed by measures beyond attendance, such as participation in weekly discussion fora.
• Courses that were originally scheduled as online courses will continue as asynchronous online and not require any time where students meet with their faculty virtually except by appointment for office hours or advising.

**Studio Classes in Art, Digital Communication, and Graphic Design**

• Studies classes operate using the HyFlex model, similar to the lecture classes described above.
• Studio art courses are limited to 12 students per section but will be conducted in large studio art classrooms with no more than 6 students in each room at a time. One studio is 720 square feet, and two studios are 1,008 square feet each.
• Studio courses for digital communication and graphic design scheduled for the graphic design and multimedia labs (JH117 and JH209) will be limited to five students meeting in those spaces to maintain social distancing. Disposable keyboard covers should be used.

**Classes Meeting in Computer Labs**

When a computer lab (JH135, FC206) is needed for instruction, social distancing will be maintained, and disposable keyboard covers will be used. In addition, the guidance described in the Computer Labs section will be followed.

**Science Labs**

All labs in biology, chemistry, physics, and earth science will be conducted virtually, with faculty members demonstrating techniques. Labs will be demonstrated by faculty members on video and students willing to demonstrate.

**Exercise Science Labs and Physical Education**

All exercise science (ES) and physical education (PE) courses are scheduled as HyFlex Hybrid format incorporating virtual tools for an optimum learning experience. In-person ES lab activities and PE sessions are scheduled individually or in a small group that does not exceed the safe capacity limit. Signs and verbal reminders for proper PPE use and handwashing, as well as pre-session health screening enforcement, will serve as additional safeguards. Anyone who does not meet the health criteria will not be permitted to participate in the in-person ES lab or PE activities.

**School Psychology Courses with Training Objectives and Standards**

There are certain courses that require some face-to-face interaction to meet training objectives and standards. The assessment course sequence (SPS6103, SPS6104, SPS6109) requires practical experiences to be completed to successfully complete the courses before students can move on to Practicum II (SPS5801) and Externship (SPS6200 & SPS6202). Students should consider these requirements carefully before enrolling in these courses. These courses cannot be successfully completed without some interaction with other students and/or practice clients. Any student who wishes not to enroll in these courses will have the opportunity to take them at a later date, although doing so may delay their progress in the program. Students participating will adhere to state, CDC, university, and placement site COVID-19 safety protocols and guidelines, including wearing face coverings, handwashing or using hand sanitizer, and maintaining appropriate social distancing to the degree possible to meet the objectives.
Nursing Program

I. CLASS INSTRUCTION
   A. Nursing faculty will develop classroom plans based upon size and course needs
      • Class sizes will be from 18 to 24 students.
      • Each student will be assigned a team.
      • Each team will have 7 to 10 students.
      • Teams will rotate in class from week to week.
      • Classes of 22 to 24 students, with teams of 7 or 8, will rotate so they are on campus every third week.
   B. Hybrid delivery: One team meets in class; the other team(s) meet online.
      • HyFlex: All content will be available on Blackboard Learn.
      • Students are expected to attend all in-class or online sessions at scheduled times.
      • Students are expected to pre-read, view voice PowerPoints, and complete pre-lecture quizzes and other assignments prior to class.
      • Class time will be spent reviewing content, group presentations, case studies, and other group work. In-class students and online students (via Blackboard Collaborate) will participate synchronously.
      • Ill students will notify faculty prior to class. See policies in the Georgian Court–Hackensack Meridian Health School of Nursing Student Handbook and individual course syllabi for details.

II. LAB
   A. Georgian Court University will provide nursing students with training/guidance on appropriate precautions for self-protection as health care professionals.
      • CDC guidance for health care professionals on COVID-19 will be provided and reviewed with an instructor in an online meeting with an instructor.
      • Each student will sign and upload a document that they have reviewed the guidance and that they will adhere to the stated guidelines.
      • Faculty will review universal and specific isolation precautions with all students.
      • Additional education and review will occur on the use of personal protective equipment (PPE), including a demonstration of donning and doffing procedures. Clinical faculty will closely monitor students in the clinical area for adherence to these procedures.
   B. To allow students to attend onsite GCU clinical learning labs, students will be screened in accordance with the following practices:
      • Identifying and excluding from campus students who have had close contact with COVID-19 positive patients without wearing protective PPE. Some examples of close contact include
         o living in the same household as a sick person with COVID-19;
         o caring for a sick person with COVID-19;
         o being within six feet of a sick person with COVID-19 for at least 15 minutes; and
         o being in direct contact with secretions from a sick person with COVID-19, which could include being coughed on, kissing, sharing utensils, etc.
      • Students will be screened prior to entering the building/lab. Any student with a temperature of over 100.4°Fahrenheit or symptoms of respiratory illness will not be allowed to participate.
      • Students will check in with the instructor and wait in their cars until they are screened and allowed to enter the building.
• Frequent handwashing will be reviewed, observed, and monitored by faculty; hand sanitizer will be readily available in the lab.
• Students will purchase nursing lab kits containing full PPE and other equipment, such as stethoscopes and sphygmomanometers.
• Surgical masks will be worn at all times while in the building; face shields and gloves will be worn at all times while in the lab.
• Additional gowns and head and shoe coverings will be available and used as appropriate and needed.
• Labs will be set up for six-foot social distancing with students having assigned locations. The number of students allowed in each lab will be determined by size of the lab area.
• Manikins and lab equipment will be sanitized between each use.
• Each lab will be equipped with hand sanitizer, gloves, and alcohol to wipe down manikins and equipment

III. CLINICAL
• Students will be screened prior to participation in clinical activities. Screening will include disclosure of possible exposure to individuals with COVID-19 infection without wearing protective PPE. Students will be required to self-isolate if it is deemed that they had significant exposure.
• Students will be permitted to attend clinical as per agency protocol and care for patients using appropriate PPE.
• Students who are unable to attend clinical will be required to complete alternative make-up clinical assignment(s).
• All clinical faculty will be trained to work with students in a virtual environment, such as Blackboard Collaborate Ultra, to provide alternative clinical experiences when necessary.

Dance Program
Dance studio classes will be conducted as hybrid. Hybrid classes will meet online 50% of the time and in the studio the remaining 50%. Studio classes are conducted in large spaces (50 x 53 feet and 68 x 53 feet). Ballet and Modern 2,3,4 will be split into two groups and meet once a week with a faculty member. The program will reduce the number of students per meeting to six to nine students per class, using face coverings and social distancing protocols.

Undergraduate Experiential Learning
Undergraduate experiential learning (experiences that offer practical knowledge or training such as clinicals/practicums, internships, global programs, faculty-led research and service learning) will continue but must be accomplished in accordance with the guidelines in Appendix I: Requirements for Undergraduate Experiential Learning During COVID-19 Pandemic or departmental guidelines as described in this section.

The faculty will consult professional standards related to requirements for practicum and internship in light of the pandemic. Some accrediting bodies have released alternative activities that students can participate in should their placements not allow full access to clinical experiences. Faculty will provide students with these alternative activities (if relevant) so that all students will have the opportunity to complete clinical hours required for the program.
Social work, under guidance from the accreditor, the Council on Social Work Education (CSWE), will place students in agencies that can allow students the flexibility to engage in remote learning activities as much as possible, complemented with in-person activities when deemed appropriate and under established safety protocols.

Service learning is an experiential learning option for GCU students required in the General Education capstone course and may also be chosen to complete the second experiential learning requirement for graduation. Service-learning experiences are completed by participating in about 10 hours of service at a community organization, including GCU (noncredit option). In the event that COVID-19 concerns prevent a student from working in person at a community organization or on the GCU campus during the 2020–2021 academic year, the student may complete this experience in one of two ways: (a) pursue online activities assisting other organizations in their service efforts or (b) write a five-page paper on the COVID-19 pandemic and its effect on our society, addressing specific issues assigned by the instructor.

Global virtual opportunities, such as global virtual internships, will also be offered for experiential learning.

All students unable to complete experiential learning virtually will be permitted to complete the experience in person. Students participating in in-person experiential learning must complete the Georgian Court University Approval of Health & Safety Review of Undergraduate Experiential Learning During COVID-19 Pandemic form with the director of career services.

**International Students**

Guidance is being provided through virtual information sessions for current and new international students as well as through a FAQ about how different scenarios will impact their F-1 visa status and their courses. Using the HyFlex course modality, student may continue to progress in their classes until they are able to arrive on campus.

In general, due to time zone differences, it is likely that most international students will attend class asynchronously until they are able to arrive in the United States.

**On-Campus Residential Housing**

*How will you reduce capacity in on-campus housing facilities to the extent practicable in accordance with Executive Order 155? Please list your overall occupancy rate and your reduced occupancy rate.*

Our overall occupancy is 494; however, fall semester occupancy averages 404. The goal is to not exceed 65% occupancy for Fall 2020.

