

REOPENING PLAN SPRING 2022

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Table of Contents

Introduction	3
General Safeguarding	5
Screening, Testing and Contact Tracing Protocols	12
Instruction	16
On-Campus Residential Housing	18
Libraries and Computer Labs	18
Research	19
Student Services	20
Transportation	21
Dining	22
Study Abroad and International Travel	22
Athletics	23
Additional Information	26
Appendix A	29
Appendix B	31
Appendix C	33
Appendix D	35

Introduction

In March 2020, as a result of the COVID-19 pandemic, Bergen Community College (the “College”) quickly shifted to a remote environment for students, faculty and staff. Prior to closing on-ground campus operations, the College developed a working group of taskforce members called the “Reopening Bergen Taskforce” to assist with academic continuity in the case of campus closures, while also addressing the institution’s business operations, policies and remote operations. To ensure continued communication between all students and employees, the College created a repository of resources related to COVID-19, which included the College’s official statements in relation to the pandemic and helpful guides from the Centers for Disease Control (“CDC”). The College also provided updates to its official [COVID-19](#) webpage.

The College’s on-campus operations remained closed throughout the spring and summer semesters of 2020, with a few essential employees working on-site to continue business and academic operations. Some students in the health professions programs were also allowed on campus under carefully monitored conditions to complete course work necessary for licensure, and to meet accreditation requirements. During this time, the Reopening Bergen Taskforce (“Taskforce”) worked together to discuss, outline and plan for the College’s reopening. The Taskforce, consisting of management, faculty, staff and collective bargaining unit leaders, focused its efforts on the fall semester and potential options for in-person, hybrid and online courses and work schedules. The group submitted a fall reopening plan based on data driven work such as surveys of students, faculty and staff,¹ an assessment of course offerings, a study of facilities and models of learning environments and consultation with peer institutions,² government officials and public health officers. The plan represented the work of the Taskforce as a whole, with this group finding alignment with the stages of New Jersey’s phased [“The Road Back: Restoring Economic Health Through Public Health”](#) plan. Further, the plan was informed by:

- The Centers for Disease Control [“Interim Guidance for Administrators of U.S. Institutions of Higher Education – Plan, Prepare, and Respond to Coronavirus Disease 2019 \(COVID\);”](#) and
- The Office of the Secretary of Higher Education’s [“Restart Standards for all New Jersey Institutions of Higher Education.”](#)

Also, in the construction of its plan, the institution sought the guidance and approval, where appropriate, of various local agencies charged with the area’s health and safety - including the Bergen County Department of Health Services and the Bergen County Fire Marshal.

This extensive process sought to sustain Bergen's commitment to a high-quality education while prioritizing the health and safety of the members of the institution and remaining compliant with [Executive Order No. 155](#).

In preparation for the spring 2021 semester, the College followed a similar process to the reopening of the fall 2020 semester and established guiding principles that saw the institution offer a mostly

¹ Survey results included 649 responses from students and 365 responses from faculty and staff.

² Plans reviewed from the following peer institutions: Brookdale Community College, Camden Community College, Hudson Community College, Mercer County Community College, Middlesex County College, Ocean County College and Raritan Valley Community College.

virtual semester, while phasing in selected on-campus courses, resources, activities and community use based on feasibility, need and safety.

In an effort to implement a safe campus environment for all members of the community, the College organized groups of Taskforce members and other relevant College stakeholders into new subcommittees for the spring 2021 semester. Members of each subcommittee were chosen and placed into each committee based on the major areas of the reopening plan, such as instruction, general safeguarding and contact tracing/testing/screening. The subcommittees also considered changes to the plan that reflected evolving guidance and developments put forth in response to the COVID-19 pandemic, and best practices learned from the College's response to the pandemic during previous semesters.

The summer and fall 2021 semesters represented a pivot point for the institution, as it reintegrated on-campus operations that took place remotely since the beginning of the pandemic. This approach, in line with guidance from health officials, peer institutions and government leaders - and in light of rising vaccination rates and herd immunity - saw the College reintegrate on-campus operations July 6 and return to a fully "open campus" environment Aug. 1. During this time, the College reintroduced many on-campus classes, student service functions and College resources, while maintaining appropriate health and safety measures.

By the start of the spring 2022 semester, the College's entire workforce and on-campus student body has become vaccinated or has submitted to weekly testing. Additionally, the institution has reintegrated some of the last on-campus resources sidelined by the pandemic. Still, with the threat of COVID-19 still prevalent, the College has continued to maintain health and safety measures such as an on-campus mask requirement.

The College will continue to release updated reopening plan protocols semester-by-semester until the pandemic has abated.

General Safeguarding

The health and safety of students, faculty and staff represents the College's primary concern during the COVID-19 pandemic.

To provide a healthy and safe environment for all members of the College community, the institution will adhere to all local, state and federal guidelines and public health practices, which will include, but not be limited to: social distancing protocols, proper cleaning of campus buildings, recommending face masks, obtaining and maintaining personal protective equipment ("PPE").

The following health and safety guidelines will enable the College to provide on-campus instruction in accordance with the guidelines set forth by the New Jersey Office of the Secretary of Higher Education ("OSHE"). These general safeguarding efforts apply to all stages of the College's Reopening Plan (stages 1, 2 and 3).

Vaccination

With the acceleration of vaccinations, the College encourages students, faculty and staff to take advantage of this potentially life-saving and pandemic-ending treatment. Increased vaccination rates may lead to herd immunity, which will allow the institution to return to more standard operations.

Vaccination represents one of three major tent pole considerations for messaging as the College pivots from communication focused on continuous pandemic status updates to a narrative focused on a "new normal" that acknowledges the continued existence of COVID-19 but positions the institution to resume pre-pandemic operations. The three-pillar strategy of requiring vaccination, good hygiene practices and remaining off-campus when ill features a complete communication plan available [here](#).

Employees

The College requires that all full- and part-time faculty and staff employed by the institution become vaccinated against COVID-19. This directive includes all student workers, contractors and anyone working in College facilities.

Employees upload proof of vaccination via a secure web-based portal. To access the portal, employees will visit [here](#) and upload a copy/photo/image/PDF of his or her official Centers for Disease Control COVID-19 Vaccination Record card bearing his or her name, a certified document from a healthcare provider (personal physician, the agency that performed the vaccination or the New Jersey Immunization Information System) confirming the administration of the vaccine to him or her or a screenshot of the Docket app bearing his or her name.

Bergen follows the World Health Organization's guidance in recognizing the following vaccination brands as approved inoculations against COVID-19: AstraZeneca/Oxford; Johnson and Johnson; Moderna; Pfizer/BionTech; Sinopharm; and Sinovac. The College will not recognize any other vaccination brands as part of its requirements.

Although the College strongly discourages employees from declining to receive the vaccine, should individuals choose to remain unvaccinated, they must conduct weekly COVID-19 testing on their own time and at their own expense. Employees will then will upload a copy/photo/image/PDF of the official dated test record with his or her name confirming a negative test within the last 48 hours each Tuesday before 3 p.m.

People who have tested positive for COVID-19 within the past three months and recovered, as long as they do not develop new symptoms, do not need to get tested for that 90-day period.

Employees who test positive must follow the procedure for reporting a positive test outlined within this document.

A designated representative of the Office of Human Resources and the Associate Director of Health Services maintain the responsibility for monitoring and overseeing the vaccine record database.

The College and its bargaining units representing its faculty and staff have signed a memorandum of agreement that outlines the work policies associated with the vaccine mandate. These work rules also apply to all confidential and unaffiliated faculty and staff employed by the institution. Visit [here](#) to read the requirements - including details regarding compliance, noncompliance, disciplinary actions and support for unvaccinated faculty and staff who seek to become vaccinated.

