

**Submission of Institutional Plan for Restart  
Cover Sheet**

**Institution Name:** OCEAN COUNTY COLLEGE

**Date Submitted:** August 18, 2020 - Revised

**Key Contact(s):**

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**Website for Restart Plan Posting:** [www.ocean.edu](http://www.ocean.edu)

*Note: Institutions do not need to wait for OSHE confirmation prior to posting to website. The plan should go live on the website when it is submitted.*

**Components of Institutional Plan for Restart Checklist**

*(Note: Before submitting, please review and check that the following components are included in the plan. The plan should be submitted with the headings below. If you are only submitting for certain sections, check only those that apply).*

- |  |                                     |
|--|-------------------------------------|
| 1. General Safeguarding.....                               | <input checked="" type="checkbox"/> |
| 2. Screening, Testing, and Contact Tracing Protocols ..... | <input checked="" type="checkbox"/> |
| 3. Instruction .....                                       | <input checked="" type="checkbox"/> |
| 4. On-Campus Residential Housing .....                     | <input type="checkbox"/>            |
| 5. Computer Labs/Libraries .....                           | <input checked="" type="checkbox"/> |
| 6. Research.....   | <input type="checkbox"/>            |
| 7. Student Services .....                                  | <input checked="" type="checkbox"/> |
| 8. Transportation .....                                    | <input checked="" type="checkbox"/> |
| 9. On-Campus Dining .....                                  | <input checked="" type="checkbox"/> |
| 10. Study Abroad and International Travel .....            | <input checked="" type="checkbox"/> |
| 11. Athletics .....  | <input checked="" type="checkbox"/> |
| 12. Other Information/Appendices (as needed) .....         | <input checked="" type="checkbox"/> |

By signing below, the institution certifies that all statements provided are true and correct and that the institution will comply with all applicable requirements set forth in the Governor’s Executive Orders.

*Jon Larson*

August 18, 2020

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**Signature of President or Appropriate Designee**

**Date**



# **Ocean County College Restart Plan**

COVID-19 – The Road Back

Fall 2020

August 3, 2020  
August 18, 2020 (Revised)

# Ocean County College Restart Plan

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**Appendix A:** Safety Information and Protocols for Students.

**Appendix B:** COVID-19 Screening Questionnaire.

**Appendix C:** Appeal to OSHE for Face-to-Face Nursing Labs and Clinical Rotations.

**Appendix D:** Appeal to OSHE for Face-to-Face Science Labs.

**Appendix E:** Appeal to OSHE for Face-to-Face Forensic Science Labs.

**Appendix F:** Appeal to OSHE for Face-to-Face Hands-On Studio Arts and TV Studio Classes.

**Appendix G:** Appeal to OSHE to Extend and Expand the Waiver for Continuing and Professional Education.

# Ocean County College Restart Plan

## GENERAL SAFEGUARDING

Ocean County College (OCC) has implemented general safeguards to be observed throughout all functional areas of the Toms River Campus, located at 1 College Drive, Toms River, New Jersey, and the Southern Education Center, located at 195 Cedar Bridge Road, Manahawkin, New Jersey.

Pursuant to Executive Order No. 155, this restart plan is being submitted to the Secretary of Higher Education, detailing policies and procedures that provide for the health and safety measures necessary to support a limited return to campus in stages, but specifically for Stage 2 on August 24, 2020.

### 1. TRAINING FOR STUDENTS REGARDING COVID-19 SANITIZATION AND SOCIAL DISTANCING PRACTICES AND PROTOCOLS IS A CONDITION OF RESUMING IN-PERSON CLASSES.

A detailed information document (see Appendix A, Safety Information and Protocols for Students) will be delivered to all students via the following platforms: Canvas, the Student Learning Management System; the OCC student engagement app; students' college email; and the Ocean County College website. It will also be discussed with returning students on the first day of classes. This information includes directions on proper COVID-19 screening and required social distancing practices, in addition to providing general information on recognizing and reporting symptoms and other safety measures. This document also advises students that the College will continually disinfect all classrooms, restrooms, and high-touch areas that are utilized throughout each building.

### 2. TRAINING FOR FACULTY AND STAFF ON APPROPRIATE SANITIZATION AND SOCIAL DISTANCING PRACTICES AND PROTOCOLS, AS WELL AS INSTITUTIONAL POLICIES AND PROCEDURES DEVELOPED TO LIMIT THE SPREAD OF COVID-19.

Effective August 17, 2020, faculty and staff who are assigned to work on campus are required to complete an online training program prior to their return to on-site work. The required training will encompass the following information:

- An introduction to what has changed on campus in response to COVID-19 and state reopening guidelines
  - Building enhancements and improvements
  - Cleaning protocols
    - Custodial protocols
      - Frequency
      - Methods
    - Personal work area sanitizing responsibilities
  - Directional and informational signage
  - Self-monitoring for COVID-19 symptoms

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- Daily check-in procedures
  - Check-in stations
  - Temperature checking
  - COVID-19 Screening Questionnaire
  - Conditions under which a faculty/staff member will be sent home
  - Follow-up after a faculty/staff member is sent home
- Physical/social distancing requirements
- Requirement to wear an appropriate face covering, except when doing so would inhibit the individual's health
- Handwashing guidelines
- Restroom and elevator rules of usage
- Office/classroom equipment usage
- Use of meeting spaces and physical/social distancing
- At-work socialization rules
- Classroom management – Telling a student he/she has to go home and procedures following
- Workplace management – Telling an employee he/she has to go home and procedures following
- Signed acknowledgement of return-to-campus procedures and rules
- IT'S UP TO ALL OF US.

### 3. USE OF FACE COVERINGS FOR FACULTY, STAFF, STUDENTS, AND VISITORS, EXCEPT WHEN DOING SO WOULD INHIBIT THE INDIVIDUAL'S HEALTH.

- a. All persons entering the campus will be required to wear appropriate face coverings upon entry for the duration of time spent in the buildings.
- b. In addition to required training, information regarding proper use of face coverings will be posted at entry points and across the campus.
- c. The College will maintain an adequate supply of facial masks for faculty, staff, and students who arrive without proper coverings or need replacements.
- d. If a student cannot wear a mask due to health concerns, he/she should contact the Office of Human Resources (HR) at 732-255-0379 and the student will be directed to a designated staff member to assist. Only those who can wear masks will be on campus; others will be accommodated virtually.
- e. If faculty, staff, students, or visitors forget, do not have, or need a replacement face covering, the College will provide them with disposable masks upon entry to any College facility.
- f. Faculty and staff who cannot wear masks or other appropriate face coverings due to a documented medical condition must notify the Office of Human Resources who will advise next steps. Only those who can wear masks or other appropriate coverings may be on campus; others will be accommodated virtually.

### 4. FREQUENT CLEANING AND SANITIZATION OF CLASSROOM, RESTROOMS, HIGH-TOUCH AREAS, EQUIPMENT, AND SHARED SURFACES.

- a. The Facilities Department will ensure the frequent cleaning and sanitization of classrooms, labs, restrooms, high-touch areas, and shared surfaces. High-touch areas, such as door

## Ocean County College Restart Plan

- handles, elevator buttons, staircase railings, counter tops, copy machines, etc., will be sanitized frequently throughout the building.
- b. Quality control sheets will be kept to ensure frequent cleaning and sanitization procedures have been completed.
  - c. The College will, based on the Centers for Disease Control and Prevention (CDC) employer guidance, post signage at elevators to ensure physical distancing is achieved. Using stairs whenever possible will assist vertical circulation given that elevator capacities may be restricted for use by those whose health-related issues prohibit them from using the stairs. When using the elevator, wearing a face mask/covering will be required, and reminders to wash hands or use hand sanitizer with 60% alcohol upon departing the elevator will be posted. Custodial crews will be wiping down elevator buttons more frequently during the day.
  - d. Water hydration stations will be available in all buildings for filling water bottles; traditional water fountains will be disconnected.