*What criteria will your campus use to identify students for whom residential housing is necessary for an equitable education?*

Priority housing will be offered to the following students:

1. Displaced (e.g., homeless, without access to technology at home, or from an unhealthy home environment)
2. International
3. Out-of-state
4. Students who live outside of a 20-mile radius from the campus
International students and students from states advised to quarantine upon arrival in New Jersey will need to arrive 14 days prior to the start of classes for quarantine on campus prior to participating in any activity.

**How will the institution ensure infection prevention measures are followed in shared or common areas (such as residence hall kitchens, game rooms, bathrooms, etc.)?**

All resident students will undergo mandatory COVID-19 training focused on personal hygiene and social distancing. In addition, all lounges, community kitchens and game rooms within the residence halls will be closed. Community bathrooms will be subject to enhanced cleaning throughout the day. Face coverings will be required in every space within each residence hall, except for individual rooms and in bathrooms while occupied in personal hygiene activities that cannot be accomplished while wearing a face covering (e.g., showering, teeth brushing).

**What steps will the institution take to minimize outside visitors to residence halls?**

Except for immediate family members, there will be no outside visitation within the residence halls for the Fall 2020 semester. Resident students can submit a special request form to the Office of Residence Life for any extenuating circumstances.

Move-In procedures have also been modified to minimize contact between students and between students and visitors.

- Fall 2020 Move-In will be staggered across days and time periods.
  - New students will be assigned a block of time for Move-In between August 17 and August 19.
  - Continuing students will be assigned a block of time for Move-In between August 20 and August 23.
- Students will be limited to two family members or friends to assist with Move-In.
- Students coming from states on the New Jersey quarantine list and international students will be permitted to move in two weeks prior to the beginning of the fall semester (August 10).
- Temperature checks are required for entry to the residence halls during Move-In.

**Describe routine cleaning measures to be implemented in on-campus housing, including communal bathrooms.**

Residence halls, including communal bathrooms, will receive daily cleaning with additional porter services, inclusive of high-touch cleaning, twice daily.

**Hygiene Practices and Cleaning/Disinfecting Protocols/Plan Implementation**

Custodial services operates under a defined custodial program in alignment with public health recommendations and CDC guidance for cleaning and disinfecting. Cleaning and disinfection practices use CDC-approved disinfectant sanitizing solution, applied using saturated microfiber cloths, to clean high-touch and vertical/horizontal areas. All custodial employees are properly trained and instructed in the use of personal protective equipment (PPE). Level 1, Level 2, and Level 3 mitigation cleaning strategies have been developed and implemented as it relates to confirmed COVID-19 cases following CDC recommendations. The custodial program is based on industry standards used for plan development, plan implementation, and the need to maintain and revise as it relates to schedules, tasks, and frequencies.

Plan implementation relies on an enhanced schedule of frequencies and tasks, visible public hygiene signage, required facial coverings, and maintenance of safe behavior practices. The ability to maintain and revise the plan is based on the current professional service cleaning program, a well-documented
space inventory, and an established supply-chain vendor network. The daily operation is supported by an online work order system to effectively and efficiently process requests for corrective and/or additional cleaning services. Management and supervisor responsibilities include daily inspections (captured via mobile devices and web-based reporting) to streamline accountability, self-identifying corrective actions, and identifying opportunities for staff training needs.

What protocols are in place for residents who need to isolate and quarantine? Please list the amount of housing (single rooms/private bathrooms) available to house these individuals.

Eighteen beds have been reserved for the purpose of resident student isolation or quarantine. Food delivery and trash removal will be available for quarantined and isolated students.

Isolation separates sick people with a contagious disease from people who are not sick. Students who test positive for COVID-19 or are symptomatic must isolate. These students will first be asked to return home if possible. Students who are unable to return home will be housed within our designated isolation space. Students will be removed from isolation once medically cleared.

Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick. Students who have had contact with a person known to have tested positive for COVID-19 will be required to quarantine for a period of 14 days. These students will be asked to return home for the period of their quarantine, if possible. Students unable to return home will be housed within the designated quarantine space.

Georgian Court will abide by the CDC definition of close contact as described on page 8 of this plan.

Computer Labs

What is your plan for operation of computer labs?

Computer lab space was selected based on ability to allow for social distancing in the same way that classroom space was selected. The computer lab in Farley Center 206 will be used for some classes and will also be open for student use. In addition, computer stations in the library will be available for student use.

How will the institution implement social distancing measures and cleaning protocols in these facilities? How will the institution clean and disinfect high-touch areas in these facilities, such as computer terminals?

Computer labs and computer classrooms will provide adequate sanitation equipment and guidance for users (e.g., wipes to clean the keyboards/screens, disposable keyboard covers). Computer keyboards should be covered by disposable keyboard covers, which will be readily available. Signage will direct individual users on the proper use of the computer lab, including social distancing and sanitation.

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

Spaces in computer labs must allow for distancing of at least six feet between individuals at terminals. Every other terminal will be taken offline; terminals in use will also be staggered by rows.
Library

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

NJ Road Back Stage 1

Safety and Security
- The Sister Mary Joseph Cunningham Library (SMJC) physical space will be closed to all.

Library Operations
- Only virtual services will be available, including access to all electronic resources.
- Virtual library reference services will be available via e-mail, chat, or by one-on-one video conferencing appointment.
- Librarians and library staff will work remotely.
- The library book drop will be closed. Library users (students, faculty, and staff) will retain items until further notice.
- Due dates, card expirations, etc. will be extended until further notice.
- All fines and blocks will be waived or circumvented until further notice.
- All delivery of physical materials and mail will be suspended.
- Interlibrary loan services for physical materials will be suspended. Electronic interlibrary loan will be available, though availability and delivery may be limited due to current conditions and closures at other libraries.
- All meetings will be held online.

Services, Programming, and User Support
- Library digital offerings will be promoted through a weekly library newsletter, through the library website, and through other online platforms as needed.
- Virtual events and programming will be provided via livestreaming or prerecorded videos.
- User support will be provided via phone, chat software, e-mail, and other virtual means as needed.

NJ Road Back Stage 2

Safety and Security
- The SMJC Library will remain closed to all users (students, faculty, and staff), except for library and non-library staff who have departments/offices housed in the building.
- All library staff and librarians will be required to wear face coverings and maintain social distancing while in the building.
- Returned items will be quarantined for 72 hours before being sanitized and re-shelved, following the advice from the Northeast Document Conservation Center.
- The SMJC Library will follow established special cleaning procedures based on CDC guidance with support from the Office of Facilities and in coordination with the Office of Information Technology in all areas of the building, including disinfection of keyboards, touchscreens, tables, and other surfaces.

Library Operations
- Curbside pickup of requested materials will be available on a scheduled basis.
- Librarians and library staff will work remotely whenever possible.
- Library staff working on site will be scheduled as part of two teams that will alternate working in the library and working remotely on a weekly basis.
- Employee desks and workstations will be a minimum of six feet apart.
• Virtual library reference services will be available via e-mail, chat, or by one-on-one video conferencing appointment.
• The library book drop will be open for return of materials.
• All interlibrary loan and document delivery services will be operational.
• All meetings will be held online.

### Services, Programming, and User Support
• Library offerings will be promoted through a weekly library newsletter, through the library website, and through other online platforms as needed.
• Virtual events and programming will be provided via livestreaming or prerecorded videos.
• User support will be provided via phone, chat software, e-mail, and other virtual means as needed.

### NJ Road Back Stage 3
#### Safety and Security
• The SMJC Library will be open to students, faculty, and staff with a reduced number of occupants allowed into the building, based on state indoor occupancy guidelines.
• All library users will wear face coverings, social distance (stay at least six feet apart) and practice adequate sanitation measures (e.g., hand sanitization, sanitization of tables).
• Computers must be disinfected before and after usage. Signage will direct individual users to disinfect the terminals after usage.
• Computers will be spaced out or removed to enforce social distancing requirements.
• Communal spaces for group study will be closed to groups, though they can be used by one person at a time.
• Returned items will be quarantined for 72 hours before being sanitized and re-shelved, following the advice from the Northeast Document Conservation Center.
• The SMJC Library will follow established special cleaning procedures based on CDC guidance with support from the Office of Facilities and in coordination with the Office of Information Technology in all areas of the building, including disinfection of keyboards, touchscreens, tables, and other surfaces.

### Library Operations
• Curbside pickup of requested materials will be available on a scheduled basis.
• The physical library collection will remain closed to browsing. Library staff will retrieve requested materials. Individual requests to browse the collection will be considered on a case-by-case basis.
• Librarians and library staff will work remotely whenever possible.
• Library staff working on site will be scheduled as part of two teams that will alternate working in the library and working remotely on a weekly basis.
• Employee desks and workstations will be a minimum of six feet apart.
• Virtual library reference services will be available via e-mail, chat, or by one-on-one video conferencing appointment.
• The library book drop will be open for return of materials.
• Printing/copy services will be available on a limited basis.
• All interlibrary loan and document delivery services will be operational.
• Computers will be available for limited use, adhering to the CDC guidelines for social distancing protocols.
• All meetings will be held online.
Services, Programming, and User Support

- Library offerings will be promoted through a weekly library newsletter, through the library website, and through other online platforms as needed.
- Virtual events and programming will be provided via livestreaming or prerecorded videos.
- User support will be provided via phone, chat software, e-mail, and other virtual means as needed.