Students

Beginning Jan. 4, 2022, the College will require all new and current students enrolling in winter or spring 2022 courses to provide proof of COVID-19 vaccination via a secure web-based portal. Students must provide proof of vaccination or weekly negative test in order to remain enrolled (or newly enroll) at the institution.

To access the portal, students will visit [here](#) and upload a copy/photo/image/PDF of his or her official Centers for Disease Control COVID-19 Vaccination Record card bearing his or her name, a certified document from a healthcare provider (personal physician, the agency that performed the vaccination or the New Jersey Immunization Information System) confirming the administration of the vaccine to him or her or a screenshot of the Docket app bearing his or her name.

Bergen follows the World Health Organization's guidance in recognizing the following vaccination brands as approved inoculations against COVID-19: AstraZeneca/Oxford; Johnson and Johnson; Moderna; Pfizer/BioNTech; Sinopharm; and Sinovac. The College will not recognize any other vaccination brands as part of its requirements.

Although the College strongly discourages students from declining to receive the vaccine, should individuals choose to remain unvaccinated, they must conduct weekly COVID-19 testing on their own time and at their own expense. Students will then will upload a

copy/photo/image/PDF of the official dated test record with his or her name confirming a negative test within the last 48 hours before each Tuesday at 3 p.m.

People who have tested positive for COVID-19 within the past three months and recovered, as long as they do not develop new symptoms, do not need to get tested for that 90-day period.

Students will use their own medical/healthcare providers/insurance for testing. For weeks in which the College remains closed and/or there are holidays, or combinations thereof, the College will waive the testing requirement for that week.

The College will grant medical exemptions due to physician documented health conditions that prevent vaccination, though these students must still test. Students should provide this physician documentation to the Associate Director of Health Services (dhuiepasigan@bergen.edu) for review and approval. Once approved, the College will provide for, or bear the total costs of, weekly testing.

Students who test positive must follow the procedure for reporting a positive test outlined within this document.

The Associate Director of Health Services maintains the responsibility for monitoring and overseeing the vaccine record database.

The College recommends that unvaccinated students opt into online classes or those broadcast virtually.

Students who do not upload their proof of vaccination or weekly test result will have their on-campus classes dropped from their schedule. The College will make every attempt to communicate with noncompliant students before dropping their classes. Students should check their Bergen email for official College communication.

Post Jan. 4, 2022, students will not be able to register for on-campus classes without uploading their proof of vaccination or weekly test result.

Health Professions Students

Though the College's vaccination requirement for students will not begin until Jan. 4, 2022, many clinical partners of the institution have mandated vaccinations for their employees and students participating in on-site practical experiences. For students impacted by these directives, the College advises them to discuss their options for vaccination with the chair of their department.

Student-Athletes/Theatre Performers

Though the College's vaccination requirement for all students will not begin until Jan. 4, 2022, students participating in athletic and theatre extra-curricular activities must become vaccinated in order to participate. Students will submit their vaccination records to the Associate Director of Health Services, as they currently must do before participating in

these extra-curriculars, and students will provide a copy/photo/image/PDF of his or her official Centers for Disease Control COVID-19 Vaccination Record card bearing his or her name, a certified document from a healthcare provider (personal physician, the agency that performed the vaccination or the New Jersey Immunization Information System) confirming the administration of the vaccine to him or her or a screenshot of the Docket app bearing his or her name.

Bergen follows the World Health Organization's guidance in recognizing the following vaccination brands as approved inoculations against COVID-19: AstraZeneca/Oxford; Johnson and Johnson; Moderna; Pfizer/BioNTech; Sinopharm; and Sinovac. The College will not recognize any other vaccination brands as part of its requirements.

Although the College strongly discourages student-athletes and performers from declining to receive the vaccine, should individuals choose to remain unvaccinated, they must conduct twice-weekly COVID-19 testing on their own time and at their own expense. Students will then will provide the Associate Director of Health Services with a copy/photo/image/PDF of the official dated test record with his or her name confirming a negative test within the last 48 hours.

Students who test positive must follow the procedure for reporting a positive test outlined within this document.

The Associate Director of Health Services maintains the responsibility for monitoring and overseeing the vaccine record database.

Events/Gatherings

In the continued interest of the health and safety of our campus community, all non-College visitors age 12 and older attending on-campus events/gatherings require proof of vaccination at or negative test result taken in the last 48 hours at entry. Visitors must present their official Centers for Disease Control COVID-19 Vaccination Record cards bearing his or her name, a certified document from a healthcare provider (personal physician, the agency that performed the vaccination or the New Jersey Immunization Information System) confirming the administration of the vaccine to him or her, the Docket app bearing his or her name or an official dated test record with his or her name confirming a negative test within the last 48 hours. Visitors under the age of 12 do not require vaccination or proof of a negative test. All patrons, including children, must wear masks while indoors on the College's campus. Public safety will ensure compliance at entry for large events.

Cleaning and Sanitization

Cleaning and disinfecting campus buildings is an essential aspect of the College's daily routine and approach to curbing the spread of the virus and preventing further infection. To safeguard the health, safety and well-being of students, faculty and staff, the College will clean all classrooms, restrooms, common areas, high-touch areas, equipment and shared surfaces at least once daily. The cleaning and sanitization of each area will be documented in daily logs and displayed in common areas by the facility's staff. Each staff

shift has an assigned supervisor who is responsible for checking all work. The facilities director will also monitor all areas.

The College has also ensured that all cleaning products meet or exceed federally accepted benchmarks for the cleaning and sanitization of porous and nonporous surfaces. For a complete list of cleaning products deployed by the College, and their identification letters as administered by the United States Environmental Protection Agency list, visit [here](#).

The College has implemented the following sanitization protocols:

- High-touch areas are cleaned throughout the day. Such areas include elevator buttons, staircase railings, countertops, copy machines and door handles.
- Restrooms are cleaned throughout the day.
- Trash cans are emptied once per day.
- Portable hands-free sanitizer dispensers have been placed in various areas throughout the College's facilities, specifically within common areas, such as hallways, near classrooms, elevators and restrooms, and at the entrance of each building. To review the placement of dispensers, visit [here](#).
- The College has posted restrictions on the use of elevators and promotes the use of staircases. Elevators are limited to two individuals per ride and should be limited to those with health-related issues. Elevators are cleaned each day.
- Sanitizing wipes and disposable face masks are provided and available in each classroom and laboratory for student and faculty use. The College also offers limited PPE at entrances, but students, faculty and staff should plan on bringing their own equipment.
- The College has disconnected all water fountains - except for those featuring contactless filling. These stations are sanitized daily.

To operationalize these concepts, the institution will continue to perform the following daily measures in designated areas according to the schedule noted:

- Labs/Classrooms
 - a. Realign furniture.
 - b. Clean and disinfect.
 - c. Clean and disinfect sanitizing stations.
 - d. Remove garbage.
 - e. Dust mop.
 - f. Clean and disinfect door handles.
- Bathrooms
 - a. Clean and disinfect all toilets, urinals, sinks, soap dispensers, hand dryers, paper towel dispensers and toilet paper dispensers.
 - b. Clean and disinfect handles and privacy locks.
 - c. Clean tile walls around toilets, sinks, soap dispensers and under hand dryers.
 - d. Clean mirrors.
 - e. Sweep floors.
 - f. Empty garbage cans.
 - g. Empty sanitary boxes.
 - h. Remove all graffiti.

- i. Restock toilet paper and paper towels.
 - j. Deactivate the use of all hand dryers to ensure the use of paper towels.
- Hallways
 - a. Clean/disinfect all touch points and surfaces, including door handles/push pads, doors, railings, garbage cans, furniture, window ledges and sanitizing stations.
 - b. Dust mop and wet mop.
 - c. Remove all scuff marks from hallway floors.
 - d. Remove gum.
 - e. Clean drinking fountains.
 - f. Dust all surfaces.
 - g. Remove garbage.
 - h. Clean garbage cans inside and out.
 - i. Clean door glass and window glass.
 - j. Remove all graffiti.
- Stairwells
 - a. Clean and disinfect doors and door handles.
 - b. Dust all surfaces including water and electrical pipes.
 - c. Sweep.
 - d. Wet mop.
 - e. Clean all graffiti.

