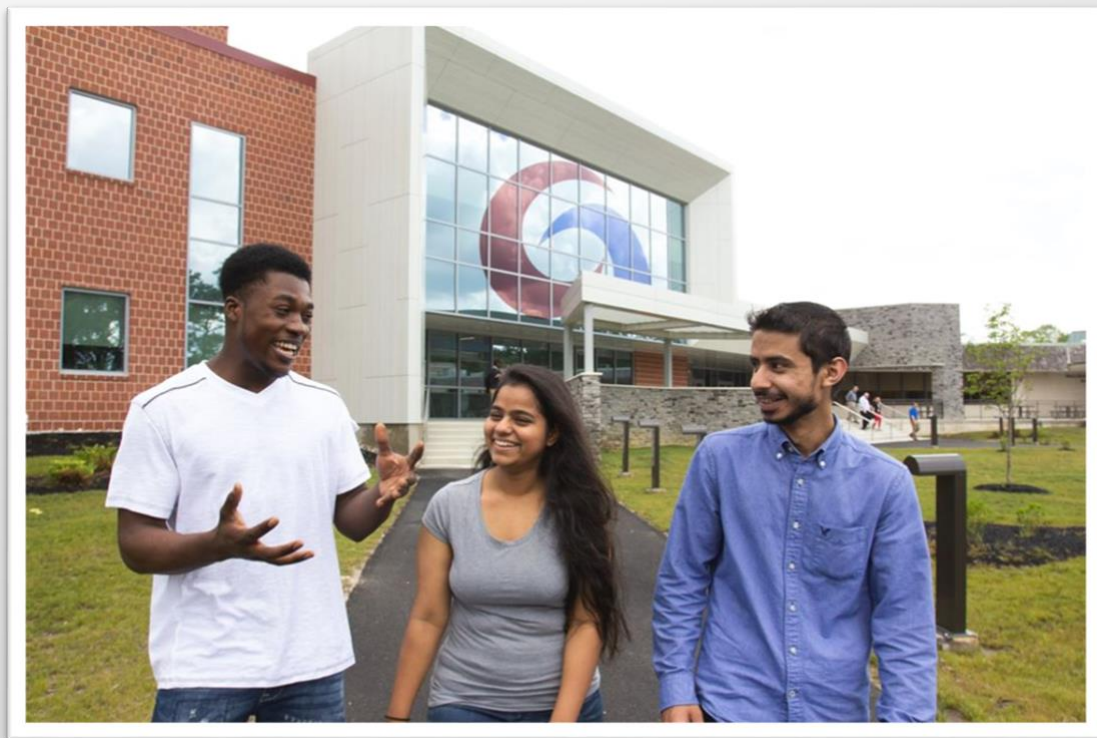


# Atlantic Cape Community College Restart Plan



August 13, 2020



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## EXECUTIVE SUMMARY

In response to the COVID-19 pandemic, Atlantic Cape Community College (ACCC) moved to remote operations on March 18, 2020. A COVID-19 Task Force, made up of the President's Cabinet, had been in place for the two weeks prior to moving to remote operations and was preparing for the College's reaction to the ensuing pandemic. This transition had its challenges, but the move to remote operations and instruction was successful due to the collaborative efforts and cooperation of faculty, students and staff.

The COVID-19 Task Force met every day for the first two months of remoted operations and focused on assisting students and faculty with the transition to online learning including finding ways to fill technology and resource gaps. The Task Force was guided by information provided by the Governor's COVID-19 Task Force, the Office of the Secretary of Higher Education (OSHE), State and local health departments and the CDC, as well as conducting and analyzing data provided by faculty and student surveys.

In April, a sub-committee of the COVID-19 Task Force was created to focus on the return to campus. This sub-committee met weekly to develop the plan to get students, faculty and staff back to campus in a way that was clean, safe and healthy. The results of the work of this sub-committee is the Atlantic Cape Community College Restart Plan.

This Restart Plan was created in two phases. Phase I focused on getting staff back to campus to assist on enrollment and other student and employee centric services which was submitted to OSHE on June 30, 2020. This submission includes Phase II, outlining the restart plans for Instruction, Libraries and Computer Labs, Student Services, Indoor Dining and Athletics. For the Fall 2020 semester, Atlantic Cape will offer limited face to face classes. Most instruction will be delivered remotely.

Atlantic Cape Community College's mission is to create opportunity by providing access to excellent programs and services that successfully meet students' educational goals. We are committed to returning to an on-campus environment albeit in a limited capacity.

As always, the health and safety of our campus community is our top priority. Accordingly, to accomplish this we have developed an extensive plan that offers safe and flexible options for participation in classes and activities in compliance with government guidelines, public health directive and higher education best practices.



## GUIDING PRINCIPLES

COVID-19 has changed the health and safety of our nation and our college campus dramatically. Easing the mitigation and physical distancing restrictions too soon may offset the progress we are starting to see in the U.S. and may precipitate an increase in spread of the virus, cause unnecessary deaths, overwhelm health care facilities, and prolong the economic crisis. Until specific and effective therapies and vaccines are available and widely used, Atlantic Cape may need to continue to implement necessary public health control measures. A careful risk assessment and staged approach is needed to open the campuses in a clean, healthy and safe manner.

Atlantic Cape Community College is in the people business. The core of our daily operations requires interactions with students, faculty and staff alike. It is extremely important that we resume operations back on campus to achieve this. That being said, we recognize the importance of integrating back to campus in a way that is clean, healthy and safe.

Atlantic Cape Community College's policies and protocols for responding to the COVID-19 pandemic are rooted in safety for our staff, safety for our faculty and students and for the public with whom we interact. These policies and protocols are in place to assist in limiting the possible transmission of COVID-19.

Atlantic Cape's plans are also aligned and consistent with local orders and ordinances of Atlantic County and Cape May County, as well as the State of New Jersey's Phased Reopening Model and the Restart Standards for all New Jersey Institutions of Higher Education. Atlantic Cape's plans will also follow recommendations from the federal government (Opening Guidelines), Centers for Disease Control and Prevention, New Jersey State Department of Public Health, Atlantic and Cape May County Departments of Health and the New Jersey Department of Education. The Plans are also aligned with Atlantic Cape's Pandemic and Infectious Disease Plan dated March 2020 which was submitted and reviewed by the Atlantic County Department of Health as well as the Office of the Secretary of Higher Education (OSHE).

Additionally, these plans incorporate the CDC guidelines for cleaning, the wearing of face masks and the maintaining of social distancing.

Our knowledge and understanding of the COVID-19 virus continues to evolve, and our policies and plans will need to be continuously reviewed and updated. Atlantic Cape will create a Health and Safety Committee comprised of staff, faculty and students to assist in identifying areas that need updating and areas of non-compliance as well as being charged with the ongoing implementation of Atlantic Cape's Return to Campus Plans.