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

- Following six-foot guidelines, furniture will be rearranged, removed, or blocked off to promote social distancing; social distancing guidelines will be posted throughout the building.
- Students, faculty, and staff must always wear face coverings.
- Returned items will be quarantined for 72 hours before being sanitized and re-shelved, following the advice from the Northeast Document Conservation Center.
- Curbside pick-up and use of the library book drop will be encouraged.

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

The SMJC Library will follow state indoor occupancy guidelines and work with university facilities to determine the percentage of maximum occupancy for the building.

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

In accordance with OSHE guidelines, adequate sanitation measures (cleaning and sanitizing of keyboards, desktops and chairs) will take place before and after use.

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

- Implement curbside pickup of books and other materials by appointment.
- Book drop is available for return of all physical materials.
- Staff wearing face coverings and gloves will deliver materials at designated locations.
- Returned items will be quarantined for 72 hours before being sanitized and re-shelved, following the advice from the Northeast Document Conservation Center.

Research

Research activities with students will be online except in limited situations where access to equipment is required. In those cases, social distancing will be maintained.

For example, in the Department of Math, Computer Science, and Physics, projects that are modeling in nature will use computer systems to model physical systems rather than set up something physical. Students will get access to software and learn it, then they will develop models in the software and simulate them.

In rare situations that involve use of laboratory equipment, no more than two people, the faculty member and the student, will meet in the laboratory to use the equipment. Both will wear face coverings and maintain social distancing.
Student Services

What is the institution’s plan for student services?

Student Services (advising, financial aid, student life, student success, etc.) will resume and adhere to all policies and procedures as set forth by the Office of Human Resources. Services will be rendered to the student body virtually when possible and in-person as needed. Group and one-on-one student meetings (to include tutoring, advisement, mentoring, etc.) will be held virtually via the university accounts for Webex or Microsoft Teams. In-person meetings will be conducted as needed and by appointment only. In-person meetings will adhere to strict social distancing guidelines as identified by the CDC, which includes maintaining a distance of six feet and wearing cloth face coverings.

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

Meetings, mentoring, and advisement sessions will be conducted virtually using the university accounts for Webex or Microsoft Teams. Virtual psychological counseling sessions will use a different online platform that is HIPPA compliant. Any in-person session will be done by appointment only and conducted in adherence to strict social distancing guidelines, which include maintaining a distance of six feet and wearing cloth face coverings. Students should arrive no more than five minutes before their appointed time and depart immediately after their appointment.

Virtual tutoring services will continue as the main access to tutoring services through the tutoring centers. All will continue to use the existing scheduling and hosting software (https://georgian.mywconline.com).

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?

Even with a return to campus, all student services will continue to operate with a virtual component to ensure that anyone who is unable or unwilling to visit the campus has access to campus services. Staff who are immunocompromised or otherwise at risk can follow the university’s telecommuting policy.

Transportation

What is the institution’s plan for transportation on campus?

Based on the size of our campus, we do not offer on campus transportation.

What is the protocol for transporting sick students who may reside on campus to essential appointments?

This is not a service we have offered in the past. Should a sick student require transportation for medical treatment, we would refer them to a medical transport company.

What additional mitigation strategies will the institution take for shared transportation?

Limited van shuttle service will be provided to resident students. This scheduled service provides students with transportation to local shopping centers.

State-mandated social distancing rules require drivers and passengers to wear face coverings. When possible, the driver and passenger should maintain at least six feet of distance between them. Ventilation in the van will be set to non-recirculated air and drivers will keep windows down when possible. The van will operate at limited capacity, with a maximum of four students. Disinfectant wipes
will be placed in each row, and each passenger can wipe down their own area. The driver will give a full
wipe-down of the vehicle at the start, halfway through, and at the end of each shift.

On-Campus Dining
When dining on campus, a face covering must be worn until the employee or student is ready to eat and
must be immediately replaced afterward. The dining locations will be set up to allow for social distancing
between each customer, server, and staff. Floor decals will be placed on the floor in the front and back of
the house. All transaction areas will have shields, and there will be no self-serve food. Menus and hours of
operations will be adjusted accordingly. Seating arrangements at Raymond Hall will be arranged to allow
social distancing. Additional outdoor seating will be provided as well as enhanced grab-and-go options.
For students in isolation or quarantine, meal delivery will take place in the residence hall.

If staff or students are eating in their work or living environment (breakroom, office, residence hall),
they will be required to maintain social distancing of at least six feet. Departments/offices will rearrange
and remove chairs and tables and add signs in employee breakrooms to support social distancing
practices. Students and employees must wipe surfaces, including tables, refrigerator handles, and
microwaves after use in common areas. Sanitizing wipes will be available for use.

Comprehensive plans for management of food services and dining operations have been provided to the
university by our food service provider, Aramark. These plans are guided by state and local regulations
as well as those guidelines set forth by the National Restaurant Association. The procedures include:

- Floor decals will be placed on the floors of dining locations to ensure social distancing.
- Swipe machines and credit card machines will be repositioned behind barriers to allow students
  and employees to be able to swipe themselves and to provide for contactless credit card
  transactions.
- The number of guests at any one time will be limited and monitored to maintain social distancing.
- Dining services employees will be required to wear face coverings and gloves. Guests will be
  required to wear face coverings upon entry into the serving area.
- All former self-serve food stations will become served stations, minimizing any possible cross-
  contamination of serving utensils. Portion-controlled packaged condiments will be provided.
- Mobile ordering will be instituted to supplement social distancing and further enable contactless
  meal offerings.
- Disposable plasticware will be used in place of silverware.
- For dining within the serving area, washed and sanitized plates will be handed to the student or
  employee with their meal by the server.
- Tables, chairs, and all common touch areas will be cleaned and sanitized between guests.
- Grab-and-go options will be available to encourage off-site dining.
- Guest-facing signage will be in place to assist in the maintenance of social distancing.
- Back-of-the-house kitchen workspaces will be reconfigured to maintain social distancing.
- All locations will have disinfectant solution installed by Diversey for use on high-traffic touch
  points (doorknobs, light switches, etc.).
- A Daily COVID-19 Self-Checklist (health checks) has been established and will be required to be
  completed by all food service employees and monitored by management.
- All food service team members will be required to attend an extensive Welcome Back training
  session and pass a related test before reopening.
- There will be back-of-the-house signage reminding food service employees to wear face coverings
  and gloves, wash their hands at least once every 20 minutes, and maintain social distance.
Study Abroad and International Travel

What is the institution’s plan for study abroad programs, domestic and international travel?

Study abroad programs will run only when the U.S. Department of State Travel Advisories for the destination countries are at travel advisory levels 1 or 2, the safety levels. Study abroad programs for Fall 2020 have been canceled due to the current advisories, which are 3 or higher. Decisions to run, postpone, or cancel Spring 2021 programs will be determined at least 70 days prior to the program start date, based on the travel advisories.

Virtual global education opportunities, including global virtual internships, will be offered online.

How will the institution communicate with students and employees regarding changing travel restrictions?

Students and employees will be reminded to monitor travel advisory updates on the U.S. Department of State website (https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/).

The university’s global education website will continue to update changes regarding study abroad programs under the FAQs for Study Abroad at GCU (COVID-19) section.

Athletics

In-person athletic activity will only begin in Stage 3 of the NJ Road Back. What is the institution’s plan for resumption of athletic programs on campus?

In a unanimous decision made by the Central Atlantic Collegiate Conference (CACC), Georgian Court University will not hold athletic competitions during the fall semester.

Practices will not begin until New Jersey moves to Stage 3 of its reopening or after the first two weeks of the semester (i.e., Tuesday, September 8)—whichever is later. As per CACC guidelines, the NCAA Division II non-championship season practice parameters will be used, further limiting athletes to eight hours of countable athletic activity per week. Although the state is currently allowing full competition in youth sports, at least the first two weeks of practices will be conditioning and individual skill work. Student-athletes will have their own equipment (balls, bats, sticks, etc.), and all items will be cleaned prior to and after practices with wipes and other disinfectants.

Athletic participation through the fall semester will focus on strength and conditioning and a gradual resumption of sport-specific skills training. The Fitness Center on campus will not reopen until New Jersey authorizes reopening of gyms. In the meantime, this space will be used as an extension of the athletic training facility for the treatment, evaluation, and rehabilitation of student-athletes under the direct supervision of a licensed health care provider. When the Fitness Center resumes operations, it will be at reduced capacity and only for use by athletes training in supervised, pre-scheduled small group sessions that will adhere to all guidelines for social distancing and sanitation imposed by the state.

