

RARITAN VALLEY COMMUNITY COLLEGE

Institutional Plan for Restart Cover Sheet

Institution Name: Raritan Valley Community College

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Key Contact(s):

Name: Dr. Michael McDonough
Title: President of RVCC
Email: Michael.McDonough@raritanval.edu
Phone: 908-526-1200 x8870

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, Dr. Michael McDonough

8-19-20

Date

RVCC RESTART PLAN

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INTRODUCTION

The members of the RVCC Reopening Task Force, which includes students, staff, faculty, and administration, have created the following RVCC Restart Plan in accordance with the standards promulgated by the NJ Office of the Secretary of Higher Education (OSHE). The RVCC Restart Plan prioritizes three outcomes: safeguarding the health of our students, staff, and community; supporting student learning; and providing flexibility and clarity for a return to campus.

The Task Force has established policies with the expectation that everyone coming to campus takes their own health and the health of others seriously, and that the entire campus community has a part to play in our response to the challenges that a global pandemic presents.

As required by OSHE, the RVCC Restart Plan addresses the stages outlined in New Jersey's phased re-opening plan: *The Road Back: Restoring Economic Health through Public Health*. That plan provides three Stages for Reopening the state. With regard to college communities, those stages are described as: Stage 1, where colleges are engaged in distance learning; Stage 2, where in-person learning can occur with safeguards; and Stage 3, where colleges may operate in-person with reduced capacity. The College is currently operating in Stage 2 and running face-to-face courses, with waivers, located mainly in the College Workforce Building. RVCC plans to reopen for the fall semester, which begins on September 2, 2020. The Stage of this opening will necessarily correspond with state-wide decisions.

As information about COVID-19 evolves, the RVCC Restart Plan will be updated to reflect new OSHE standards and changing health conditions.

GENERAL SAFEGUARDING

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

RVCC is committed to working with local and state officials, including the Branchburg Department of Health and the Somerset County and Hunterdon County Offices of Emergency Management, to share the components of the restart plan and revise same as may become necessary. During Stage 1, RVCC worked remotely only, with all offices and classrooms closed. During Stage 2 this summer, offices and most classrooms remained closed, with most instruction and all student support taking place remotely. Any visitor to campus is required to log in and log out with security, providing name and location of campus area visited. Only those classes with state waivers are taking place on campus this summer, and these classes are limited in the main to one campus building, the Workforce Training Building. Students taking classes in the Workforce Building are required to sign in and check off answers to health screening questions. Security employees monitor the access points to building entry. All sign-in sheets are collected by security and scanned in the event that contact tracing is required. In the fall, operating under Stage 2, the college will offer classes that have obtained state waivers, as well as labs, clinical rotations, technical, and hands-on instruction, operating within state-established restrictions. Under Stage 2 this fall and while in Stage 3, the college will provide for limited campus entry and require all those coming to campus to complete an online self-screening form for admission. A sample of that form is available in Appendix A of this report. The link for the self-screening form will be made electronically available to all constituents prior to the start of the fall semester. In addition, all persons entering the buildings will be required to present themselves at temperature kiosks located at each entry. The kiosk will automatically read temperature. Finally, RVCC has established a Compliance Monitoring Team that will develop a schedule for monitoring and reporting campus compliance with face coverings, social distancing, and COVID-19 training.

Training of Students and Employees

The college will provide training on sanitization and social distancing protocols, as well as training on college policies and procedures, to limit the spread of COVID-19 in a variety of ways:

- Posting the College Restart plan on the RVCC website in the Reopening Taskforce site. The link to the RVCC Restart Plan was emailed out to all constituents by the college president and is available to all interested parties on the college website at https://www.raritanval.edu/sites/default/files/aa_PDF%20Files/Alerts/200803%20Raritan%20Valley%20Community%20College%20-%20Restart%20Plan.pdf
- Providing links to students and employees (via email and in Safe Colleges courses) on CDC training videos and RVCC reopening protocols, including the following:
 - Coronavirus Awareness
 - Coronavirus Sanitizing and Disinfecting
 - Guidelines for Reopening
- Maintaining a database, through the Human Resources Department, of those individuals who have completed training. The RVCC Compliance Monitoring Team will cross check student rosters with the training database. Human Resources will follow-up with any employees who are on campus and have not taken the training. Student affairs will follow up with any students who have not taken the training.

- Marking high travel/visit areas with 6-foot floor spacing symbols to allow visualization of appropriate social distancing.
- Displaying signage on handwashing, social distancing, and other CDC guidelines in areas such as hallways, stairwells, restrooms, water fountains, classrooms and gathering areas.
- Providing a FAQs section on the college website.
- Providing a dedicated email box for all members of the community to communicate any issues and concerns and ask any questions regarding RVCC COVID-19 practices and protocols.

Cleaning & Sanitization

The college Facilities Department is committed to the health and well-being of all those visiting the RVCC campus and will provide thorough and continual cleaning and sanitization services for all campus areas, including doorknobs, stair railings, copy machines, and other high use surfaces. Specific requirements include

- Cleaning Log-sheets will be displayed documenting the date/time of cleaning of classrooms, offices, conference and gathering areas, restrooms, and other high traffic areas.
- Sanitization of classrooms will occur before and after each class session using fogging machines.
- Hands free sanitizing dispensers will be available at the door of each classroom in use.
- Disinfectants and wipes will be available in classrooms for student use at individual desk/work stations and in office areas for employees use.
- Hand Sanitizing dispensers and portable hand washing stations will be located throughout the College near restrooms, offices, classrooms, gathering areas, copy machines, and other areas.
- Trash receptacles will be emptied twice a day.
- Restrooms will be cleaned and sanitized at least twice a day and more often in high use areas.
- Elevator use will be restricted to two persons at a time with signage encouraging riders to use sanitizers provided at each elevator door.
- Water fountains will be removed and replaced with water filling stations.
- Stand-alone air purifiers that include HEPA filters and UVC light will be deployed in classrooms and continually run during the day.

Face Coverings

Face coverings must be worn by all students, employees, and visitors, unless doing so would inhibit the individual's health. All persons entering campus will be required to wear a face covering for entry onto the campus and will be denied entry if they refuse to wear a face covering. The college will provide disposable face coverings at campus entry points to anyone who does not have or cannot afford a face covering. The college will maintain an adequate supply of face coverings for those who need a replacement during their campus stay.

Personal Protective Equipment and Cleaning Supplies

The maintaining and purchasing of adequate supplies, such as personal protective equipment and cleaning supplies will be controlled by the RVCC Facilities Department and the Public Safety

Department. Additionally, PPE needs for science labs and art classes will be coordinated by lab assistants in those departments. Individuals entering campus are expected to provide their own face coverings, but the college will provide face shields and other protective gear to faculty and students as requested. Currently the college has one thousand face shields available, developed by its 3-D Advanced Manufacturing program.

Social Distancing

Social distancing is mandatory on the RVCC campus, and classrooms, offices, restrooms, and all gathering areas will be appropriately restricted. Entryways and stairwells in open buildings will be adjusted to control the flow of pedestrian traffic and to avoid close proximity to other persons. One-way and other signage will be used to direct people safely to their destination. Class times have been staggered to avoid crowding and class scheduling has been revised to place face-to-face classroom sessions in rooms large enough to accommodate the number of students enrolled. Employees will continue to work a combination of remote, alternating days, and/or staggered start and departure time with less than 40% capacity. Common areas have been closed/cordoned off, and group gathering spaces have been limited to three indoor areas on campus: the Cafeteria, the Sculpture Garden, and the Welcome Center. Outdoor areas have been assembled to insure social distancing through the fixed placement of tables and benches. Desks and work spaces have been altered to provide 6-foot minimum spacing. Extra chairs in hallways and gathering areas have been removed or taped off to impede larger gatherings. Signage regarding social distancing requirements will be posted throughout campus, including employee and student gathering areas.