### 5. MAINTENANCE OF ADEQUATE SUPPLIES, SUCH AS PERSONAL PROTECTIVE EQUIPMENT AND CLEANING SUPPLIES.

- a. All personal protective equipment, including facial masks and gloves, as well as hand sanitizers and disinfectants, will be stored in every occupied building. A building administrator will be responsible for the distribution and securing of personal protective equipment.
- b. The Facilities Department will monitor inventory in order to replenish supplies, as necessary. Acquisition of initial supplies has already been completed, and restocking orders are already in place. There are more than enough supplies on hand to ensure daily usage for the Fall 2020 semester.

### 6. CONTINUED REMOTE INSTRUCTION FOR FACULTY AND/OR STUDENTS WHO ARE UNABLE TO PARTICIPATE IN FACE-TO-FACE INSTRUCTION.

For those faculty and students who have underlying health conditions or are unable to participate in in-person instruction, an accommodation for continued remote instruction during the pandemic will be made.

### 7. SOCIAL DISTANCING IN CLASSROOMS, RESTROOMS, AND OTHER AREAS ACROSS CAMPUS.

- a. Classrooms have been reconfigured to support social distancing measures by identifying seating that ensures a minimum of six-foot distancing with specific ingress and egress restrictions where possible.
- b. Restrooms will require social distancing, and signage will be used to indicate when a restroom is occupied and/or to maintain the proper social distance. Wait areas, outside of the restrooms, will be marked by a socially-distance line until physical distancing inside the restrooms can be achieved.
- c. All chairs and other seating have been either repositioned, taped off, or removed to accommodate social distancing in all rooms and areas accessible to students, faculty, and staff.

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## 8. A PLAN FOR OPERATION OF COMPUTER LABS.

- a. During Stage 1, computer labs will not be open for in-person instruction or studying.
- b. During Stages 2 and 3, computer labs may be open in a limited fashion, in accordance with state restrictions in effect.

## 9. STRATEGIES FOR FOOD SERVICE AND DINING OPERATIONS TO ENSURE COMPLIANCE WITH ALL HEALTH AND SAFETY STANDARDS APPLICABLE TO EXECUTIVE ORDERS.

- a. No food service will be available on campus during Stages 1, 2, and 3.

## 10. A PLAN FOR THE OPERATION OF STUDENT SERVICES.

- a. All Student Affairs offices will continue to operate remotely. Virtual appointments may be made either online or by calling the College for those requiring one-on-one attention. There will be an in-person desk set up on campus with appropriate precautions for social distancing where student services staff will be available to answer questions and refer students to appropriate offices and staff for assistance.
- b. Student Affairs will continue to encourage students to make payment arrangements remotely through the OCC website, Ocean Connect portal. Checks may be mailed to the administrative offices, as well.

## 11. PERFORMANCE OF HEALTH SCREENINGS FOR FACULTY, STAFF, STUDENTS, AND VISITORS PRIOR TO ENTRY AND EDUCATION REGARDING SELF-MONITORING FOR SYMPTOMS

- a. All faculty, staff, students, and visitors will be required to respond to a COVID-19 Screening Questionnaire and undergo a temperature check performed by designated and trained individuals before entering campus buildings.
- b. The COVID-19 Screening Questionnaire is specifically developed to identify potential COVID-19 illness or exposure. This questionnaire can be completed prior to arriving on campus (online in Ocean Connect and in the Ocean Connect Student Engagement app). Assuming an “all clear” to be on campus, the person’s name will be on an approved list. In that case, only a temperature check will be needed at the entry point.
- c. Whenever assigned to be on campus, faculty, staff, students, and visitors report to an assigned building check-in station to confirm their name is on the schedule and/or approved list for entry. The College will only allow entry through one door in each building. Multiple exits will be available to maintain safety protocols.
- d. Six-foot distance markings will be placed on the floor in the entry way of the buildings to maintain social distancing for those waiting to be screened.
- e. Entry will be denied to any faculty, staff, student, or visitor whose temperature is at, or exceeds, the temperature considered by the CDC to be a fever: 100.4 °F [38°C] or greater, OR who responds affirmatively to one or more of the screening questions on the COVID-19 Screening Questionnaire OR who fails to wear a mask.

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- f. If denied entry, faculty and staff will be advised to notify their supervisors and contact the Office of Human Resources at [healthreporting@ocean.edu](mailto:healthreporting@ocean.edu) and/or 732-255-0379. HR will follow up with the faculty or staff member for next steps related to reporting/testing requirements and return to campus. Use of paid time off will also be discussed in this conversation.
- g. If denied entry, students will be advised to notify their professors and contact the College at [healthreporting@ocean.edu](mailto:healthreporting@ocean.edu) and/or 732-255-0379. Designated staff will follow up with the student for next steps related to reporting/testing requirements and how/when he/she can return to campus.
- h. Faculty, staff, students, or visitors with a family member living in the same household who has recently been diagnosed with COVID-19 must quarantine from the College entirely for 14 days and will not be permitted on campus during that time.
- i. Information provided by CDC on signs and symptoms of COVID-19 will be posted throughout the facilities and included in communications provided to students for self-monitoring.
- j. Anyone who is not feeling well will be sent home. If anyone enters the facility and displays symptoms of illness, that person will be directed to leave. If that person needs to stay at the facility to wait for a ride, a designated room will be identified until transportation arrives. That room will be sanitized immediately after the individual departs.
- k. If someone displays symptoms and is asked to leave a classroom, all students working in that area will be asked to leave that workspace. Campus Security and Student Affairs will be notified, and areas will be cleaned immediately.

### **12. COMMITMENT TO WORKING WITH LOCAL AND STATE OFFICIALS, INCLUDING THE LOCAL HEALTH DEPARTMENT AND LOCAL OFFICE OF EMERGENCY MANAGEMENT TO SHARE THE COMPONENTS OF THE RESTART PLAN AND REVISE SAME AS MAY BE NECESSARY.**

This plan was developed by OCC Administration in collaboration with faculty and the Board of Trustees.

- a. Ocean County College will share this plan with the local Health Department and other communities of interest.

### **13. ESTABLISHMENT OF COVID-19 TESTING GUIDANCE AND CONTACT TRACING PROTOCOLS DEVELOPED IN CONSULTATION WITH LOCAL HEALTH OFFICIALS AND IN LINE WITH EXISTING STATE AND FEDERAL HEALTH PRIVACY STATUTES AND REGULATIONS.**

- a. Faculty/Staff: Using our current electronic COVID-19 Screening Questionnaire form protocols, attendance and absence will be monitored electronically. Any confirmed exposure will be reported to local health officials, with a complete listing of attendees and their contact information. Faculty/staff will work through HR to manage their absences/leaves of absence related to COVID-19 exposures and/or positive diagnoses.
- b. Students: Using our current electronic COVID-19 Screening Questionnaire form protocols, attendance and absence will be monitored electronically. Any confirmed exposure will be reported to local health officials, with a complete listing of attendees and their contact information. Students will work with designated staff in Student Affairs to manage their absences.

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### 14. INSTITUTIONS MUST MINIMIZE GATHERINGS WHERE POSSIBLE.

- a. All gatherings outside of classroom instruction and institutional operations are prohibited during Stages 1, 2, and 3. The College will use remote meeting software to conduct any events or meetings with large groups and/or the community. No outside groups are permitted on campus or to schedule meetings/events during Stages 1, 2, and 3.

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## SCREENING, TESTING, AND CONTACT TRACING

### SCREENING AND TESTING

Faculty, staff, and students will be screened for fever.