Team meetings will be held virtually or in large spaces where social distancing can be maintained. Face coverings will be worn. Per guidance by New Jersey standards, student-athletes/personnel will not be required to wear face coverings while engaged in physical activity.
Practices, as well as training and conditioning sessions, will follow the guidelines of the state of New Jersey as well as recommendations from the NCAA, NATA, NSCA, ATSNJ, and other applicable organizations:

What is the institution’s protocol for mandating frequent screening and testing for coaching staff and student-athletes?

Student-athletes will be screened in accordance with the recommendation of the NCAA Committee on Competitive Safeguards and Medical Aspects of Sports (CSMAS). At the time of preparation of this document, that includes daily symptom checks, which will be completed electronically with results going to the GCU Office of Athletic Training. These results will be reviewed by our athletic training staff, who will work with the team physician to identify trends and take appropriate action for remediation. Any student-athlete reporting symptoms associated with COVID-19 will not be permitted to enter the building or report to practice or training sessions and will be referred to contact the Office of Health Services for a telehealth consult and subsequent follow-up. A student-athlete referred in this manner may not return to participation until medically cleared by the team physician or designee. Athletes who are not reporting symptoms will have their temperature checked with a touchless infrared thermometer prior to being cleared for practice. Anyone presenting with a temperature of 100.4°Fahrenheit or greater will be required to isolate and will be referred as outlined above.
Any routine testing of student-athletes for COVID-19 will be ordered at the direction of the team physician.

Coaches will follow the university’s screening protocol and procedures for employees. University policy will also be followed regarding employee testing for COVID-19. Failure to comply with these screenings will preclude the individual from participating in practice or training sessions until such time that he or she does comply.

**What are the written protocols for student-athlete and staff orientation/trainings regarding the transmission of COVID-19 and the handling of high-touch items?**

All student-athletes and personnel will receive e-mailed protocols co-signed by the director of athletics, health care administrator, and team physician. These will be reiterated in orientations and team meetings to ensure all appropriate topics are covered and participants have opportunities to ask questions and provide feedback. All student-athletes and coaches will be required to complete the COVIDWise™ COVID-19 Awareness for Sports Participation course by Sport Safety International. A certificate of completion will be issued. Student-athlete certificates will be stored in their medical files, and coach certificates will be maintained by the Office of Athletic Training.

[Image: https://www.gculions.com/covidwise]

Signage and practice will encourage personal responsibility in the handling of high-touch items. Cleaning supplies will be readily available, and individuals will be encouraged to clean these items before and after use. Staff will wipe down door handles and surfaces throughout the day, and UV sanitation of small items will also be conducted at regular intervals for high-touch items in the athletic training suite and Fitness Center.

**How will the institution limit equipment-sharing?**

Whenever feasible, athletic equipment will not be shared. When not possible, cleaning supplies will be made available for sanitation between use. Hand sanitizer will be available in all athletic spaces and fields.

Schedules will be developed to limit the number of student-athletes in the building and in the different spaces (arena, Fitness Center, athletic training room, etc.). All practices and other sessions will follow state guidelines for numbers of participants.

Each student-athlete will be issued a personal water bottle, and touchless water dispensing units will be used for filling. Student-athletes will be encouraged to bring full water bottles to practice.
How will the institution ensure team meetings are socially distanced with general safeguarding protocols?

Whenever possible, team meetings will be held online virtually. In-person meetings will be permitted in a space which is compliant for the number of participants and allows for appropriate distancing as per state guidelines. Face coverings will be worn.

What is the institution’s quarantine/isolation protocol for student-athletes who have tested positive for COVID-19, come into contact with those who have tested positive, or who have developed symptoms?

A student-athlete who tests positive will be handled in accordance with university policy.

How will the institution limit nonessential visitors, staff, volunteers, vendors, and media?

In accordance with university policy, non-essential visitors will be discouraged, and all approved visitors and staff will be screened.

How will student-athletes and athletic staff be educated on policies and protocols prior to arrival on campus?

All student-athletes and personnel will receive e-mailed protocols co-signed by the director of athletics, health care administrator, and team physician.

What are the institution’s protocols for traveling for games or hosting teams in competition?

No competitions will be held during the fall semester. The protocols for this will be explored prior to the end of 2020 in anticipation of competitions resuming after January 1, 2021.

How will the institution work with local, state, and conference partners to ensure the safety of student-athletes, employees, and other athletic stakeholders? If you submitted a plan to your conference, please share as an attachment.

Athletic administrators, including the athletics health care administrator, will keep open lines of communication with the CACC office, team physician, director of health services, and other applicable university departments/offices so as to make modifications to this plan as necessary moving forward.
Appendix I: Requirements for Undergraduate Experiential Learning During COVID-19 Pandemic

The health and safety of our students is paramount. Though participation in experiential learning opportunities are major components of students’ academic programs and enable timely graduation, completion of these experiences will be achieved with student health and safety considerations at the forefront. The term experiential learning is used broadly to encompass the range of student experiences and opportunities that offer practical knowledge and training (i.e., internships, clinicals/practicum, undergraduate research, service learning, and global programs), whether for credit or solely to fulfill Georgian Court University’s experiential learning requirement.

The following identifies how experiential learning will be managed during this COVID-19 crisis period, in which physical contact with others should occur on a limited basis and with social distancing requirements in effect. Regardless of the nature of the experiential learning, all students should take appropriate precautions and familiarize themselves with the health and safety guidelines in the locality in which they will complete the experience.

In accordance with typical experiential learning processes, the faculty/staff member overseeing the student in their experiential learning (faculty/staff approver) will ensure that the opportunity meets all required learning outcomes. However, in light of the concerns associated with the COVID-19 pandemic, students participating in in-person experiential learning opportunities will be required to receive additional approval by the director of career services. The director of career services will work with the student, following faculty/staff approval, to ensure that the experience adheres to the university health and safety standards outlined in this document.

The nature of experiential learning varies by type and individual experience. Students with questions as to how these guidelines apply to their academic programs should contact their faculty/staff approver and/or the Office of Career Services (careerservices@georgian.edu).

A. If the experience is for academic credit or will be used to fulfill the undergraduate experiential learning requirement:

1. Students shall not be compelled to participate in an experiential learning opportunity that involves in-person aspects. In the case of an experiential learning assignment that is required for a student’s major, licensure, certification, or accreditation, departments will work with the student to identify and make alternative arrangements, if possible.

2. All students participating in in-person or remote experiential learning opportunities are required to obtain faculty/staff approval through the GCU CareerLink Experiential Learning Module. This will document that the experience meets all required learning standards.

3. Types of Experiential Learning and Associated Faculty/Staff Approver
   a. Internship
      i. For Credit—Faculty/academic internship coordinator
      ii. Noncredit—Director of career services
   b. Clinical/Practicum—Department chair or program director
   c. Undergraduate Faculty-Led Research—Faculty member leading the research project
   d. Global Programs—Director of global education programs
   e. Service Learning—Faculty member teaching the course associated with the service-learning experience
4. Faculty/staff approvers will determine, in consultation with the student, the format of the experiential learning (when possible, the format should be remote/virtual).
   a. **Remote/Virtual**
   b. **In-person, On-Campus**
      Students participating in experiential learning opportunities on the Georgian Court campus must adhere to university rules and procedures adopted in accordance with applicable government orders and directives regarding COVID-19.
   c. **In-person, third-party site**
      Should students participate in-person, on site at any time during the experiential learning, they must adhere to all applicable laws and government orders, including local ordinances, regarding COVID-19.

5. Students participating in experiential learning opportunities in person (either on campus or at a third-party site) must obtain a health and safety approval from the director of career services (see below), documenting that the organization (GCU or third-party) has provided written information regarding the COVID-19 safety and health implications associated with participation in the experiential learning opportunity.

