

**Submission of Institutional Plan for Restart**  
**(Updated 7/24/20)**  
**Cover Sheet**

**Institution Name:** Brookdale Community College

**Date Submitted:** July 6, 2020 (Updated 7/24/2020) Updates in red font below.

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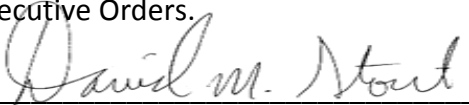
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**Components of Institutional Plan for Restart Checklist**

- 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

7/6/2020  
Date

## **Table of Contents**

<u>General Safeguarding .....</u>	<u>3</u>
<u>Screening, Testing, and Contact Tracing Protocols .....</u>	<u>5</u>
<u>Instruction .....</u>	<u>8</u>
<u>Computer Labs/Libraries .....</u>	<u>9</u>
<u>Student Services .....</u>	<u>11</u>
<u>Transportation .....</u>	<u>12</u>
<u>On-Campus Dining .....</u>	<u>12</u>
<u>Study Abroad and International Travel .....</u>	<u>13</u>
<u>Athletics .....</u>	<u>14</u>
<u>Additional Information/Appendices .....</u>	<u>18</u>

## **General Safeguarding**

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

*These safeguards include but are not limited to:)*

### **Training of Employees and Students:**

- The Brookdale Community College Limited Reopening Plan is posted on the College's website and was shared with students, faculty and staff via email.
- Brookdale created a COVID – 19 training presentation that will “pop-up” on our CANVAS Learning Management Platform. The presentation will also be shared with all students, faculty and staff via email.
- The College assembled a collection of COVID - 19 training materials, including Centers for Disease Control (CDC) videos, and sent these resources to students, faculty and staff via email. They are also available on our website.
- Brookdale displays prominently throughout campus CDC social distancing, handwashing and face covering signage.
- The Collage has created a COVID - 19 Chatbot on its website to answer frequently asked questions on COVID - 19 from community members.
- “Stop the Spread - Mask up, social distance, wash your hands, and stay home if you don't feel well.” tagline will be made available for employees to add to their email signature line.
- Social distancing, masking and handwashing posters will be hung in classrooms. Faculty will discuss protocols with students.
- The following links containing COVID-19 information have been distributed to members of the Brookdale community several times and are part of a COVID-19 resources page on the College's website. The links include the CDC website - [www.cdc.gov](http://www.cdc.gov); CDC videos: <https://www.brookdalecc.edu/advancement/college-relations/brookdales-response-to-covid-19/cdc-videos/>; The New Jersey COVID-19 Information Hub, [www.covid19.nj.gov](http://www.covid19.nj.gov) and the COVID -19 PowerPoint Presentation.

### **Cleaning and Sanitization**

To safeguard the health and well-being of our students and employees and to mitigate the risk of infection, cleaning and sanitization of classrooms, restrooms, high-touch areas, equipment and shared surfaces will be increased and ongoing.

- Facilities will ensure the frequent cleaning and sanitization of classrooms, labs, restrooms, high-touch areas, equipment and shared surfaces.
- Restrooms will be cleaned two times each day or more frequently if necessary in occupied buildings. Classrooms will be cleaned and sanitized before and after each class session.
- Trash cans will be emptied at least once a day.
- High-touch areas, such as door handles, elevator buttons, staircase railings, counter tops, copy machines, etc. will be sanitized frequently throughout the buildings.
- In addition to routine cleaning, the College procured two Tru-D Smart UVC Room Disinfection robots. These devices will be used to complement the College's comprehensive cleaning and disinfection program.