The College has also taken significant steps to improve ventilation:

- All College rooftop HVAC units have been adjusted to permit 50% of fresh air into each building.
- The College has installed permanent door stoppers in all classrooms to improve the passage of air while classes are in session.
- All HVAC units now feature MERV-13 filters which will be replaced approximately every five (5) months. Additionally, the College has installed ionizers in each HVAC unit and deployed portable air purifier units for areas not sufficiently served by the College's HVAC systems.
- Bathroom fans have been adjusted to run 24 hours-a-day to assist with air circulation.
- The College has purchased portable air filtration units for use in classrooms/offices with significant gathering and/or confined quarters.

Finally, due to the specific nature of dental hygiene accreditation requirements, students must work with patients from the outside community. As such, the department has developed a protocol for patient safety that aligns with recommendations from the CDC. Additionally, due to the inherent risk with live patient contact, the College has developed a notification protocol for these community members potentially exposed to COVID-19 while on campus.

Requiring Face Coverings

The College requires the use of face masks on campus for all students, faculty, staff and visitors on campus - regardless of their vaccination status. Those on campus may only

remove their masks to eat, drink or - for employees - if they remain seated within their own office/workstation.

Students, faculty and staff are expected to provide their own face masks. However, if an individual does not have a face mask, the College will maintain an adequate supply of face masks for students, employees and visitors who arrive without proper face masks or who need a replacement.

It is recommended that disposable masks be replaced frequently, and cloth masks be washed regularly. While it may be advantageous to wear two masks, it is not recommended to combine two disposable masks or combine a KN95 mask with any other mask.

Maintaining Adequate Supplies, Such as Personal Protective Equipment and Cleaning Supplies

The College will maintain an adequate number of personal protective equipment (“PPE”) and cleaning supplies daily and will continuously order supplies as necessary and as they become available. Supplies will include, but not be limited to: masks, disinfectant sprays and wipes, replacement soap inserts for bathroom dispensers, hand sanitizers, gloves, paper towels and all other cleaning and sanitizing agents necessary for the health, safety, and well-being of the College’s students and employees. The managing director of custodial operations has ensured - and will continue to ensure - that all cleaning agents acquired by the institution meet or exceed federally accepted recommendations for the sanitization and cleaning of porous and nonporous surfaces. The managing director of custodial operations will monitor inventory of all PPE and cleaning supplies, and will be responsible for ordering, maintaining and replenishing all supplies and equipment on a biweekly basis, or as necessary. The College is currently fully equipped with PPE and cleaning supplies. Each department partaking in on-campus classroom courses will safely store and maintain PPE and supplies in securely locked and monitored rooms.

Requiring Individuals to Engage in Social Distancing Practices at All Times

The College will apply appropriate distancing using [CDC guidelines](#) throughout the campus, specifically within classrooms, laboratories, restrooms, offices, common spaces, staircases, elevators, entrances, hallways, and other areas across the College campus, though with most restrictions now lifted, the College recommends the unvaccinated continue physical distancing. Among the remaining tactics for distancing:

- Physical barriers (plexiglass) have been placed in areas where physical distancing is difficult to maintain, including areas such as classrooms and office spaces, where individuals have direct, face-to-face contact with each other.
- The College will space the distance between desks, workstations, chairs, desks and seating in mixed vaccination communal environments - including the one-stop, student center, Cerullo Learning Assistance Center, cafeteria and student center café.
- The College will not permit any more than two individuals per ride within elevators. Use of elevators should be limited to individuals who have health-related issues. Elevator buttons are frequently cleaned and hand sanitizer stations have been placed near elevator entrances to encourage sanitization and to disinfect hands upon

entering and leaving elevators. Signage outside of the elevators will reinforce this message.

- The College's [communication plan](#) further outlines tactics that the institution has implemented to reinforce best practices within the College community; this has included frequently broadcasted emails, a COVID-19 resource page on the College's website and comprehensive signage located within various areas of the College's facilities.

Training Students, Staff and Faculty Regarding COVID-19 Sanitization and Social Distancing Practices and Protocols

The first instance of pandemic-specific training occurred in the spring 2020 semester, before the College reopened its main campus facilities to specific personnel. At that time, the College conducted a mandatory in-person training for custodial staff members, which was led by the managing director of custodial operations and the Associate Director of Health Services. The director and the Associate Director of Health Services reviewed important safeguarding techniques, which included videos on COVID-19 preparedness.

The College uses the SafeColleges web-based platform to provide safety and compliance training for students and employees. This training platform was repurposed to provide mandatory training for all students scheduled to take in-person classes. This training includes Centers for Disease Control ("CDC") guidelines, COVID-19 awareness issues and safety precautions such as handwashing, face masks and social distancing guidelines.

All employees completed their required training during the fall 2020 semester.

The College's COVID-19 communication plan (available [here](#)) also calls for frequent reinforcement messaging regarding pandemic-related best practices for health and safety.

The College encourages student compliance with the institution's health and safety protocols by supplementing its [Student Code of Conduct](#), which includes language on student responsibilities and expected behavior during the pandemic. Students who fail to adhere to the College's health and safety guidelines may be subject to disciplinary action, up to and including suspension. Reports of noncompliance can be securely submitted [here](#).

Screening, Testing, and Contact Tracing Protocols

As the institution achieves an open campus environment in light of rising vaccination rates and achieving herd immunity, it will discontinue some of the screening protocols established earlier in the pandemic. The College will rely on individuals to self-report COVID-19 symptoms; if contact tracing becomes necessary (as a result of a positive COVID-19 case), the College will work closely with state and county health officials to minimize the risk of increased exposure.

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

The College will not formally screen those entering campus. Individuals will self-monitor potential COVID-19 symptoms based on guidelines from the Centers for Disease Control and refrain from coming to campus if symptomatic or feeling unwell. The College will offer a self-assessment screening tool on its [Bergen.edu COVID-19](https://bergen.edu/COVID-19) resource page.

What will be the testing protocol?

Students, faculty and staff potentially exposed to the virus will be directed to testing sites located within the region. The College will also provide students, faculty and staff with various resources regarding the availability of testing, should they have an interest in taking a COVID-19 test. These resources include federal, state, county and healthcare-provider offered programs - many free and available for those with or without health insurance. Visit [here](#) for a complete list of resources.

If students, faculty or staff are sick with COVID-19 or are experiencing any [COVID-19 symptoms](#), the College advises them to follow the steps outlined by the [Centers for Disease Control](#).

- Employees who have received a positive COVID-19 test result, or who are experiencing COVID-19 symptoms, should immediately notify the Office of Human Resources.
- The Office of Human Resources will then notify the impacted department supervisor and the Associate Director of Health Services.
- Students who have received a positive COVID-19 test result, or who are experiencing COVID-19 symptoms, should immediately notify the Office of Health Services at healthservices@bergen.edu, which will notify the student's faculty members.

An employee or student may return to work/school only if the criteria set forth by [the CDC are met](#).

How will the institution house or transport exposed or ill residential students and plan for timely reporting, while maintaining confidentiality?

The College does not offer residential housing.

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

If a student or employee tests positive for COVID-19, the College will be notified either by the individual directly or by the Bergen County Department of Health Services. All parties involved in this protocol must strive to keep personally identifiable information confidential. Any exception in the case of students must be strictly justified by FERPA's "safety and health" exception and must be approved by the College president or his/her designee.

Employees with a positive COVID-19 test result:

- Must notify the Office of Human Resources (humanresourcesgroup@bergen.edu) of their positive test result.