   **B. If a student is independently employed unrelated to GCU employment or coursework, the student should discuss any employment matters related to COVID-19 with his or her employer. The university is not a party to, and has no control over, a private employment relationship.**
Georgian Court University Approval of Health & Safety Review of In-Person Undergraduate Experiential Learning During COVID-19 Pandemic

Experiential Learning Type:

_____ Internship  _____ Faculty Research  _____ Clinical/Practicum  _____ Service Learning  _____ Global Program

Host Site: ____________________________________________________________
Organization Name

Due to the serious threat to the safety and welfare of individuals posed by the COVID-19 pandemic, Georgian Court University encourages students to participate in experiential learning remotely whenever possible. However, in recognition of the variability of the threat posed by COVID-19 across states and municipalities, Georgian Court University will allow students to participate in and receive academic credit for or fulfill the university experiential learning requirement through in-person experiential learning opportunities, but only where the student and the director of career services, whom university has designated as the campus experiential learning authority, verify the following:

1. The student and the faculty/staff member: (a) evaluated alternative options that would allow the student to maintain progress toward graduation and/or licensing requirements without being required to participate in person and (b) were unable to identify a satisfactory alternative to in-person participation.  ___ Yes  ___ No

2. The university has received written assurances from the experiential learning host site that student placement at the host site does not violate relevant federal, state, or local laws, regulations, or orders regarding the COVID-19 pandemic.  ___ Yes  ___ No

3. The university has received written assurances from the host site that the site will comply with all relevant safety guidance from the Centers for Disease Control and state and local health authorities regarding health and safety, such as cleaning and sanitation, social distancing, limited size of gatherings, and providing the student with adequate personal protective equipment.  ___ Yes  ___ No

4. The university has received written assurances from the host site that the site will not knowingly permit students to interact with individuals who have tested positive for COVID-19 or who are presumed to have COVID-19.  ___ Yes  ___ No

_____________________________  ________________________________  ________________________________
Date  Student Signature  Print Name

_____________________________  ________________________________  ________________________________
Date  Director of Career Services Signature  Print Name
Georgian Court University
Special Notice Regarding COVID-19

COVID-19, the disease caused by the novel coronavirus, is a highly contagious disease that causes symptoms that can range from mild (or no) symptoms to severe illness. COVID-19 can cause severe and lasting health complications, including death. Everyone is at risk of COVID-19. There is currently no vaccine to prevent COVID-19.

Although anyone who contracts COVID-19 may experience severe complications, the CDC has found that individuals with certain underlying health conditions are at higher risk of developing severe complications. These medical conditions include chronic lung disease, asthma, conditions that cause a person to be immunocompromised, obesity, diabetes, kidney disease, and liver disease.

COVID-19 is believed to spread primarily by coming into close contact with a person who has COVID-19 and may also spread by touching a surface or object that has the virus on it, and then touching one’s mouth, nose, or eyes.

The Centers for Disease Control and Prevention and state and local health departments continually review and update their guidance on COVID-19. Basic preventive guidance includes, but is not limited to: maintaining a personal distance of at least six feet between other people, avoiding crowds and large gatherings, frequently washing hands and surfaces, wearing personal protective equipment including masks, and, in the event of potential COVID-19 exposure, getting tested for the disease and self-isolating for as long as 14 days. Even engaging in each of these practices does not eliminate the risk of contracting COVID-19.

Much remains unknown about COVID-19. Further research may reveal additional information regarding the disease, including how it spreads and what health complications, including long-term complications, can result from contracting it.

Participating in-person in experiential learning opportunities, whether on-campus or off-campus, even when wearing recommended PPE, may increase the risk of contracting COVID-19. These risks cannot be eliminated.

Georgian Court University makes no representations and can give no assurances about the degree to which students may be exposed to COVID-19. Notwithstanding any practices, measures, or methods employed or adopted by Georgian Court University, students still may be at risk of contracting or transmitting COVID-19.

Georgian Court University makes no representations and can give no assurances about the practices, measures, or methods employed or adopted by any third-party experiential learning host site relating to COVID-19, or the sufficiency and adequacy of those practices, measures, or methods.

By signing below, the student and the director of career services agree that the student is aware of the COVID-19 related health and safety risks associated with this experiential learning opportunity.

__________ _____________________________________ ______________________________
Date Student Signature Print Name
August 14, 2020 Addendum:  
Additional Details and Responses to Questions from the Office of the Secretary of Higher Education

Instruction

Classrooms

One more classroom was identified and set up for social distancing: JH105.

Nursing Program

For the Nursing program, the labs, clinicals, and professional practice that will have in-person components in Stages 2 and 3 of the NJ Road Back are listed below. Safety and security are described in the Nursing section of the Instruction chapter in the main plan.

- NU211 Foundations of Professional Nursing
- NU221 Health Assessment
- NU271 Evidence-Based Nursing Care Adult I
- NU317 Evidence-Based Nursing Care Adult II
- NU322 Nursing Care of Childbearing Families
- NU325 Evidence-Based Behavioral Health
- NU421 Evidence-Based Community Nursing
- NU423 Nursing Care of Childrearing Families
- NU471 Evidence Based Leadership & Management
- NU472 Senior Seminar for Professional Nursing
- NU496 Transition into Clinical Nursing

Stage 2 Labs and Profession Practices

For NJ Road Back Stage 2, we have identified the following additional courses for which “in-person instruction of students for curricula that require labs, technical, clinical, or hands-on instruction and therefore cannot be readily taught other than through in-person instruction.”

**SPS6103: Data-Based Decision Making III: Cognitive Assessment & Intervention**

- This course requires four to five face-to-face meetings in order for students to practice administering psychological assessments.
- Students will be paired off. Students will wear gloves and masks, and each pair of students will be at least six feet apart from each other pair of students.
- Contact would be limited to the passing back and forth of test materials and manipulatives.

Training or guidance Georgian Court University will provide to students regarding appropriate precautions for self-protection

- Students will be provided the course syllabus at least one week in advance of the course. The course syllabus will contain information related to clinical activities.
- Students will be permitted to decline participation in clinical activities, which would preclude participation in the course, and will be advised as to program progression in that event.
- Each student will be provided with CDC guidance on COVID-19 and participate in an online meeting with an instructor to review the guidelines. Each will sign and upload a document asserting that they have reviewed the guidance and will adhere to the stated guidelines.
- Faculty will review universal and specific isolation precautions with all students.
• All students in the class will receive additional education and review on the use of personal protective equipment. Face shields and masks will be provided.
• Students will be asked to take daily temperatures and complete a self-evaluation.

**Exercise Science ES330 Lab**

This course requires the taking of measurements of physical activities including EMG, ECG, and VO2. Students who do not wish to participate are not required to do so and will have alternate assignments.

**Training or guidance Georgian Court University will provide to students regarding appropriate precautions for self-protection as health care professionals:**

• Each student will be provided with the CDC guidance for COVID-19 and participate in an online meeting with an instructor to review the guidelines.
• Each student will sign and upload a document asserting that they have reviewed the guidance and will adhere to the stated guidelines.
• Faculty will review universal precautions with all students.
• All students will receive additional education and review on the use of personal protective equipment and demonstration of donning and doffing procedures.
• EMG measurement will be performed in a way such that the subject puts on the electrodes on his/her own self and the tester operates the measurement six feet away from the subject (the length of the cords on the EMG machine and computer can be extended more than six feet);
• ECG measurements will be performed in a way such that the subject puts on the electrodes on his/her own self and the tester operates the measurement six feet away from the subject (the length of the cords on the ECG machine and computer can be extended more than six feet);
• VO2 max measurements will be performed in such a way such that the subject puts on the equipment on his/her own and the tester operates the measurement six feet away from the subject.
• Breathing tests will be performed in such a way that the subject puts on the equipment on his/her own and the tester operates the measurement six feet away from the subject. A disposable mouthpiece will be used by only one person and then discarded.
• Flexibility measurements will be performed individually (the subject performs the test and reads the results alone) without the presence of a tester.
• All tests will be performed in such a way that the subject and the tester will have no direct physical contact.
• All tests will be supervised by the instructor and/or a teaching assistant with six feet of social distancing maintained.
• Only during the event of an emergency, such as a subject falling, would social distancing not be enforced.
• Students will use the university screening tool for COVID-19 symptoms.
• Students will check in with the instructor and wait in their cars until allowed to enter the building.
• Frequent handwashing will be reviewed, observed, and monitored by faculty.
• Hand sanitizer will be readily available in the lab.
• Students will be provided PPE, including face masks and disposable gloves. Surgical masks will be worn at all times while in the building. In the lab setting, students will be required to wear face shields and gloves in addition to the surgical masks.
• Labs will be set up for social distancing.
• The number of students allowed in each lab room at one time will be limited to no more than two. Stations will be set up in different areas of the lab with separation of at least six feet to allow students to adhere to social distancing requirements.
• Students will have assigned locations using social distancing parameters while in the lab, to minimize contamination.
• All lab equipment will be sanitized between each use. Each lab will be equipped with alcohol for wiping down equipment.

Library Services

In NJ Road Back Stages 1 and 2, physical reserves are suspended. Electronic reserves will continue to be processed. E-reserves more than 15 pages will be processed on a case-by-case basis and in accordance with the Fair Use standard.

Athletics

• A culture of social responsibility will be taught, encouraged, and reinforced throughout the semester and in signage.
• Practices will not begin until after the first two weeks of the semester (i.e., Tuesday, September 8). This is not dependent on New Jersey moving to Stage 3. Practices during Stage 2 will be limited to small groups taking part in conditioning and skill work for a maximum of eight hours per week, outdoors whenever possible. Once in Stage 3, full team practices will be permitted for a maximum of four hours per week per student-athlete within capacity guidelines and continued safety protocols.
• All fall practices and workouts will be voluntary. The fitness center will not reopen to the campus community until New Jersey authorizes the reopening of gyms. In the meantime, this space will be used as an extension of the athletic training facility for the treatment, evaluation, and rehabilitation of student-athletes under the direct supervision of a licensed health care provider.
• Practices, training, and conditioning sessions will follow the guidelines of the state of New Jersey as well as considerations from the NCAA, CACC and ECC. Touchless water filling stations will replace water fountains in the Wellness Center.
• Routine testing of student-athletes for COVID-19 may be ordered at the direction of the team physician. As per NCAA considerations, since athletic competitions will not be held and participation in workouts and practices is voluntary, routine testing is not planned at this time.