- Quality control sheets will be kept to document date/time/location of cleaning of high-traffic areas.
- Portable hands-free dispensers will be located at classroom entrances. Wipes or other disinfecting products will be available in classrooms for students to clean their work area.
- The College will post restrictions on the use of elevators. Elevators will be limited to those with health-related issues. The College will limit capacity to one person at a time on the elevator. All buttons will be cleaned frequently.
- Signs will be posted to encourage elevator riders to use the hand sanitizing dispensers adjacent to the elevators and stationed throughout the College prior to and after use. Sanitizing dispensers are located on each floor near the elevator door and throughout the College near restrooms, offices, classrooms, etc.
- Water fountains will be disconnected. Water bottle filling stations will remain open.
- HVAC filter replacement schedule: The College maintains a contract with an outside vendor as detailed below:
  - *Perform (3x) three annual changes at the Lincroft Campus and Brookdale at Wall*
  - *Total filters per change = 1,664 of various sizes provided by Facilities Department.*
  - *(3x) Annual Filter change schedule: October 1<sup>st</sup>, 2020, February 1, 2021 and June 1<sup>st</sup>, 2021.*
  - *Perform (1x) monthly changes on constant air units at the following Brookdale Community College sites:*
    - *Lincroft Campus and Brookdale at Wall Campus*
    - *Total filters per change = 136 of various sizes provided by Facilities Department.*
  - *Perform (1x) annual change of “box” type filters at the following Brookdale Community College sites:*
    - *Lincroft Campus and Brookdale Wall Campus.*
    - *Total filters per change= 159 of various sizes provided by Facilities Department.*

### **Face Coverings**

- Use of face coverings are required for faculty, staff, students and visitors, except when doing so would inhibit the individual’s health.
- If an employee cannot wear a face covering due to health concerns, he/she will be given “work from home” assignments.
- If an employee cannot work from home and is unable to use a face covering, he/she may request an ADA accommodation or, if applicable, use FMLA or NJFLA leave.
- A student who cannot wear a face covering should contact his/her instructor for alternate assignments or arrangements. If faculty, staff, students or visitors do not have or cannot afford face coverings, the College will provide them with a disposable face covering upon entry to any College facility.
- All persons entering the College (Lincroft campus) will be required to wear face coverings upon entry for the duration of their time on campus.
- The College will maintain an adequate supply of face coverings for faculty, staff and students who arrive without proper coverings or need a replacement.
- Only those individuals agreeing to wear face coverings will be permitted on campus.

- These requirements will be included in all training documents and will be posted on signage at the entrance to buildings and at various locations across the College's Lincroft campus.

### **Personal Protective Equipment (PPE) and Cleaning Supplies**

- Faculty, students, staff and visitors are expected to supply their own face coverings.
- The College will maintain an adequate supply of personal protective equipment and cleaning supplies.
- There will be designated securely locked and monitored rooms to store all personal protective equipment and cleaning supplies. This includes face coverings, gloves, hand sanitizing packets for dispensers, sanitizing wipes, sanitizing spray, replacement soap inserts for bathroom dispensers and all other cleansing and sanitizing agents necessary for general cleaning and sanitizing.
- The Compliance Team will monitor inventory and the Finance & Operations office will be responsible for ordering and replenishing supplies on a bi-weekly basis as necessary. The College has obtained initial supplies and restocking orders are in place. There are sufficient supplies on hand to ensure daily usage.

### **Social Distancing**

- Social distancing is mandatory. This includes classrooms, restrooms, offices and other areas across campus.
- Class schedules and classrooms have been reconfigured to support social distancing measures through identifying seating that ensures a minimum of six-foot distancing with specific ingress and egress restrictions where possible.
- Two stalls in each restroom will be available. All other stalls will be taped off. Handwashing stations are minimized to ensure six feet of social distancing, with the remaining stations taped off. Urinals will be taped off as needed to comply with social distancing guidelines.
- Chairs have been removed from hallway gathering areas and all common areas have been taped off. All furniture has been removed and placed in storage to reduce any unauthorized student or employee gatherings.
- Where appropriate, social distancing signs will be placed throughout the campus.

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

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

- All persons (students, employees, pre-approved visitors) arriving at a Brookdale location will be directed to check in and be screened daily at an established area, where individuals will attest that they have no symptoms of COVID-19. Brookdale traffic patterns/entrances may be adjusted to accommodate check-in.