- Faculty or staff who are notified by an employee of a positive test result should contact the Office of Human Resources (humanresourcesgroup@bergen.edu) and request that the employee contact that office as well.
- The employee will be directed to stay at home in isolation, and to contact their primary health care provider immediately if they have not already done so.
- If the employee is not in an immediate or severe health crisis, the Associate Director of Health Services will contact the employee to request a list of the areas of the College that the employee has been in and the names of individuals that the employee has had direct contact with.
- The Office of Human Resources will notify any employees who may have been exposed to the positive employee and will determine, in conjunction with the Associate Director of Health Services and the Bergen County Department of Health Services, whether these employees should be required to quarantine. (See Appendix B for employee notification script.)
- The Associate Director of Health Services will contact the President and the Bergen County Department of Health Services.
- The Associate Director of Health Services will then contact the facilities director, who will arrange additional cleaning and disinfecting of the affected area(s) that the employee has reportedly spent time in during the previous 24 hours. The area(s) will then remain closed for at least 24 hours.
- An employee may only return to campus if the criteria set forth by [the CDC are met](#).

Students with a positive COVID-19 test result should:

- Immediately notify the Office of Health Services at healthservices@bergen.edu, which will notify the student's faculty members. See Appendix A.
- Faculty or staff who are notified by a student of a positive test result should contact the Office of Health Services and request the student contact that office as well.
- The student will be directed to stay at home in isolation, and to contact their primary health care provider immediately if they have not already done so.
- If the student is not in an immediate or severe health crisis, the Associate Director of Health Services will contact him/ her to request a list of areas of the College that the student has been in and the names of individuals that he/she has had direct contact with.
- The Associate Director of Health Services will contact the President and the Bergen County Department of Health Services.
- In the event that the Bergen County Department of Health Services believes that the outbreak requires a temporary closure of a class (or classes), the College will move the class to full-remote learning for at least 7 days.
- The Associate Director of Health Services will then contact the facilities director, who will arrange cleaning and disinfecting of the area(s) that the student has reportedly spent time in during the previous 24 hours. The area(s) will then remain closed for at least 24 hours.
- A student may return to campus only if the [criteria set forth by the CDC are met](#).

In the event of a positive test reported to the College, and with the assistance of the Bergen County Department of Health Services, the Associate Director of Health Services will identify students, faculty and staff who may have come into contact with the affected individual.

Individuals identified as at primary risk will receive notification letters, as outlined in Appendices A and B of this plan. Additionally, the individual will participate in a College-sponsored COVID-19 screening offered by a licensed healthcare provider, to determine if a COVID-19 test remains necessary. The individual will self-isolate at home for the stated quarantine period and follow the best practices for exposure provided by the CDC. All individuals with a positive COVID-19 test result will receive patient education on how to manage treatment of the virus.

- Asymptomatic individuals who are:
 - COVID-positive ... isolate for five days followed by five days of wearing a mask when around others in all environments.
- Asymptomatic individuals who are exposed to a COVID-positive individual who are:
 - Unvaccinated OR
 - Non-boostered, but vaccinated more than six months out from their second shot ... now isolate for five days followed by five days of wearing a mask in all environments.
- Asymptomatic individuals who are exposed to a COVID-positive individual and are:
 - Boosted OR
 - Non-boostered, but vaccinated less than six months out from their second shot ... should wear a mask in all environments for 10 days after exposure, but do not need to isolate.
- Symptomatic individuals follow the latest [CDC guidance](#) for isolation and quarantine.

The College will remain in close contact with the Bergen County Department of Health Services regarding positive COVID-19 cases on campus and retains the responsibility of internal contact tracing of students, faculty and staff on campus. The College's Health Services will also monitor positive and negative test results received for all employees and students that have been tested.

While the College will work with the Bergen County Department of Health Services to address positive cases, or multiple positive cases, as they transpire, the following framework will provide general guidance:

- One Case – the College remains open; direct/secondary notification protocols followed.

- Two Cases in the Same Cohort – the College remains open; direct/secondary notification protocols followed.
- Two or More Cases with No College Connection – the College remains open; direct/secondary notification protocols followed.
- Two or More Cases with a College Connection – possible College closure; micro closures likely; direct/secondary notification protocols followed.
- Cases Across Multiple Classes/Offices – likely College closure; direct/secondary notification protocols followed.
- Significant Community Outbreak – likely College closure; direct/secondary notification protocols followed.

Due to the Associate Director of Health Services vast responsibilities as part of the institution's COVID-19 protocols, a supporting group of individuals who can assist in this work has been established. These supporting individuals, designated by the president, also represent institutional redundancy that hedges against the Associate Director of Health Services' incapacity or unavailability.

For each of the following categories, please address the institution's plans in all Stages (Stage 1, Stage 2, and Stage 3).

Instruction

How will instruction be offered and what method and/or modality will be utilized (remote, hybrid, lecture, etc.)?

The College remains committed to ensuring that faculty members and instructors meet the institution's high academic and educational standards in any instructional format, and that students, wherever they learn, have the opportunity to succeed. The College will also consider the feasibility of practicing safe protocols within an instructional space. The final determining factor for opening classes on campus rests upon the student experience and pedagogy that requires live meetings for optimum education. With these principles in mind, the College plans to offer courses both in-person and online during the summer and fall 2021 semesters.

A return to significant in-person instruction also supports student success, as the shift to online instruction in fall 2020 showed, year-over-year, more students were unable to complete the courses they attempted. Further, more than one-third of current Bergen students indicated they would not return to the College until on-campus learning returned.

Meanwhile, the summer semester will take place largely online/remote as the institution begins to reintegrate and scale up its on-campus offerings. Prior to the pandemic, the College had increased its online/remote learning load to account for nearly 75% of all summer classes offered. Still, the College will use this time to reintegrate personnel and pilot hybrid live formats for the fall 2021 semester.

Also in summer 2021, the College restarted its continuing education kids and teens programs. The program will maintain its entry screening protocols, including temperature

checks and #CampusClear app use due to the unvaccinated status of many between 7 and 18 years old. Since the programs will enroll students under the age of 18, their parents and/or guardians will serve as their proxy for the #CampusClear screening.

Remote instruction for faculty and/or students unable to participate in physical, in-person instruction will take the form of online synchronous (time-bound, video conference-based instruction), asynchronous (not time-bound) classes or a combination of the two modalities.

Further, the College will use split schedules and SMART classrooms to convert roughly synchronous courses to a new modality that students can take live or online depending on their preferences. In selecting the courses to receive this treatment, academic affairs will review current synchronous courses and targeted areas where offering a class online has presented issues to matriculation. For example, if data reveal certain courses see reduced success rates in a virtual format, they will now receive a live component.

To ensure the delivery of high-quality online/remote courses, the College will work with the Center for Innovation in Teaching and Learning to provide faculty members with high quality skills and tools to use within their online courses. Faculty members will utilize learning modules and training tools to gain an understanding of best practices used in online education, with a focus on student engagement and emerging information technology support for online learning.

Operations and classes at the Philip Ciarco Jr. Learning Center in Hackensack and Bergen Community College at the Meadowlands in Lyndhurst will resume as part of the College's scaled reopening with all operations returning to pre-pandemic norms by Aug. 1.

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

Classrooms and laboratories will enforce best practices suggested by the Centers for Disease Control - especially in light of rapidly changing recommendations. While facilities will retain responsibility for cleaning, sanitizing and disinfecting each classroom, individual faculty members in each classroom will have the responsibility of overseeing the execution of the best practices outlined in this document under "General Safeguarding."

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?

