

Limited Reopening

BROOKDALE
COMMUNITY
COLLEGE

THIS TRAINING IS DESIGNED TO INFORM STUDENTS,
EMPLOYEES, AND VISITORS ABOUT MEASURES TAKEN BY
BROOKDALE COMMUNITY COLLEGE TO LIMIT THE SPREAD
OF COVID-19 AND TO SAFEGUARD THE HEALTH AND WELL-
BEING OF ALL AS THE COLLEGE RESUMES LIMITED IN-
PERSON CLASSROOM INSTRUCTION.

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.

Expectations of ALL Students, Employees and Visitors:

Adhere to Screening
Procedures before and
upon arrival at a campus
location.

Practice Social Distancing

Face Coverings to be worn
@ all times while indoors;
also should be worn
outdoors when social
distancing is not possible.

Follow Good Hygiene
Practices (Wash hands,
cover your sneezes and
coughs, don't touch your
face, etc.)

Stay Home If You Don't
Feel Well!

Screening Procedures

All employees, students and visitors (contractors) are required to go through a screening process to get access to our buildings.

Before Coming to Campus:

- Complete the [COVID-19 Pre-screening Health Questionnaire](#) (available in English & Spanish on the Brookdale home page) each day prior to arrival on campus.
(Can be completed anytime from 5 p.m. the day before your arrival on campus)
- Verify receipt of email with a “green” approval notice indicating you can proceed to a screening center.
- Bring the following with you: a face covering, a photo ID, and your emailed questionnaire results to show to the screening center staff.

Screening Procedures

Upon Arrival on Campus:

- Fall 2020 semester screening stations:
 - Center for Visual Arts (CVA): Mon-Wed 8:00-5:00; Tues-Thurs 8:00-7:00; Friday 8:00-12:00
 - Auto Tech: Mon-Thurs 7:00 a – 8:00 p; Fri 7:00-5:00
 - Culinary Center, Asbury: M,T, TH,F: 7:00-10:00
 - Wall location: T,Th,F: 7:30-5:00; M, W: variable
- At the screening station:
 - Put on your face covering.
 - Show your photo ID and the emailed questionnaire results to the screening center staff.
 - Your temperature will be taken to ensure you do not have a fever. (Individuals with a temperature of 100.4°F or higher will not be admitted to campus and must return home.)
 - You will be issued a color-coded bracelet that must be secured to your wrist prior to exiting the screening station.
- To access a building other than CVA or Auto Tech, call 224-2222 to have police open the designated building.

Wear a Cloth Face Covering to Protect You and Your Friends

PUT ON



WASH YOUR HANDS



PLACE OVER NOSE AND MOUTH



MAKE SURE YOU CAN BREATHE EASILY

TAKE OFF



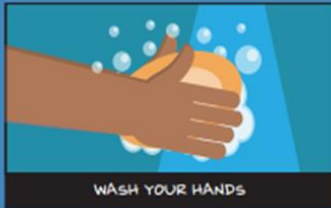
TAKE OFF YOUR FACE COVERING



FOLD OUTSIDE CORNERS TOGETHER



PUT ASIDE FOR WASHING



WASH YOUR HANDS

WASH YOUR HANDS OFTEN, WEAR A MASK, AND STAY 6 FEET FROM OTHERS.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Face Coverings

All persons entering the College are required to wear face coverings upon entry and for the duration of their time spent in a building.

Face coverings should be worn properly and should always cover the nose and mouth of the wearer.

Faculty, students, staff and visitors are expected to supply their own face coverings.

Only those who wear face coverings will be on campus; others will be accommodated virtually.

The College will maintain an adequate supply of face coverings for faculty, staff and students who arrive without proper coverings or need a replacement.

Social Distancing Protocols

Social distancing is required at all times. This includes classrooms, restrooms, offices and other areas across campus.

Class schedules and classrooms have been reconfigured to support social distancing measures.

Following 6-foot guidelines, furniture has been rearranged, removed or blocked off to promote social distancing.

In restrooms, some handwashing stations, stalls, and urinals will be taped off as needed to comply with social distancing guidelines.

Superfluous furniture has been removed and common areas taped off to discourage student or employee gatherings.

KEY TIMES to Practice Social Distancing



Inside your home when someone has, or thinks they have, COVID-19

If possible, stay at least 6 feet away.



Outside your home

Stay at least 6 feet away from people outside of your household in indoor / outdoor spaces. Stay out of crowded places if possible.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

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Cleaning & Sanitizing Protocols

Cleaning and sanitization of classrooms, restrooms, high-touch areas, equipment and shared surfaces are increased and ongoing.

- Classrooms cleaned and sanitized before and after each class session.
- Restrooms cleaned at least two times daily.
- High-touch areas, such as door handles, elevator buttons, staircase railings, countertops, copy machines, etc. will be sanitized frequently.
- Two (2) Tru-D Smart UVC Room Disinfection robots will be used to complement the College's comprehensive cleaning and disinfection program.