The following information was supplied to the Office of the Secretary of Higher Education in response to a request for additional information.

Frequent cleaning and sanitizing of classrooms, residences, and restrooms, according to CDC standard

Classrooms

• GCU’s custodial staff will implement Aramark’s SpaceCare QL Plus Program (see Appendix II). Classrooms will be cleaned and sanitized following CDC guidelines twice daily.
• Faculty and students will be provided wipes in each classroom to wipe spaces upon entering and departing. Wipes will be provided by the university and contain Virex 256 disinfectant or other approved disinfectant.
• Added porter service (a porter continually cleans and maintains high-traffic areas) will be in continuous rotation while classes are in session to wipe down spaces and high-touch objects using Virex 256 disinfectant.
• Hand sanitizer dispensers have been installed in classrooms.
• Computer keyboards will be covered with disposable covers to be changed between uses. Keyboard covers will be available in classrooms and computer labs.
• Signage will be included in the classrooms that remind people about all protocols, including wiping spaces and disposing of the wipes in appropriate waste receptacles.

Residence Halls
• GCU’s custodial staff will implement Aramark’s SpaceCare QL Plus Program (see Appendix II). Residence halls, including communal bathrooms, will be cleaned and Sanitized following CDC guidelines daily.
• Added porter service (a porter continually cleans and maintains high-traffic areas) will be in continuous rotation while classes are in session to wipe down spaces and high-touch objects using Virex 256 disinfectant.
• Every other sink in communal restrooms are offline to provide social distance.
• Signage will be included in the restrooms that remind people about all protocols, including social distancing.

Restrooms
• Restrooms in academic buildings will receive full cleaning and disinfecting following CDC guidelines twice a day, as well as porter service every two hours.
• Every other sink in communal restrooms are offline to provide social distance.
• Signage will be included in the restrooms that remind people about all protocols, including social distancing.

Disinfecting workplaces and high-touch areas, both routinely and before and after usage
• GCU’s custodial staff will implement Aramark’s SpaceCare QL Plus Program (see Appendix II). Common areas will be cleaned and sanitized following CDC guidelines daily.
• Individual offices will be cleaned and sanitized daily.
• Individual offices that request custodial services to not enter will submit a work order in the university’s CMMS. Facilities will tag each office with a visual marker to indicate to staff not to enter the space. Occupants will place trash receptacles in the hallway for removal. Routine and deep cleaning of these spaces will be requested and scheduled through the CMMS.
• Departmental offices will be provided wipes to wipe spaces and common equipment prior and after use. Wipes will be provided by the university and contain Virex 256 disinfectant or other approved disinfectant.
• Signage will be included in departmental offices that remind people about all protocols, including wiping equipment and disposing of the wipes in appropriate waste receptacles.
• Desk-sized hand sanitizers are available through university operations.
Operating computer labs and libraries, including social distancing measures and cleaning protocols, during each stage

Operation

Computer lab operation for Stage 3 is described on page 17 of our plan. In lieu of open computer labs during Stage 2, the Office of Information Technology added contracts for student/faculty home use of our two most-used software packages in our labs (SPSS and Adobe Creative Suite). All students also have full access to the Microsoft Office 365 suite of software. In addition, GCU has partnered with a notable wireless networking integrator to install a dedicated wi-fi system designed to provide high-bandwidth wireless coverage into several campus outdoor spaces. Mounted on the exterior of campus buildings, the system will provide complete wi-fi coverage into the three main student-use parking lots, A, D, and G. Additionally, this new system will provide wi-fi coverage into the courtyard and green areas outside of both dining services locations, and outside of the Casino building for coverage into tents and the large covered porch. This new system is also being installed to cover the multipurpose basketball courts and on the exterior of three residence halls to provide coverage into the green spaces around those buildings. Coverage locations were selected due to student traffic patterns, the addition of seating/tents, and the main parking areas of campus.

Library operation for all three stages is described on pages 18–20 of our plan.

Social Distancing and Cleaning

- GCU’s custodial staff will implement Aramark’s SpaceCare QL Plus Program (see Appendix II). All facilities will be cleaned and sanitized following CDC guidelines daily.
- Faculty and students will be provided wipes in each computer lab to wipe spaces upon entering and departing. Wipes will be provided by the university and contain Virex 256 disinfectant or other approved disinfectant.
- Added porter service (a porter continually cleans and maintains high-traffic areas) will be in continuous rotation while classes are in session to wipe down spaces and high-touch objects using Virex 256 disinfectant.
- Computer keyboards will be covered with disposable covers to be changed between uses. Disposable covers will be available in computer labs.
- Signage will direct individual users on the proper use of computer labs, including social distancing and cleaning.

Operating research and research labs during each stage

There will be no in-person research in research labs on campus during any of the stages of the NJ Road Back.

Food service and dining operations, including how they ensure compliance with statewide health and safety standards for dining operations during each stage

GCU’s food service partner, Aramark, has a comprehensive plan for staff and student safety. The full plan can be found in Appendix III.

Stage 1

During Stage 1, all indoor and outdoor dining facilities are closed. For any remaining students residing on campus, we will have takeout, “grab-and-go,” and delivery options available. Any staff and students working or residing on campus must follow state and federal guidelines such as but not limited to:
- Proper hygiene protocol
• Wearing a face covering
• Social distancing (six feet apart)
• Minimizing gatherings
• Disinfecting and sanitizing high-traffic areas
• Disposable utensils only
• Takeout and “grab-and-go” only

Stage 2

During Stage 2, takeout, “grab-and-go,” and delivery options are preferred. Outdoor dining will open in accordance with state occupancy and outdoor dining guidelines.
• Proper hygiene protocol
• Wearing a face covering
• Social distancing decals placed on the floor as a guide (six feet apart)
• Minimizing gatherings
• Disinfecting and sanitizing high-traffic areas
• No self-serve
• Plexiglass barriers installed for cashiers
• Plastic vinyl in front of food to act as sneeze guard and to ensure no self-service
• Disposable utensils only

Stage 3

During Stage 3, outdoor dining will continue in accordance with state occupancy and guidelines. Indoor dining facilities will open in accordance with state occupancy and guidelines. Dining facilities will adhere to CDC and DOH protocols.
• Proper hygiene protocol
• Wearing a face covering
• Social distancing decals placed on the floor as a guide (six feet apart)
• Minimizing gatherings
• Disinfecting and sanitizing high-traffic areas
• No self-serve
• Plexiglass barriers installed for cashiers
• Plastic vinyl in front of food to act as sneeze guard and to ensure no self-service
• Tables set up six feet apart
• “Skip a seat” signs at all tables to ensure social distancing
• “Face covering required to enter dining facilities” signs posted at every entrance

Limitations for All Stages

• All individuals entering dining facilities must wear face coverings.
• All dining employees must wear gloves and face coverings while in dining facilities or serving food outside of the facilities for the purpose of outdoor dining and delivery.
• Dining employees must be trained on appropriate sanitization and social distancing practices and protocols, as well as policies and procedures developed to limit the spread of COVID-19.
• Follow state occupancy guidelines.
• Eliminate buffet style (self-serve) dining.
• Eliminate any shared items such as condiment bottles, salt and pepper shakers, etc.
• Install plexiglass/vinyl barriers for food and cashiers.
• Use disposable utensils only.
SpaceCareQL+ incorporates increased cleaning procedures, certified trained staff, and additional disinfectant products to address the cleaning challenges and expectations of today’s era.