- The screening of persons will include submission to a temperature check and the logging in of symptoms to ensure that the individual does not have a fever.
- A pre-check questionnaire is required to be completed and submitted for admission. The questionnaire is available in English and Spanish. An attendance log will be incorporated in the screening and tracing protocols.
- Log for students on campus is provided through attendance. Log for employees is through their supervisor.
- Visitors/Pre-authorized visitors will be logged at check points.
- All employees will access campus through the screening centers except as noted below:
  - Police Department employees will complete the health questionnaire daily prior to the beginning of their shift and will conduct temperature self-checks before entering PD headquarters. If the temperature registers at or over 100.4 degrees, the officer will not enter headquarters and will return home. The Chief of Police will retain any absence information based on this information for audit and contact tracing purposes.
  - Payroll, Accounts Payable, Purchasing, Finance and Facilities staff with offices in the Brookdale Administrative Center will complete the health questionnaire daily and will conduct temperature self-checks upon entering the Brookdale Administrative Center. If the temperature registers at or over 100.4 degrees, the employee agrees he/she will leave campus. All employees following this exception protocol will certify to the supervisor they have completed the temperature self-check and met the criteria to proceed to campus. The Vice President, Finance and Operations will retain this information for audit and contact tracing purposes.
  - Employees and contracted service employees who are required to report to campus before or after the screening centers are open will complete the health questionnaire and, if approved, will conduct temperature self-checks prior to arrival on campus. If the temperature registers at or over 100.4 degrees, the employee agrees he/she will not come to campus. All employees following this exception protocol will certify to the supervisor they have completed the temperature self-check and met the criteria to proceed to campus. The department's designated administrator will retain this certification for audit and contact tracing purposes.
- Temperature scanners are located at two check points – one at CVA and another by Auto-Tech.
- Alternating colored bracelets will be issued each day.
- Those refusing to comply with the Brookdale Community College face-covering policy, the COVID-19 screening policy, or any other applicable College policy/regulation pertaining to public health, safety or emergency measures will be denied access to the College.
- Employees who refuse compliance will be subject to adverse action via Brookdale Human Resources/Brookdale Administration. Students not following protocols/requirements are subject to adverse action via a Brookdale Community College Student Conduct investigation.
- All entryways and exits in open buildings will be adjusted to control the flow of pedestrian traffic and to avoid persons lingering in proximity to one another. Signage

and stickers/tape will be deployed to help direct people quickly and safely to their destination. This signage will include 'one-way' directional signs.

### **Quarantining and Isolation Measures**

- Brookdale Community College will follow CDC guidelines regarding what constitutes an 'exposure,' which requires quarantining/isolation. Click on this link for more information <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-risk-assessment-hcp.html>.
- Any person becoming ill while on campus will be quarantined and assisted in being removed from the premises as quickly and safely as possible.
- For all medical issues and emergencies call 911 or extension 2222 from an on-campus phone.
- An ill person will be advised about quarantine and isolation period standards for those exposed/suspected of having COVID-19.
- Persons advising the College of COVID-19 infection or exposure cannot return to the College until they meet the CDC requirements covering return to work. Click on this link for more information <https://www.cdc.gov/coronavirus/2019-ncov/hcp/return-to-work.html> and click on the Return-to-Work link to the left side of the page.
- Further specifics on sudden illness/quarantine/isolation response is contained in the Brookdale Community College Emergency Management Plan [EMP].

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

- Individuals presenting with symptoms of COVID-19 will not be granted entry into a building.
- Temperature checks will be conducted daily. Individuals with temperatures at or exceeding 100.4F will not be permitted on campus.
- Those who are cleared will be given a colored wrist band to denote that they were cleared to make entry into the campus/a facility.
- Marking/cones will denote the 6-foot intervals that people must stand apart while waiting to be screened.
- Screening protocols will be advertised upon implementation of the Plan and will be sent out via a 'broadcast email,' posted as signage around campus, and on the Brookdale Community College website. Students/employees/visitors will also receive educational information from Brookdale Community College on how to self-monitor for symptoms.