Cleaning & Sanitizing Protocols

Hand sanitizer dispensers are located at classroom entrances, adjacent to elevators and stationed throughout the College.

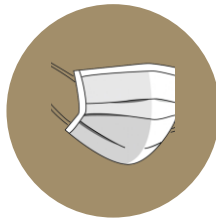
Wipes and/or other disinfecting products will be available in classrooms for students and in offices for employees to clean their work area.

Elevator use is restricted to those for whom health related issues prevent them from using the stairs. Only one person at a time is allowed to use the elevator.

Considerations for Students & Visitors



A STUDENT WHO CANNOT WEAR A FACE COVERING SHOULD CONTACT HIS/HER INSTRUCTOR FOR ALTERNATE ASSIGNMENTS OR ARRANGEMENTS THAT MIGHT BE POSSIBLE.



IF A STUDENT OR VISITOR DOES NOT HAVE OR HAS FORGOTTEN-A FACE COVERING, THE COLLEGE WILL PROVIDE A DISPOSABLE FACE COVERING UPON ENTRY TO A SCREENING CENTER.



THE COLLEGE HAS A LOANER LAPTOP PROGRAM TO ASSIST STUDENTS WITH REMOTE LEARNING TECHNOLOGY NEEDS.

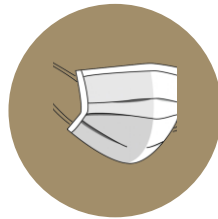


STUDENTS NOT FOLLOWING PROTOCOLS/REQUIREMENTS ARE SUBJECT TO ADVERSE ACTION VIA A BROOKDALE COMMUNITY COLLEGE STUDENT CONDUCT INVESTIGATION.

Considerations for Employees



ALL EMPLOYEES SHOULD REVIEW [THE RESTART PLAN](#) IN DETAIL AND SHOULD BE FAMILIAR WITH THE COLLEGE'S [COVID-19 RESPONSE PAGE](#) ON THE BROOKDALE WEBSITE,



IF AN EMPLOYEE CANNOT WEAR A FACE COVERING DUE TO HEALTH CONCERNS, HE/SHE WILL BE GIVEN A "WORK FROM HOME" ASSIGNMENT, IF POSSIBLE.

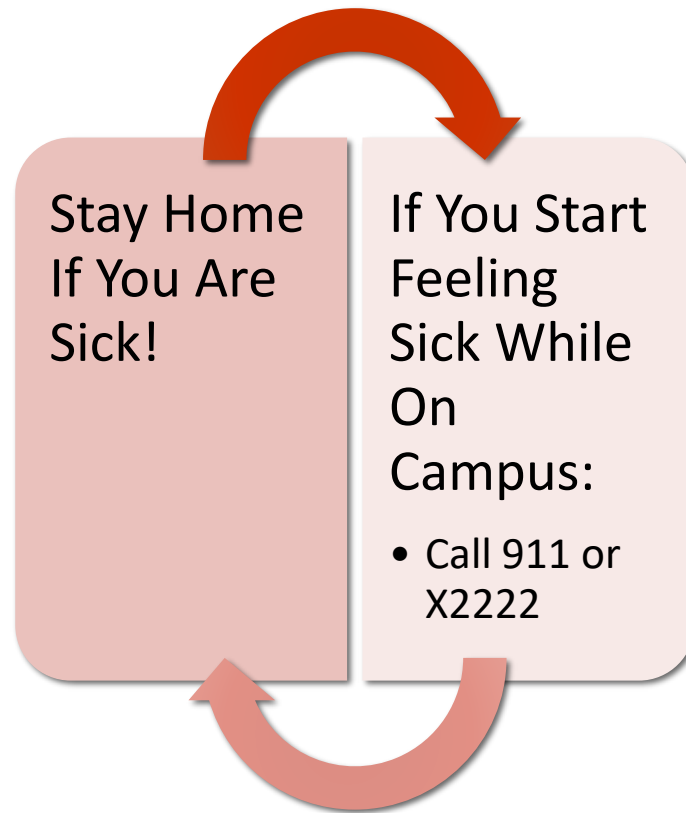


IF AN EMPLOYEE CANNOT WORK FROM HOME AND IS UNABLE TO WEAR A FACE COVERING, HE/SHE MAY REQUEST AN ADA ACCOMMODATION OR, IF APPLICABLE, USE FMLA OR NJFLA LEAVE-



EMPLOYEES WHO REFUSE COMPLIANCE WILL BE SUBJECT TO ADVERSE ACTION VIA BROOKDALE'S DISCIPLINARY PROCESSES.

Finally...



For more
information:

[Brookdale's Response to COVID-19
Webpage](#)

[The New Jersey COVID-19 Information Hub](#)

[CDC COVID- 19 Videos](#)

[“ASK JERSEY BLUES” Chat Bot on
Brookdale's Website](#)