Atlantic Cape recognizes that the plan to return to the Cape May and Atlantic City campuses may, in some ways, be executed differently than the plan to return to the Mays Landing campus. However, this Plan outlines the common efforts for all three campuses.

Following the Governor's phased reopening plan for the State Atlantic Cape Community College's Reopening Plan consists of three (3) phases:



- I. Return of non-essential staff to work on Campus
- II. Return of Students, Faculty and Student Services
- III. Return to normalized operations

While under Stage 2 of the Governor's Plan which lifted the stay at home order, Atlantic Cape is preparing for the gradual and strategic return of non-essential staff to campus. This will be initiated a minimum of fourteen (14) days after submission of Phase I of this plan to the OSHE.

In anticipation of the Governor's movement of the State to Stage 3 of his reopening plan, Atlantic Cape will start to initiate the strategic return of students and faculty. Details are included as part of Phase II of Atlantic Cape Community College's reopening Plan. This phase includes a hybrid of online, remote and face to face learning modalities,

Upon return to campus, all staff, faculty and students will be given and are expected to fully comply with the policies, protocols and guidelines outlined in this document as part of Atlantic Cape's Campus Expectations and Guidelines. Additionally, all phases of the Return to Campus Plan will be posted on the Atlantic Cape website after submission to OSHE.

Finally, visitors, trainees, guests and pets are not permitted on campuses during Phase I or II of this Plan without express permission from the President or her designee. Contractors must make an appointment before arriving on campus and all vendors and contractors will be instructed to wear face masks/coverings, provided by their employer.



## **PHASE I: RETURN TO WORK ON CAMPUS**

### **I. PREPARATIONS FOR RETURNING TO CAMPUS**

#### **A. Health and Safety Guidelines**

The health and safety of our staff, faculty and students is our number one priority. Meticulous adherence to public health practices including hand hygiene, physical distancing, proper cough/sneeze etiquette, frequent disinfection of common and high traffic areas, symptom assessment and face covering in public will be the campus' "new normal".

Accordingly, Atlantic Cape endeavors to:

- Procure sufficient disinfectant products and cleaning supplies to properly clean and sanitize the campuses;
- Procure and inventory PPE, hand sanitizer, wipes, cleaning products, and hand soap.
- Ensure that housekeeping staff is provided the appropriate PPE and are properly trained regarding guidelines on appropriate techniques (as per CDC guidelines) for cleaning and disinfecting;
- Insure that all housekeeping staff are trained by a third party vendor on the CDC guidelines for cleaning and sanitizing and the proper use of chemicals and cleaning materials;
- Insure that social distancing measures are documented, implemented and enforced;
- Have facemasks available throughout campus.
- Establish a Health and Safety Committee comprised of Staff, faculty and students to insure compliance with and implementation of the protocols listed herein.

#### **B. Cleaning Protocol**

**Atlantic Cape has developed new cleaning protocols compliant with the CDC recommended guidelines. These protocols will be implemented at each campus and for all buildings. Steps to develop this protocol are listed below,**

1. Identify areas to be cleaned.
  - Public/common areas
  - Office space
  - Classrooms
  - Labs
  - Libraries
  - Gymnasiums
  - Meeting rooms
  - Theater
  - Training space
  - Cafeteria



- Areas unoccupied for 7 or more days need only routine cleaning.
- Maintain existing cleaning practices for outdoor areas.
- 2. Determine how areas will be disinfected.
  - Consider the type of surface and how often the surface is touched.
  - Prioritize disinfecting frequently touched surfaces.
- 3. Consider the resources and equipment needed.
  - Keep in mind the availability of cleaning products and personal protective equipment (PPE) appropriate for cleaners and disinfectants.
- 4. Clean visibly dirty surfaces with soap and water prior to disinfection.
- 5. Use the appropriate cleaning or disinfectant product.
  - Use an EPA-approved disinfectant against COVID-19, and read the label to make sure it meets your needs.
  - Always follow the directions on the label
- 6. Continue routine cleaning and disinfection.
  - Continue or revise this plan based upon appropriate disinfectant and PPE availability.
  - Routinely disinfect frequently touched surfaces at least daily.
- 7. Maintain safe practices such as frequent handwashing, using cloth face coverings, and staying home if you are sick.
- 8. Continue practices that reduce the potential for exposure.
  - Maintain social distancing, staying six feet away from others. Reduce sharing of common spaces and frequently touched objects.

### **C. Personal Protection Equipment (PPE)**

Use of the appropriate PPE is mandatory until notified otherwise. It is needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies. Examples of PPE include: gloves, goggles, face shields, and face masks.

The College will refer to the OSHA and CDC websites regularly for updates about recommended PPE.

PPE must be:

- Selected based upon the hazard to the worker.
- Properly fitted and periodically refitted, as applicable
- Consistently and properly worn when required.
- Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

### **D. Social Distancing Guideline**

Staff, faculty and students must follow social distancing best practices throughout the facilities, including but not limited to classrooms, break rooms, meeting rooms, cafeterias, common areas and office spaces. All are specifically encouraged to:



- Stay 6 feet away from others when working or on breaks. Where a minimum distance cannot be maintained, alternative controls will be in place but at a minimum, face masks are required.
- Avoid job tasks that require face-to-face work with others when possible. If this is unavoidable, employees will be provided with face masks, face shields, physical barriers and other workplace controls to ensure their safety.
- Avoid contact with others whenever possible (e.g., handshakes).
- Avoid touching surfaces that may have been touched by others when possible. Doors will be propped open where feasible and safe.
- Distance themselves from anyone who appears to be sick.
- Avoid gathering when entering and exiting a building. Follow any posted signage regarding COVID-19 social distancing practices.
- Disinfect their workspace often.
- Avoid touching their face.
- Avoid nonessential gatherings.

#### **E. Modifications to the Workplace**

To prevent the spread of COVID-19 after reopening the campuses, the college anticipates the need to make office modifications. These workplace modifications will most often be based on social distancing protocols, which may also be required by state or local orders as a condition of being permitted to reopen.

Because COVID-19 spreads through close contact, the College may need to make changes to employees' desks or workstations, and overall floor plans such as:

- Separating desks and workstations to ensure that there are 6 feet between each station
- Remove chairs and/or desks to ensure proper physical distancing in conference and waiting rooms
- Identify allowable occupancy in order to control workflow and/or establish maximum attendance
- Adding partitions or plexiglass to open floor plans
- Closing common spaces, including conference rooms, break rooms and cafeterias that are used infrequently
- Modifying high-touch surfaces (e.g., propping doors open) to avoid employees unnecessarily touching surfaces
- Posting signage to remind employees of social distancing protocols
- Establishing contactless drop zones for all deliveries including mail, packages and food





1. Social Distancing
  - Assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees, other coworkers, and customers, such as:
  - Place visual cues such as floor decals, colored tape, or signs to indicate to customers where they should stand while waiting in line.
  - Place one-way directional signage for large open work spaces with multiple through-ways to increase distance between employees moving through the space.
  - Consider designating specific stairways for up or down traffic if building space allows.
  