- Entry will be denied to any faculty, staff, or student whose temperature is at, or exceeds, the temperature that the CDC considers a fever: 100.4 °F [38 °C] or greater.

Faculty, staff, and students will acknowledge and respond to the electronic COVID-19 Screening Questionnaire (Appendix B) upon entry to each building.

- Faculty, staff, and students exhibiting or disclosing symptoms will be encouraged to get tested by contacting their personal physician or through the Centers for Disease Control and Prevention: [Testing Information](#).
- All persons utilizing the campus will be encouraged to review the resources through the Centers for Disease Control and Prevention: [Symptom Checker](#).

### TRACING PROTOCOLS

- Reports from the COVID-19 Screening Questionnaire will indicate if students, faculty, or staff are not clear to visit the campus. However, if a student attends a class and then reports a confirmed diagnosis of COVID-19, the attendance of all persons in that classroom and/or who came in contact with that student will be immediately reported to the Office of Human Resources at [healthreporting@ocean.edu](mailto:healthreporting@ocean.edu) and/or 732-255-0379 and the Health Department. Student Affairs will follow up with the student for next steps related to reporting/testing requirements and how/when he/she can return to campus.
- At any time that a faculty/staff member or student reports a confirmed diagnosis of COVID-19, a report of all persons who came in close contact with that individual will be provided to the Office of Human Resources at [healthreporting@ocean.edu](mailto:healthreporting@ocean.edu) and/or 732-255-0379 and the Health Department. HR or Student Affairs will follow up with the faculty/staff or student for next steps related to reporting/testing requirements and how/when he/she can return to campus. The CDC defines a close contact as anyone who was within six feet of the infected person for at least 15 minutes starting from 48 hours before the person began feeling sick until the time the patient is isolated. See [CDC's approach to contact tracing](#).

## INSTRUCTION

### STAGE 1

All classes in Stage 1 will be offered remotely or online, unless specifically approved by the OSHE waiver process. The College received a waiver for Continuing and Professional Education courses to offer limited summer courses as indicated in Appendix G.

## Ocean County College Restart Plan

### STAGE 2

Starting on August 24, 2020, in-person instruction is limited to course types listed in Stage 2. Labs, clinical rotations, and hands-on instruction will be conducted with all the safety measures as indicated in the General Safeguarding measures listed in this document. In many cases, staggered classroom and laboratory sessions will be scheduled. Virtual face-to-face and e-tutoring services will continue to be provided by appointment. All other courses will be offered remotely or online.

### STAGE 3

When the State of New Jersey enters Stage 3, OCC may resume with a modified schedule in accordance with both statewide gathering restrictions and [CDC/DOH](#) public health infection control standards, including social distancing, sanitizing equipment, handwashing, and cleansing/disinfecting. Instruction will be conducted as indicated in the Safety Information and Protocols for Students listed as Appendix A.

Faculty, staff, and students who are immunocompromised or at high risk for COVID-19 will be given the option to provide or receive instruction remotely. Individuals presenting with symptoms or a positive diagnosis of COVID-19 must not attend in-person instruction and will be provided with an alternative option for their work, such as remote instruction or work assignment. Virtual face-to-face and e-tutoring services will continue to be provided by appointment.

In many cases, staggered classroom and laboratory sessions may be scheduled. Any classes not previously approved for Stage 2 will follow the same re-opening processes identified in this plan.

## COMPUTER LABS

### STAGES 1 AND 2

Computer labs will not be open for in-person instruction or studying on campus in Stage 1. However, OCC is considering opening one computer lab in Stage 2 in a limited fashion, by appointment, in accordance with Executive Order 175, which requires social distancing of at least six feet between individuals and adequate sanitation measures being taken (cleaning and sanitizing of keyboards, desktops, and chairs) before and after use. Students must wear face coverings at all times. Loaner laptops will be provided to students who are unable to purchase their own devices.

### STAGE 3

Computer labs may be open in a limited fashion, by appointment, in accordance with state restrictions. These include social distancing of at least six feet between individuals and adequate sanitation measures being taken (cleaning and sanitizing of keyboards, desktops, and chairs) before and after use. Students must wear face coverings at all times. Loaner laptops will be provided to students who are unable to purchase their own devices.

# Ocean County College Restart Plan

## LIBRARY

### STAGES 1 AND 2

During Stages 1 and 2, the OCC Library is closed; however, online access to the databases and collections remains available. The Library staff are accessible remotely and are conducting library services virtually for those who need assistance.

### STAGE 3

The Library may be open in a limited fashion, by appointment, in accordance with state restrictions. These include social distancing of at least six feet between individuals and adequate sanitation measures being taken (cleaning and sanitizing of frequently touched surfaces, tables, keyboards, desktops, and chairs) before and after use. Students must wear face coverings at all times.

## STUDENT SERVICES

### STAGES 1, 2, AND 3

Student Affairs will continue to offer advising, registration, and financial aid remotely during regular business hours. Students may make virtual appointments for one-on-one advising or assistance online or via phone. Students will be encouraged to self-serve using Ocean Connect and the associated portals.

Any Student Affairs staff or students who are immunocompromised or otherwise in a high risk category will be given the option to provide or receive services remotely.

## DINING SERVICES

### STAGES 1, 2, AND 3

No food service is available during Stages 1, 2, and 3.

# Ocean County College Restart Plan

## OTHER SERVICES

Ocean County College currently does not provide on-campus residential housing, does not engage in external research, and does not provide transportation services.

## STUDY ABROAD AND INTERNATIONAL TRAVEL

Ocean County College will not be offering study abroad and international travel during the 2020-2021 academic school year in Stages 1, 2, or 3

## ATHLETIC PROGRAMS

All athletic programs have been cancelled for the Fall 2020 semester.

Ocean County College, therefore, will not be providing any plans for reopening these services, as they are not applicable.



## **Appendix A**

### **Ocean County College**

#### **Safety Information Plan and Protocols for Students**

Ocean County College is committed to providing a safe and healthy space for our students, faculty, and staff. We will be taking numerous measures, including facilities modifications, enhanced cleaning and disinfection procedures, access to handwashing facilities, appropriate personal protective equipment (PPE), soap, and cleaning products to minimize the risk of transmission of any illness.

#### **Enhanced Safety Measures and Procedures**

- Students will be advised to attend the first class remotely and then faculty will advise them when to arrive on campus. Nursing students will be notified by the School of Nursing.
- Before or upon arrival, students will take a COVID-19 Screening Questionnaire (on Ocean Connect or the OCC engagement app) and if “clear” to be on campus, students will check in and have their temperatures taken prior to entering their assigned classrooms or labs.
- Access to the buildings will be limited, and daily temperature screening will be required of anyone entering the facility. If students leave the building, they must be re-evaluated upon re-entry.
- Students will be required to wear protective face coverings at all times in the buildings.
- Hand sanitizer pumps and bottles will be available in each building that is being utilized for in-person instruction.
- Student work spaces will be arranged to minimize close contact and allow for the recommended six feet of separation. When necessary, plexiglass barriers will be installed between work stations to minimize the risk of transmission.
- Students should maintain social distancing guidelines when in hallways, in classrooms, and in other areas, as appropriate, following the CDC recommendation to maintain a distance of six feet.
- Students should avoid using the elevator unless medical conditions prohibit the use of stairs.
- Cleaning staff will be on an increased rotation through the utilized buildings to disinfect high-touch surfaces.
- Disinfectant wipes will be located in all classrooms and labs, and each lab will be disinfected every night.
- Water bottle filling stations will be operational, but traditional water fountains will be disconnected. Only bottles with lids will be allowed.