### **What will be the testing protocol?**

- The College will conduct temperature screenings only and will not provide COVID-19 testing.

**How will the institution house or transport exposed or ill residential students and plan for timely reporting, while maintaining confidentiality? (Brookdale does not offer residential housing.)**

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

- Contact tracing protocols will be developed in consultation with the Monmouth County Board of Health/Regional Health Commission #1.
- A log of all persons entering the campus[es] will be created and maintained by personnel assigned to the Screening Area. This information will be used to facilitate contact tracing and the reporting of any instances to the Monmouth County Health Department/Regional Health Commission #1. Brookdale Community College Human Resources or designee will be responsible for reporting all incidents of COVID-19 to the Health Department, according to privacy laws.
  - Login for students on campus is through attendance.
  - Login for employees is through their supervisor.
  - Visitors/Pre-authorized visitors will be logged at check points.

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

**Instruction**

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

- Students showing symptoms of COVID-19 will not be allowed to attend in-person classes but will be provided an alternative instruction option such as remote instruction. Students who are unable to complete their course due to COVID-19 should discuss the option for an “In Progress” grade that allows the course to be completed at a later defined timeframe.
- As noted earlier, desks, tables and pathways/entrance ways will be modified/marked with signage to encourage social distancing within the classroom. Students must be spaced 6-foot from others in each direction.
- Classes will be staggered, as plausible, and hybrid learning may be employed as a way of managing classroom capacity and risks.
- Students/employees are encouraged to wash/sanitize hands frequently.
- Faculty will be offered microphones and amplifier systems to be heard through face coverings.

**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?**



- 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 in-person class will be provided alternative instruction options for their work such as remote instruction.
- For students who self- identify, the Disability Services Office can provide reasonable accommodations to assist students complete their course. If students are unable to complete the course, the option for an “In Progress” grade that would allow the course to be completed at a late defined time frame should be explored.
- Accommodations for Faculty are approved through HR.

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

- Signage reminding students, faculty and staff will be prominently posted in all classrooms.
- Desks, chairs and equipment will be arranged in accordance with CDC and DOH guidelines.
- Superfluous furniture will be removed.

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

As best as possible, access to high-touch/high-traffic areas will be minimized or removed, but in any case, classrooms/work areas will be cleaned/sanitized after each use, with special focus on high touch areas. Please refer to the General Safeguarding, Cleaning and Sanitization section of this Plan for further details.

**On-Campus Residential Housing**

*(Brookdale Community College currently does not provide on campus residential housing.)*

**Computer Labs/Libraries (other facilities as needed)**

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

**Stage 2**

- During Stage 2, the physical space of the Library is closed. Online access to the databases and collections remains available.
- Librarians work remotely to assist students through virtual research appointments and “walk-ins” via instant messaging/chat.
- Students access materials remotely via website.
- Printing and copy services are unavailable.
- Staff will perform technical services work from home as necessary.
- Implement “curbside” pickup/drop-off books and other materials. Books will be quarantined 72 hours before redistributing.
- Open use computer labs will be closed.

- The College currently has a loaner laptop program to assist students with technology at home access.
- Computer labs will be limited to specific designated programs. The labs will adhere to the CDC guidelines of social distancing and standardized cleaning.
  - Computers will be disinfected before and after usage. Signage will direct each user to disinfect the terminals before and after usage with equipment provided for cleaning.
  - Configure spaces to allow for distancing of at least six feet between individuals at desks or terminals, provide adequate sanitation equipment and guidance for users (i.e., wipes to clean the keyboards after each student) and enforce face covering requirements, unless an individual has a medical exception.
  - Sanitizing stations will be available at entry and exit points. Cleaning materials and sanitizer will be available throughout the facility.
- The College will extend enhanced Wi-Fi in parking lots.