SCREENING, TESTING, AND CONTACT TRACING PROTOCOLS

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.

Although the college is currently a COVID-19 Testing Site, that testing is available only to Somerset County residents by appointment. The college does not have the ability to test all RVCC students and employees.

RVCC continues to collaborate with state and local health officials, including the Branchburg Department of Health and the Somerset County and Hunterdon County Offices of Emergency Management, to ensure immediate reporting of COVID-19 cases on campus and to develop ongoing screening and contact tracing protocols. Log-in sheets and health self-screening forms for each individual entering the college campus will be forwarded to Human Resources for tracking. Any COVID-19 incidents will be reported and communicated to the Branchburg Health Department in accordance with protocols established between the college and the Health Department. These protocols include immediate informational reporting, quarantining and return to campus requirements, and are available in full in Appendix B of this report. The Branchburg Department of Health will conduct all contact tracing.

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

- Access points to campus will be limited and monitored by security. Only those wearing a face mask will be allowed entry onto campus.
- Temperature kiosks will be located at each entry and will automatically read temperatures. Anyone with a temperature of 100.4 degrees or higher will not be allowed entry onto campus.
- All employees, students and scheduled visitors will be required to screen their health prior to arrival on campus. The college has developed an online RVCC self-checking form for monitoring which requires the person to answer questions, conduct a symptom review, and attest to the absence of COVID-19 symptoms. This form must be completed each day a person wishes to enter campus and is automated so that the person will receive a notice granting or denying them access to campus that day. It is anticipated that this form will be operational by mid-August, two weeks prior to the start of the fall semester. In the event that the online form is not available on time, paper sign-in sheets with health screening will be used.
- Individuals with COVID-19 symptoms will not be granted access to campus.
- Scheduled visitors will be met by the appropriate employee at the entry site and not allowed access to the campus unattended. Unscheduled visitors will have their temperature screened and will not be allowed to enter the campus if their temperature is above 100.4 degrees F.
- Information on screening and entry protocols, as well as a link to the self-checking form will be posted on the college website, and included in the FAQs section of the ReOpening Taskforce site.
- In the event a person becomes ill while on campus, the person will be isolated by security and offered emergency medical assistance. If the person accepts assistance, 911 services will be activated. If the person refuses assistance, he/she must leave campus promptly. Security will assist the person to leave campus in a safe and expeditious way.
- Any person that has advised the College of COVID-19 symptoms, infection or exposure cannot return to campus until they meet the CDC requirements regarding return to work.

What will be the testing protocol?

Although the college is currently a COVID-19 Testing Site, that testing is available only to Somerset County residents by appointment. The college does not have the ability to test all RVCC students and employees. As such, RVCC 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?

Not applicable, as RVCC does not offer residential housing.

How will the institution log students, employees and visitors to facilitate contact tracing?

The RVCC self-checking form for monitoring includes a mechanism to maintain a log of students, employees, and visitors to facilitate contact tracing. These logs and self-check health forms will be forwarded to the Human Resources Department, which will report any instances of COVID-19 to local health officials.

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?

In Stage 1, all college classes ran in a remote/synchronous fashion.

This summer, while under Stage 2, the college is running limited face-to-face classes, located mainly in the Workforce Training Center Building. Courses are in progress in the Advanced Manufacturing, HVAC, Cosmetology, and Ophthalmology programs, and each of these courses received state waivers allowing face-to-face instruction. All classes are physically structured with more than 6-foot spacing between desks/workstations. Masks are required at all times and face shields and individual goggles are provided for each student and faculty member. Hand sanitizers are located at the entrances to the building and at the door to each classroom/lab. Students and employees are required to wash their hands before entry to class and are reminded to do so multiple times during class. Personal hygiene policies were provided via email to all students and employees and signage is located in each classroom and throughout the building emphasizing hygiene practices. Faculty reviewed hygiene practices and policies with students in the first class session. Building access is limited. Class meeting times are staggered to minimize contact and students are advised to avoid meeting in groups of five or more while on campus. These same protocols will be in effect in the fall should the college be operating under Stage 2.

Under Stage 2 this fall and in Stage 3, the college will operate in a reduced capacity, with 33% of all classes delivered in a traditional and completely online format, 48% in a remote/synchronous format (where courses are taught online with students logging in from home to interact with professor and classmates in real time), and only 19% of classes running face-to-face. A total of 209 classes are scheduled for face-to-face campus delivery. Classes will be run in a remote-ready status, so that if conditions worsen during the semester, these classes can be taught in a remote/synchronous format. Faculty were given the option of selecting the fall teaching format that best suits their pedagogical and health concerns. All in-person classes will be held in rooms large enough to accommodate social distancing for all students and instructors, including in spaces such as conference rooms or the gymnasium, which are larger than typical classrooms. In those cases where appropriate distancing is not possible due to room set-up, such as science and computer labs, plexiglas partitions have been installed. If necessary, courses will meet with only a percentage of enrolled students at a time, such as half of enrolled students on one meeting day

and the other half on the other day. In such cases, recording devices and/or online streaming will be made available so that the other half of the students can participate remotely. As part of the mandated training for all people who will be on campus, students and instructors will be barred from moving classroom furniture such as desks and will be required to wear masks at all times while on campus. Entry and exit into classrooms will follow social distancing guidelines, and while in classrooms, students and instructors will maintain social distance.

The protocols and policies noted in the GENERAL SAFEGUARDING section of this plan apply here to ensure that social distancing is encouraged and that general safeguarding measures are maintained in classrooms through both signage and classroom design. Plexiglas and other physical protection measures will be taken in all campus areas, including classrooms. In addition, class meeting times have been staggered, desks/work stations laid out for each class to ensure 6-foot distances based on class enrollment, and faculty provided with microphones, amplifiers, and other PPE as requested individually through a faculty survey.

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 classes in-person will be advised and assisted by the registrar/advising staff to register for courses offered in alternative delivery formats such as online and remote/synchronous. If the particular class needed is only offered in a face-to-face format, advising staff and faculty will work to accommodate the student on a case-by-case basis. For any student who presents with COVID symptoms during the semester, reasonable accommodations will be made for that student to participate remotely via recording or streaming the class meeting online. All efforts will be made to assist students to complete courses and/or provide options to return to their courses in a future semester.

In addition, the college has finalized a new Student Leave of Absence Policy, designed to allow students flexibility in completing their educational program in response to extraordinary events, such as the COVID-19 pandemic. This leave of absence policy grants students the ability to make up any course work missed during the approved leave. The policy establishes systems and processes that enable students to request a course/program leave of absence.

As noted above, faculty have been given the option of selecting the teaching format that best suits their pedagogical and health concerns, so at the outset, any faculty member who is immunocompromised, or at high-risk for COVID-19, or has received a positive diagnosis of COVID-19 and is thus unable to teach classes in-person would have selected a different teaching format for their class. For faculty who present with COVID symptoms during the semester, accommodations will be made by the area Dean and Department Chair in collaboration with Human Resources.