- Students who enter the facility and display symptoms of illness will be required to leave. If they need to stay at the facility to wait for a ride, they will be required to sit in a private room until their transportation arrives. That room will be sanitized after students depart.
- If someone displays symptoms and is asked to leave, all students working in that area will be asked to leave that workspace. The Facilities Department will be notified and areas impacted will be disinfected.
- Students exhibiting or disclosing symptoms will be encouraged to get tested for COVID-19 by contacting their personal physician or through the Centers for Disease Control and Prevention: [Testing Information](#).
- All persons utilizing the building will be encouraged to review the resources through the Centers for Disease Control and Prevention [Symptom Checker](#).
- If someone has a confirmed positive case for COVID-19 after attending a class, he/she is encouraged to contact the Office of Human Resources at [healthreporting@ocean.edu](mailto:healthreporting@ocean.edu) and/or 732-255-0379 and the Health Department. Student Affairs will follow up with students who report confirmed cases.

**Staggered Scheduling:** A staggered instructional schedule will be utilized to minimize the number of students in each lab/classroom at any given time, and each student will have a dedicated space in which to work.

**Personal Hygiene:** Proper handwashing, personal protection, and respiratory hygiene measures will be shared with students and instructors. Anyone who is not feeling well will be sent home. If any student displays symptoms and is sent home, all other students will be asked to leave the lab or classroom until it has been disinfected. In addition, all students and instructors will be encouraged to:

- Properly wash hands and/or use hand sanitizer.
- Cover coughs and sneezes with a tissue or sleeve, not with hands.
- Avoid touching eyes, nose, and mouth.
- Wear a protective face mask at all times in campus buildings.
- Wear gloves at all times if required in each lab.
- Stay within their designated work area, and maintain a distance of at least six feet from other people at all times.
- Not share personal items such as pens, keyboards, and other high-touch items and use disinfecting wipes before and after touching any equipment.
- Avoid people who are sick.
- Stay home from class if sick.

**Adequate Supplies:** The College will ensure that students have ready access to gloves, in addition to handwashing stations, soap, paper towels, alcohol-based hand sanitizers, disinfectants, and trash cans.

**Cleaning and Disinfection:** All surfaces will be disinfected with an approved product before every lab or class period. Disinfectant wipes will be made available for use during lab or class periods.



## Appendix B

### Ocean County College

### COVID-19 Screening Questionnaire

#### COVID-19 Screening Questionnaire

Name

Email Address\*

Please select your role at Ocean County College

In the past two weeks, have you experienced any of the following situations, signs, or symptoms? \*

COUGH\*

Yes  No

SHORTNESS OF BREATH OR DIFFICULTY BREATHING\*

Yes  No

BODY TEMPERATURE OF 100.4 DEGREES FAHRENHEIT OR HIGHER\*

Yes  No

CHILLS\*

Yes  No

MUSCLE PAIN\*

Yes  No

SORE THROAT\*

Yes  No

NEW LOSS OF TASTE OR SMELL\*

Yes  No

NAUSEA, VOMITING, OR DIARRHEA\*

Yes  No

Have you, or anyone in your household, been diagnosed with COVID-19 in the past 14 days?

Yes  No

In the past 14 days, have you traveled from (subject to change): Alabama, Alaska, Arkansas, Arizona, California, Delaware, Florida, Georgia, Iowa, Idaho, Indiana, Kansas, Louisiana, Maryland, Mississippi, Missouri, Montana, Nebraska, Nevada, New Mexico, North Carolina, North Dakota, Ohio, Oklahoma, South Carolina, Tennessee, Texas, Utah, Virginia, Washington, or Wisconsin? \* Travelers from these states are currently under a 14-day mandatory quarantine upon their return to New Jersey. This information may be frequently updated as new State and Federal guidance is received.

Yes  No

If you have responded yes to any of the questions above, you may not enter the College at this time. • You may wish to contact your health care provider.

- Contact your course Instructor or Program Administrator within 24 hours.
- Reschedule today's lab meeting as required with your Instructor.

\* <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>



## Appendix C

### Appeal to OSHE for Face-to-Face Nursing Labs and Clinicals

July 20, 2020

Ms. Diana Gonzalez, Interim Secretary of Higher Education  
Office of the Secretary of Higher Education  
1 John Fitch Plaza, 10<sup>th</sup> Floor  
P.O. Box 542  
Trenton, New Jersey 08625-0542

Dear Madam Secretary:

Ocean County College will conduct in-person laboratory instruction for courses in the Nursing Program offered at its Toms River Campus, which was suspended in response to the COVID-19 pandemic. In addition, the College will resume clinical instruction at healthcare facilities, which was also suspended. Nursing education is delivered in three ways:

- Laboratory instruction, which resumes in Stage 2.
- Clinical rotations in healthcare facilities, which resume in Stage 2.
- Classroom lectures, which will remain remote until Stage 3 begins.

In-person laboratory and clinical instruction are required by nursing accrediting agencies, including the Accreditation Commission for Education in Nursing (ACEN) and the New Jersey Board of Nursing, as a condition of licensure. Only upon completion of established lecture, laboratory, and clinical degree requirements may students graduate and be eligible to sit for the NCLEX-RN® licensure examination in order to enter the work force as registered nurses.

The School of Nursing is fortunate to have a very large physical space in which to provide laboratory and classroom instruction. A new three-story, 47,803 square foot Hovnanian Health Sciences Building allows sufficient room for breaking into very small groups and maintaining social distancing. In August 2020, approximately 250 returning students will have a scheduled two-hour appointment in the Skills Laboratory to validate that they have retained competency in previously learned skills. Any student who does not pass competency validation in a particular skill will receive an additional appointment in order to remediate that skill prior to the start of the semester. Once the Fall 2020 semester begins, approximately 350 students will be using the Skills Laboratories and going to clinical sites in the

community. This clinical instruction and practice will be spread throughout the five-day work week. There would never be anywhere near the entirety of the nursing population together in the building at one time.

When the State of New Jersey enters Stage 3, modified classroom instruction will begin following all procedures outlined within this Plan. This will include limiting the number of students within the classroom and alternating groups so all students have the opportunity to attend in-person instruction.

As one of the larger nursing programs in the state, Ocean County College has the potential to provide a large number of registered nurses to the community during a time of great need. The need for front-line healthcare workers during a very unpredictable emergency renders the successful education of nursing students an essential function. The School of Nursing is committed to providing students with the education required to complete the Nursing Program (including hands-on skills and clinical experiences) safely and efficiently. We will follow the Centers for Disease Control and Prevention (CDC) and New Jersey Department of Health guidelines as outlined in the Ocean County College Restart Plan for General Safeguarding; Screening, Testing, and Contact Tracing; and Instruction; and attached Appendix A, Safety Information and Protocols for Students. Students unable to attend required lab sessions and/or clinical experiences due to COVID-19 concerns will be provided opportunities to assist them to meet clinical and course objectives. Faculty will be accommodated who are unable to provide face-to face instruction as indicated within the Instruction section of Restart Plan.

Sincerely,

*Teresa Walsh*

Teresa Walsh, Ph.D., MSN, RN-BC  
Dean, School of Nursing and Health Sciences  
Ocean County College  
1 College Drive  
P.O. Box 2001  
Toms River, NJ 08754-2001

## **A. IN-PERSON LABORATORY INSTRUCTION ON CAMPUS**

### **1. Describe the compelling rationale for continuing in-person instruction and potentially exposing individuals at the institution to COVID-19.**

Nursing education is delivered through a didactic component and related clinical experiences. In addition to acquired knowledge, students must master particular psychomotor skills in order to provide safe nursing care. When the campus of Ocean County College closed in March 2020, the faculty began providing classroom instruction remotely, including electronic proctored testing. The clinical component was more difficult to implement remotely. Faculty utilized virtual simulation programs to provide instruction. However, students did not have the opportunity to provide direct hands-on care. Fortunately, students had also received regular clinical training prior to the shutdown.

