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Rowan College at Burlington County Restart Plan

In accordance with Executive Order No. 155, please accept this letter as response to the Office of the Secretary of Higher Education (OSHE) requirement for submission of a restart plan.

These plans have been tailored to fit Rowan College at Burlington County's needs, and are in accordance with State guidance, including the "Restart Standards for all New Jersey Institutions of Higher Education" and the three Stages of New Jersey's phased "The Road Back: Restoring Economic Health through Public Health" plan.

General Safeguarding

Flexibility and the ability to adapt as conditions change are paramount to successfully reopening this fall. We will take every precaution and follow all of the recommended guidelines provided by the federal, state and local authorities. Our vulnerable and high-risk populations that self-identify will be given priority in our efforts to keep them safe while still providing the opportunity to further their education with RCBC. A mechanism for self-reporting has been developed through the Office of Human Resources.

In order to minimize contact to safeguard against the spread of the virus, all students, faculty, staff and visitors will wear cloth face coverings in public settings where other social distancing measures are difficult to maintain. Face coverings will be provided by the college, only when the current face covering is deemed insufficient, or if a student or staff member has forgotten their own face covering. Every effort will be made to create reduced density groups in the workspace, classroom and common areas. Wellness monitoring will be utilized for identifying affected persons and providing mitigation for their needs. The Burlington County Health Department will coordinate and conduct contact tracing to aid in limiting the spread of the virus by identifying and contacting those who may have been exposed to an infected person. Course scheduling will allow for down time between classes for cleaning and disinfecting.

The priority for the fall 2020 semester remains flexibility for any necessary transition between on-campus delivery (at a reduced capacity) and synchronous online delivery. The purpose of including the element of synchronous online delivery is to preserve the time structure that will allow continuity of instruction, with as minimal disruption as possible, as we are able to return to campus. The original all 2020 schedule has been segmented into several elements, which include term, location, building, start time, and occupancy. Changes to the fall 2020 course schedule, once finalized, was communicated to students and the larger campus community by email on June 29. The college also posted information about the schedule on social media and a new reopening website, rbc.edu/reopening. A component of the plan includes individual notices to students whose courses changed formats by July 15. Strategies such as dedicated learning spaces will be utilized in the

STEM, Liberal Arts and Health Sciences areas of operation. Synchronous delivery will allow for the possible necessity to shift to 100% online learning in the event of an outbreak. Health Sciences will utilize an alternating schedule in order to reduce student density. Classes will be split into two groups and alternate between on-site and virtual attendance.

Our facilities will be cleaned and disinfected on a rigorous schedule. Each learning space will be cleaned between classes. Disinfecting supplies will be available to students, faculty, staff and visitors in order to help facilitate disinfecting of the classroom and workspace by those that use it. The college will use a Clorox 360 sanitizing machine, and 12 portable backpack electrostatic disinfectant sprayers to aid in the overall disinfecting efforts. Special attention will be given to areas that require the most touching such as doorknobs, elevators, handrails, etc. Plexiglas barriers are being installed to create a physical barrier between students in the classroom, and on service desks such as Public Safety stations and reception areas. Handheld infrared thermometers will be used to conduct temperature checks on arriving students and staff. A mobile application will be used to ensure on-campus students, staff and guests have performed a self-check for symptoms. We will provide COVID-19 sanitization and social distancing training through the use of technology. An instructional video will be required to be viewed by all students, faculty and staff prior to their return to campus. Electronic messaging boards, physical signage and social media messaging will include health advisory public service announcements about self-monitoring for symptoms of the virus, social distancing and sanitary techniques. Upon arrival, visitors will be directed to these educational resources. Managed ingress and egress routes will be defined in accordance with building floor plans and class scheduling and will be clearly marked and enforced. All meetings of students and staff should be limited to adhere to the guidelines determined by the state and all should be encouraged to utilize available remote meeting technology.

Surveys of community members will be conducted in order to determine the level of concern and comfort in order to be receptive and responsive. The college launched a new website rcbc.edu/reopening that contains a copy of this plan and updated training, protocols and expectations for a return to campus. We will maintain and update physical distancing and health advisory information. We will utilize federal and state aid as it applies to the remedies associated with the virus. The college is tracking all costs associated with coronavirus to ensure compliance with all legal requirements. We will actively identify, acquire and purchase necessary equipment to keep our community safe. Standard operating procedures regarding employees needing to work remotely, and the subsequent safe return from quarantine to an on campus workplace, have been developed.

While the impact of the COVID-19 virus is largely unpredictable, the guidance outlined above will allow for a return to campus this fall that achieves the best possible educational experience. We will need to remain flexible, responsive and adaptable and communicate frequently within our community and with state, county and local officials.