### **Stage 3**

- Limited Library access will be available by appointment for currently enrolled students.
- The Library will be closed to the general public.
- Students continue to access materials remotely via website whenever possible.
- Book stacks remain closed. Students can request materials which will be retrieved by staff.
- Continue with curbside pick-up and drop off as described above in Stage 2.
- Space usage in library rotated every two hours to allow for cleaning.
- Printing/copy services available on a limited basis.
- Librarians continue to work remotely doing eReference, virtual research appointments, etc.
- Staff continue to perform technical services work from home as necessary.
- Open use computer labs will be closed.
- Computer labs will be limited to specific designated programs. The labs will adhere to the CDC guidelines of social distancing and standardized cleaning.
- Cleaning, disinfection, signage and distancing protocols will be continued as in Stage 2.

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

- Following 6-foot guidelines, furniture will be rearranged, removed or blocked off to promote social distancing.
- Students and staff must always wear face coverings.
- Posting of social distancing guidelines throughout the building.
- Returned materials will be isolated for 72 hours then wiped down as possible.
- Continue with curbside pick-up and drop off as stated above.

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

Facilities will verify the space's total square footage, deduct furniture total square footage from the total, then divide the remaining square footage to allow for social distancing protocols. That figure will identify how many persons can be allowed inside each identified space. That number will be posted in a spreadsheet and in the room according to the current guidelines developed by Governor Philip Murphy and New Jersey Education Association. Room occupancy will be monitored regularly.

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

In accordance with State 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/drop-off of books and other materials.
- An outdoor book drop will be installed.
- Staff wearing face coverings will deliver materials at designated locations.
- Returned materials will be isolated for 72 hours then wiped down if possible.

**Research**

*(Brookdale Community College does not engage in research.)*

**Student Services**

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

Student Services will remain virtual (online remote live) during Stage 2. In Stage 3, we will use a staggered approach and limit on-campus staff. Services will be offered in person and virtual at that time based on what is safest for employees and students.

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

**Stages 2 & 3**

- We will limit in-person interactions by providing all services remotely.
- Employees' workstations will be relocated if they are open and do not adhere to social distancing and cannot have protective barriers installed.
- Additionally, any services where office configurations do not lend themselves to implementing safeguards will remain remote. We may consider relocating them based on college availability.

- When it is safest to resume in person services, seating will adhere to social distancing measures in waiting areas including directional signage with designated entrances and exits (where possible) and protective barriers at any counters or employee stations.

**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?**

Student services employees can continue to provide services remotely or take leave provisions through Human Resources (i.e. FMLA or sick leave). Students will be able to access student services remotely. The College provides loaner laptops to students that do not have their own personal technology to access remote student services.

### Transportation

*(Brookdale Community College does not provide transportation services.)*

- NJ Transit and other transportation services will be allowed access to limited and pre-established locations around campus. All individuals arriving at the College via a transportation service will have to submit to the same COVID-19 screening protocols as others. ‘Contactless boarding/exiting’ will be encouraged.
- Those arriving to the College via personal vehicle will be directed to the appropriate location for screening.
- Brookdale-controlled vehicles [e.g. Brookdale Police patrol cars and Facilities trucks] will be appropriately cleaned before and after each use. As possible, occupancy should be limited to one person.
- Persons in vehicles must socially distance their vehicles six feet apart.

### On-Campus Dining

**What is your plan for food service and dining operations, including compliance with health and safety standards, as well as applicable Executive Orders?**

#### **Stage 2**

Dining services are closed. Only vending machines will be provided.

#### **Stage 3**

- Take out, “grab and go” options only, including pre-made sandwiches and salads. Hot items will be individually wrapped such as burgers, chicken fingers, pizza, etc.
- All utensils and condiments will be P.C. (Portion Control).
- Plexiglass or similar barrier will be at the cash registers to form a barrier between the cashier and customers.
- On-line ordering feature will be available for students and staff.
- All outdoor dining facilities will follow state and federal safeguarding guidelines such as:
  - Proper hygiene protocol.
  - Wearing a cloth face covering.