Beginning a new semester without the ability to practice or demonstrate skills in the traditional manner is problematic. Although there are virtual clinical programs provided by educational companies, students must practice critical skills, such as administering an injection, suctioning patients, administering intravenous infusions, administering gastric feedings, and providing wound care. These skills are inherent to the profession. Prior to COVID-19, nursing students practiced clinical skills in the safe environment of the Nursing Skills and Simulation Laboratories on campus before taking care of patients in the clinical area. It is essential that they continue to have this opportunity.

### **2. Describe why the instruction cannot be provided through either online instruction or distance education.**

Nursing is not purely an academic subject. As stated above, Ocean County College needs to graduate nurses who are competent in particular physical tasks, which are only fully learned via tangibly doing them multiple times. This face-to-face clinical preparation is vital to the care these students will be expected to provide as registered nurses.

During the Spring 2020 semester, the faculty and students adapted to teaching and learning remotely. While the lecture component normally done in the classroom can be provided through remote education, the clinical component cannot be fully taught or evaluated. A clinical laboratory is called for in this situation.

### **3. Describe other options your institution has explored as an alternative to in-person instruction, including alternate forms of instruction or the postponement of academic programming, and provide an explanation for why these options were not adopted.**

- a. Remote education for clinical situations will not meet course clinical objectives.
- b. Postponing academic programming for nursing will delay the number of new registered nurses available to meet the healthcare demands of the community during a time of unprecedented need. The College has a mandate to meet the needs of our stakeholders, most particularly during the COVID-19 pandemic.

**4. Set forth the precautions you will take to minimize the risk of COVID-19 exposure and spread to the student or students that your institution proposes to continue to serve through in-person instruction.**

Precautions to minimize the risk of COVID-19 exposure and spread to the student or students are indicated within the following General Safeguarding, Screening, Testing, and Contact Tracing, and Instruction sections of the Ocean County College Restart Plan. These precautions include:

- a. The College is following all CDC guidelines regarding the coronavirus and communicates a wide variety of information regarding the virus and its impact to all students on our web site: [Information on the Novel Coronavirus 2019.](#)
- b. Faculty and students will complete training related to the nature, prevention, and transmission of COVID-19.
- c. Students will be provided with education in Infection Control.
- d. The campus will undergo cleaning and disinfecting of all public spaces, including classrooms and labs.
- e. Under normal circumstances, our building is cleaned nightly. The School of Nursing will continue to collaborate with the Facilities Department to stock the appropriate disinfectant and disinfect equipment and surfaces throughout the building every day (or more frequently depending on usage).
- f. The entire on-campus portion of this proposal would take place in the Hovnanian Health Sciences Building; traffic can be controlled not just in the classroom and lab space, but also the building entrances, parking lot, open space areas, and restrooms. The building itself facilitates a strong dedication to social distancing.
- g. Clinical group size will be by appointment only and limited to maintain social distancing. Entering and exiting of the labs will be staged.
- h. All practices as outlined in the Instruction section of the document will be maintained.
- i. Masks will be required in the building at all times.
- j. A health screening will be performed at the beginning of each clinical lab day as stated within the Screening, Testing, and Contact Tracing section of this document.
- k. All equipment, including mannequins, will be cleaned and disinfected after each use.
- l. Handwashing will be required upon entering and exiting the labs, where sinks, soap, and paper towels are available.

**B. NURSING CLINICAL ROTATION IN HEALTHCARE FACILITIES**

**1. Describe training or guidance your institution will provide to students regarding appropriate precautions for self-protection as healthcare professionals.**

All students at the Ocean County College School of Nursing receive infection control education at the start of each clinical course as mandated by the hospitals, based on guidance from the Department of Health and The Joint Commission. Evidence of completion is documented by the school before each student reports to the clinical units. This training includes the handwashing procedure and the proper use of personal protective equipment (PPE).

The School of Nursing will follow all clinical agency policies and procedures, including screening processes prior to entering the facility.

**2. Describe steps your institution will take to adhere to [NJ Department of Health guidance](#) for healthcare professionals.**

The faculty of the School of Nursing are all master-prepared licensed registered nurses. They have access to guidance from the Department of Health through the website [CDC Information for Healthcare Professionals about Coronavirus \(COVID-19\)](#) and through COVID-19 briefings provided by clinical facilities. The faculty will ensure that they and their students adhere to that guidance. All faculty and students will be assessed at the start of the day for symptoms, such as temperature elevation, cough, and other symptoms as guided by the NJ Department of Health.

The Dean of Nursing, Assistant Dean of Nursing, and Director of Clinical Instruction will maintain close contact with all healthcare facilities utilized for clinical experiences.



## **Appendix A**

### **Ocean County College**

#### **Safety Information Plan and Protocols for Students**

Ocean County College is committed to providing a safe and healthy space for our students, faculty, and staff. We will be taking numerous measures, including facilities modifications, enhanced cleaning and disinfection procedures, access to handwashing facilities, appropriate personal protective equipment (PPE), soap, and cleaning products to minimize the risk of transmission of any illness.

##### **Enhanced Safety Measures and Procedures**

- Students will be advised to attend the first class remotely and then faculty will advise them when to arrive on campus. Nursing students will be notified by the School of Nursing.
- Before or upon arrival, students will take a COVID-19 Screening Questionnaire (on Ocean Connect or the OCC engagement app) and if “clear” to be on campus, students will check in and have their temperatures taken prior to entering their assigned classrooms or labs.
- Access to the buildings will be limited, and daily temperature screening will be required of anyone entering the facility. If students leave the building, they must be re-evaluated upon re-entry.
- Students will be required to wear protective face coverings at all times in the buildings.
- Hand sanitizer pumps and bottles will be available in each building that is being utilized for in-person instruction.
- Student work spaces will be arranged to minimize close contact and allow for the recommended six feet of separation. When necessary, plexiglass barriers will be installed between work stations to minimize the risk of transmission.
- Students should maintain social distancing guidelines when in hallways, in classrooms, and in other areas, as appropriate, following the CDC recommendation to maintain a distance of six feet.
- Students should avoid using the elevator unless medical conditions prohibit the use of stairs.
- Cleaning staff will be on an increased rotation through the utilized buildings to disinfect high-touch surfaces.
- Disinfectant wipes will be located in all classrooms and labs, and each lab will be disinfected every night.
- Water bottle filling stations will be operational, but traditional water fountains will be disconnected. Only bottles with lids will be allowed.

- Students who enter the facility and display symptoms of illness will be required to leave. If they need to stay at the facility to wait for a ride, they will be required to sit in a private room until their transportation arrives. That room will be sanitized after students depart.
- If someone displays symptoms and is asked to leave, all students working in that area will be asked to leave that workspace. The Facilities Department will be notified and areas impacted will be disinfected.
- Students exhibiting or disclosing symptoms will be encouraged to get tested for COVID-19 by contacting their personal physician or through the Centers for Disease Control and Prevention: [Testing Information](#).
- All persons utilizing the building will be encouraged to review the resources through the Centers for Disease Control and Prevention [Symptom Checker](#).
- If someone has a confirmed positive case for COVID-19 after attending a class, he/she is encouraged to contact the Office of Human Resources at [healthreporting@ocean.edu](mailto:healthreporting@ocean.edu) and/or 732-255-0379 and the Health Department. Student Affairs will follow up with students who report confirmed cases.

**Staggered Scheduling:** A staggered instructional schedule will be utilized to minimize the number of students in each lab/classroom at any given time, and each student will have a dedicated space in which to work.