The College will not mandate in-person attendance for individuals who have medically documented existing health conditions or who are otherwise high-risk. Individuals who are required to stay at home for medical purposes such as existing health conditions, must provide medical documentation from his or her physician to the Office of Human Resources or Vice President of Student Affairs (depending on their status as faculty/staff or student, respectively), stating such requirements. Additionally, the College will make every effort to facilitate remote work and learning arrangements for immunocompromised individuals.

Students should contact the Vice President of Student Affairs to discuss these concerns.

If an employee cannot work remotely, he or she may request an ADA accommodation, if applicable, or request leave under the Family Medical Leave Act (“FMLA”) or New Jersey Family Leave Act (“NJFLA”). Employees may also request to use their accrued leave balances for additional time off. Employees can contact the Office of Human Resources at humanresourcesgroup@bergen.edu to discuss these concerns.

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

The College recommends the unvaccinated continue physical distancing in classrooms by sitting at least six-feet away from other students.

Meanwhile, the College has planned for substantial signage reinforcing best practices as part of its communication plan available [here](#).

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

Facilities personnel will clean all areas according to the schedule and best practices outlined within this document. This will also involve the restoration of tables, chairs, and desks to their original configuration. A supervisory custodian will check the furniture and cleanliness of rooms to confirm appropriate cleaning took place.

On-Campus Residential Housing (if applicable)

Bergen Community College does not offer on-campus residential housing.

Libraries and Computer Labs (other facilities as needed)

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

The College will open its computer labs during the summer and fall semesters, including in the Sidney Silverman Library, Pitkin Education Center gym, West Hall and Technology Education Center to provide access to students, faculty and staff during the summer and fall semesters. Each lab will follow these protocols:

- Disinfecting wipes and hand sanitizers will be available in each computer lab and library.
- Plexiglass partitions will provide barriers where social distancing remains difficult.
- One-time use, disposable keyboard and mouse coverings will be provided at each station and users must remove and discard each covering after each session at the computer.
- Users must sanitize keyboards and computer mouse with disinfecting wipes after removing each covering after each session at the computer.
- Facility staff members will adhere to the best practices outlined in this plan, while cleaning the common areas of the library and computer labs at regular intervals.
- Signage will convey information regarding general safeguarding.

The Sidney Silverman Library will continue to offer virtual access, including reference services, Monday through Thursday, 9:00 a.m. to 8:00 p.m. and Friday, 9:00 a.m. to 5:00 p.m. via Bergen.edu/library and curbside pickup.

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

In order to protect students and staff on campus, facilities staff will, daily:

- Clean door handles at each entrance and clean restrooms.
- Clean elevators, staircase railings and other common areas.
- Require staff to wear face masks and practice social distancing.
- Ask staff to sanitize shared/personal workspaces, at minimum, at the start and end of their shift (e.g. public desk stations, shared computers).

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

With the restrictions now lifted, the College recommends the unvaccinated continue physical distancing.

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

In addition to cleaning door handles at entrances and staff restrooms, facilities staff will clean elevators, staircase railings and other common areas according to a regular schedule. Staff will wear face masks and practice social distancing. With regard to computer stations, the College will provide one-time use, disposable keyboard and mouse coverings at each station and users must remove and discard each covering after each session at the computer.

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

Library staff will offer contactless pickup on Tuesdays and Thursdays from noon to 2 p.m., outside of the student center. The library will adjust its times and days based on the level of support students require as the semester progresses. To obtain materials, students will fill out [this form](#) accessible from Bergen.edu. Turnaround time is usually three (3) business days, but may be extended due to material in quarantine. Students will receive an email or phone call when materials are ready for pickup with instructions for pickup date, time and location. Students, faculty or staff should bring their Bergen ID when picking up, in addition to wearing a face mask and adhering to social distancing. A unique, identifier number containing no personal information will be provided for each sealed bag with the materials.

Research (if applicable)

The College is not primarily a research, but teaching, institution. However, the STEM Student Research Center will remain fully operational at this point.

Due to the nature of many projects (mainly those based on computer science and information technology), a virtual environment remains conducive to positive results.

However, other projects under the engineering/physical sciences disciplines can greatly benefit from a hands-on approach. As such:

- Research teams will prepare formal requests stating valid reasons and their need to come to campus (access to specialized rooms and equipment, etc.).
- A staggered schedule will be prepared to avoid big groups. Depending on the number of project requesting access to campus, a maximum of two days per week will be designated (Tuesdays and/or Wednesdays) for 12 weeks coinciding with the summer semester.
- A preapproved list of faculty mentors and student researchers will be maintained.
- Designated personnel members will create a virtual intake process for students seeking to use the resources of the center, including an inventory system that will allow student researchers to see the equipment available on specific days.

All work areas will feature plexiglass partitions, disposable technology covers, best practices messaging signage, one-way directional arrows and sanitizing stations.

The cleaning and sanitization of the state-of-the-art equipment at the center does present a challenge to the College's health and safety precautions. Most of the equipment cannot experience a typical "open" or "broad" spraying or cleaning due to technological intricacies. Center staff will work with the managing director of custodial operations to ensure all appropriate safeguards are followed, with special attention to protecting the equipment as well.

STEM staff will ensure compliance with the staggered schedule and all protocols.

Student Services

What is the institution's plan for student services?

The College's student service functions remain open both on-campus and online. On-campus safeguarding protocols include the following:

- Plexiglass in front of student service tables to create a barrier between students and staff;
- Hand sanitizing stations throughout the facilities; and
- Safeguarding signage.

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

Students will be advised to follow the College's health and safety guidelines, the College recommends the unvaccinated continue physical distancing.

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?

The College will not mandate in-person attendance for individuals who have medically documented existing health conditions or who are otherwise high-risk. Individuals that are required to stay at home for medical purposes such as existing health conditions, must

provide medical documentation from his/her physician to the Office of Human Resources or Executive Assistant to the Vice President of Student Affairs (depending on their status as faculty/staff or student, respectively), stating such requirements. Additionally, the College will make every effort to facilitate remote work and learning arrangements for immunocompromised individuals.

Students should contact Vice President of Student Affairs to discuss these concerns.

If an employee cannot work remotely, he or she may request an ADA accommodation, if applicable, or request leave under the Family Medical Leave Act (“FMLA”) or New Jersey Family Leave Act (“NJFLA”). Employees may also request to use their accrued leave balances. Employees can contact the Office of Human Resources at humanresourcesgroup@bergen.edu to discuss these concerns.

Students, faculty, and staff will continue accessing all College administrative and academic systems through the Virtual Desktop Infrastructure (“VDI”) from their personal devices or College-issued computers. Instructions for accessing academic and administrative systems, “how-to” video tutorials for systems, and additional teaching and learning resources can be found [here](#).

Transportation (if applicable)

What is the institution’s plan for transportation on campus?

The institution’s intercampus Paramus-Meadowlands shuttle will publish updates at a later date and time.

Meanwhile, New Jersey Transit will continue servicing the College throughout summer and fall.

What is the protocol for transporting sick students who may reside on campus to essential appointments?

Not applicable.

What additional mitigation strategies will the institution take for shared transportation?

The College will work with Bergen County government transportation officials and New Jersey Transit to review their protocols for rider safety and make recommendations that impact the well-being of those commuting to the institution.

Meanwhile, the College will only permit the use of official College vehicles for shared transportation (such as vans for off-campus events) for vaccinated individuals or those who can produce a copy of negative COVID-19 test taken within the last 48 hours.

Public safety officers will sanitize shared vehicles at the end of their daily occupancy.

Dining (if applicable)

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

The College has worked with its food service vendor, Gourmet Dining Services, LLC, to develop appropriate options for dining. On-campus food services will be provided via limited operation of the Dunkin Donuts and “Bergen Pizza” stations located on the ground floor of the Pitkin Education Center and the cafeteria on the second floor. Plexiglass and other barriers will be used as appropriate to separate food service staff and patrons.