2. Plexiglass
  - Where practicable, the college will install plexiglass barriers in workspaces where staff must face each other or students and are unable to be 6 feet apart including high-visited areas such as reception desks and check-in areas.
  
3. Signage
  - Post and promote prevention strategies:
    - Post maximum occupancy in common break areas and configure to accommodate appropriate physical distancing
    - Wash hands frequently.
    - Maintain physical distance: stay 6 feet apart at all times.
    - Know the signs and symptoms of COVID-19 and what to do if symptomatic:
    - Stay home when you are sick (or leave work immediately) and notify your supervisor.
    - Call your health care provider's office in advance of a visit.
    - Limit movement in the community and wear a face covering in public.
    - Call your health care provider for instructions regarding return to work.
  
4. Entrances and exits
  - Appropriate signage will be placed at each entrance/exit indicating how staff should proceed.
  - Building access points will be identified and arrival and departure times of staff may need to be coordinated to reduce congestion during typical "rush hours" of the business day.
  - Staff arrival and departures may need to be scheduled to reduce personal interactions at building access points, hallways, stairs/elevators, etc.



## **F. Supplies**

The College will procure an adequate supply of all materials and equipment needed to meet the standards for cleaning and disinfecting, personal protective equipment and social distancing required to keep the campuses clean, healthy and safe.

## **II. WORKPLACE PROTOCOL**

### **A. Phased Staffing:**

Atlantic Cape Community College is in the people business and as such, its work can and should be conducted primarily on campus. Once the Stay at Home order is lifted, it is the intent of Atlantic Cape to have all staff return to campus for some portion of their schedule. However, Atlantic Cape will need to phase in a return of staff over time in a coordinated process to ensure appropriate social distancing, availability of PPE and other factors that may weigh into this process.

1. Atlantic Cape will assess when and how staff will be integrated onto campus by reviewing mission-critical operations, ability to control and manage specific work environments, and necessity to access on-site resources. These decisions, once approved, will be communicated through the area respective Dean, Vice President or Executive Director.
2. An integration of staff back to campus plan will be submitted by the COVID-19 Sub Committee for review and approval from the President.

### **B. Staffing Options:**

The need to reduce the number of people on campus (density) to meet social distancing requirements will continue for some time. Once staff members are permitted to return to work on-site, there are a few options to be considered to maintain required social distancing measures and reduce population density within buildings and work spaces.

#### **1. Alternating Days:**

In order to limit the number of individuals and interactions among those on campus, departments can consider the scheduling of partial staffing on alternating days and shifts. Such schedules will help enable social distancing, especially in areas with large common workspaces.

#### **2. Re-assignment of work areas:**

It is anticipated that staff will return to campus ahead of students and faculty. Consideration should be given to utilization of unoccupied classrooms, offices and other space in an effort to spread out work areas.



### **3. Remote Work:**

Because we believe that the most efficient way for staff to do their work is in the workplace on campus, continuing to have staff work remotely may only be considered on a temporary basis until adequate space can be identified for staff. This can be done on a full or partial day/week schedule as appropriate.

In Phase I, those whose work is such that it can effectively be completed remotely may be asked to continue to do so temporarily to reduce the number of individuals on campus and the potential spread of the COVID-19 virus. These arrangements are temporary and positions identified to continue to work remotely must be expressly approved by the President.

### **C. Symptom Monitoring Requirement:**

Atlantic Cape is not requiring faculty, staff or students to be tested for COVID-19 prior to returning to campus but is requiring that all complete a daily self-health assessment before coming to campus.

Staff who have been instructed to return to the workplace must conduct symptom monitoring every day before reporting to work. You must be free of ANY symptoms potentially related to COVID-19. Staff will be sent an email everyday with access to a google sheet survey listing symptoms of COVID-19 as well as other questions related to COVID-19 and the need to quarantine. This survey must be completed before arriving at campus and staff must have responded “No” to every question. Instructions are available on the survey should and employee answer “Yes” to any of the questions.

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

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Repeated shaking with chills
- Runny nose or new sinus congestion
- Muscle pain
- Headache
- Sore throat
- Fatigue
- New GI symptoms
- New loss of taste or smell

If you have any symptoms, you must contact your physician or go to an Urgent Care Center. You should also wear a face mask to avoid possible virus transmission to others.



According to the CDC, individuals with certain conditions may have a higher risk for COVID-19 infection. Those conditions may include:

- Older adults (aged 65 years and older)
- People with HIV
- Asthma (moderate-to-severe)
- Chronic lung disease
- Diabetes
- Serious heart conditions
- Chronic Kidney disease being treated with dialysis
- Severe Obesity
- Being immunocompromised

Staff members who have been instructed to return to work on-site and have concerns about doing so due to a medical condition that places them in a higher risk group should contact Cindy DeFalco, Director of Human Resources at 609-343-5108 or [defalco@atlantic.edu](mailto:defalco@atlantic.edu).

#### **D. Working in Office Environments On Campus**

Staff members will be asked to take a certain level of responsibility for maintaining personal office/work space and allow housekeeping additional time to focus on high traffic areas. Offices will be entered daily to empty trash cans, wipe guest chairs, door handles and light switches. If requested, housekeeping will wipe down the desk and all confidential information should then be secured in a drawer or filing cabinet. The housekeeping staff will not remove stacks of paper or items on desks or shelves to clean. Vacuuming will occur on a weekly basis or more frequently if requested. Additionally, staff members will be issued sanitizing wipes or spray to allow for cleaning of the personal space in your office/work space such as computer, keyboards and phones.

##### **1. Offices and Workstations (cubicles)**

- If you work in an open environment, be sure to maintain at least 6 feet distance from co-workers.
- If possible have at least one workspace separating you from another co-worker.
- You should wear a face mask or face covering at all times while in a shared work space/room.
- If you work in an office, no more than one person should be in the same room unless the required 6 feet of distancing can be consistently maintained. If more than one person is in a room, masks/face coverings should be worn at all times.
- Masks/face coverings should be worn by any staff in a reception/receiving area. Masks/face coverings should be used when inside any Atlantic Cape facility where others are present, including



walking in narrow hallways where others travel and in break rooms, conference rooms and other meeting locations.

- Staff is strongly discouraged from sharing office equipment such as phones and computers. If this cannot be avoided, the equipment must be sanitized after each use.