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

As noted earlier, all courses will meet in rooms large enough to accommodate social distancing, and desks will be spaced at least 6 feet apart in all directions. Signage by the doors will instruct students and faculty on how to enter and exit every room, and arrows/stickers on the floor will direct the flow of traffic. Additionally, these instructions will be explained during the mandated training. Faculty will also receive training on the necessity of maintaining social distancing requirements in classrooms. Additionally, the protocols and policies noted in the GENERAL SAFEGUARDING section of this plan apply here to ensure that social distancing is encouraged and that general safeguarding measures are maintained in classrooms through both signage and classroom design. Plexiglas and other physical protection measures are being provided in all campus areas, including classrooms. In addition, class meeting times have been staggered, desks/work stations laid out for each class to ensure 6-foot distances based on class enrollment, and faculty provided with microphones, amplifiers, and other PPE as requested individually through a faculty survey.

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

In Stage 1, all college classes ran in a remote/synchronous fashion. Cleaning staff was minimized and classrooms closed.

This summer, while under Stage 2, the Workforce Center Building was the main building open for classroom instruction. Cleaning staff schedules rotate through the classrooms and labs on a regular basis, disinfecting high touch area like doorknobs, and sink knobs. Each night, the entire facility is sanitized. In addition to regular cleaning protocols, alcohol and disinfectant wipes are provided in each working area, and all tools and equipment are cleaned with alcohol or disinfectant wipes both prior to and after use. These same protocols will be in effect in the fall while the college is operating under Stage 2.

Under Stage 2 this fall and in Stage 3, the college will be operating in a reduced capacity with limited classes scheduled for face-to-face campus delivery. As noted more specifically in the GENERAL SAFEGUARDING section of this plan: high traffic areas and gathering spaces will be limited; cleaning protocols will particularly include high touch areas with log sheets maintained for all areas in use; classrooms will be cleaned before and after each use; and hand sanitizing and alcohol and disinfectant wipes will be provided in classrooms, offices, and all meeting areas.

ON-CAMPUS RESIDENTIAL HOUSING

Not applicable as RVCC does not offer residential housing.

LIBRARIES AND COMPUTER LABS

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

In Stage 1, the library and all computer labs were closed. The college expanded WiFi and hotspot services in parking areas on campus to provide internet for students in need.

This summer while under Stage 2, computer labs remained closed. The physical space of the Library remains closed with no access to physical books/collections. However, students and faculty have access to all online databases and collection materials. Librarians are available online to assist students through *Live-Chat With a Librarian* and *Ask a Librarian* tools which allow instant messaging, live chats, and email reference assistance. Students can also access online course materials remotely. Faculty can schedule Information Literacy Instruction for classes which is handled remotely and online. Library Staff are working from home.

Under Stage 2 this fall and in Stage 3, the library will remain closed to the public and be available to faculty and students only for reference services, materials pick up, and reserves scanning requests. All virtual options will be available in addition to open hours of operation. The normal library schedule will be adapted so that the library will have open hours of 8:00am - 4:30pm Monday through Friday, and virtual only hours from 4:30pm - 9pm Monday through Thursday. The library will operate with minimum staffing, on a staggered schedule, and individuals who can work from home will do so. Books and materials can be picked up in the library common area by appointment from the Library Check-out desk or library lounge area outside of the main library entrance.

Computer labs being used as classrooms for face-to-face teaching will follow the protocols and practices outlined in the INSTRUCTION section of this report. Open computer labs will have a posted schedule with maximum occupancy. The normal lab schedule will be adapted so that the labs will have open hours of 7am - 11pm Monday through Friday, 7am -10pm on Saturday and 9am - 8pm pm on Sunday. The first and last half hour of each day will be designated for high risk persons. Each open lab will be remotely monitored to ensure social distancing, mask protocol and other safety requirements. The Compliance Monitoring Committee will also do spot checks on their rounds through actively used areas. Computer labs will be disinfected with fogging equipment twice a day. In addition, to assist students without computers, the college has purchased one hundred laptops for student use and is developing a plan for a loaner program through the Technology Services Department.

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

In Stage 1 and under Stage 2 this summer, the library and all computer labs remained closed.

Under Stage 2 this fall and in Stage 3, social distancing during open library hours will be demarcated with lines on the floor as well as with PVC barrier at the circulation desk between the staff and patrons. The library's 2nd floor will be closed to users and first floor study spaces,

computer labs, and lounge seating will be unavailable. Patrons requesting reference assistance who cannot take advantage of virtual reference will be able to meet with a librarian in the Library Classroom which allows for appropriate social distancing and use of the instructor computer and projector for reference help. All furniture and computer stations will be repositioned and/or blocked to maintain 6-foot spacing. Cleaning protocols will be followed by housekeeping on the appropriate schedule. Disinfecting and alcohol wipes will be provided throughout the library as well as signage asking individuals to wipe down areas before and after use. Returned materials will be isolated for 72 hours then wiped down as possible. As reserve items are used more frequently, library staff will be providing scans of chapters to users who request them. Masks will be required of both staff and patrons and signage throughout the library will remind users of mask requirements.

Under Stage 2 this fall and in Stage 3, computer labs occupancy will be determined based on social distancing requirements, and student seating areas will be clearly marked to maintain this distance. Furniture will be spaced 6ft apart when possible; clear plexiglas partitions will be used when room/furniture set-up does not allow for 6 ft distancing. Any extra chairs/tables will be removed from the lab or cordoned off as not available. Extra computers will either be removed or rendered unusable and will be so marked. Computer labs being used as classrooms with face to face instruction will have screen sharing software like NetOP, so instructors can help individual students while maintaining a social distance of 6ft. Computers labs will be disinfected with fogging equipment twice a day. Keyboards will have a vinyl covering that will be cleaned in between uses. Computer mice will have a disposable plastic covering and be cleaned in between uses. Monitors and Screens will be cleaned in between uses. Appropriate electronic disinfecting wipes will be provided in each lab. Additional cleaning supplies and hand sanitizers will be available in each lab. Each student will be instructed to wipe down the keyboard and mouse when they are done using the computers.

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

In Stage 1 and under Stage 2 this summer, the library and all computer labs remained closed.

Under Stage 2 this fall and in Stage 3, the library will follow state occupancy restrictions by maintaining a sign in sheet at the entrance to ensure that the number of occupants does not exceed mandated capacity. Only one person will be allowed per table and every other computer station will be indicated as out of service. Students will not be allowed to use the library for studying or computer use reducing occupancy numbers.

Under Stage 2 this fall and in Stage 3, computer labs will be included in the occupancy count for each building and will be based on state occupancy restrictions. For open labs, there will be remote monitoring to maintain use restrictions and be certain that only the appropriate number of students use the lab at any given time.

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

As noted above, housekeeping staff will follow appropriate cleaning protocols for both the library and the computer labs. Hand sanitizers will be available in all areas. Cleaning and sanitizing of high touch areas such as chairs, desktops, computer terminals, keyboards, etc., will be done before and after each use. Disinfecting and alcohol wipes will be provided throughout the library and in the computer labs, as well as signage asking individuals to wipe down high touch areas before and after each use. Computer labs will be fogged twice a day. Returned library materials will be isolated for seventy-two hours then wiped down as possible. As reserve items are used more frequently, library staff will be providing scans of chapters to users who request them.