Gourmet Dining retains responsibility for training food service personnel, and all dining employees will be trained on appropriate sanitization and social distancing practices and protocols, as well as institutional policies and procedures that the College has implemented to mitigate the risk of spreading COVID-19.

Seating capacity will reflect New Jersey’s occupancy guidelines in force at the time of opening, and tables will be appropriately spaced to support social distancing requirements as needed. Dining areas will be appropriately and frequently cleaned and sanitized and will continue to follow safeguarding guidelines which include proper hygiene protocol, including CDC guidance on wearing face coverings.

If you have on-campus student housing, how will those in isolation/quarantine access dining services?

Not applicable.

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

All College health, safety, and social distancing guidelines and protocols that apply to College employees will also apply to Gourmet Dining Services contracted personnel when food services open. Further, the College will work with Gourmet Dining Services to ensure that additional training is provided for its staff, as appropriate for the preparation and serving of food. Such training will be required to meet any and all CDC requirements and those of the Bergen County Department of Health Services.

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

Dining areas will be cleaned and sanitized on scheduled intervals based on usage. Individuals must adhere to social distancing guidelines.

Study Abroad and International Travel (if applicable)

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

The College has resumed official travel for students, faculty and staff as part of its phased-in reopening, which includes its study abroad programs and federally funded study abroad scholarships. Students with pending study abroad programs or interest in studying abroad should contact the program’s coordinator, who will then contact the vice president of

academic affairs to discuss their options for future opportunities.

Meanwhile, the College will continue to monitor federal changes regarding the hosting of F-1 visa international students, whose attendance declined from 175 to 3 during the pandemic. Given the tenuous state of affairs for this cohort, the College will seek to identify those students who remain close to finishing their academic programs and actively seek to enroll them if at all possible.

The institution will require that students, faculty and staff travelling for personal or non-College business follow federal, state and College guidelines pertaining to their return to the U.S., state and institution – as found [here](#) (federal) and [here](#) (state). Additionally, the institution has prepared a templated memo regarding expectations for behavior during self-directed travel, as it relates to returning to the College.

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

The institution has adopted a comprehensive communication plan that outlines specific tactics to reach students, faculty, staff and the general public, tailoring information to each audience. This plan includes the use of official College channels such as email, social media and Bergen.edu. (Visit [here](#) for the complete plan). These communications will feature information on international travel as changes to the existing status occur.

Athletics (if applicable)

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

The College will require vaccinations of student-athletes, coaches and athletics department staff to limit their risk of serious illness and to eliminate most safeguarding protocols associated with close-contact activities.

Student-athletes will submit their vaccination records to the Associate Director of Health Services, as they currently must do before participating in these extra-curriculars, and also provide a copy/photo/image/PDF of his or her official Centers for Disease Control COVID-19 Vaccination Record card bearing his or her name, a certified document from a healthcare provider (personal physician, the agency that performed the vaccination or the New Jersey Immunization Information System) confirming the administration of the vaccine to him or her or a screenshot of the Docket app bearing his or her name.

Bergen follows the World Health Organization's guidance in recognizing the following vaccination brands as approved inoculations against COVID-19: AstraZeneca/Oxford; Johnson and Johnson; Moderna; Pfizer/BionTech; Sinopharm; and Sinovac. The College will not recognize any other vaccination brands as part of its requirements.

Although the College strongly discourages student-athletes from declining to receive the vaccine, should individuals choose to remain unvaccinated, they must conduct weekly COVID-19 testing on their own time and at their own expense. Students will then will provide the Associate Director of Health Services with a copy/photo/image/PDF of the

official dated test record with his or her name confirming a negative test within the last 48 hours.

People who have tested positive for COVID-19 within the past three months and recovered, as long as they do not develop new symptoms, do not need to get tested for that 90-day period.

Students who test positive must follow the procedure for reporting a positive test outlined within this document.

The Associate Director of Health Services maintains the responsibility for monitoring and overseeing the vaccine record database.

Coaches and athletics department staff must adhere to the vaccine requirements outlined for employees in this document.

Unvaccinated student-athletes, athletics department staff and coaches will adhere to a different set of protocols than those who remain vaccinated in addition to following the general safeguarding guidelines outlined as part of this plan for all individuals on campus. Unvaccinated student-athletes, athletics department staff and coaches must:

- Wear a mask at all times indoors and outdoors - including during competition, meetings and gatherings;
- Refrain from sharing equipment;
- Physical distance in mustering areas such as dugouts, bleachers and sidelines;
- Use sanitizing stations in areas such as dugouts, bleachers and sidelines before entering the field of play and returning to the dugout, bleachers or sideline;
- Not participate in team celebrations or gatherings in areas such as the field of play, dugouts, bleachers and sidelines - including postgame handshakes;
- Use self-supplied water bottles;
- Refrain from spitting and gum chewing;
- Limit their interaction with the athletics trainer only for emergency/injury treatment;
- Refrain from the interpersonal interaction with spectators and opposing team members; and
- Provide their own transportation to and from games.

Additionally, student-athletes can participate in sports provided they have met the institution's existing medical, academic and eligibility standards and agree to sign a pledge that commits themselves to acting and behaving responsibly before returning to campus. This pledge is included within the College's required SafeColleges training. (See Appendix C for the pledge). Students who fail to adhere to the College's health and safety guidelines may be subject to disciplinary action, up to and including, suspension. Reports of noncompliance can be securely submitted [here](#).

The College will also:

- Allow student-athletes to “opt-out” from their seasons for any reason, any time, by formal notification to coaches and the managing director of athletics;
- Provide student-athletes with the ability to “opt-out” of away games where host college protocols do not adequately address any health and best practices concerns; and
- Designate the managing director of athletics as the responsible party for ensuring the day-to-day compliance with athletic protocols, including by attending, observing and managing compliance with all home and away practices and games.

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

Due to the vaccination requirement of student-athletes, coaches and athletics department staff, the College will no longer require these protocols.

However, and although the College strongly discourages student-athletes, athletic department staff and coaches from declining to receive the vaccine, should individuals choose to remain unvaccinated, they must conduct COVID-19 testing on their own time and at their own expense as outlined within this document.

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?

In addition to completing training through the SafeColleges web-based platform that provides safety and compliance training for all on-campus students, the College’s reopening coordinator has developed a comprehensive outreach and awareness plan to engage student-athletes regarding the protocols outlined in this document.

How will the institution limit equipment-sharing?

Due to the vaccination requirement of student-athletes, coaches and athletics department staff, the College will no longer require these protocols.

However, and although the College strongly discourages student-athletes, athletic department staff and coaches from declining to receive the vaccine, should individuals choose to remain unvaccinated, they must follow the guidelines for unvaccinated individuals outlined within this subsection.

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

Due to the vaccination requirement of student-athletes, coaches and athletics department staff, the College will no longer require these protocols.

However, and although the College strongly discourages student-athletes, athletic department staff and coaches from declining to receive the vaccine, should individuals choose to remain unvaccinated, they must follow the guidelines for unvaccinated individuals outlined within this subsection.

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?

Student-athletes, athletics department staff and coaches will adhere to the same quarantine/isolation protocols outlined for vaccinated and unvaccinated individuals outlined within this document.

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

Attendees will abide by all general safeguarding measures outlined within this document, including wearing face masks while on campus and abiding by the College's policies on events and gatherings.

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

As previously noted within this subsection, student-athletes will receive training through the #SafeColleges web-based platform, information from the athletics administration and continued awareness items distributed by the reopening coordinator.

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

Due to the vaccination requirement of student-athletes, coaches and athletics department staff, the College will return to offering shared transportation to away games.

However, and although the College strongly discourages student-athletes, athletic department staff and coaches from declining to receive the vaccine, should individuals choose to remain unvaccinated, they must follow the guidelines for unvaccinated individuals outlined within this subsection - including providing their own transportation to and from games.

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.