2. Using Restrooms:

- Use of restrooms should be limited based on size to ensure at least 6 feet distance between individuals. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.
- Stalls will be identified as available and not available in an effort to maintain social distancing.
- Restrooms will be cleaned and sanitized every 2 hours during hours of operation.

3. Using Elevators:

- To insure social distancing, signage will be posted by the elevators indicating that no more than one (1) person may enter an elevator at a time. Please use the stairs whenever possible. Floor signage will be placed in the elevator to mark safe standing areas.
- Face masks or coverings must be worn on the elevators. Touching the elevator buttons with your exposed hand/fingers should be avoided, if possible.
- Wash your hands with soap and water or use hand sanitizer with at least 60% alcohol upon departing the elevator.

4. Common Areas:

- Common areas will be cleaned and sanitized throughout the day.
- Staff will be encouraged not to linger in common areas.
- Signage will be posted with maximum occupancy of any given space and social distancing requirements.
- Space between lobby and common area furniture will be increased to reduce seating and support social distancing.
- Hand sanitizer dispensers will be made available in common areas.
- Trash dispensers will be made available and will be emptied, cleaned and sanitized on a regular basis.

5. Meetings/Meeting Rooms:

Convening in groups increases the risk of viral transmission. Where feasible, meetings should be held in whole or part using the extensive range of available collaboration tools (e.g. Zoom, WebEx, Microsoft Teams, telephone, etc.).

- In person meetings are limited to the restrictions of local, state and federal orders and should not exceed 50 percent of a rooms capacity, assuming individuals can still maintain 6 feet of separation for social distancing requirements.



- Maximum occupancy signage will be posted.
- Furniture will be removed to meet the occupancy levels, insuring social distancing is maintained.
- Visual cue marks should be added in meeting rooms to support social distancing practices between attendees.
- Disinfectant swipes or spray will be left in each meeting room with instructions to be used at the end of each meeting by the meeting organizer.
- While on campus, employees are encouraged to communicate with colleagues and supervisors as needed by email, instant message, telephone or other available technology rather than face-to-face. A range of available collaboration tools (e.g. Zoom, WebEx, Microsoft Teams, Jabber, etc.) can also be used.
- All meetings are required to be available in-person, by video or by phone.

6. Meals:

- The staff dining room will be cleaned and sanitized at the beginning of each day with periodic cleaning throughout the day.
- The Cafeteria will be cleaned and sanitized at the beginning of each day with periodic cleaning throughout the day.
- The staff dining room and cafeteria will be configured to insure social distancing; excess furniture removed and maximum occupancy signage provided.
- Departments will stagger meal times to limit the number of employees who might use these facilities.
- Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus.
- If dining on campus, you should wear your mask or face covering until you are ready to eat and then replace it afterward.
- Individuals should not sit facing one another.
- Staff are encouraged to take food back to their office area or eat outside, if this is reasonable for your situation.
- If you are eating in your work environment (break room, office, etc.):
  - Maintain 6 feet distance between you and others.
  - Individuals should not sit facing one another.
  - Only remove your mask or face covering in order to eat, then put it back on.
  - Please clean your areas when done.
- Departments should remove or rearrange chairs and tables or add visual cue marks in employee break rooms to support social distancing practices between employees.
- Wipe all surfaces, including table, refrigerator handle, coffee machine, etc. after using in common areas.



## E. Personal Safety Practices

### 1. Face masks/Cloth Face Coverings:

Face masks or face coverings must be worn by all staff, faculty and students on campus when in the presence of others and in public settings where other social distancing measures are difficult to maintain (e.g., common work spaces, meeting rooms, classrooms, etc.). Appropriate use of face masks or coverings is critical in minimizing risks to others near you. You could spread COVID-19 to others even if you do not feel sick. The mask or cloth face covering is not a substitute for social distancing.

Disposable masks will be provided by Atlantic Cape, if needed. Disposable masks may only be worn for one day and then must be placed in the trash. You may also wear a cloth face covering, which will help Atlantic Cape reduce the need to purchase additional masks, which are in short supply. Cloth face coverings must only be worn for one day at a time, and must be properly laundered before use again. Having a week supply of cloth face coverings can help reduce the need for daily laundering. If you choose to wear your own mask, it should not contain any messaging or imaging that is or could be perceived as inappropriate.

### 2. Social Distancing:

Keeping space between you and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Staff at work on-site should follow these social distancing practices:

- Stay at least 6 feet (about 2 arms' length) from other people at all times
- Do not gather in groups
- Stay out of crowded places and avoid mass gatherings

### 3. Handwashing:

Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.

### 4. Gloves:

Healthcare workers and others in high-risk areas should use gloves as part of PPE (Personal Protective Equipment), but according to the CDC, gloves



are not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common everyday tasks.

5. Goggles/Face Shields:  
Staff do not need to wear goggles or face shields as part of general activity on campus. Good hand hygiene and avoiding touching your face are generally sufficient for non-healthcare environments.
6. Personal Disinfection:  
While housekeeping crews will continue to clean office and work spaces based on CDC guidelines, additional care should be taken to wipe down commonly used surfaces. Before starting work and before you leave any room in which you have been working, you must wipe down all work areas with EPA-registered 60% alcohol solution. This includes any shared-space location or equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, door knobs, etc.). Hand sanitizers will be posted at all entrances and high traffic areas.
7. Coughing/Sneezing Hygiene:  
If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Then throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.
8. Plexiglass Barriers:  
Where practicable, the college will install plexiglass barriers in workspaces where staff must face each other or are unable to be 6 feet apart including high-visited areas such as receptions desks and check-in areas.

## **F. Mental and Emotional Well-being**

It is understandable that employees or students may still be somewhat fearful or have trepidation concerning returning to campus. Atlantic Cape will make every effort to insure that you are returning to a workplace that is clean, safe and healthy. Additionally, assistance is available should you need it. Emotional support during this stressful period is available through Horizon Blue Cross and other resources listed below:

- <http://horizonblue.com/doctorfinder>
- [Coping with Stress](#), US Centers for Disease Control & Prevention (CDC)
- [Mental Health and Coping During COVID-19](#), US Centers for Disease Control & Prevention (CDC)





- [Taking Care of your Emotional Health](#), US Centers for Disease Control & Prevention (CDC)
- [Coronavirus & Mental Health: Taking Care of Ourselves During Infectious Disease Outbreaks](#), American Psychiatric Association (APA)
- [Speaking of Psychology: Coronavirus Anxiety](#), American Psychological Association
- <https://www.njmentalhealthcares.org/>

### **III. CASE MANAGEMENT PROTOCOL**

While Atlantic Cape is not requiring faculty, staff or students to have been tested for COVID prior to returning to campus, prompt identification and isolation of potentially infectious individuals is a critical step in protecting employees, students, visitors, and others on campus.