- Remaining six feet apart.
- Discourage gatherings.
- Disinfecting and sanitizing workplaces and dining areas.
- Six-foot social distance indicators will designate customer flow.
- All individuals entering dining facilities must wear face coverings.
- All dining employees must wear gloves and face coverings while in dining facilities or providing food outside of the facilities for the purposes of outdoor dining and delivery.
- Dining employees must be trained on appropriate sanitization and social distancing practices and protocols, as well as institutional policies and procedures developed to limit the spread of COVID-19.
- The College will limit the number of individuals in a single facility at any given time, including employees, in accordance with the occupancy guidelines.
- Dining facilities will adhere to all CDC and DOH protocols, social distancing guidelines and sanitation practices.

**If you have on-campus student housing, how will those in isolation/quarantine access dining services?** (*Brookdale does not provide on-campus student housing.*)

**How will dining employees be trained on appropriate sanitization and social distancing practices and protocols?**

CulinArt Group manages and provides dining services and will adhere and enforce CDC and DOH protocols, social distancing guidelines and sanitation practices. Brookdale Community College will monitor practices to ensure compliance. Training activities will include:

- Ensure all staff members have completed the necessary training.
- Renewed focus on training staff covering safe food handling, social distancing and sanitation.
- Visible audits and on the job training to ensure understanding and compliance.
- Easily identifiable trained presence during service.

**How will institutions limit the number of individuals in a single facility, both indoors and outdoors, in accordance with the state occupancy guidelines?**

The amount of seating and tables provided will adhere to CDC and DOH guidelines as per Executive Order. Outside seating areas will only have enough furniture in place as per the guidelines. All the excess furniture will be removed. Once inside dining is allowed by Executive Order, inside dining may be allowed and tables and chairs will be arranged to meet guidelines. Protective barriers will be installed as needed.

**[Study Abroad and International Travel](#)**

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

**Stage 2**

Study abroad programs are cancelled.

### **Stage 3**

Study abroad will resume once it is safe to do so. The College generally follows federal guidelines outlined by Centers for Disease Control and U.S. Department of State regarding international travel. Additional data points will come from the World Health Organization, our international partners and other organizations engaged in pandemic risk analysis, including our study abroad insurance providers. Additionally, risk and liability forms and provider contracts will be reviewed and updated in context of response to a pandemic.

- The College will follow U.S. Department of State guidelines regarding all travel (abroad or domestic).

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

On a daily basis, staff from the International Education Center monitors travel restrictions and guidelines provided by the U.S. Department of State and Centers for Disease Control. We monitor risk analysis with information from the U.S. Overseas Security Advisory Council, our international partners, our insurance providers and industry trade groups. We communicate all critical updates as they occur to prospective and current travelers via email and text (WhatsApp).

## **Athletics**

### **What is the institution's plan for resumption of athletic programs on campus?**

#### **Stage 2**

Athletics cancelled.

#### **Stage 3**

We are exploring several options for the Fall.

- Option 1: Move forward with all traditional Fall sports – Men's Soccer, Women's Soccer, Women's Volleyball, Men's & Women's Cross Country, Women's Basketball, Men's Basketball and Women's Tennis. The non-traditional sports (Baseball, Softball, Men's Lacrosse and Men's Tennis) would be able to practice, according to their normal schedule, but not compete.
- Option 2: Move forward with only outdoor sports. Men's Soccer, Women's Soccer, Men's & Women's Cross Country, and Women's Tennis for the Fall. Allow Baseball, Softball, Men's Lacrosse and Men's Tennis to practice but not compete.
- Move all Fall sports to the Spring.

The NJCAA Region XIX Athletic Directors and College Presidents are continuing to discuss the best path forward to allow for safe and meaningful competition. A collective decision will be made by the end of July regarding which option will be chosen.

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

### **Stage 3**

- Option 1: The athletics trainer will take temperatures of student-athletes and coaches and complete daily screening questionnaires.
- Option 2: The head coach will take each student-athlete's temperature and complete daily screening questionnaires. Head coaches will take their own temperature and temperatures of other coaching staff members and complete daily screening questionnaires.
- Student-athletes and coaches will get tested regularly for COVID-19.
- At the time of the athlete's physical, a pre-participation COVID-19 screening sheet will be completed.