The College has continually monitored the progression of COVID-19 and sought guidance from federal, state, county and College health officials. Prior to resuming athletic competition, College leaders also sought the input of the institution's reopening taskforce, the reopening taskforce athletics subcommittee and student-athletes.

Additional Information? (Optional)

Execution and Compliance of Plan

To implement the protocols and procedures contained within this reopening plan, the College has designated Dr. Larry Hlavenka Jr., as the College's Reopening Coordinator. Dr. Hlavenka, designated by the president and appointed by the College's Board of Trustees, has been tasked with the responsibility of monitoring real-time compliance of all reopening protocols and procedures. As the College progresses through the pandemic and

implements vital reopening plans and policies, Dr. Hlavenka will subsequently update and review the plan to ensure the best practices and policies are being delivered to students and employees of the College. To ensure community input and involvement from all members of the institution, the coordinator will provide updates to the reopening task force, president, executive team and trustees. The coordinator also serves as the point-of-contact for inquiries regarding the plan's execution and is open to feedback and input from the College community regarding same.

On-Campus Attendance/Invited Guests/On-Campus Activities and Events

Visitors to Campus

All visitors are subject to adhering to the College's safeguarding protocols outlined in this document.

Community Use of Facilities

The institution will continue to host community events. Community groups seeking to use the College's space should contact Managing Director of Events Planning, Tracy Miceli, at tmiceli@bergen.edu to discuss their interests. All groups will need to adhere to the College's general safeguarding protocols and sign an affidavit attesting to such.

On-Campus Events

College sponsored and organized events, as well as events sponsored by student organizations (e.g. co-curricular/extracurricular activities), will be reviewed in advance to ensure they conform to all necessary health guidelines and protocols and that a plan for proper College and/or student staffing is in place for the event.

Contractors

All contractors working on campus must have an on-call I.D. and are expected to comply with all College health and safety requirements. Contractors and non-Bergen employees must sign an affidavit stating that employees remain vaccinated or will receive a weekly test, as per the College's policy for all employees.

Emergency Management Plan

In response to the COVID-19 pandemic, and to prepare for future public health crises, the College will add a section on pandemic best practices and protocols to its emergency management plan by the end of the fall 2021 semester.

Bookstore

Access to course-related materials represents a necessary component of a successful semester. The College has worked with Follet Corporation, its contracted bookstore operator, to support this critical need. Bookstore personnel are subject to the same screening procedures as students and College personnel. This screening procedure is in addition to any protocols implemented by the vendor.

Follett retains responsibility of training all bookstore staff on the operating procedures and safety protocols necessary to ensure compliance with CDC guidelines.

The bookstore will provide three types of access to their materials: online orders with shipping; online orders with curbside pickup; and in-person shopping/exchanges.

Child Development Center

The Child Development Center has developed health and safety guidelines consistent with COVID-19 protocols required by the New Jersey Department of Health and the New Jersey Department of Children and Families. For complete details on the early learning facility's operating plan, please visit [here](#).

Appendix A

Classroom Notification Process

When the College receives notice of a confirmed case of COVID-19 that may involve a student in your class, the following script shall be used to inform you of the positive case. As found below, students will be required to quarantine based on current CDC guidance. Fully vaccinated students with no COVID-like symptoms who present documentation of their vaccination to the College's Health Services do not need to quarantine or be tested following an exposure. Individuals are considered fully vaccinated for COVID-19 ONLY if it has been at least two weeks after they received the second dose in a two-dose series or at least two weeks after they received a single-dose vaccine AND it is within six months of their final dose OR they have received a booster.

POSITIVE COVID-19 CASE CONFIRMED

As we are all aware, the country, and the state of New Jersey, is continuously fighting and protecting its residents from the spread of COVID-19. Bergen Community College and its employees have taken aggressive steps to limit the threat of COVID-19. However, the virus has remained a threat to our community and will continue to do so for the foreseeable future.

Unfortunately, a positive case of COVID-19 has been reported in your class. The confirmation was received on DATE OF CONFIRMED CASE. We understand that this news may be difficult for you to digest, as it is unfortunate news for us to convey, and impacts us all, as a school and as a community. We are not able to share personally-identifiable information regarding any student. As of today, TODAY'S DATE, we are aware of the following information:

- On DATE, a student in your class notified us of their positive test result for COVID-19.
- It has been X days since the student was last in contact with staff and/or students in your class and at the College.
- The individual involved has been asked to stay home and quarantine for X (X) days.

Due to this potential exposure, the College requires you to stay home from school and quarantine for X (X) days from DATE OF LAST EXPOSURE unless you remain fully vaccinated and asymptomatic.

Fully vaccinated students with no COVID-like symptoms who present documentation of their vaccination to the College's Health Services do not need to quarantine or be tested following an exposure. Individuals are considered fully vaccinated for COVID-19 ONLY if it has been at least two weeks after they received the second dose in a two-dose series or at least two weeks after they received a single-dose vaccine AND it is within six months of their final dose OR they have received a booster.

Please take note of any symptoms associated with COVID-19 during the quarantine period. COVID-19 symptoms can include, but are not limited to, fever, cough, shortness of breath, sore throat, headache, diarrhea, vomiting and abdominal pain. Not everyone will get any or all of these symptoms. The safety and well-being of our students and staff is our top priority, and to reduce the risk of transmission within the Campus community, it is imperative that we adhere to the College's request to self-quarantine until further notice.

Please know that Bergen Community College is coordinating closely with public health officials, and following CDC, state, and local health department guidelines in order to assure the health and safety of our community. In doing so, the College has taken the following steps in response to the confirmed case:

- The College has contacted and is working closely with the Bergen County Department of Health Services and its public health officials.
- The College has contacted all person(s) who were in close contact with the individual.
- The College has notified all students and staff that may have been in contact with the student.
- The College immediately launched a deep cleanse and sanitization of all open facilities at the campus.

We understand the level of concern that is involved in a confirmed COVID-19 case and encourage all students to continue following the Centers for Disease Control & Prevention promoted safeguards, such as:

- Staying home when sick;
- Washing hands often with soap for at least 20 seconds;
- Wearing a face mask when stepping out of your home;
- Covering coughs and sneezes and properly disposing of tissues;
- Limiting close contact with individuals who are sick and not sharing food, drinks and utensils;
- Practicing social distancing (staying at least 6 feet apart); and
- Continuing to monitor your health for symptoms relating to COVID-19.

The College will continue to monitor the situation and stay in close communication with all students. As more information becomes available, the College will notify students of the College's continuation of class. We appreciate your support and cooperation - should you have any questions or concerns about this situation, please feel free to contact Brock Fisher, Vice-President, Academic Affairs at bfisher1@bergen.edu or by phone at (201) 879-3046.

Appendix B

Employee Notification Script

When notified of a confirmed case of COVID-19 involving a student or employee, the following script shall be used to inform EMPLOYEES of the positive COVID-19 case and, as found below, employees will be required to quarantine based on current CDC guidance. Fully vaccinated employees with no COVID-like symptoms who present documentation of their vaccination to the College's Health Services do not need to quarantine or be tested following an exposure. Individuals are considered fully vaccinated for COVID-19 ONLY if it has been at least two weeks after they received the second dose in a two-dose series or at least two weeks after they received a single-dose vaccine AND it is within six months of their final dose OR they have received a booster.

POSITIVE COVID-19 CASE CONFIRMED

As we are all aware, the country, and the state of New Jersey, is continuously fighting and protecting its residents from the spread of COVID-19. Bergen Community College has taken aggressive steps to limit the threat of COVID-19. However, the virus has remained a threat to our community and will continue to do so for the foreseeable future.