Staff, faculty and students are required to self-monitor for signs and symptoms of COVID-19 prior to reporting to campus and if they suspect possible exposure or if sick, to stay home. Atlantic Cape Community College will work closely with the Atlantic County and Cape May County Departments of Health with regard to notification of confirmed cases of COVID 19 and their efforts with regards to contact tracking.

#### **A. Faculty and Staff Screening Protocols**

In order to keep our staff safe and healthy, the following screening protocol must be followed: Employees must self- monitor for signs and symptoms of COVID-19 and if prior to arriving to work they suspect possible exposure or are sick, they must stay home.

1. Each morning all faculty and staff will receive an email with an imbedded and accessible google sheet survey link.
2. Faculty and staff are required to access the link either on their phone or computer and complete the survey.
3. If a faculty or staff member answers “No” to all questions on the survey, they are cleared to come to campus.
4. If a faculty or staff member answers “Yes” to any question on the survey, there are instructions on the survey regarding staying home or contacting Human Resources.
5. All surveys taken and all responses are tracked on a google sheet which can be accessed for contact tracking purposes.
6. If an employee develops symptoms while at work, they will be asked to go home and to contact their healthcare provider or report to an Urgent Care Center.
7. Housekeeping will be notified immediately for cleaning and disinfecting of the employee’s workspace and known areas of contact.



**B. Exposure and Confirmed illness**

1. Employees who test positive for COVID-19 or believe they have been infected will be instructed to follow the advice of a qualified medical professional and self-quarantine.
2. When self-quarantining, employees should:
  - Stay away from other people in their home as much as possible, staying in a separate room and using a separate bathroom if available.
  - Not allow visitors.
  - Wear a face mask if they have to be around people.
  - Avoid sharing household items, including drinking cups, eating utensils, towels and bedding.
  - Clean high-touch surfaces daily.
  - Continue monitoring their symptoms, calling their health care provider if their condition worsens.

Notably, employees who are symptomatic or who have tested positive should not return to work until the conditions outlined in the table below are met:

Return to Work Considerations	
Employee was symptomatic but was not tested for COVID-19.	Employee was tested for COVID-19.
<p>The employee may return to work if:</p> <ul style="list-style-type: none"> <li>• They have not had a fever for at least 72 hours and have not used fever-reducing medication during that time.</li> <li>• Coughs and other symptoms have improved.</li> <li>• Seven days have passed since they first experienced symptoms.</li> </ul>	<p>The employee may return to work if:</p> <ul style="list-style-type: none"> <li>• They no longer have a fever.</li> <li>• Coughs and other symptoms have improved.</li> <li>• They have received two negative COVID-19 tests in a row.</li> </ul>

Employees must provide a doctor’s note and communicate their cleared status with Human Resources and receive guidance prior to returning.

Once officially notified by a Department of Health that a staff member has tested positive for COVID-19, Atlantic Cape will work with that Department of Health to trace the contact that individual had on campus.



### **C. Student Screening protocols**

1. Prior to arrival on campus, students are required to complete a self-health assessment. This assessment has been communicated to the students via email and the college website ([atlantic.edu/return](http://atlantic.edu/return)). Signs at entrances will be posted to alert students who arrived on campus without having taken the assessment.
2. Students are instructed to stay at home (or leave campus) if they are experiencing any symptoms of COVID-19 or have been exposed to anyone who has tested positive for COVID-19.
3. Once the survey is completed, the student will receive a confirmation that they completed the survey and are cleared to come to campus. This must be shown upon entrance onto campus.
4. If a student is not feeling well, they are advised that student services are available on line and given direction to go to [atlantic.edu/return](http://atlantic.edu/return).

### **D. Exposure and Confirmed Illness-Students**

1. If a Student has had exposure to COVID-19 or is confirmed to with symptoms or has tested positive, they should not come to campus.
2. Students are instructed to contact their section instructor to transfer to the online or remote section of the course for the time they need to quarantine.

## **IV. COMMUNICATIONS PROTOCOL**

Returning to campus when there is so much uncertainty can be disconcerting and uncomfortable. Faculty, staff and students will be concerned not only for their own health, but also for the health of their family and friends, and members of the campus community. Ensuring that the College communicates frequently and in an informative manner is of the utmost importance. Atlantic Cape endeavors to be transparent in its efforts to keep its campuses safe, healthy and clean.

Prior to arrival on campus, faculty, staff and students will receive a communication via college email, outlining the preopening protocols and campus guidelines outlined in this Plan in an effort to mitigate the spread of COVID -19.

Faculty and Staff will be required to review a back to campus orientation through SafeColleges training platform prior to returning to campus. This orientation outlines all of the safety and health protocols in place and defines the role of each faculty and staff member in the efforts to prevent the spread of COVID-19.

In the Student Orientation presentation, students will be instructed to go to [atlantic.edu/return](http://atlantic.edu/return) to review all safety and health protocols and requirements prior to coming to campus.

In addition, faculty, staff and students will be directed to resources available to them and their families with regards to continued medical, mental and emotional support.



Employees are encouraged to provide feedback whenever possible regarding our policies and protocols through the normal channels of communication on campus.

## V. TRAINING

The success of our return to campus plan is largely contingent upon how well our staff follows the health and safety guidelines outlined in this Plan. Prior to returning to campus, staff members will be required to complete a review of the Return to Campus Orientation through SafeColleges Training platform outlining what is required of them upon their return to campus as well as informing them of the steps taken to insure they are returning to a safe, clean and healthy environment. In addition, once they return, they will be required to attend a socially distant compliant orientation session, conducted by Human Resources, to review the protocols and workplace guidelines outlined in this Plan. Topics in this Orientation include:

- A. Requirement to self-monitor for symptoms of COVID-19 before arriving to work
  - Directive not to report to work if experiencing symptoms
  - Description of symptoms
  - Access to the COVID-19 Symptom Checker
  - Call out procedures
  - What to do if he or she suspects they have contracted to have been exposed to COVID-19
  - Sign in procedures once on campus
- B. Review of Emergency Sick leave under the CARES ACT
- C. Requirement to use face masks/covering
- D. Requirement of social distancing
- E. Review of cleaning protocols
- F. Protocol for scheduling and attendance at meetings
- G. Dining and Breakroom protocols



## PHASE II: RETURN OF STUDENTS TO CAMPUS

Phase II of the Atlantic Cape Community College Return to Campus Plan is drafted in accordance with Executive Order No. 155, requiring institutions to submit a restart plan to the Office of the Secretary of Higher Education (OSHE) within 14 days of their expected date of implementation of their plans. Additionally, it is drafted 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. This Plan assumes that at the time of or before implementation, the State of New Jersey will be at Stage 3 of its phased plan.