Screening, Testing, and Contact Tracing Protocols

Testing of Students, Faculty and Staff will not be done on campus, but in conjunction with the Burlington County Department of Health approved testing facilities. Anyone exhibiting signs or symptoms consistent with COVID-19, OR anyone with recent known or suspected exposure to someone that has tested positive for COVID-19 will be directed to contact the RCBC Public Safety Department. Any college official that is notified as part of their official duties will advise that individual to contact the PSD and should also notify the PSD themselves. This notification will commence the contact tracing protocol. As well as ensure that internal notifications are made to the appropriate departments. The departments will then initiate their protocols

related to facilitating remote instruction/work and return to school/work.

Individuals that are exhibiting signs or symptoms consistent with COVID-19, OR anyone with recent known or suspected exposure to someone that has tested positive for COVID-19 will not be permitted to return to campus until they have satisfied the requirements as outlined in the RCBC Human Resources directive which follows the protocols established in the “State of New Jersey COVID-19 Guidelines for State Employees”.

Contact tracing will be coordinated by the Burlington County Health Department, with the assistance of the RCBC Public Safety Department, and will aid in limiting the spread of the virus by identifying and contacting those that have been potentially exposed to an infected person. College resources will be utilized to log all students, faculty and staff to help identify potentially affected persons, while adhering to applicable federal and state laws regarding privacy.

Wellness monitoring, in the form of self-check surveys and temperature checks, will be present for identifying affected persons and providing mitigation resource recommendations for their needs. Handheld infrared thermometers will be utilized to conduct temperature checks, for the presence of a fever, on arriving students, faculty and staff. RCBC will utilize a mobile application (app) to provide a technological solution to the challenge of self-screening as a foundational strategy of our return-to-campus initiative. The use of the app will assist in a safe return to campus, help make informed decisions about on-campus activity, as well as assist in educating the RCBC community regarding self-monitoring for symptoms. For those that do not use the app, a questionnaire will be used before someone is granted full access to a college building. Electronic messaging boards, physical signage and social media messaging will include health advisory public service announcements regarding self-monitoring for symptoms of the virus.

All calls for medical services will be responded to by the Public Safety Department, and requests for transport will be facilitated by the local municipalities’ First Aid Squad.

Instruction

In response to the unprecedented Coronavirus pandemic, all RCBC instruction for the spring 2020 semester had been transitioned to an online format using the college’s Blackboard LMS (Learning Management System), effective March 16, 2020. This transition met the directives in Governor Murphy’s Executive Order 104. As all RCBC personnel worked to provide continuity of instruction and services for our students, flexibility and resilience proved to be of the utmost importance.

The priority for the fall 2020 semester remains flexibility for any necessary transition between on-campus delivery (at a reduced capacity) and synchronous online delivery. The purpose of including the element of synchronous online delivery is to preserve the time structure that will allow continuity of instruction, with as minimal disruption as possible, and to 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.

The original fall 2020 schedule has been segmented into several elements, which include term, location, building, start time, and occupancy. All of these elements, in addition to full-time faculty presence, were included in the criteria set forth for the approach to the development of a modified fall 2020 course schedule.

The four modes of delivery will be:

- **On-Campus:** All course activity occurs around class meetings on an RCBC campus. Faculty and students must meet together at the same location.
- **Hybrid:** Courses meet both on-campus and online at a scheduled time. Usually classes meet one day a week in a classroom and the other online.
- **Online Any Time (coded in schedule as Distance Learning - DLC):** All course activity occurs online without any requirements for on-campus meetings. Online course sections have identical outcomes as classroom sections and require the same amount of time to complete.
- **Online Live (coded in schedule as Virtual Live - VLC):** All course activity occurs online but at scheduled meeting times. Students are required to meet via live video at the scheduled day and time. Online Live course sections have identical outcomes as classroom sections and require the same amount of time to complete.

This plan provides for strategies and solutions for the highest level of precautions that strive to ensure the safety of our college community. They are designed to encompass in-person instruction as allowed by the appropriate phases as outlined in “The Road Back: Restoring Economic Health Through Public Health” and Executive Order 155. All in-person instruction or testing, beyond labs, clinical rotations, technical and hands-on instruction, during Phase II will be conducted by using a case-by-case waiver application submitted and approved by the Secretary of Higher Education.