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

The library will not offer curbside pickup with staff and librarians bringing materials out to individuals' vehicles. The library will allow individuals the opportunity for contact-less pick up of materials at the Check Out desk or in the library lounge area outside of the main library entrance. Library users will be able to request materials via phone, electronic holds, or by contacting a reference librarian by chat. Library staff will fulfill the hold and let the patron know when they are able to visit the library to pick up the materials. All college protocols will be followed in allowing the patron to enter campus.

RESEARCH

Not applicable, as RVCC does not utilize Research labs; all labs are for instructional purposes only.

STUDENT SERVICES

What is the institution's plan for student services?

In Stage 1 and under Stage 2 this summer, Student Services were offered remotely only. Virtual services available to students and staff include personal appointments via live platforms such as Zoom or Microsoft Teams, live chats, and email. All registration, admissions, counseling, financial aid, and other student services are fully operational and accessible in this online format.

Student Services is using various technology to increase the security and efficiency of processing information in a virtual environment. The College has adopted DocuSign, allowing offices to process documents in a secure and timely manner. Services such as adding and/or dropping a course, changing of major, and changing of address, which used to require in-person verification and processing, is now handled completely online. In addition, ProEducation Solutions is a platform that enables financial aid verification to be done remotely, reducing staff time.

Under Stage 2 this fall and in Stage 3, all the remote services noted above will be offered and encouraged, but limited in-person services will also be available. Student Services will utilize Accudemia, Microsoft Forms or similar technology to schedule both remote and in-person

appointments with students. Staffing will be minimized and staggered and individuals who can work from home will do so. Admissions, Financial Aid, and Enrollment Services will limit on-campus staff to one person per day and locate all staff in the Admissions area. All other areas will be closed. The College Bookstore will continue online purchasing and be open during the first two weeks of fall classes for in-person book pick-up on a limited schedule. Open hours for general use will be limited and staff will monitor occupancy and social distancing. Purchasers and staff must wear masks; staff must wear gloves. All counters will be cleaned after each use, aisles will be one-way only, and social distancing signage and floor decals will be in place.

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

All students and staff must wear face coverings. Staff presence will be minimized. Students will be encouraged via email and on the college website to use remote meetings, live chats, and other virtual methods to communicate with student services staff. Waiting areas will be cordoned off. Gates will be used to limit access to staff offices. Furniture will be removed/reset to meet 6-foot distancing requirements. Since individual staff offices do not allow for appropriate social distancing, all scheduled student visitors will be met and escorted by staff to a classroom in Somerset or Hunterdon Hall for the meeting. Unscheduled and walk-in visitors will be required to use enclosed, plexiglass protected computer check-in desks to contact staff. These desks will be cleaned by users after each use. Staff, as available, will meet these visitors at that desk and escort them to a classroom meeting area. No one other than staff will be allowed into office areas. Staff may be relocated to other areas as required to meet social distancing guidelines.

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?

As noted above, all student services are available remotely and can be so accessed by students, staff and faculty who are immunocompromised, or otherwise in an at-risk category, or those with a positive COVID-19 diagnosis.

TRANSPORTATION

Not applicable as RVCC does not provide transportation services on campus. Most visitors to campus arrive in their own vehicles. All those arriving on campus using bus services like ARC or Hunterdon County Ridewise, must undergo the same protocols as any other visitor to campus. RVCC owned vans used for facilities purposes like mail transport will be cleaned before and after each use and limited to one-person usage. Athletic vans are covered in a later section of this report.

DINING

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

During Stage 1, all food/dining options were closed along with the rest of the campus.

During Stage 2 this summer, the main cafeteria and the satellite coffee shop remained closed, with vending machines in the Workforce building being the only food options available on campus.

Under Stage 2 this fall and in Stage 3, the main cafeteria service will remain closed. The satellite coffee shop will operate as a “grab and go” food service and will be equipped with barriers/plexiglass between the employee and the customers. Customers will be required to wear masks and maintain social distancing, and employees will follow state and local health requirements. Vending machines will also be available.

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

CulinArt is contracted to provide dining services at RVCC and will provide training to its employees on appropriate sanitization and social distancing practices and protocols. The RVCC Human Resources Department will monitor this training for compliance with RVCC practices and protocols.

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

Under Stage 1 and during Stage 2 this summer, no indoor seating was allowed.

Under Stage 2 this fall and in Stage 3, the main dining facility will be open only for seating purposes. Capacity will be limited by arranged seating and signs will be posted to reinforce seating limitations. The only location that will be open for dining service, the coffee shop, will be a grab-and-go service. Using signage, partitions, and floor markers, customers will be limited to one at a time in the grab-and-go service location, and will line up according to social distancing. Additionally, the total number of people on campus will be limited, which will reduce the total occupancy at both the main dining facility and the grab-and-go coffee shop.

Outdoor seating is available at limited locations in campus courtyards and furniture and tables are so spaced as to meet all social distancing guidelines. No seating is available except that which can be appropriately distanced from other seating and from pedestrians. Signage, partitions, and ground markers will be used as appropriate to further address social distancing and state occupancy requirements.

STUDY ABROAD and INTERNATIONAL TRAVEL

Not applicable, as RVCC is not offering study abroad or travel programs this academic year.

ATHLETICS

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

Following the NJCAA Plan of Action, RV Athletics will postpone all competitive seasons to the spring 2021 semester. Fall 2020 semester will consist only of small group or individualized training sessions for student-athletes. All fall semester training sessions will be limited to outdoor facilities. Face coverings will be required for all coaches, student-athletes and administrators to and from the practice facility. No more than 3 persons will be allowed in the Athletic Offices at once. Locker rooms will be closed.

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

Daily Screening will be required both prior to campus travel or upon arrival. Student-athletes, coaches, staff, and administration will complete daily RVCC online symptom self-screening form. Temperatures of all student-athletes on campus for training will be recorded and maintained by the athletic trainer and coaches, trainers and staff will take their own temperatures. COVID-19 testing is not mandated but individuals will obtain testing based on personal symptoms.

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?

The Athletic Plan is attached to this report as Appendix C. RVCC is following NJACC protocols for each sport. Student-athletes and staff will be required to complete all RVCC COVID-19 training requirements and additional Athletic Department training prior to the first training session or workout. Coaches will monitor this requirement for student-athletes. Human Resources will monitor for staff. Disinfectant wipes and hand sanitizing stations will be located throughout the athletics area. Appropriate signage will be placed in all areas, stressing social distancing, handwashing, equipment cleaning, and other personal hygiene.

How will the institution limit equipment-sharing?

There will be minimal sharing of equipment. All students will be assigned particular equipment for use and instructed not to share that equipment with other student-athletes. Sanitizing and disinfecting wipes will be available to clean game balls and other general use items during trainings. The fitness room will be closed.

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

No large team/group meetings/training sessions will be held in confined spaces and team meetings will take place by Zoom if possible. Any face-to-face team meetings will be held outdoors, weather permitting, and if indoors, will be limited to ten people or less, practicing appropriate social distancing guidelines. Face coverings must be worn for any indoor meeting.

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 cannot return to campus for 14 days and then only after clearance from the team physician or a primary care physician.

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

No non-essential visitors, staff, volunteers, media, or vendors are allowed at indoor facilities. Spectators are allowed at outdoor facilities as social distancing guidelines allow. All social distancing and safety protocols will be enforced and only essential staff and volunteers will be allowed. Vendors and media will be limited.

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

Student-athletes and staff will undergo training provided by the college and in addition, will be provided with a PowerPoint presentation outlining the RVCC athletic plan, policies and protocols. Zoom meetings will be held by the Athletic Director and coaches with student-athletes and their families explaining the plan and answering any questions.