**Personal Hygiene:** Proper handwashing, personal protection, and respiratory hygiene measures will be shared with students and instructors. Anyone who is not feeling well will be sent home. If any student displays symptoms and is sent home, all other students will be asked to leave the lab or classroom until it has been disinfected. In addition, all students and instructors will be encouraged to:

- Properly wash hands and/or use hand sanitizer.
- Cover coughs and sneezes with a tissue or sleeve, not with hands.
- Avoid touching eyes, nose, and mouth.
- Wear a protective face mask at all times in campus buildings.
- Wear gloves at all times if required in each lab.
- Stay within their designated work area, and maintain a distance of at least six feet from other people at all times.
- Not share personal items such as pens, keyboards, and other high-touch items and use disinfecting wipes before and after touching any equipment.
- Avoid people who are sick.
- Stay home from class if sick.

**Adequate Supplies:** The College will ensure that students have ready access to gloves, in addition to handwashing stations, soap, paper towels, alcohol-based hand sanitizers, disinfectants, and trash cans.

**Cleaning and Disinfection:** All surfaces will be disinfected with an approved product before every lab or class period. Disinfectant wipes will be made available for use during lab or class periods.



## Appendix D

### Appeal to OSHE for Face-to-Face Science Labs

July 20, 2020

Ms. Diana Gonzales, Interim Secretary of Higher Education  
Office of the Secretary of Higher Education  
1 John Fitch Plaza, 10<sup>th</sup> Floor  
P.O. Box 542  
Trenton, New Jersey 08625-0542

Dear Madam Secretary:

Ocean County College will offer laboratories for science courses in the Fall 2020 semester which require significant hands-on instruction for completion:

- General Biology Labs
- General Chemistry Labs

General Biology and Chemistry courses are required in several A.S. General Studies degree programs at Ocean County College, including Biology and Chemistry, and they comprise a recommended course sequence in the Environmental Science and General Studies/Pre-Health Professional degree programs. The delivery of lecture content and lab theory for General Biology and Chemistry courses can be accomplished remotely using a variety of instructional techniques.

However, while the theory behind these lab techniques can be delivered remotely, and video demonstrations can be used to model correct procedures, hands-on practice in a laboratory equipped with specialized equipment, glassware, instrumentation, and potentially hazardous chemicals is required for full mastery and understanding. The necessary manual dexterity cannot be learned by watching someone else; it requires significant hands-on practice for mastery. Many of these techniques also require the ability to make real-time judgment calls and modifications based on the unique conditions of each experiment.

Students who do not complete hands-on labs in General Biology and Chemistry may have difficulties transferring credits to other institutions and will be at a significant disadvantage seeking work in a

laboratory environment. The skills and techniques taught in the labs are essential for any student planning to enter the pharmaceutical/research industry or planning to continue with advanced coursework in Biology or Chemistry.

The College will utilize remote instruction for the majority of the impacted courses and programs affected by the COVID-19 pandemic and will only bring students to campus for the essential hands-on components that cannot be taught or accessed remotely. In addition, facilities modifications are underway in several OCC laboratories and classrooms in order to provide a safe environment for in-person instruction that ensures the safety and well-being of our students while meeting stringent requirements for social distancing, personal hygiene and protection, and the regular disinfecting of equipment and work stations. In order to accomplish this, the College is committed to following the attached Ocean County College COVID-19 Safety Information Plan and Protocols for Students, Appendix A on OCC's Restart Plan for the Fall 2020 semester.

If there are additional guidelines or safety measures that your office would recommend, I can assure you that they will be implemented in order to continue instruction in these essential programs. Please feel free to contact me directly at (732) 255-0400, extension 2450, with any questions or suggestions.

We appreciate your time,

*Dr. Sylvia Riviello*

Sylvia Riviello, Ph.D.  
Dean, School of STEM  
Ocean County College  
1 College Drive  
P.O. Box 2001  
Toms River, NJ 08754-2001



## Ocean County College

### Safety Information Plan and Protocols for Students

Ocean County College is committed to providing a safe and healthy space for our students, faculty, and staff. We will be taking numerous measures, including facilities modifications, enhanced cleaning and disinfection procedures, access to handwashing facilities, appropriate personal protective equipment (PPE), soap, and cleaning products to minimize the risk of transmission of any illness.

#### **Enhanced Safety Measures and Procedures**

- Students will be advised to attend the first class remotely and then faculty will advise them when to arrive on campus. Nursing students will be notified by the School of Nursing.
- Before or upon arrival, students will take a COVID-19 Screening Questionnaire (on Ocean Connect or the OCC engagement app) and if “clear” to be on campus, students will check in and have their temperatures taken prior to entering their assigned classrooms or labs.
- Access to the buildings will be limited, and daily temperature screening will be required of anyone entering the facility. If students leave the building, they must be re-evaluated upon re-entry.
- Students will be required to wear protective face coverings at all times in the buildings.
- Hand sanitizer pumps and bottles will be available in each building that is being utilized for in-person instruction.
- Student work spaces will be arranged to minimize close contact and allow for the recommended six feet of separation. When necessary, plexiglass barriers will be installed between work stations to minimize the risk of transmission.
- Students should maintain social distancing guidelines when in hallways, in classrooms, and in other areas, as appropriate, following the CDC recommendation to maintain a distance of six feet.
- Students should avoid using the elevator unless medical conditions prohibit the use of stairs.
- Cleaning staff will be on an increased rotation through the utilized buildings to disinfect high-touch surfaces.
- Disinfectant wipes will be located in all classrooms and labs, and each lab will be disinfected every night.
- Water bottle filling stations will be operational, but traditional water fountains will be disconnected. Only bottles with lids will be allowed.

- Students who enter the facility and display symptoms of illness will be required to leave. If they need to stay at the facility to wait for a ride, they will be required to sit in a private room until their transportation arrives. That room will be sanitized after students depart.
- If someone displays symptoms and is asked to leave, all students working in that area will be asked to leave that workspace. The Facilities Department will be notified and areas impacted will be disinfected.
- Students exhibiting or disclosing symptoms will be encouraged to get tested for COVID-19 by contacting their personal physician or through the Centers for Disease Control and Prevention: [Testing Information](#).
- All persons utilizing the building will be encouraged to review the resources through the Centers for Disease Control and Prevention [Symptom Checker](#).
- If someone has a confirmed positive case for COVID-19 after attending a class, he/she must contact the Office of Human Resources at [healthreporting@ocean.edu](mailto:healthreporting@ocean.edu) and/or 732-255-0379, so that contact tracing could be conducted by the Health Department. Student Affairs will follow up with students who report confirmed cases.

**Staggered Scheduling:** A staggered instructional schedule will be utilized to minimize the number of students in each lab/classroom at any given time, and each student will have a dedicated space in which to work.

**Personal Hygiene:** Proper handwashing, personal protection, and respiratory hygiene measures will be shared with students and instructors. Anyone who is not feeling well will be sent home. If any student displays symptoms and is sent home, all other students will be asked to leave the lab or classroom until it has been disinfected. In addition, all students and instructors will be encouraged to:

- Properly wash hands and/or use hand sanitizer.
- Cover coughs and sneezes with a tissue or sleeve, not with hands.
- Avoid touching eyes, nose, and mouth.
- Wear a protective face mask at all times in campus buildings.
- Wear gloves at all times if required in each lab.
- Stay within their designated work area, and maintain a distance of at least six feet from other people at all times.
- Not share personal items such as pens, keyboards, and other high-touch items and use disinfecting wipes before and after touching any equipment.
- Avoid people who are sick.
- Stay home from class if sick.

**Adequate Supplies:** The College will ensure that students have ready access to gloves, in addition to handwashing stations, soap, paper towels, alcohol-based hand sanitizers, disinfectants, and trash cans.