Critical to this plan is the implementation of policies and procedures that limit the possible transmission of COVID-19, including, but not limited to, social distancing, personal protective gear such as face coverings, capacity restrictions, and cleaning regimens. Until a proven vaccine or an approved therapy for COVID-19 is widely available, campus activity will necessarily involve some level of risk. Atlantic Cape Community College has developed robust and thoughtful plans for restarting operations that take into account the concerns for public health.

As directed by the OSHE, this plan includes the following components:

- General Safeguarding
- Screening, Testing and Contact Tracing Protocols
- Instruction
- On Campus Residential Housing\*
- Libraries and Computer Labs
- Research\*
- Student Services
- Transportation\*
- Indoor Dining
- Study Abroad and International Travel\*
- Athletics

\*Denotes not applicable to Atlantic Cape Community College

### I. GENERAL SAFEGUARDING

Policies and procedures regarding how Atlantic Cape will implement general safeguarding measures is included in Phase I of this Plan previously submitted to OSHE and incorporated herein. These safeguards include but are not limited to:

- Cleaning and sanitization
- Requirement of face coverings
- Maintaining adequate supplies, such as personal protective equipment and cleaning supplies,
- Requiring staff, faculty, students and visitors to engage in social distancing practices at all times, and



- Training students, staff, faculty and students regarding COVID-19 sanitization and social distancing practices and protocols.
- Screening, Testing, and Contact Tracing Protocols

## II. SCREENING, TESTING AND CONTACT TRACING PROTOCOLS

Policies and procedures regarding how Atlantic Cape Community College will implement screening, testing and contact tracing protocols for students is included in Phase I of this Plan previously submitted to OSHE and incorporated herein.

## III. INSTRUCTION

STAGE 1	STAGE 2	STAGE 3
<i>Colleges are engaged in distance learning</i>	<i>Potential for some in-person learning with modifications</i>	<i>Colleges may operate in person with reduced capacity</i>
<b>INSTRUCTION</b>		
All in-person instruction, including labs, clinical rotations and all other curricular activity, is prohibited, unless waiver supported by a compelling rationale is obtained from the Secretary of Higher Education.	Most in-person instruction remains limited to instances where a waiver supported by a compelling rationale is obtained from the Secretary of Higher Education, except as outlined below. The necessary components of a waiver application are outlined in Executive Order No. 155.	Most in-person classroom instruction, labs, and other curricular activity are allowed within state established occupancy restrictions.
	Labs, clinical rotations, technical, and hands-on instruction are allowed to operate within state established restrictions that are required at the time and other safety measures as appropriate.	
<b>ATLANTIC CAPE INSTRUCTION</b>		
All in person instruction, labs and clinical rotations have been moved to remote and all other curricular activities are either conducted remotely or ceased.	Labs, clinical rotations, technical, and hands-on instruction are allowed to operate within state which includes Nursing, Aviation and Culinary. All other in person instruction has been moved to online or remote	Instruction will be more than 95% online, remote or hybrid instruction with the exception of Nursing, Culinary and Aviation which is permitted in Stage 2



The instruction plan for Atlantic Cape Community College includes online learning, remote learning with synchronous instruction and a remote/face to face hybrid at all three campuses. We expect that less than five percent (5%) of the student population will be back on campus for the Fall semester. These students include those enrolled in Culinary, Aviation, and Nursing.

Culinary students will return four (4) days a week with reduced class sizes in kitchens to meet social distancing requirements and will have shorter days to accommodate cleaning schedules. Culinary lectures will be delivered online. Labs schedules will be modified for limited students for four (4) days each week.

The Atlantic City Worthington campus will continue with its non-credit and Workforce Development offerings. The Paramedic and Emergency Medical Technician (EMT) programs will resume with face to face instruction on August 10, 2020. In September, the Adult Basic Education and Grant programs will be offered. Most of these programs require some face to face interaction and will be scheduled with limited enrollment to comply with required social distancing and occupancy restrictions on the classrooms used.

Face to face courses will be taught by instructors who have volunteered to teach on campus. These faculty members indicated that they are not immunocompromised and have not been diagnosed with COVID-19.

All course offerings are available online or via remote learning. Students who are high risk or who have received a positive diagnosis of COVID-19 are encouraged to enroll in the online or remote sections. Students in the Culinary, Nursing or Aviation programs who are high risk or who have received a positive diagnosis of COVID-19 will need to make arrangements with the individual instructors to allow for remote learning.

To comply with the social distancing requirement, classrooms and labs will be physically set up to insure 6 ft. social distancing requirements and allowing a limited number of students to occupy the space at one time. A limited number of classrooms on our campuses will be utilized in the Fall semester and each classroom will contain only enough furniture to support the 6 ft. social distancing requirement.

All classrooms, public areas, restrooms and other areas will have appropriate signage advising the required personal protective equipment (PPE) required to be on campus (facemasks), room occupancy with social distancing requirements and restroom protocols. (Please see Phase I of the Atlantic Cape Community College's Restart Plan)

Faculty and students will be required to self-monitor for COVID-19 symptoms and exposure prior to arrival on campus. Faculty will be required to answer a survey each day related to current health state. Students will be asked to sign in at each class and attest to being COVID-19 symptom free and to have not been exposed to COVID-19 within the last 14 days. These sign-in sheets will be collected by faculty and recorded by the Human Resources department for contact tracing purposes.



A rigorous and CDC compliant cleaning protocol has been implemented which includes classrooms and student areas. No classroom will be used back to back, insuring appropriate time for sanitizing. (Please see Phase I of Atlantic Cape Community College’s Restart Plan)

**IV. COMPUTER LABS AND LIBRARIES**

<b>STAGE 1</b>	<b>STAGE 2</b>	<b>STAGE 3</b>
<i>Colleges are engaged in distance learning</i>	<i>Potential for some in-person learning with modifications</i>	<i>Colleges may operate in person with reduced capacity</i>
<b>COMPUTER LABS</b>		
Computer laboratories remain closed.	Effective August 11, 2020, Computer laboratories may open in a limited fashion in accordance with state restrictions.	Computer laboratories may open in a limited fashion in accordance with state restrictions.
Institutions should explore potential alternatives to computer laboratories (i.e., providing every student a laptop or PC and internet access)		Curbside pickup or delivery may be available.
<b>ATLANTIC CAPE COMPUTER LABS</b>		
Computer labs remain closed	Computer labs will open to students effective August 11, 2020.	Computer labs remain open
<b>LIBRARIES</b>		
Libraries remain closed.	Curbside pickup of requested materials may be available. This should be done on a scheduled basis and handled by curbside pickups.	• Library facilities may open in a limited fashion in accordance with state occupancy restrictions for indoor spaces.
Returned items are sanitized wherever possible.	Returned items are sanitized wherever possible.	Curbside pickup of requested materials should remain available.
<b>ATLANTIC CAPE LIBRARIES</b>		
Atlantic Cape Libraries are closed	Atlantic Cape Libraries remain closed	Cape May and Atlantic City Libraries remain closed. Mays Landing Library will be open limited days and hours