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

There will be no team travel for the fall semester. In spring, if competition resumes, team rosters and travel parties will be limited based on bus and van capacity and effectiveness to compete. All charter bus transportation will be limited to within NJCAA Region XIX opponents and follow social distancing guidelines for maximum number of passengers based on bus capacity. The charter bus company must be in compliance with CDC guidelines for proper cleaning. Leased Athletic Van travel will be limited to within NJCAA Region XIX opponents and follow social distancing guidelines for maximum number of passengers based on van capacity. Van passengers will be assigned per vehicle to mitigate exposure and maintain the ability to contact trace. Prior to travel, the team will be evaluated for a fever and/or COVID-19 symptoms and confirmed to be asymptomatic by the athletic trainer. The COVID-19 symptoms checklist should accompany the team and be provided to the host institution. Athletes/Coaches who show symptoms during travel to another venue will be removed from play and isolated until they are able to return to home and proceed with quarantine guidelines.

RVCC will follow NJACC protocols and limit indoor and outdoor hosting of games in accordance with regional guidelines. Regarding indoor facilities for spring competition, RVCC protocols include

- Entry and exit traffic patterns will be established.
- Spectators will not be permitted at practices or games to minimize traffic and potential exposure. Current indoor capacity maximum is one hundred persons.
- Locker room use will not be permitted for changing; only for bathroom use. Teams will come to campus dressed and prepared to practice or compete.
- Signage will be on display regarding social distancing protocols, face covering requirements, and good hygiene practices (e.g., hand hygiene, covering coughs).
- Routine and frequent sanitization and disinfecting, particularly of high-touch surfaces in accordance with CDC recommendations and in accordance with Campus Facilities Dept. protocols will be done.
- Event staff will be at a minimum, and social distancing guidelines in place. Face coverings will be required.
- Athletic Administrators and Athletic Trainers will perform temperature and symptoms checks on student-athletes, coaches, officials and event staff upon arrival to the venue, unless provided beforehand by the visiting athletic trainer. Individuals with a fever of 100.4 degrees F and above and/or COVID symptoms will not be permitted to work or participate in the event and will be asked to leave campus.

Regarding outdoor facilities for spring competition, RVCC protocols include:

- Spectators are permitted using social distancing guidance set forth by CDC and NJ DOH.
- Signage will be on display regarding social distancing protocols, face covering requirements, and good hygiene practices (e.g., hand hygiene, covering coughs).
- Routine and frequent sanitization and disinfecting, particularly of high-touch surfaces in accordance with CDC recommendations and in accordance with Campus Facilities Dept. protocols will be done.
- Event staff will be at a minimum, and social distancing guidelines in place. Face coverings required.
- Athletic Administrators and Athletic Trainers will perform temperature and symptoms checks on student-athletes, coaches, officials and event staff upon arrival to the venue, unless provided beforehand by the visiting athletic trainer. Individuals with a fever of 100.4 degrees F and above and/or COVID symptoms will not be permitted to work or participate in the event and will be asked to leave campus.

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.

RVCC will follow all state, local, and regional conference guidelines in protocols and policies. The RVCC AthleticCovid-19 Plan is attached as Appendix C and has been submitted to the NJACC Conference.

APPENDIX

A. Sample Entry Log-in sheet

Date:		Location:				
Name	Role (Student, Faculty, or Staff)	Q1: Have you had a cough, shortness of breath, or felt ill in the last 14 days?	Q2: Have you had any known exposure to COVID-19 in the last 14 days?	Do you have a temperature/ fever >100F?	Have you traveled outside of New Jersey in the last 14 days? If yes list State and return date.	Time in:
	Faculty Student Staff	YES NO	YES NO	YES NO	YES NO	Time in:
	Faculty Student Staff	YES NO	YES NO	YES NO	YES NO	Time in:
	Faculty Student Staff	YES NO	YES NO	YES NO	YES NO	Time in:
	Faculty Student Staff	YES NO	YES NO	YES NO	YES NO	Time in:

B. RVCC/Health Dept. Contract Tracing & Quarantine Guidelines

Guidelines with Branchburg Health Department and Contact Tracing

Purpose:

Establishment of COVID-19 testing guidance and contact testing protocols developed in consultation with the Branchburg Health Department in Branchburg, NJ. Protocols include maintaining a log of students, faculty, staff and visitors to facilitate contact tracing and the reporting of any instances of COVID-19 to Branchburg Health Department.

Requirements

It is the responsibility of the Raritan Valley Community College, Faculty, Staff and Students to notify immediately either their supervisor, Professor/Department Chair/Dean, or directly to Human Resources in the event that an individual is experiencing symptoms of COVID-19, tested positive and/or been exposed to the virus. Following the report to Human Resources the guidelines are outlined below are to be followed.

Guidelines

1. Human Resources will maintain a log for the purposes of contact tracing. The log will include, Name, Phone number, Email of Individual and County of Resident.
2. Human Resources will notify the Branchburg Health Department's Health Officer, Vanessa Freire at 908-526-1300 x183. Ask for their assistance in determining the risk and recommended actions.
3. The Health Department will contact the exposed or infected individual(s).
4. The College will assist the Health Department to identify places the infected person or persons might have been.
5. Once a COVID-19 case is confirmed, notification will be sent to those individuals that have been impacted as directed by the Health Department.
6. Branchburg Health Department does not provide COVID-19 testing. An individual needing testing will be referred to their Primary Care Physician, Local Pharmacy or an Urgent Care. Testing is now readily available in Somerset and Hunterdon County.
7. Individuals that may have been exposed, tested positive, asymptomatic and/or symptomatic will be required to follow the CDC guidelines for quarantine and isolation before returning to campus. See guidelines via https://www.nj.gov/health/cd/documents/topics/NCOV/COVID_test-result-iq-timetable.pdf

Note: RVCC does not have a health service office or clinic on campus. Individuals needing testing will need to see their primary care physician, a local pharmacy or an urgent care facility.

Return to the Workplace and Campus Guidelines:

Campus Expectations and Guidelines- All employees and students are expected to fully comply with the policies, protocols and guidelines outlined in this document including the Infectious Disease policy as part of Raritan Valley Community College's campus expectations and guidelines for the safety of themselves and others. Failure to do so may result in corrective action.

Faculty, Compliance Monitors, Executive Staff and Security will be responsible for requiring masks to be worn and social distancing of students and employees.

Symptom Monitoring Requirement- Employees and Students who have been instructed to return to campus must conduct symptom monitoring every day before reporting and will be asked to complete a screening survey. You must be free of ANY symptoms potentially related to COVID-19 or have had evaluation and clearance by a medical physician.

At this time, these symptoms may include one or more of the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever 100.4 or greater
- Chills
- Muscle pain
- Sore throat
- Headache
- Loss of taste or smell

If you have any of these symptoms please stay home, contact your medical physician, Manager, Department Chair or Dean and Human Resources. You should avoid campus for 14 days after experiencing no symptoms and may be asked for a clearance from a Physician.