**Cleaning and Disinfection:** All surfaces will be disinfected with an approved product before every lab or class period. Disinfectant wipes will be made available for use during lab or class periods.



## Appendix E

### Appeal to OSHE for Face-to-Face Forensic Science Labs

July 20, 2020

Ms. Diana Gonzales, Interim Secretary of Higher Education  
Office of the Secretary of Higher Education  
1 John Fitch Plaza, 10<sup>th</sup> Floor  
P.O. Box 542  
Trenton, New Jersey 08625-0542

Dear Madam Secretary:

Ocean County College is requesting an exception to the gubernatorial ban on face-to face instruction for the following course:

- Forensic Science

This course has a strong laboratory component in which students examine various items of physical evidence, such as fingerprints, drugs, DNA, and hair fibers, in order to learn how to process crime scene evidence and inform criminal investigations.

We intend to run this course through hybrid instruction, a combination of remote and on-campus learning. Our plan is to divide students into pods of six students or less, a class size in accordance with social distancing parameters for the classroom where the instruction will be held. Pods will rotate coming to campus to complete the week's laboratory experiments. Those not coming to campus in a given week will be given necessary supplies to complete a comparable lab remotely. Lectures will be done through remote instruction. We believe that it is imperative to provide students with at least some actual in-class, on-campus laboratory opportunities to acquaint them with industry-level equipment and methods to ensure that students are properly trained to use the equipment and practice real-world laboratory safety protocols.

In order to accomplish this, we are committed to following the attached Ocean County College COVID-19 Safety Information Plan and Protocols for Students, Appendix A on OCC's Restart Plan for the Fall 2020 semester. We intend to take every precaution and enforce stated guidelines to maintain the safest and most sanitary environment possible for both our students and faculty. Along with my forensic science professors, I will be monitoring the enforcement of this plan.

Please feel free to contact me should you wish further explanation, details, or revisions. I may be reached at [rbar@ocean.edu](mailto:rbar@ocean.edu) or by phone at 732-255-0400, extension 2211. Thank you for consideration of this request.

Sincerely,

*Rosann Bar, Ph.D.*

Rosann Bar, Ph.D.  
Dean, School of Business and Social Sciences  
Ocean County College  
1 College Drive  
P.O. Box 2001  
Toms River, NJ 08754-2001



## Ocean County College

### Safety Information Plan and Protocols for Students

Ocean County College is committed to providing a safe and healthy space for our students, faculty, and staff. We will be taking numerous measures, including facilities modifications, enhanced cleaning and disinfection procedures, access to handwashing facilities, appropriate personal protective equipment (PPE), soap, and cleaning products to minimize the risk of transmission of any illness.

#### **Enhanced Safety Measures and Procedures**

- Students will be advised to attend the first class remotely and then faculty will advise them when to arrive on campus. Nursing students will be notified by the School of Nursing.
- Before or upon arrival, students will take a COVID-19 Screening Questionnaire (on Ocean Connect or the OCC engagement app) and if “clear” to be on campus, students will check in and have their temperatures taken prior to entering their assigned classrooms or labs.
- Access to the buildings will be limited, and daily temperature screening will be required of anyone entering the facility. If students leave the building, they must be re-evaluated upon re-entry.
- Students will be required to wear protective face coverings at all times in the buildings.
- Hand sanitizer pumps and bottles will be available in each building that is being utilized for in-person instruction.
- Student work spaces will be arranged to minimize close contact and allow for the recommended six feet of separation. When necessary, plexiglass barriers will be installed between work stations to minimize the risk of transmission.
- Students should maintain social distancing guidelines when in hallways, in classrooms, and in other areas, as appropriate, following the CDC recommendation to maintain a distance of six feet.
- Students should avoid using the elevator unless medical conditions prohibit the use of stairs.
- Cleaning staff will be on an increased rotation through the utilized buildings to disinfect high-touch surfaces.
- Disinfectant wipes will be located in all classrooms and labs, and each lab will be disinfected every night.
- Water bottle filling stations will be operational, but traditional water fountains will be disconnected. Only bottles with lids will be allowed.

- Students who enter the facility and display symptoms of illness will be required to leave. If they need to stay at the facility to wait for a ride, they will be required to sit in a private room until their transportation arrives. That room will be sanitized after students depart.
- If someone displays symptoms and is asked to leave, all students working in that area will be asked to leave that workspace. The Facilities Department will be notified and areas impacted will be disinfected.
- Students exhibiting or disclosing symptoms will be encouraged to get tested for COVID-19 by contacting their personal physician or through the Centers for Disease Control and Prevention: [Testing Information](#).
- All persons utilizing the building will be encouraged to review the resources through the Centers for Disease Control and Prevention [Symptom Checker](#).
- If someone has a confirmed positive case for COVID-19 after attending a class, he/she must contact the Office of Human Resources at [healthreporting@ocean.edu](mailto:healthreporting@ocean.edu) and/or 732-255-0379, so that contact tracing could be conducted by the Health Department. Student Affairs will follow up with students who report confirmed cases.

**Staggered Scheduling:** A staggered instructional schedule will be utilized to minimize the number of students in each lab/classroom at any given time, and each student will have a dedicated space in which to work.

**Personal Hygiene:** Proper handwashing, personal protection, and respiratory hygiene measures will be shared with students and instructors. Anyone who is not feeling well will be sent home. If any student displays symptoms and is sent home, all other students will be asked to leave the lab or classroom until it has been disinfected. In addition, all students and instructors will be encouraged to:

- Properly wash hands and/or use hand sanitizer.
- Cover coughs and sneezes with a tissue or sleeve, not with hands.
- Avoid touching eyes, nose, and mouth.
- Wear a protective face mask at all times in campus buildings.
- Wear gloves at all times if required in each lab.
- Stay within their designated work area, and maintain a distance of at least six feet from other people at all times.
- Not share personal items such as pens, keyboards, and other high-touch items and use disinfecting wipes before and after touching any equipment.
- Avoid people who are sick.
- Stay home from class if sick.

**Adequate Supplies:** The College will ensure that students have ready access to gloves, in addition to handwashing stations, soap, paper towels, alcohol-based hand sanitizers, disinfectants, and trash cans.

**Cleaning and Disinfection:** All surfaces will be disinfected with an approved product before every lab or class period. Disinfectant wipes will be made available for use during lab or class periods.



## Appendix F

### Appeal to OSHE for Face-to-Face Hands-on Studio Arts and TV Studio Classes

July 22, 2020

Ms. Diana Gonzales, Interim Secretary of Higher Education  
Office of the Secretary of Higher Education  
1 John Fitch Plaza, 10<sup>th</sup> Floor  
P.O. Box 542  
Trenton, New Jersey 08625-0542

Dear Madam Secretary:

Ocean County College is requesting an exception to the gubernatorial ban on face-to face instruction for the following courses:

- Painting
- TV Studio Production

Painting and TV Studio Production courses have strong studio components in which students benefit from in-person guidance and access to equipment only available on campus.

In Fine Arts, students explore traditional techniques and build compositions. The studio provides the physical space needed for mental reflection so learners can develop their personal approach to creating alongside the instructor and peers. The intention is to run Painting course through hybrid instruction, a combination of remote and on-campus learning. The plan is for all students to use their own equipment or be assigned specific equipment. Students will have designated work spaces, staggered instruction, and will use both the Painting and Drawing studios to maintain social distancing for hands-on instruction and practice. The number of students in each studio will be in accordance with social distancing parameters and will not exceed eight, which includes the instructor. The professor will go between studios to provide support.