Unfortunately, a positive case of COVID-19 has been reported on our campus. The confirmation was received on DATE OF CONFIRMED CASE. We understand that this news may be difficult for you to digest, as it is unfortunate news for us to convey, and impacts us all as a school and as a community. We are not able to share personally-identifiable information regarding the individual's health. However, as of today, TODAY'S DATE, we are aware of the following information:

- On DATE, an individual within the College community has notified us of their positive test result for COVID-19.
- It has been days since the individual was last in contact with staff and/or students at the College.
- The individual involved has been asked to stay home and quarantine for X (X) days.

To combat the potential exposure that may be involved, the Office of Human Resources has worked in conjunction with the Associate Director of Health Services and Bergen County Department of Health Services to determine whether you or any other employees should be required to quarantine. The College has determined that you may have been exposed and will thus require you to stay home, work remotely and quarantine for X (X) days from the last date of exposure, DATE OF LAST EXPOSURE unless you are fully vaccinated and asymptomatic.

Fully vaccinated employees with no COVID-like symptoms who present documentation of their vaccination to the Office of Human Resources and Employee Relations do not need to quarantine or be tested following an exposure. Individuals are considered fully vaccinated for COVID-19 ONLY if it has been at least two weeks after they received the second dose in a two-dose series or at least two weeks after they received a single-dose vaccine AND it is within six months of their final dose OR they have received a booster.

Please take note of any symptoms associated with COVID-19 during the quarantine period. COVID-19 symptoms can include, but are not limited to, fever, cough, shortness of breath, sore throat, headache, diarrhea, vomiting and abdominal pain. Not everyone will get any or all of these symptoms. The safety and well-being of our community is our top priority, and to reduce the risk of transmission within the Campus community, it is imperative that we adhere to the College's request to self-quarantine until further notice.

Please know that Bergen Community College is coordinating closely with public health officials, and following CDC, state, and local health department guidelines in order to assure the health and safety of our community. In doing so, the College has taken the following steps in response to the confirmed case:

- The College has contacted and is working closely with the Bergen County Department of Health Services and its public health officials.
- The College has contacted all person(s) who were in close contact with the individual.
- The College has notified all students and staff that may have been in contact with the individual.
- The College immediately launched a deep cleanse and sanitization of all open facilities at the campus.

We understand the level of concern that is involved in a confirmed COVID-19 case and encourage all employees to continue following the Centers for Disease Control & Prevention promoted safeguards, such as:

- Staying home when sick;
- Washing hands often with soap for at least 20 seconds;
- Wearing a face mask when stepping out of your home;
- Covering coughs and sneezes and properly disposing of tissues;
- Limiting close contact with individuals who are sick and not sharing food, drinks and utensils;
- Practicing social distancing (staying at least 6 feet apart); and
- Continuing to monitor your health for symptoms relating to COVID-19.

The College will continue to monitor the situation and stay in close communication with all students and employees. As more information becomes available, the College will notify employees of their expected return to work on campus. We appreciate your support and cooperation - should you have any questions or concerns about this situation, please feel free to contact Benefits Administrator Janet Doyle at (201) 447-7442 or humanresourcesgroup@bergen.edu.

Appendix C

COVID-19 Student Pledge

As we gradually transition back into a limited in-classroom experience during the current and ongoing COVID-19 pandemic, Bergen Community College (the “College”), its students and employees must acknowledge the responsibility that we all share. Every member of our community, including you, must strictly follow fundamental public health requirements and measures as provided by the Centers for Disease Control (“CDC”), the New Jersey Department of Health and Bergen Community College. Such guidelines and precautions are necessary to encourage the health, safety and well-being of all. Our return to campus is fragile and could be brief, however, its success and the risk associated with our return may be mitigated if each of us do our part and share our community responsibility.

In doing so, the College is requiring your active participation in mitigating the risk of spreading the virus in our community. The College is implementing the College’s Reopening Plan, which includes prevention and mitigation measures that include, but are not limited to health screening and testing, social distancing, use of face-masks, hygiene, and when necessary, isolation and quarantine. Failure to abide by the College’s mitigation measures as stated in the following section may subject you to disciplinary action, including suspension or expulsion from the College:

- Honor the College’s physical distancing requirements that have been established in classrooms, laboratories, restrooms, common areas and other campus locations, and all gatherings on campus; continue to maintain a physical distance in all other context off-campus that also requires distancing;
- Wear face masks at all times in campus buildings, on campus and outdoors when you cannot maintain a social distance of six-feet from others, and wherever state or local laws require you to do so;
- Fully and candidly cooperate in contact tracing procedures such as when requested to do so by the College or other contact tracers, and sharing information to help identify those who may have been exposed to the virus;
- If you test positive and must self-isolate, or are identified as a close contact to someone who has tested positive and must self-quarantine, explicitly follow the College’s instructions; and
- Comply with the College’s Reopening Plan and follow guidance from the College and other authorities regarding signage, postings, emails, and other notifications.

The College also provides the following important guidelines:

- Self-quarantine for at least five (5) days prior to your arrival on campus³;
- If you test positive at a location away from campus, including in a different state, immediately contact the College to notify us;
- Scrupulously follow good hand hygiene practices;
- Whenever you are feeling ill, stay home, and seek medical care; and
- Rigorously restrict your travel to only travel that is necessary.

³ The self-quarantine guideline will be used for the spring 2021 semester and for stage 3, but not for the fall 2020 semester.

Carefully read the following statement. You must acknowledge that you understand what the statement says as it is very important.

Acknowledgment

I acknowledge that the Centers for Disease Control, the State of New Jersey, and Bergen Community College have issued rules and precautions that may, or may not, be effective in mitigating the spread of COVID-19, and that it is my responsibility to follow these and other directives to protect myself and others from the substantial risks posed by this virus. Even with the mitigating steps that the College has taken to reduce the risk of transmission, and in consideration of my compliance with this Agreement and other precautionary measures that I have taken, I acknowledge that Bergen Community College cannot prevent the risks of exposure to COVID-19 that may result from attending Bergen Community College or participating in College activities.

I acknowledge that the Bergen Community College Code of Conduct outlines sanctions, including suspension or expulsion from the College, that may be imposed should I fail to comply with reasonable directives from the College or other public health officials, including the requirements stated above. I affirm that I will deliberately engage in practices that discourage the spread of coronavirus.

I understand that I must contact the Office of Health Services, if I have a medical or other condition that may affect my ability to adhere to the commitments stated above, and that reasonable accommodations will be considered on an individual case-by-case basis.

If, at any point, I am unable to sustain these commitments to my fellow students and our community, I shall remove myself from the campus and continue the semester remotely. If I do not choose to take this step, I understand that I have forfeited the privilege of remaining on campus, and that the College may, in the interest of the public health and safety, take administrative action to prohibit me from participating in any in-person campus class or activity. I recognize that I may forfeit my opportunity to continue as a student at Bergen Community College if I fail to honor these critically important public health considerations with the sincere and earnest spirit in which they are expressed.

I have not relied on representations or warranties from any party related to the College, including any officer, employee, agent, volunteer, or student, regarding the safety of, or the risks of, returning to campus. I have relied instead on my own judgment as to whether to undertake the risks.

Finally, I understand that I am exempt from the terms of this Agreement if I am enrolled in an entirely remote learning experience and will not be on any Bergen Community College campus. However, I acknowledge that should I visit or attend any Bergen Community College class or campus or surrounding areas for any reason and for any period of time during this ongoing pandemic, all terms and expectations of this Agreement will apply to me.

Student Name Print _____ Date _____

Student Signature _____

Appendix D

Key Contacts

Reopening Coordinator	(201) 689-7057
V.P. of Academic Affairs	(201) 879-3046
V.P. of Student Affairs	TBD/(201) 879-7991
Associate Director of Health Services	(201) 447-9257
Public Safety	(201) 447-9200
Human Resources	(201) 447-7442
Technology Support Desk	(201) 447-7109
Sidney Silverman Library	(201) 447-7970