According to the CDC, As of June 25, 2020; individuals with certain conditions may have a higher risk for COVID-19 infection. In general, your risk of getting severely ill from COVID-19 increases as you get older. In fact, 8 out of 10 COVID-19-related deaths reported in the United States have been among adults aged 65 years and older. People at any age with the following conditions are at an increased risk may include:

- COPD (Chronic Obstructive Pulmonary Disease)
- Sickle Cell Disease
- People with HIV
- Asthma
- Chronic lung disease

- Hypertension
- Cystic Fibrosis
- Liver Disease
- Diabetes
- Serious heart conditions
- Chronic Kidney disease being treated with dialysis
- Severe obesity
- Being immunocompromised

Employees whose health condition falls within one of the CDC high risk categories or is pregnant should seek advice from their physician and may seek a reasonable accommodation by contacting the Office of Human Resources. A request for a reasonable accommodation will follow the college's current disability policy. Students should contact the Office of Disability Services.

COVID-19 is mostly spread by respiratory aerosols and droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, personal prevention practices (such as handwashing, staying home when sick) is critical.

Quarantine and Isolation:

Quarantine is used to keep healthy people who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others for 14 days since the last contact with the infected person, monitor their health, and follow directions from their state or local health department.

Isolation is used to separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected. People who are in isolation should stay home until it's 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). A guideline is symptoms must be improving and have had no fever for at least 3 days before consideration of ending isolation.

If you...

If you live in a community where COVID-19 is or might be spreading (currently, that is virtually everywhere in the United States)

Steps to take...

Watch Your Health

Handwashing as well as not touching your face are key preventative measures

Be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19.

Take your temperature if symptoms develop.

Practice social distancing. Maintain 6 feet of distance from others, and stay out of crowded places.

Follow CDC guidance if symptoms develop.

If you feel healthy, but:

Recently had close contact with a person with COVID-19, stay home and monitor your health. Please contact your manager or Department Chair/Dean and Human Resources immediately at Cheryl.Wallace@raritanval.edu.

OR

If you begin to feel ill while on campus you will be sent home. If you do not have immediate transportation Security will be called to escort you to an isolated location.

You will then be escorted to our designated space on campus; Annex building near the Arts Building until your ride arrives.

You will be asked to:

Notify your Professors or Manager.

Stay home until 14 days after your last exposure.

Check your temperature twice a day and watch for symptoms of COVID-19.

If possible, stay away from people who are at higher-risk for getting very sick from COVID-19.

If you have been diagnosed:

with COVID-19, or are waiting for test results, or have cough, fever, or shortness of breath, or other symptoms of COVID-19 --Isolate Yourself from Others.

You will then need to Isolate:

Stay home until it is safe to be around others. CDC guidelines are attached for specific timeframes. https://www.nj.gov/health/cd/documents/topics/NCOV/COVID_test-result-ig-timetable.pdf

If you live with others, stay in a specific “sick room” or area and away from other people or animals, including pets. Use a separate bathroom, if available.

Read important information about caring for yourself or someone else who is sick, including when it’s safe to end home isolation.

Please contact your manager or Department chair/Dean and Human Resources immediately at Cheryl.Wallace@raritanval.edu.

C. Athletics Plan

Raritan Valley Community College Athletics Department COVID-19 (Coronavirus) Action Plan

This guidance is based on what is currently known about the coronavirus disease (COVID-19) as provided by the Centers for Disease Control and Prevention (CDC,) NJDOH, NCAA, NJCAA and National Athletic Trainers' Association. All organizations will update their guidance as additional information becomes available.

<https://www.cdc.gov/coronavirus/2019-ncov/about/index.html>

https://www.nata.org/sites/default/files/icsm_return_to_campus_packet_covid19.pdf

<https://nj.gov/highereducation/documents/pdf/index/OSHERestart.pdf>

<https://www.njcaa.org/general/2019-20/releases/20200616eut4zh>

<https://www.njcaa.org/general/2019-20/releases/20200618nx2y02>

https://d2o2figo6ddd0g.cloudfront.net/h/u/dk9lnct08xxptv/NJCAA_Updated_Plan_of_Action.pdf

Raritan Valley CC Athletics Department Action Plan:

1. Department Protocol:

- Following the NJCAA Plan of Action, RV Athletics will be postponing all competitive seasons to the Spring 2021 semester. Fall 2020 semester will consist only of small group or individualized training sessions for student-athletes.
- Raritan Valley Athletics is to coordinate with the Facilities Department and the Re-opening Committee to ensure we follow all campus health and safety guidelines including cleaning and maintenance of athletic facilities. RV Athletics is to display signage regarding Wellness Tips/Proper Hygiene Techniques on all athletic facilities entrances, building restrooms, locker rooms, lobbies, etc. where allowed.
- Administrators and Athletic Trainer are to ask all coaches on a daily basis if any member of their team including them is at risk of being sick or carrying illness. And will conduct daily screening and temperature readings on all coaches/staff and student-athletes. Administrators/Coaches are to ask these questions and use a Goggle Doc as our daily log:
 - ✦ Have you, or anyone in your family, been in contact with a person that has tested positive for COVID-19?

- ✦ Have you, or anyone in your family, been in contact with a person that is in the process of being tested for COVID-19?
- ✦ Have you, or anyone in your immediate family, traveled outside of the USA within the last two (2) weeks?
- ✦ Are you having trouble breathing, have a dry cough, or have flu like symptoms?
- Per CDC recommendations, if any answer is “yes”, the coach/athlete is to be removed from campus immediately and will not be allowed to return to campus without a doctor’s letter verifying “OK to return to school/athletics” status (See “General Protocol”).
- CDC recommends that any person who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to campus or become sick during the day be separated from other employees or students and be sent home immediately. Raritan Valley Athletics Administration is to send any staff member or student-athlete home if there are any observed symptoms of sickness and notify Dean of Student Services and Human Resources Department.
- No large team/group meetings/training sessions in confined spaces: limit indoor team meetings to 10 people or less and practice social distancing guidance. No more than 3 persons will be allowed in the Athletic Offices at once.
- Masks will be required for all coaches, student-athletes and admin to and from the practice facility.
- All fall semester training sessions will be limited to outdoor facilities.
- All training sessions will be “closed” for team personnel only and social distancing practices followed when necessary.
- All meetings – Team and/or Staff to emphasize personal hygiene and the CDC’s recommendations to prevent illness.
- Guests and/or family members are not permitted to enter Raritan Valley Athletic Facilities and workplaces, unless essential to the function of work and or practices. Administrators/Coaches are to ask these questions upon guest arrival:
 - ✦ Have you, or anyone in your family, been in contact with a person that has tested positive for COVID-19?
 - ✦ Have you, or anyone in your family, been in contact with a person that is in the process of being tested for COVID-19?
 - ✦ Have you, or anyone in your immediate family, traveled outside of the USA within the last two (2) weeks?
 - ✦ Are you having trouble breathing, have a dry cough, or have flu like symptoms?
- Continue to maintain social distancing practices of 6 ft apart on all outdoor facilities for event staff and spectators and when applicable for student-athletes and coaches.
- Continue to use virtual technology - Skype, Microsoft teams, Zoom, Facetime, etc. – as part of one on one or team meetings/practices or film sessions.

2. Office Protocol:

- Raritan Valley Athletics may require all non-essential office staff to work remotely via Lion's Den and Outlook campus email networks for all tasks that can be completed remotely.
- Perform routine facility walk throughs:
 - ✦ Ensure cleaning of all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs, team equipment and Fitness Center equipment. Use the cleaning agents that are usually available in these areas and follow the directions on the label.
 - ✦ Coordinate with Raritan Valley Facilities Department to stock and restock cleaning supplies as needed.
- Follow all CDC protocol, campus policies and institutional guidelines.