Enhancements include:

• Daily and Weekly use of EPA Registered Disinfectants with shorter dwell times
• Increased cleaning frequencies of high touch surfaces
• Upgraded cleaning validation with Diversey VeriClean

Additionally, hand sanitizer dispensers will welcome occupants and encourage personal hygiene. Finally, communication tools and visual cues keep occupants continually informed about the efforts taken to protect their health.
DAILY

- Put on gloves and other required PPE and place Caution Floor Sign at entrance
- Sweep up large debris from the floor with lobby broom and dust pan and place in trash container.
- Empty trash and disinfect trash container with Oxivir Tb Wipes. Replace liner.
- Wipe all surfaces and high touch objects with Oxivir Tb Wipes.
- Clean spots or visible dirt on floors with a back-pack vac/vacuum/microfiber floor pad
- Inspect the space

WEEKLY

- Put on gloves and other required PPE and place Caution Floor Sign at entrance
- Sweep up large debris from the floor with lobby broom and dust pan and place in trash container.
- Empty trash and disinfect trash container with Oxivir Tb Wipes. Replace liner.
- Fully clean surfaces and high touch objects with Oxivir Tb Wipes.
- Fully clean floors (vacuum or microfiber floor pad with Virex II 256)
- Inspect the space

HIGH TOUCH SURFACES

- Utilizing porters, increase frequency of wiping down high touch surfaces/objects with Oxivir Tb Wipes – 2 additional times per day
DAILY

- Put on gloves and other required PPE and place Caution Floor Sign at entrance
- Restock Supplies
- Sweep up large debris from the floor with lobby broom and dust pan and place in trash container.
- Empty trash and disinfect trash container with Oxivir Tb Wipes or chosen disinfectant. Replace liner.
- Fully clean surfaces and high touch objects with Oxivir Tb Wipes or chosen disinfectant.
- Clean toilets and urinals with Oxivir Tb Wipes or chosen disinfectant.
- Clean floors with Virex II 256.
- Inspect the space

HIGH TOUCH SURFACES

- Utilizing porters, increase frequency of wiping down high touch surfaces/objects with Oxivir Tb Wipes – 2 additional times per day
## Implementation Guide

<table>
<thead>
<tr>
<th>Task</th>
<th>Product/Resource</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work with costing team to financially plan for the program</td>
<td>• SpaceCare QL+ Costing Tool</td>
</tr>
</tbody>
</table>
| Print Safety Data Sheets (SDS) for products used in this process and post them in the appropriate location. | • OXIVIR TB Wipes  
• OXIVIR TB RTU  
• VIREX II 256 |
| Print SpaceCare QL+ Cart Diagram and attached to the cart.         | • SpaceCare QL+ Cart Card (Diagram, Process Steps)                                |
| Print, attach to the cleaning cart, and review with your cleaners the appropriate High Touch checklists. | • High Touch Checklists ALL  
• High Touch Checklist BI  
• High Touch Checklist EDU  
• High Touch Checklist SE |
| Review proper procedures to prepare bins for microfiber or disposable towels and pads. | • SpaceCare QL+ Disposable Towels and Pads Preparation  
• SpaceCare QL+ Microfiber Towels and Pads Preparation |
| Request Oxivir Product                                             | • Master Order Form - Strategic Inventory                                      |
| Order VeriClean Spray Marker and Black light                       | • Order from Veritiv or North American.  
• 1 Black Light per account  
• 1 case of markers per account |
Train and certify employees on the proper cleaning techniques as well as all safety protocols

<table>
<thead>
<tr>
<th>Certification Process</th>
<th>Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review Training Deck with Cleaners</td>
<td><a href="#">SpaceCare QL+ Training Presentation</a></td>
</tr>
<tr>
<td></td>
<td><a href="#">SpaceCare QL+ High Touch Wipe Down Procedures</a></td>
</tr>
<tr>
<td>Conduct Shoulder to Shoulder training</td>
<td><a href="#">SpaceCare QL+ S2S Training Guide</a></td>
</tr>
<tr>
<td>• 1:1 following social distancing protocol</td>
<td></td>
</tr>
<tr>
<td>Verify Cleaning process with VeriClean Marking Spray</td>
<td><a href="#">VeriSafe Marker Spray - Program Guide</a></td>
</tr>
<tr>
<td>Print and distribute certificate of completion</td>
<td><a href="#">Certification</a></td>
</tr>
</tbody>
</table>
Appendix III: Aramark's Comprehensive Dining Services Plan for Staff and Student Safety

Take out service only. Seating availability will be based on school restrictions

Plan A: Grab and Go with boxed meals Only; Plan B: Modified Café Service with Grab and Go no self-service;
Plan C: All locations open with Modified service, hours, no self-service and Grab and Go;

As we continue to monitor the ever-changing impact of the Coronavirus (COVID-19), the safety and wellbeing of our students, employees, and the campuses we serve remains our top priority. We are living in a time that has fundamentally challenged the way people live, work, learn and engage within their communities. While we have communicated your COVID-19 single point of contact and localized pandemic plan, I wanted to provide more details on the development of campus re-opening plans. We will utilize the following key foundational pillars that will guide our approach to the development of new models and processes as we welcome students back to campus:

Focus on Students—Ensuring students return to a campus environment that fosters safety and connection is paramount. We will deploy communications and processes to provide peace of mind for students, parents, faculty, and employees. Our teams are developing digital and social media communication plans, creating signage and planning increased engagement activities that reassure students about our safety practices, explain operational changes and support the campus community.

Maintain Safe Environments—Our primary concern is the safety of students, employees, clients, and communities, as well as promoting an environment of safety as campuses reopen. Our Aramark Pandemic Response Plan continues to evolve based on the Centers for Disease Control and the World Health Organization guidance and our Pandemic Response Committee will provide continuous updates, direction and leadership that is in accordance with state regulations.

Adapt our Operations—Consumer needs, expectations and patterns will be changing and we are closely monitoring the trends and conducting research to help inform and direct operating plans to provide the type of environment students expect as they return to campus. We will share a variety of service styles to match recovery response and student requirements such as social distancing, cashless payment, delivery and pick up options, and no touch service, among others.

Engage our Teams—we have initiated daily calls at all levels of the organization to address challenges and develop protocols, and initiated an inbox query specifically for COVID-19 questions and concerns. We established a Global Coronavirus Intranet site with Higher Education specific information to share the best practices, pertinent information, and regulatory guidance, which is updated daily. We will be retraining our teams and sharing new safety and operational practices to foster a safe environment on your campus.

Collaborate with Clients—we will continue to monitor the situation and create site-specific plans and solutions to meet the needs of your campus community. As your partner, we will provide regular updates about the specific actions, safety guidance, new innovative approaches and market insights on a regular basis.

Required Social Distancing & Sanitation Requirements for Employers:

- Limit-in person gatherings and presence to only those staff who are necessary, and stagger arrival and departure times. To be determined based on GCU’s opening plan in place.
- Limit the sharing of objects/tools; discourage touching of shared surfaces - Training programs for all staff
- Ensure 6 feet distancing between personnel, unless safety or core function of the work activity requires a shorter distance. Space designations will be provided and posted.
• Tightly confined spaces (e.g. elevators, small stock rooms, narrow aisles) should be occupied by only one individual at a time, unless all employees are wearing face coverings.

• Prohibit the use of tightly confined spaces (e.g. small stock rooms) and put in place practices for adequate social distancing (e.g. flagging when a restroom is occupied to restrict occupancy)

• Essential in-person gatherings should be held in open, well-ventilated spaces with appropriate social distancing among participants

• Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible, potential online ordering systems can be put in place

• Adhere to hygiene and sanitation requirements from the CDC and Department of Health and maintain cleaning logs on site that document date, time, and scope of cleaning including Lakewood Department of Health Provide and maintain hand hygiene stations for personnel (including handwashing with soap, water, and paper towels, as well as an alcohol-based hand sanitizer containing 60% of more alcohol for areas where handwashing is not feasible

• Provide and encourage employees to use cleaning/disinfecting supplies before and after use of shared and frequently touched surfaces, followed by hand hygiene

• Sanitize hands before and after transferring a load of merchandise/delivery

• Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, schedules will be set. Our intention is to wipe surface areas every 30 minutes or as needed and more frequent cleaning and disinfection of shared objects and surfaces and high transit areas. Including drains and equipment on a Master Cleaning Schedule. Dining room tables will be cleaned and sanitized

• Train all personnel on new products and frequently communicate safety guidelines

• Employees who are sick should stay home, or return home if they become ill at work

• If tested positive, an employee may only return to work after completing a 14-day quarantine and provide a negative test

• Employees who present with no symptoms but have tested positive in past 14 days may only return to work after completing a 14-day quarantine and provide a negative test

• Follow Aramark manager guidance for addressing ill employees, including requiring COVID-19 positive employees to stay at home while infectious.

• Contact your HR Manager for guidance as needed.

• PPE will be required for all employees:
  • Face Masks
  • Gloves
  • Thermometers
  • Hats
  • Daily laundered uniforms
• Sanitizing Solutions

• Ensure a distance of at least 6 ft. is maintained among workers at all times, unless the core activity requires a shorter distance. (E.g. cooking, cleaning, and clearing tables).

• Prohibit the use of small spaces (e.g. freezers, storage rooms) by more than one individual at time.

• Modify the use and/or restrict the number of work stations/employee seating areas to maintain 6 ft. distance in all directions.

• Designate discrete work zones for services, where possible. Servers should serve specific zones in the restaurant to minimize overlap.

• Ensure kitchen staff are dedicated to one station throughout their entire shift. (E.g. salad or grill or desserts), to the extent possible.

• Encourage kitchen staff to place items on the counter for the next person to pick up, rather than passing items from hands to hands when possible.

• Reduce bi-directional foot traffic by using tape or signs with arrows in narrow aisles, hallways, or spaces.