Course Offering Details

On-campus course offerings will be reduced, with the majority of courses transitioning to online delivery. Course scheduling will allow for adequate time for cleaning between classroom uses. High priority was given to on-campus courses that had high enrollment as of June 2020, and for on-campus developmental education courses and other courses that have a high utility for face-to-face interaction. Additional online sections and increased Online Anytime course caps will provide additional seats to compensate for decreased online synchronous/on-campus capacity. Online Any Time courses will remain as originally scheduled. Students currently enrolled in a section that will be scheduled for online synchronous/on-campus delivery, above half of the physical capacity of a scheduled room, will be unenrolled in the reverse order in which they enrolled, and will be guided to another section of the same course.

Use of Campus Facilities

Our facilities will be cleaned and disinfected on a rigorous schedule, and each learning space will be cleaned between classes. Disinfecting supplies will be available to students, faculty, staff and visitors in order to help facilitate disinfecting of the classroom by those that use it. The college will use a new Clorox 360 sanitizing machine, and 12 portable backpack electrostatic disinfectant sprayers to aid in the overall disinfecting of classrooms. Special attention will be given to areas that require the most touching such as doorknobs, desks, elevators, handrails, etc. Plexiglas barriers are being installed to create a physical barrier

between students in the classroom.

A “campus core” will be designated for occupancy and will include the Health Science Center (HSC), the Science Building (SB), the 2nd and 3rd floors of the Technology & Engineering Center (TEC), the 2nd and 3rd floors of Laurel Hall (LH) and the Mt. Holly Center (MHC). The 2nd and 3rd floors of TEC will be designated (mainly) for STEM courses. The 2nd and 3rd floors of LH will be designated (mainly) for Liberal Arts courses. The HSC will be dedicated for Health Science courses only. Room utilization will involve the occupancy of every-other room in TEC and LH, and managed student scheduling and turnover, and student population segmentation, in the HSC building. The Science Building will be dedicated to laboratories (at 10-12 student capacity). Class capacity will be cut (approximately) in half for online synchronous/on-campus courses, and course scheduling will involve the use of every-other class time in TEC and LH.

Managed ingress and egress routes will be defined in accordance with building floor plans. Student turnover between courses will be managed safely and within social distancing guidelines aided by signage and the presence of monitors.

On-Campus Residential Housing (if applicable)

RCBC does not provide for student housing, therefore, this requirement does not apply.

Libraries and Computer Labs

The library will be opened to accommodate a reduced number of occupants based on six foot distancing placement of available seating, and face coverings will be a requirement to utilize the library. The library will be cleaned and disinfected on a rigorous schedule. Sanitization stations will be available at the entrance and exit of the library, and disinfecting supplies will be available to students and staff in order to help facilitate disinfecting of all distributed library materials. Signage will be posted to inform users to disinfect the materials before and after each use. Common areas within the library will be closed off for use. The library will utilize a sign-up system in order to allow for equal use by all and priority will be given to those that do not have internet access at home. Curbside pickup will only be utilized on a case by case situation based on the needs of the customer.

Computer labs will utilize plexiglass barriers to create a physical barrier between students. Workstations will be situated six feet between each other. Face coverings will be a requirement to utilize the computer labs. Our computer labs will be cleaned and disinfected on a rigorous schedule. Sanitization stations will be available at the entrance and exit of the computer labs. Disinfecting supplies will be available to students and staff in order to help facilitate disinfecting of the computer labs and workspace by those that use it. Signage will be posted to inform users to disinfect the computer before and after each use. Computer labs will utilize a sign-up system in order to allow for equal use by all, and preference will be given to those that do not have internet access at home.

Research

RCBC does not have research labs, therefore, this requirement does not apply.

Student Services

All student services are available through virtual appointments. Students will use the RCBC website to connect with department resources or request a virtual appointment. All departments will respond to email inquiries for appointments as well. Space may be made available for on campus use of technology used to access virtual student services. Plexiglass barriers will be utilized, along with the required use of face coverings and signage, to limit exposure opportunities.

Through use of virtual technology, students are able to:

- meet with an admissions counselor
- plan fall courses and academic plans
- receive registration assistance
- register for classes
- explore financial aid options
- set up a payment plan
- request student accommodations appointments
- request counseling appointments

Transportation

RCBC does not provide for student housing, therefore, this requirement does not apply. All calls for medical services will be responded to by the Public Safety Department, and requests for transport will be facilitated by the local municipalities First Aid Squad. Athletic Department related transportation is addressed in the Athletics section of this document.

Dining

The college will not provide food service operations during the 2020 fall semester. A modified operation will be developed, and a plan will be submitted to the state that will lay out the safety precautions and other measures that will be put in place, 14 days before implementation, for review and approval.