## **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?**

- Plans are being developed now for the return of Fall athletics with written protocols for each sport. We will follow NJCAA guidelines.
- Orientation/Training: Brookdale Community College will provide each coach and athlete with CDC reading materials, including a copy of the restart plan.
- Coaches and athletes must sign off indicating that they received a copy of the COVID-19 materials, read them and agree to the College's terms in order to participate in athletic activities.
- Proper COVID-19 signage will be placed in locker rooms, team rooms, venues, etc.
- The locker rooms will only be opened to a Brookdale student-athlete if there was a need for the shower. Otherwise, the restrooms in the Arena and BREC will be able to meet the needs of the students. If the showers need to be utilized, only one student will be allowed to shower at any given time with proper cleaning and sanitation occurring between uses.

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

- No equipment will be shared. We will allocate equipment to student-athletes to reduce or eliminate sharing or engagement in person-to-person exchange of sports equipment to prevent potential exposure.
- Sanitizing wipes or sprays will be available to clean game balls.
- Weight room area will be closed.

## **How will the institution ensure team meetings are socially distanced with general safeguarding protocols?**

- For all team meetings, Zoom will be utilized whenever possible.
- Weather permitting, meetings on campus will occur outside at each field or court with social distancing enforced.
- If inclement weather, meetings will need to be scheduled in the Arena and BREC gymnasiums to meet the guidelines for social distancing.

- Social distancing will be maintained by the coaching staff.
- Wearing face coverings during meetings will be required.

**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?**

Any student who has tested positive, has come in contact with someone who has tested positive or developed symptoms, will be sent home and not allowed to return until they have quarantined for 14 days and obtained a clearance note from the doctor.

We require that the student-athlete be tested and not return unless test results are negative.

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

- Athletics venues will be closed to outside visitors.
- Only staff, volunteers and media necessary for the event will be allowed.
- Vendors will be limited.
- Social distancing protocols will be enforced for all events and at all venues.

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

- Student-athletes and athletics staff will be provided PowerPoint/Video presentations.
- Team Zoom meetings with Athletic Director will be held.
- Policies and protocols for participation during the COVID pandemic will be covered.
- CDC documents and reading materials will be provided and written acknowledgement of receipt and acceptance of terms will be required.

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

**Travel**

- BCC is evaluating the following options for travel:
  - Travel Option 1: Each student-athlete and coach drive separately to away games.
  - Travel Option 2: Each team will travel by college vans with CDC social distance guidelines.
  - Travel Option 3: Each team will travel by charter bus. Charter Bus guidelines attached.
- Social Distance protocols will be observed and enforced.

**Hosting**

Two hosting options are being considered:

- Hosting Option 1: Upon arrival, athletic trainer will take temperatures of each student-athlete and coach.
- Hosting Option 2: Region XIX is working on protocol to have each traveling team take temperatures before departure and report results to hosting institution.
- Teams will be kept separate until competition begins.
- Face covering must always be worn, except during a practice or workout session.



- Follow all entry/exit and screening procedures.
- Always adhere to social distancing guidelines.
- Do not share food, drinks, clothing, towels, or other personal items.
- There will be a “no touch rule” including refraining from high fives and team celebration – no team or coach handshakes pre- or post-game.
- No spitting, chewing gum or eating (unless needed for a medical condition) during athletics.

**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.**

- Follow all state, local, region and conference guidelines in protocols and policies.
- Along with Brookdale’s return to play action plan, the Region XIX and Garden State Athletic Conference (GSAC) are working on action plans for every member institution to utilize and follow for competition within Region XIX and GSAC.

## Additional Information (Optional)

### **160 Driving Academy**

Brookdale Community College partners with 160 Driving Academy to provide commercial driving license training (CDL). Upon approval of Brookdale Community College's Institutional Plan, we propose to resume this program.