3. COVID-19 Measures:

- Employees and or student-athletes who are well but who have a sick family member at home and/or have been in close contact with a person with COVID-19 must stay home and notify their supervisor/coach and refer to CDC guidance for how to conduct a risk assessment of their potential exposure. <https://www.cdc.gov/coronavirus/2019-ncov/php/riskassessment.html>
- If an employee or student-athlete shows signs of a fever or exhibits a temperature reading of 100.4° F [37.8° C] or greater or is confirmed to have COVID-19, Raritan Valley Athletics will inform Dean of Student Services and Human Resources Department of their possible exposure to COVID-19 in the athletic facilities while maintaining confidentiality as required by the Americans with Disabilities Act (ADA). Employees or student-athletes exposed to a co-worker or student-athlete with confirmed COVID-19 should refer to CDC guidance for how to conduct a risk assessment of their potential exposure: <https://www.cdc.gov/coronavirus/2019-ncov/php/riskassessment.html>
- If an employee or student-athlete is diagnosed with COVID-19, they must stay home and seek immediate medical attention.
- We will cross-train personnel to perform essential functions so that Raritan Valley Athletics is able to operate if key staff members are absent.

4. Travel Protocol:

Raritan Valley Athletics Administration will, before considering travel, take certain steps:

- Comply with all Federal, State and Institutional Guidelines for each county or region to which we will travel.
<https://wwwnc.cdc.gov/travel>
<https://covid19.nj.gov/>
<https://www.pa.gov/guides/responding-to-covid-19/>
<https://coronavirus.delaware.gov/>
- Confirm with NJCAA Region XIX Athletic Directors that opposing teams, coaches and staff are free of symptoms of acute respiratory illness.

- Confirm Raritan Valley coaches and student-athletes are free of symptoms of acute respiratory illness before starting travel and remind coaches or student-athletes to stay home if they are sick.
<https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html>
 - Limit game travel to NJCAA Region XIX Institutions only. ○ Coaches or student-athletes who become sick while traveling must notify Raritan Valley Athletic Administration and should promptly call a healthcare provider for advice.
 - Masks will be required for all team travel and social distancing protocols in place where applicable.
 - Leased vans will be cleaned and sanitized between each use. Charter buses will be cleaned and sanitized based on company protocols.
 - Raritan Valley Athletics will enforce a mandatory 14-day self-quarantine upon learning of any potential exposure of COVID-19 to coaches or student-athletes from game travel or recruiting events.
 - Inform Raritan Valley Athletics Administration prior to scheduling any travel.
5. General Protocol:
- Raritan Valley Athletics and Athletic Trainer will actively encourage sick coaches, temporary staff (part-time employees), referees or student-athletes to stay home:
- a. Student-athletes: Individuals exhibiting any of the following symptoms or behavior associated with these symptoms, will be asked to leave campus or remain at home and contact a medical physician (team physician or primary physician):
 - ✦ Fever (above 100.4F) or chills
 - ✦ Cough
 - ✦ Shortness of breath
 - ✦ Fatigue / Muscle or body aches
 - ✦ New loss of taste or smell
 - ✦ Nausea / vomiting / diarrhea
 - ✦ Headache
 - ✦ Runny Nose
 - ✦ Sore Throat
 - b. Coaches, staff and Athletic Admin: same as above
- Individual will undergo a 14-day quarantine at home (or acceptable residence) and have no on-campus presence during this time period. ○ Contact tracing should be considered to more effectively track individuals who may have been exposed (teammates / coaches / staff)
 - Individual will need a negative test or be asymptomatic (at least 10 days have passed since onset of symptoms and 3 days have passed since last recorded fever)

- Medical physician clearance will be required in order to return to campus activities. Pre-existing medical conditions should be considered as part of this medical clearance.
 - Return-to-play protocol: student-athletes should participate in a gradual progression of activity for at least one week prior to return to full activity / games. This gradual progression of activity should also be based upon severity of illness, sport requirements, and any additional considerations.
-
- c. Coaches / staff: guidelines identical as mentioned above for student-athletes, minus the return-to-play protocol.
 - d. Game officials: all officials coming on-campus will be evaluated by the onsite athletic trainer prior to participating in any game-day responsibilities. Any official exhibiting signs or symptoms of illness, or having a temperature of greater than 100.4F will not be permitted to officiate and will be asked to leave campus immediately and seek guidance from a medical physician.
-
- Employees or student-athletes who have symptoms of acute respiratory illness are required to stay home and not come to campus until they are free of fever (100.4° F [37.8° C] or greater using a no-contact thermometer), signs of a fever, and any other symptoms for at least 48 hours, without the use of fever reducing or other symptom-altering medicines (e.g. Tylenol, cough suppressants). Employees or student-athletes should immediately notify their supervisor or coach and stay home if they are sick.
 - Raritan Valley Athletics will communicate with our referee assignors and additional temporary staffing (part-time employees) about the importance of sick persons staying home and/or going to the doctor.
 - Per CDC recommendations, employees or student-athletes who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day will be separated from other employees or student-athletes and be sent home immediately.
 - Raritan Valley Athletics will communicate the following education to its employees and student-athletes:
 - ✦ Serious respiratory illnesses like influenza, severe acute respiratory syndrome (SARS) and COVID-19 are spread by:
 - ✦ Coughing or sneezing
 - ✦ Unclean hands: Touching your face after touching contaminated objects and touching objects after contaminating your hands
 - ✦ To help stop the spread of germs:
 - ✦ Cover your mouth and nose with a tissue when you cough or sneeze.
 - ✦ Put your used tissue in a no touch trash receptacle.

- ✦ If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
 - ✦ Remember to wash your hands after coughing or sneezing
 - ✦ Avoid unnecessary contact with others
 - ✦ Use disposal paper tissue and no-touch disposal trash receptacles.
 - ✦ Clean hands often with an alcohol-based hand sanitizer that contains at least 60- 95% alcohol, or wash hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
- Perform routine athletic facilities walk-throughs:
 - ✦ Ensure cleaning of all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs, team equipment and Fitness Center equipment. Use the cleaning agents that are usually available in these areas and follow the directions on the label.
 - ✦ <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
 - ✦ Coordinate with Raritan Valley Facilities Department to develop a cleaning schedule of facilities including locker rooms and bathrooms, stock and restock cleaning supplies as needed and spot clean areas when necessary.

Raritan Valley Athletics is committed to the safety of its employees, vendors, student-athletes and the general public. The above action plan is consistent with the CDC's Guidance which can be found at <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

Thank you for your help in preventing the spread of COVID-19 and all illnesses and your understanding and cooperation. Raritan Valley Athletics is committed to providing the best work environment possible for all staff and student-athletes and we will continue to monitor the CDC website for updates. We will revise this policy as updated information is available.

Raritan Valley Community College
DEPARTMENT OF ATHLETICS
STUDENT-ATHLETE COVID-19 STATEMENT

I have read, thoroughly reviewed, and understand the CDC's: ***"What you should know about COVID-19 to protect yourself and others"*** fact sheet. After reading this fact sheet, I am aware of the following information:

_____ Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
Initial

_____ COVID-19 symptoms can range from mild (or no symptoms) to severe illness. Symptoms include:
Initial

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

_____ I can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person. Initial

I can become infected from respiratory droplets when an infected person coughs, sneezes, or _____ talks.
Initial

_____ There is currently no vaccine to protect against COVID-19. The best way to protect myself is to _____ avoid being exposed to the virus that causes COVID-19.
Initial

_____ To protect myself (and others) from COVID-19, I should:
Initial

- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers my nose and mouth in public settings.
- Wash my hands often with soap and water for at least 20 seconds, or use an alcohol based hand sanitizer that contains at least 60% alcohol.
- Clean and disinfect frequently touched surfaces.