**Aramark’s Daily Checklist Practices:**

To ensure that our employees feel comfortable returning to work, we want our approach to go above and beyond government requirements. Among many employee safety measures under development are:

• Mandatory handwashing every 20 minutes
• Employee temperature monitoring
• Proactively Procured PPE
• Social Distancing
• Plexiglas Barriers

**Day at a Glance Station Sanitation tools**

• Manager Safety Checklist
• Walk the Walk every 30 minutes
• Work with Lakewood Department of Health, Diversey, and Sanitation Consultants
• Signage for assistance to front line staff
**Food Services: TAKE OUT ONLY**

Ensure gloves are worn while handling any food products. Gloves will be provided for patron use in designated food areas. Signage will require all patrons to use gloves if handling any products or equipment.

- Eliminate self-service food areas. Aramark will provide the following adjustments to meet this requirement.

- All breads, muffins, Danish will now be prewrapped where possible. Sliced breads will be on request at deli and grill stations.

- All condiments will be PC’s and provided by the cashiers (cream cheese, jelly, peanut butter, syrup, butter).

- Waffles will be provided by the grill staff. Regular and gluten free.

- Cereals will be all pre-packaged.

- When using soda, milk or coffee machines gloves will be required and no refillable bottles permitted. Bottles are considered retail.

- Fruits will be wrapped.

- Salad Bar will be pre-packaged and have made to order options.

- Desserts will have to be pre-packaged or specialty desserts will be provided at a designated station.

- Shields for employee and patron’s safety will be in place.

- Utensils/napkins will be in packages-no longer will they be self-serve.

- Areas marked for distancing and limits of patrons entering at one time.

- All disposable silverware-prepackaged.

- Enhanced beverage equipment and condiment station cleaning policies in place.

- Link for enhanced cleaning equipment & safety.

- Self-serve cups, lids, covered straws and condiments returned to condiment counter.

- No personal or reusable cups & mugs permitted.

- In an effort to further support our clients’ group meal needs, we have created a new offering to safely deliver catering. We have expanded the Catering Box Lunch program to now also include a full offering of breakfast meals, lunch meals and snack selections. Individual Catering provides the same level of customer service, quality and flavors in a box to ensure guest safety.
Customer Facing Signs:

Floor Decals:

Register Topper:

Station Signs Social Distance Safety:
<table>
<thead>
<tr>
<th>Operations Levels</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rare to no local transmission</td>
<td>Low to moderate local transmission</td>
<td>Moderate to high local transmission</td>
<td></td>
</tr>
<tr>
<td>No campus infections</td>
<td>Rare/isolated campus infections</td>
<td>On-campus infections</td>
<td></td>
</tr>
<tr>
<td>Level 1 controls in place until virus is 100% eliminated</td>
<td>Includes all actions from level 1 plus</td>
<td>Includes all actions from levels 1 &amp; 2 plus</td>
<td></td>
</tr>
<tr>
<td><strong>Team Member Health</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Daily health verification by all Team Members</td>
<td>Schedule Team Members in blocks/shifts</td>
<td>2x/day Team Member temperature checks</td>
<td></td>
</tr>
<tr>
<td>Daily temperature checks for all Team Members</td>
<td>Plexiglass barriers installed where social distancing is not possible in the service areas</td>
<td><strong>Social Distancing</strong></td>
<td></td>
</tr>
<tr>
<td>Frequent manager symptom (chronic cough, fever, trouble breathing) monitoring</td>
<td>Self-quarantine for employees who travel to high risk areas (international travel, cruises, etc.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Increased cross training of Team Members across multiple roles to improve staffing flexibility</td>
<td><strong>Occupancy controls to manage spacing</strong></td>
<td>Scheduled meal pick-up times</td>
<td></td>
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<tr>
<td></td>
<td>Social distancing implemented in kitchen and production areas</td>
<td>Production schedule adjustments to minimize Team Member interaction</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Service adjustments for Team Member spacing</td>
<td></td>
<td></td>
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<tr>
<td><strong>Social Distancing</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signage and graphics encouraging spacing</td>
<td>Occupancy controls to manage spacing</td>
<td><strong>Service Area Adjustments</strong></td>
<td></td>
</tr>
<tr>
<td>Establish ‘traffic lanes’ to facilitate safe movement</td>
<td>Social distancing implemented in kitchen and production areas</td>
<td>All pre-packaged, all disposable, carry-out only where possible</td>
<td></td>
</tr>
<tr>
<td>Use stanchions and floor markings for line spacing</td>
<td>Service adjustments for Team Member spacing</td>
<td>Implementation of quarantine feeding as needed</td>
<td></td>
</tr>
<tr>
<td>Program/menu adjustments to allow distancing - serving popular items at multiple stations, etc.</td>
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<tr>
<td></td>
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<tr>
<td><strong>Service Area Adjustments</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Self-service limited to no-touch areas – packaged goods, fountain beverages, etc.</td>
<td>Elimination of self-service options that create cross contamination risks</td>
<td><strong>Dining Area Adjustments</strong></td>
<td></td>
</tr>
<tr>
<td>Centralization of condiments</td>
<td>Increased pre-packaged and grab-n-go options</td>
<td><strong>Service Area Adjustments</strong></td>
<td></td>
</tr>
<tr>
<td>Elimination of food displays</td>
<td>Closure of service areas where social distancing is not possible</td>
<td>All pre-packaged, all disposable, carry-out only where possible</td>
<td></td>
</tr>
<tr>
<td>Removal of soft surfaces that are hard to sanitize (cloths, baskets, decorations, etc.)</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td><strong>Dining Area Adjustments</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signage and graphics to encourage spacing</td>
<td>Strict control of dining area occupancy limits</td>
<td>Closure of all common seating areas</td>
<td></td>
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<tr>
<td>Table and chair configuration adjustments to accommodate spacing requirements</td>
<td>Increased ventilation (where possible) with open windows, doors, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Increased table and chair cleaning/sanitizing frequency</td>
<td>Increased outdoor seating where possible</td>
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<td></td>
</tr>
<tr>
<td>Availability of sanitizer wipes for guests</td>
<td>Marked and spaced standing area counter dining where possible</td>
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</tr>
</tbody>
</table>
### Phase 1
- Indoor dining facilities are closed.
- Takeout, “grab-and-go,” and delivery available to those residing on campus.

### Phase 2
- Takeout, “grab-and-go,” and delivery remain as available options.
- Outdoor dining allowed pursuant to statewide occupancy, health and safety guidelines.

### Phase 3
- Indoor dining facilities open with a limited occupancy
- Takeout, “grab-and-go,” and delivery remain as available options.
- Outdoor dining remains as an option pursuant to NJ occupancy, health and safety guidelines.

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**Phase 1:**

During Phase 1, all indoor and outdoor dining facilities are closed. For any remaining students residing on campus, we will have takeout, “grab-and-go,” and delivery options available. Any staff and students working or residing on campus must follow state and federal guidelines such as but not limited to:

- Proper hygiene protocol
- Wearing a face covering
- Social distancing (6 feet apart)
- Minimizing gatherings
- Disinfecting and sanitizing high traffic areas
- Disposable utensils only
- Takeout and “grab-and-go” only
Phase 2:

During Phase 2, takeout, “grab-and-go,” and delivery options are preferred. Outdoor dining to open in accordance with state occupancy and outdoor dining guidelines.

- Proper hygiene protocol
- Wearing a face covering
- Social distancing decals placed on the floor as a guide (6 feet apart)
- Minimizing gatherings
- Disinfecting and sanitizing high traffic areas
- No self-serve
- Plexi glass barriers installed for cashiers
- Plastic vinyl in front of food to act as sneeze guard and to ensure no self-service
- Disposable utensils only

Phase 3:

Outdoor dining to continue in accordance with state occupancy and guidelines. Indoor dining facilities to open in accordance with state occupancy and guidelines. Dining facilities will adhere to CDC and DOH protocols.

- Proper hygiene protocol
- Wearing a face covering
- Social distancing decals placed on the floor as a guide (6 feet apart)
- Minimizing gatherings
- Disinfecting and sanitizing high traffic areas
- No self-serve
- Plexi glass barriers installed for cashiers
- Plastic vinyl in front of food to act as sneeze guard and to ensure no self-service
- Tables set up 6 feet apart
- “Skip a seat” signs at all tables to ensure social distancing
- Face covering required to enter dining facilities signs posted at every entrance
Limitations for all stages

- All individuals entering dining facilities must wear face coverings.
- All dining employees must wear gloves, and face coverings while in dining facilities or serving food outside of the facilities for the purpose of outdoor dining and delivery.
- Dining employees must be trained on appropriate sanitization and social distancing practices and protocols, as well as policies and procedures developed to limit the spread of COVID-19.
- Follow state occupancy guidelines.
- Eliminate buffet style (self-serve) dining
- Eliminate any shared items such as condiment bottles, salt and pepper shakers, etc.
- Plexi glass/Vinyl barriers for food and cashiers
- Disposable utensils only