Dining opportunities will be made available for those who choose to eat away from their workspace. Dining space is available both inside and outside. The outside dining will be in the immediate vicinity of the Student Success Center (SSC). The inside dining will be in the cafeteria

located in the SSC. Tables in all areas will be spaced at least six feet apart from each other with only one chair at each table. The tables and chairs will be cleaned repeatedly during the day and cleaning supplies will be made available for individual use. Masks must be worn while walking to and from the table.

Study Abroad and International Travel

All travel for college business will be temporarily prohibited until further notice. Any students or staff returning from out-of-state or international travel may be required to self-isolate for 14 days, in accordance with state guidelines. RCBC does not currently participate in any study abroad programs.

Athletics

Considering the challenges presented during this period, RCBC has concluded that it is prudent to cancel all Athletic Department activities until further notice. Therefore, all content originally submitted has been removed.

Additional Information

Culinary Arts Program

The culinary program's curriculum has in place a prerequisite course for all lab classes that is a nationally recognized and approved program through the National Restaurant Association (Servsafe). Each student is required to successfully complete the course before attending any lab class. Each lab class currently extends the tenants of Servsafe into each lab class and is an ongoing part of their daily evaluation which includes all sanitation and operational concerns in a food production atmosphere.

The thorough cleaning schedule for the labs are supervised by certified instructors. The cleaning will employ social distancing protocols and consist of cleaning and disinfecting of traditional classrooms with industry approved agents under the supervision of the Instructors. Faculty will be instructed on the college's policy regarding Covid-19 protocols and incorporate them into the existing course curriculum, operations of equipment and class rules regarding sanitization and personal hygiene. Classes that include serving food to the public as part of the curriculum will be cancelled for the fall semester and reviewed with the administration before resuming in the spring 21 semester. The Burlington County Health Department guidelines for kitchen operations will be followed and reviewed on a consistent basis to ensure compliance.

Bookstore

The college bookstore will be re-opening to the public on August 10. In order to serve the college community in a safe manner, the bookstore has taken appropriate safety measures. Bookstore capacity will be reduced by 50% to allow for social distancing. Bookstore personnel will be responsible for monitoring the entrance for allowable capacity. Facial coverings are required to be worn and directional arrows/stickers will be placed on the floor as guides for people entering the building and throughout the store at six foot intervals. Direction signage is placed in the aisle for one-way shopping guidance.

Online shopping and early ordering are strongly encouraged and promoted. The side entrance is designated for in-store pick up of online orders and Access materials. The exterior shipping & receiving door will be used for Health Sciences related material pick up. All faculty and staff purchases will be by appointment only. Will be limited to 3 registers to keep within the social distancing guidelines. Plexiglass is installed at the registers and the course materials desk. The snack register will not be closed and used for in-store pickup.

The bookstore will be thoroughly cleaned, and all surfaces sanitized on a daily basis prior to opening. All frequently touched surfaces will be cleaned throughout the day and at the end of the night. Bookstore staff members will wipe down/sanitize their workstation between customers and at the end of their shift. Gloves, hand sanitizer and cleaning supplies will be available at each register. All staff will be required to follow certified wellness checks before working. Face masks and gloves will be supplied to all bookstore staff members.

Health Sciences

Dental Hygiene Clinic: All patients, staff and students will be screened prior to entering the facility for symptoms and temperature. The dental chairs are 7 feet apart and every other chair will be utilized (allowing for 14 feet between patients). All staff and students will utilize PPE as mandated by the Commission on Dental Accreditation (CODA) which includes gowns, N95 masks, gloves, head covering and face shields or goggles.

Nursing and paramedic science Labs: All lab groups will be limited to 6 students within the lab setting, practicing at manikins in beds or task trainers that are 6 feet apart. Personal protective equipment will be utilized in the lab setting and all students, faculty and staff will review videos and be tested on the proper use of donning and doffing PPE. Equipment will be cleaned between lab groups and at least one hour will be scheduled between labs.

Radiography and ultrasound Lab: No more than 6 students will be permitted in labs at one time. Students will wear appropriate PPE and review protocol as stated above. Ultrasound machines are located in separate cubicles with walls in between allowing for safe distancing. If live patients are scanned, PPE will be provided appropriately.

Faculty and staff return on alternating days dependent on teaching schedule. Office hours will be permitted online to ease congestion within the office spaces. Faculty masks are necessary, with face shields or masks and goggles when teaching in closer proximity in lab areas.

Handheld infrared thermometers will be utilized to conduct temperature checks, for the presence of a fever,

on arriving faculty and staff. Faculty will then conduct temperature checks on arriving students.

All courses within the Health Information Management area are online. All students, faculty and staff will be directed to enter the building through the door closest to their office space, lab or classroom. Door entry will be designated with room assignments.