_____ In the event I become ill or experience COVID-19 symptoms, I will:
Initial

- Stay home, except to get medical care.
- Separate myself from team/athletic dept. personnel and other people and pets in my home.
- Alert my athletic trainer or their designee.
- Avoid public transportation, ride-sharing, or taxis.

To the best of my knowledge, I am in good health and suffer no COVID-19 symptoms, which renders my participation in athletics activity medically inadvisable. Additionally, and to the best of my knowledge, I have had no direct contact in the past 14 (fourteen) days with anyone that has a suspected or lab confirmed case of COVID-19.

Signature of Student-Athlete

Printed Name of Student-Athlete

Date

ASSUMPTION OF RISK, AND ATHLETE RESPONSIBILITY FORM

I am aware that trying out for, practicing or playing in any sport can be a dangerous activity involving MANY RISKS OF INJURY/ILLNESS. I understand the inherent potential dangers and risks that trying out for, playing and practicing in intercollegiate sports present including a potential increase in exposure to COVID-19. Because of these dangers, I recognize the importance of following all established protocols, policies, procedures and recommendations relating to COVID-19 mitigation. I also realize that during my entire athletic career at Raritan Valley Community College, I have a responsibility to my own physical well-being and must accurately report any illness/injury, including, but not limited to, COVID-19 symptoms in a timely manner to the Raritan Valley CC Athletics Department sports medicine staff or their designee. I will strictly adhere to and follow any/all protocols, policies, procedures and recommendations relating to COVID-19 mitigation established by Raritan Valley CC. If I have any questions regarding my health/well-being or potential exposure to COVID-19, I will consult the Raritan Valley CC Athletics Department sports medicine staff or their designee. I realize that adherence to these protocols, policies, procedures and recommendations relating to COVID-19 mitigation in no way assures me of completely avoiding exposure to COVID19 and potentially contracting COVID-19.

I hereby voluntarily assume all risks (including, but not limiting to, my exposure and potential contracting of COVID19) associated with participation in Raritan Valley Community College intercollegiate athletics. In assuming these risks, I agree to hold harmless Raritan Valley Community College, its agents, officers and employees including, but not limited to, the Raritan Valley Community College Athletics staff from any and all liability, claims, causes of action or demands of any kind and any nature whatsoever which may arise by or in conjunction with my participation in any activities related to the Raritan Valley Community College Intercollegiate Athletics Program except in the event of their gross negligence. The terms of this Agreement shall serve as a release and assumption of risk for my heirs, estate, executor, administrators, assignees and all members of my family.

Name _____ Date of Birth _____

Signature _____ Date _____

Parent/Guardian Signature _____ Date _____
(if student-athlete is less than 18 years of age)

Pre-Participation Student-Athlete COVID-19 Screening

To be completed prior to pre-participation physical and presented to healthcare practitioner for review during physical exam.
To be submitted to Athletic Department as attachment to physical exam document.

Name: _____

Last First Middle

Student ID#: _____ Date of Birth: _____ Age: _____ Cell Phone: _____

(MM/DD/YYYY)

Gender: ☐ Male ☐ Female Sport(s): _____

Please complete this form to assess your potential exposure / possession of COVID-19 and other illnesses.

Are you currently free from illness? ☐ Yes ☐ No

Prior to coming / returning to campus, did you experience, or are you currently experiencing any of the following:

SYMPTOM	YES	NO	LENGTH OF SYMPTOM	EXPLANATION
Fever				
Body Chills				
Extreme Level of Fatigue				
Cough				
Pain / Difficulty Breathing				
Shortness of Breath				
Sore Throat				
Body / Muscle Aches				
Loss of Taste				
Loss of Smell				
Changes to Vision / Eye Discharge				

QUESTION	YES	NO
2-14 days prior to experiencing these symptoms, did you experience a suspected exposure to COVID-19?		
Have you had any direct contact with anyone who lives in or has visited a place where COVID-19 is spreading and/or is an area reporting an increased number of COVID-19 cases (i.e. "hot spots")?		
Have you had any direct contact with someone that has a suspected or lab confirmed case of COVID-19?		
Prior to coming to campus / during your time away from campus, did you self-quarantine due to suspected symptoms or exposure of COVID-19?		
Prior to coming to campus / during your time away from campus, have you been living in, or have visited an area reporting an increased number of COVID-19 cases (i.e. "hot spots")?		

Have you previously been or are you currently diagnosed with COVID-19?

☐ YES ☐ NO DATE OF DIAGNOSIS: ____/____/____

Do you have medical documentation to support your diagnosis and treatment of COVID-19?

☐ YES ☐ NO PHYSICIAN NAME: _____

PHYSICIAN LOCATION: _____

Please list any countries/states/cities you have traveled to since March 15th, 2020 and the dates you were there:

1. _____ Dates: _____
2. _____ Dates: _____
3. _____ Dates: _____
4. _____ Dates: _____
5. _____ Dates: _____

Student-Athlete Signature: _____ Date: _____

NJCAA Important Dates –

July 27 – Declaration of Participation and Suspended Sports to National Office

August 1 – Infection Plan for Institutions from National Office

Fall 2020 Semester –

Student-athletes will participate in conditioning and training sessions designed to ensure the health and safety of both student-athletes and coaches are followed. No high-contact traditional practices for soccer, volleyball or basketball. Conditioning and training sessions will be focused on small group individualized skill work.

NJCAA Guidance permits 60 consecutive calendar days for team practices and scrimmages (RV Athletics will not participate in scrimmage contests) within August 15, 2020 – November 15, 2020 limited to 20 hours per week. Permitted 8 hours per week of practices before and after the 60-day rule stated above.

NJCAA Region XIX will determine the permitted dates of the 60 consecutive practice timelines based on recommendations made by each individual sport committee.

Spring Sports 2021 – M & W Soccer, W Volleyball, M & W Basketball, Baseball, Softball and Golf

Tentative season schedules outlined below however these will be re-evaluated as the fall semester progresses and the latest information on the COVID-19 Pandemic is known.

Soccer:

Practices begin March 15, 2021 and competition will be permitted to begin April 2, 2021.

All regular season, region, and district competition completed by May 24, 2021 National Championships begin June 2, 2021

Volleyball:

Practices begin January 11, 2021 and competition will be permitted to begin January 11, 2021

All regular season, region and district competition completed by April 3, 2021 National Championships held April 15-17, 2021

Basketball:

Practices begin January 11, 2021 and competition will be permitted to begin January 22, 2021

All regular season, region and district competition completed by April 10, 2021

National Championships begin April 19, 2021

Baseball:

Practices begin January 10, 2021 and competition will be permitted to begin January 22, 2021

All regular season, region and district competition completed by May 23, 2021 National Championships begin May 29 – June 4/5, 2021

Softball:

Practices begin January 10, 2021 and competition will be permitted to begin January 22, 2021

All regular season, region and district competition completed by May 19, 2021 National Championships begin May 25-29, 2021

Golf:

Practices begin January 10, 2021 and competition will be permitted to begin January 22, 2021 National Championships held May 10-13, 2021

Region XIX Specific Requirements and Recommendations forth coming – TBD