### **COVID-19 Training Plan**

160 Driving Academy is following the Centers for Disease Control and Prevention (CDC) and New Jersey Department of Health (DOH) public health standards for distancing, sanitizing equipment, handwashing and cleaning and disinfection. We are committed to working with state and local officials in addition to following the FMCSA guidelines from the US Department of Transportation to provide a safe and effective learning environment for students and staff.

### **Personal Protective Equipment (PPE) and Supplies**

- 160 Driving Academy will maintain an adequate supply of PPE and provide the following PPE to each student and 160 Driving Academy staff members:
- Disposable Gloves – provided daily
- Face Covering – one face covering will be provided to the student; student will take home and bring back daily
- Students may provide or bring in their own face covering
- Every instructor and each student must wear all PPE provided during training
- Required use of face coverings for faculty, staff, students, and visitors, except when doing so would inhibit the individual's health.

### **Additional Safety Requirements**

- Social distancing is required and is encouraged during class orientation and reinforced through posted signage
- During pre-trip inspection and range driving portions of training, students and instructors will observe social distancing of 6 feet or more at all times
- A physical barrier is provided between student and instructor while in-cab of tractor
- Student to instructor ratio is 1:1 while in-cab and on-road
- Students and instructors are not to congregate with each other
- The yard office trailer onsite is available for employee use only; one employee permitted at a time
- In-person classroom and permit training will continue to continue to occur via distance education until further notice

### **Sanitation and Personal Hygiene**

- 160 Driving Academy will maintain an adequate supply of sanitation and cleaning products:  
Liquid & Gel Hand Sanitizer • Located onsite and in portable toilets for all student and instructor use
- Lysol or similar & Cleaning Towels • Located in each tractor and office
- To be used by every student or instructor who drives the tractor
- Sanitation practices will include, but are not limited to, the following:
- Frequent cleaning and sanitization of high-touch areas, equipment and shared surfaces
- Yard instructors will also sanitize (daily) all surfaces including, but not limited to: door handles, steering wheel, and shifter
- Branch Manager will also sanitize (daily) all surfaces including, but not limited to: doorknobs, laptops, desks, and chairs

Encouraged handwashing and information about how to prevent the spread of COVID-19 will be posted in shared spaces and is also available upon request •

### **Student Health/Symptoms**

- Students must check in with 160 staff every day of training to complete the following: • Temperature check • Any temperature exceeding 100.4 will result in student or instructor being sent home until the fever has broken without medication for at least 24 hours • Student COVID-19 Symptom Questionnaire • Any student exhibiting symptoms of COVID-19 (within 72 hours of training) and/or that has come in contact with someone who is positive for COVID-19 will not be permitted to train • If a student is tested for and found positive for COVID-19, student will not be permitted to train for 14 days • If a student or instructor has come into direct contact with someone who has tested positive for COVID-19, student or instructor will not be permitted to train for 14 days •

### **Employee Health/Symptoms**

- 160 Driving Academy encourages employees to stay home or leave work if feeling ill or have been in close contact with confirmed positive COVID-19 case • If an employee develops symptoms of acute respiratory illness, they must seek medical attention and inform 160 Driving Academy – prior to returning to work • Regional Instructor Manager or Regional Branch Manager must be notified if an employee develops symptoms of COVID-19 (i.e. fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell, etc.) • Any instructor exhibiting symptoms of COVID-19 (within 72 hours of training) and/or that has come in contact with someone who is positive for COVID-19 will not be permitted to train or instruct • If an instructor is tested for and is found positive for COVID-19, instructor will not be permitted to instruct for 14 days •
- If an instructor has come in direct contact with someone who has tested positive for COVID19, instructor will not be permitted to instruct for 14 days • Failure of compliance with the guidelines stated will result in employee being sent home • If an employee is confirmed to have COVID-19 infection, 160 Driving Academy will inform other employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA) • 160 Driving Academy will instruct all exposed employees about how to proceed based on the CDC Public Health Recommendations for Community Related Exposure•