Atlantic Cape Community College’s plan for campus Computer labs and Libraries is as follows:





#### Computer Labs:

- Subject to the relevant provisions of the Restart Standards for Institutions of Higher Education, specific computer space will be available at all three campuses subject to the following requirements:
- A distance of at least six feet between individuals must be observed at all times and individuals must utilize computer terminals or desks that are a minimum of six feet apart;
- Hours of operation, wherever possible, that reserve a designated period of access solely to high-risk individuals, as defined by the Centers for Disease Control and Prevention;
- Infection control practices, such as regular hand washing, coughing and sneezing etiquette, and proper tissue usage and disposal;
- Adequate sanitation materials, such as hand sanitizer and sanitizing wipes, must be available to staff and all individuals utilizing computer terminals or desks;
- All individuals in the computer lab must wear a face covering at all times, except where doing so would inhibit the individual's health or the individual is under two years of age;
- Require frequent sanitization of high-touch areas like restrooms, keyboards, computer mice, desk, and counters;
- Install a physical barrier, such as a shield guard, between the staff member(s) overseeing the computer lab and individuals using the computer lab; wherever feasible or otherwise ensure six feet of distance between those individuals; and
- Computer terminal or desk must be sanitized following each use.

#### Libraries:

- Atlantic City Campus: Library will not be open or accessible to students or the public for the Fall semester
- Cape May Campus: Library will not be open or accessible to students or the public for the Fall semester
- Mays Landing Campus: Library will be open with limited days and hours for student use only. Use of the library is limited to tables to do work and access Wi-Fi. Students will not be permitted to access the book stacks or media rooms. Students will be encouraged to make an appointment to access the library, must present a current Atlantic Cape school ID and sign in to enter the library. Occupancy will be posted and strictly monitored.
  - Hours of operation will be available, wherever possible, that reserve a designated period of access solely to high-risk individuals, as defined by the Centers for Disease Control and Prevention;

In lieu of curbside pickup, Atlantic Cape will have a no-contact pickup process in place handled by the library staff.



**Laptop Loaner Program**

Atlantic Cape will continue with the computer loaner program initiated in Phase I when learning transitioned to 100% remote. Computers were made available for any student in need to support their online learning.

**V. STUDENT SERVICES**

STAGE 1	STAGE 2	STAGE 3
<b>Limitations for All Stages</b>		
<ul style="list-style-type: none"> <li>• Throughout all stages, students and employees who are immunocompromised, or otherwise in an at-risk category, should be allowed to do work or meet remotely rather than in-person.</li> <li>• To limit interaction, institutions should use an appointment system to help reduce capacity in waiting areas.</li> <li>• Institutions must abide by general safeguarding measures detailed in Executive Order No. 155 (face coverings, social distancing, cleaning protocols, etc.).</li> </ul>		
<b>ATLANTIC CAPE STUDENT SERVICES</b>		
All Student Services are remote	Limited staff on campus for in-person appointments for student services	Limited staff on campus for in-person appointments for student services

Atlantic Cape Community College believes it is extremely important that our current and potential new students have access to the services we provide. These services include:

- Admissions/Recruitment
- Advisement and Counseling
- Bursar
- Center for Access
- Center for Student Success
- Financial Aid and Veteran’s Affairs
- Registrar
- Student Affairs/Enrollment Management
- Student Engagement & Judicial Officer
- Testing

All student services will be available through virtual appointments and in-person services on the Mays Landing and Atlantic City campuses will begin approximately August 10<sup>th</sup>. In person services are scheduled to be offered at the Cape May campus beginning August 24<sup>th</sup>. In an effort to reduce the density of people on campus at any given time, although there will be representation on campus from each of the service areas every day, in-person



meetings for students with a representative of student services will be preferably by appointment and limited to the days designated below.

Additionally, in order to keep students and staff safe, the scheduling of staff has been staggered to limit the density in each area.

Atlantic City Campus: In-person services will be offered on Mondays and Wednesday. The staff will work remotely on Tuesday, Thursday and Friday.

Cape May Campus: In-person services will be offered on Tuesdays and Thursdays. The staff will work remotely on Monday, Wednesday and Friday.

Mays Landing: Student Services staff are generally being scheduled to follow a two weeks work remotely and one week on campus schedule. Each department will have representation on campus on any given day, in any given week.

The Testing department staff will also follow a two days on campus, three day’s work remotely schedule. In-person testing will be available on Tuesdays and Wednesdays by appointment.

**Hours of operation**

**Remote for all campuses:** 8:00 am – 5:00 pm Monday – Thursday (summer hours)  
9:00 am - 5:00 pm Monday – Friday (Fall hours)

9:00 am – 6:00 pm, Monday – Thursday the weeks of August 24<sup>th</sup> and August 31<sup>st</sup> and the weeks of September 14<sup>th</sup> and September 21<sup>st</sup> (Cape May)

**In-Person Services**

Mays Landing 9:00 am - 5:00 pm Tuesday and Wednesday  
Beginning the week of August 10<sup>th</sup>

9:00 am – 6:00 pm, Tuesday and Wednesday the weeks of August 24<sup>th</sup> and August 31<sup>st</sup>

Atlantic City 9:00 am – 5:00 pm Monday and Wednesday  
Beginning the week of August 10<sup>th</sup>

9:00 am – 6:00 pm, Monday and Wednesday the weeks of August 24<sup>th</sup> and August 31<sup>st</sup>



Cape May

9:00 am – 5:00 pm Tuesday and Thursday  
Beginning the week of August 24<sup>th</sup>

9:00 am – 6:00 pm, Tuesday and Thursday for  
the weeks of September 14<sup>th</sup>, September 21<sup>st</sup>, and  
October 5<sup>th</sup>

If a student is on campus on a day where the representative for student services is schedule remote on that day and for that campus, there will be computer stations available for the student to access the specific staff member via Zoom. Students will be directed on how to do this by a College representative. Every effort will be made to accommodate the requests of all current and potential students.

Cleaning protocols have been established and implemented for all public areas, including waiting areas for students. (See Phase I of Atlantic Cape Community College’s Restart Plan) Large areas such as the theater have been designated as waiting areas and will be cleaned before, during and after use.

Students arriving on the Mays Landing campus to meet with a representative of a student services area will be directed to enter through the Building C-Lobby entrance where a screener will check the student in, have the student complete a health assessment and give them a colored ticket which will indicate the office the student needs to visit. The student will be given the option to wait in the cafeteria area which will have seats marked to adhere to social distancing or they can wait outside or in their cars. If a student waits outside, their cell number will be recorded and they will be called when it is their turn to meet with a representative.

A staff member will escort the student to the requested department. They will be directed to exit through the Building J-Lobby doors.

Staff will be scheduled to work remotely for the majority of their work time. For those who request an accommodation related to working on campus, please see Phase I of the Atlantic Cape Community College Restart Plan for information related to Accommodations.

### **Food Pantry**

The Food pantries located on the campuses will be available to students on a limited basis due to the reduction in the number of students on campus. Days and times will correspond with times that students are expected on campus (face to face classes) and will be posted on the College website once the semester starts.

Cleaning protocols for the Food pantry have been established and will be implemented upon opening.



**Bookstore**

Access to the Bookstore on the Mays Landing campus will be primarily online. The Bookstore will have in-person hours available the weeks of August 24 and 31 and September 14 and 21 to meet the needs of the students at the beginning of the semester. Access to the Bookstore will follow the same procedures as those outlined above for student services. Open in-person dates and times will be posted on the College’s website.

Bookstore representatives will continue to make themselves available on campus during Fall semester by appointment.

**VI. INDOOR DINING**

STAGE 1	STAGE 2	STAGE 3
Indoor dining facilities are closed.	Takeout, “grab and go,” and/or delivery options should remain available	Indoor dining facilities may open with a limited occupancy based on state guidelines in place at the time. Must adhere to all CDC and DOH protocols, social distancing guidelines and sanitation protocols.
Takeout, “grab-and-go,” and/or delivery available to those who must continue to reside on campus.	• Outdoor dining only is allowed pursuant to statewide occupancy, health, and safety guidelines.	Takeout, “grab and go,” and/or delivery options remain available.
	All outdoor dining facilities should follow state and federal safeguarding guidelines, such as (not an exhaustive list): <ul style="list-style-type: none"> <li>o Proper hygiene protocol</li> <li>o Wearing a cloth face covering</li> <li>o Remaining six feet apart</li> <li>o Minimizing gatherings</li> <li>o Disinfecting and sanitizing workplaces and dining areas</li> </ul>	Outdoor dining should continue pursuant to statewide occupancy, health, and safety guidelines.
		All outdoor and indoor dining facilities should follow state and federal safeguarding guidelines, such as (not an exhaustive list): <ul style="list-style-type: none"> <li>o Proper hygiene protocol</li> </ul>



		<ul style="list-style-type: none"> <li>o Wearing a minimum of cloth masks in public</li> <li>o Remaining six feet apart</li> <li>o Minimizing gatherings</li> <li>o Disinfecting and sanitizing workplaces and dining areas</li> </ul>
<b>ATLANTIC CAPE INDOOR DINING</b>		
College closed, no indoor dining.	No Indoor dining including grab and go. Vending options available.	No Indoor dining. Vending options available.

There will be no dining options available at any of Atlantic Cape Community College’s three campuses in the fall semester. Staff, faculty or students will need to provide their own lunch or leave campus to eat. The Cafeteria will be available for seating and will be configured to comply with social distancing requirements with limited occupancy. Cleaning protocols have been developed to keep this area clean and sanitized.

**VII. ATHLETICS**

STAGE 1	STAGE 2	STAGE 3
<b>Limitations for All Stages</b>		
<ul style="list-style-type: none"> <li>• Institutions should develop a protocol mandating frequent screening and testing for coaching staff and student-athletes and those in close contact with student athletes, particularly in advance of any games.</li> <li>• Institutions should develop written protocols and conduct student-athlete and staff orientation/trainings regarding the transmission of COVID-19 and the handling of high-touch items, such as shared sports equipment, water bottles, etc. Institutions should limit any equipment sharing whenever possible, which includes the elimination of team water coolers.</li> <li>• Team meetings should be held virtually whenever possible. If meetings cannot be remote, they must be socially distanced with general safeguarding protocols in place as detailed in Executive Order No. 155.               <ul style="list-style-type: none"> <li>o Team huddles, high-fives, handshakes and spitting should be restricted.</li> </ul> </li> <li>• All staff must wear face coverings. Athletes are encouraged to wear face coverings during down-time or when not in play, however, it is not recommended that face coverings be worn during physical activity.</li> <li>• Institutions must have a 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.</li> <li>• Institutions should limit any nonessential visitors, staff, volunteers, vendors, and media as much as possible.</li> <li>• Institutions must educate athletes and athletic staff on the policies and protocols in their program preparation plan prior to arrival on campus.</li> </ul>		



- Institutions must follow state guidance and limit mass gatherings of spectators at sports competitions and follow state occupancy restrictions regarding indoor/outdoor venues. This includes concession stands, which must meet the requirements for outdoor dining.
- Institutional plans should address protocols for traveling for games, and hosting teams in competition. These protocols should include appropriate pre- and post- travel testing, and the potential for rearranging team schedules in the event of unsafe conditions for travel.

### **ATLANTIC CAPE ATHLETICS**

In compliance with the NJCAA/Region XIX's decision to cancel all fall sports, Atlantic Cape will not be offering any sports in the Fall semester. This will eliminate any exposure to COVID-19 from the public attending sporting events or from other teams via travelling to games.

Volleyball and Basketball will have limited work outs –outside only-with a reduced number of players at each work out (per social distancing guidelines and cleaning protocols). Players will have to self-monitor for symptoms prior to arrival and will have their temperature checked by the coach upon arrival. They will additionally be asked to complete a questionnaire related to their current health state. Any player exhibiting symptoms or who arrives with a temperature over 100.4F will be sent home. Student athletes will not be cleared to return to practices until the symptoms have resolved and they are cleared by their medical provider or have tested negative for COVID-19.

The Gymnasium will remain closed until the State moves to Stage 3 of the Restart Plan.

The following are the guidelines in place for all athletic programs for Fall workouts and/or practices:

1. Temperature checks will occur when individuals enter the facility and they will be asked to complete a questionnaire.
2. Facemasks are required. Athletes will be required to bring their own masks. Facemasks will be available if needed.
3. The Gymnasium will remain closed and locker rooms will not be available.
4. Athletes are required to bring their own water and to drink only from the container they brought.
5. Liquid hand sanitizer will be made available.
6. All athletes will be required to attend an orientation reviewing College policies and protocols related to:
  - a. Transmission of COVID-19 and the handling of high touch items (cleaning and sanitizing of athletic equipment etc.)
  - b. Quarantining protocols for student-athletes who test positive for COVID-19

For Archery only: each archer will only use and sanitize their own equipment. Archers are responsible for transporting their individual equipment as none will be permitted to be stored at the college.