In TV Studio Production courses, students are introduced to the process of producing video for various purposes and for delivery on various content platforms. The studio time provides the only opportunity for students to practice on TV studio equipment, which is essential so students can be competitive in the job

market, and it also reinforces student learning. The intention is to run this course through hybrid instruction, a combination of remote and on-campus learning. While students have to share equipment, guidelines to maintain the safest and most sanitary environment will be enforced so students and faculty are safe. Students will have designated work spaces and the number of students in the TV studio will be in accordance with social distancing parameters and will not exceed four, which includes the instructor.

Immunocompromised students will be provided with remote options. We believe it is imperative to provide students with in-class, on-campus studio opportunities to acquaint learners with access to industry-level equipment, standards, practices, and supplies.

To accomplish this, we are committed to following the attached Ocean County College COVID-19 Safety Information Plan and Protocols for Students, Appendix A on OCC's Restart Plan for the Fall 2020 semester. We intend to take every precaution and enforce stated guidelines to maintain the safest and most sanitary environment possible for both our students and faculty. Along with the professors teaching Painting I and TV Studio Production, I will be monitoring the enforcement of this plan.

Please feel free to contact me should you wish further explanation, details, or revisions. I may be reached at [hsheridan@ocean.edu](mailto:hsheridan@ocean.edu) or by phone at 732-255-0400, extension 2190. Thank you for consideration of this request.

Sincerely,

*Heidi Sheridan*

Heidi Sheridan, MFA  
Dean of Arts and Humanities  
Ocean County College  
1 College Drive  
P.O. Box 2001  
Toms River, NJ 08754-2001



## Ocean County College

### Safety Information Plan and Protocols for Students

Ocean County College is committed to providing a safe and healthy space for our students, faculty, and staff. We will be taking numerous measures, including facilities modifications, enhanced cleaning and disinfection procedures, access to handwashing facilities, appropriate personal protective equipment (PPE), soap, and cleaning products to minimize the risk of transmission of any illness.

#### **Enhanced Safety Measures and Procedures**

- Students will be advised to attend the first class remotely and then faculty will advise them when to arrive on campus. Nursing students will be notified by the School of Nursing.
- Before or upon arrival, students will take a COVID-19 Screening Questionnaire (on Ocean Connect or the OCC engagement app) and if “clear” to be on campus, students will check in and have their temperatures taken prior to entering their assigned classrooms or labs.
- Access to the buildings will be limited, and daily temperature screening will be required of anyone entering the facility. If students leave the building, they must be re-evaluated upon re-entry.
- Students will be required to wear protective face coverings at all times in the buildings.
- Hand sanitizer pumps and bottles will be available in each building that is being utilized for in-person instruction.
- Student work spaces will be arranged to minimize close contact and allow for the recommended six feet of separation. When necessary, plexiglass barriers will be installed between work stations to minimize the risk of transmission.
- Students should maintain social distancing guidelines when in hallways, in classrooms, and in other areas, as appropriate, following the CDC recommendation to maintain a distance of six feet.
- Students should avoid using the elevator unless medical conditions prohibit the use of stairs.
- Cleaning staff will be on an increased rotation through the utilized buildings to disinfect high-touch surfaces.
- Disinfectant wipes will be located in all classrooms and labs, and each lab will be disinfected every night.
- Water bottle filling stations will be operational, but traditional water fountains will be disconnected. Only bottles with lids will be allowed.

- Students who enter the facility and display symptoms of illness will be required to leave. If they need to stay at the facility to wait for a ride, they will be required to sit in a private room until their transportation arrives. That room will be sanitized after students depart.
- If someone displays symptoms and is asked to leave, all students working in that area will be asked to leave that workspace. The Facilities Department will be notified and areas impacted will be disinfected.
- Students exhibiting or disclosing symptoms will be encouraged to get tested for COVID-19 by contacting their personal physician or through the Centers for Disease Control and Prevention: [Testing Information](#).
- All persons utilizing the building will be encouraged to review the resources through the Centers for Disease Control and Prevention [Symptom Checker](#).
- If someone has a confirmed positive case for COVID-19 after attending a class, he/she must contact the Office of Human Resources at [healthreporting@ocean.edu](mailto:healthreporting@ocean.edu) and/or 732-255-0379, so that contact tracing could be conducted by the Health Department. Student Affairs will follow up with students who report confirmed cases.

**Staggered Scheduling:** A staggered instructional schedule will be utilized to minimize the number of students in each lab/classroom at any given time, and each student will have a dedicated space in which to work.

**Personal Hygiene:** Proper handwashing, personal protection, and respiratory hygiene measures will be shared with students and instructors. Anyone who is not feeling well will be sent home. If any student displays symptoms and is sent home, all other students will be asked to leave the lab or classroom until it has been disinfected. In addition, all students and instructors will be encouraged to:

- Properly wash hands and/or use hand sanitizer.
- Cover coughs and sneezes with a tissue or sleeve, not with hands.
- Avoid touching eyes, nose, and mouth.
- Wear a protective face mask at all times in campus buildings.
- Wear gloves at all times if required in each lab.
- Stay within their designated work area, and maintain a distance of at least six feet from other people at all times.
- Not share personal items such as pens, keyboards, and other high-touch items and use disinfecting wipes before and after touching any equipment.
- Avoid people who are sick.
- Stay home from class if sick.

**Adequate Supplies:** The College will ensure that students have ready access to gloves, in addition to handwashing stations, soap, paper towels, alcohol-based hand sanitizers, disinfectants, and trash cans.

**Cleaning and Disinfection:** All surfaces will be disinfected with an approved product before every lab or class period. Disinfectant wipes will be made available for use during lab or class periods.



## Appendix G

### Appeal to OSHE to Extend and Expand the Waiver for Continuing and Professional Education

July 22, 2020

Ms. Diana Gonzales, Interim Secretary of Higher Education  
Office of the Secretary of Higher Education  
1 John Fitch Plaza, 10<sup>th</sup> Floor  
P.O. Box 542  
Trenton, New Jersey 08625-0542

Dear Madam Secretary:

In its March 17, 2020, communication, the Office of the Secretary of Higher Education (OSHE) outlined the process for institutions to request a waiver from the prohibition that bars in-person instruction at institutions of higher education. In accordance with this process, Ocean County College requested a waiver to allow the College to conduct in-person laboratory instruction for health science courses offered at its Toms River Campus that were suspended in response to the COVID-19 pandemic. That waiver, for our 2020 Spring laboratory and clinical instructions, is included at the end of this appendix. We would like to extend the waiver for these classes and would like to expand the waiver to include additional Continuing and Professional Education courses.

The in-person laboratory and clinical instructions which are required by accrediting agencies as a condition of licensure for healthcare practice have not been waived by the respective agencies. Upon completion of the outstanding laboratory and clinical requirements, these students will complete course competencies and will be prepared to sit for the credentialing examinations in order to enter the work force as healthcare workers. In accordance with the OSHE guidelines for the waiver process, the College requests waivers for the affected programs as described below. As part of its safety measures, the College will utilize the screening tools and safety protocol provided in the **Safety Information Plan and Protocols for Students**, included with this application as Appendix A.

Please feel free to contact me should you wish further explanation, details, or revisions. I may be reached at [keverett@ocean.edu](mailto:keverett@ocean.edu) or by phone at 732-255-0400, extension 2816. Thank you for consideration of this request.

Sincerely,

*Kaitlin Everett*

Kaitlin Everett  
Director, Workforce Education and Community Programs  
Ocean County College  
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**1. Fall 2020 Allied Health Courses with Remote Instruction and In-Person Labs**

**CERTIFIED CLINICAL MEDICAL ASSISTANT PROGRAM  
PHELBOTOMY TECHNICIAN PROGRAM  
EKG ASSISTANT  
DENTAL ASSISTANT  
VETERINARY ASSISTANT  
PHYSICAL THERAPY AIDE  
PHARMACY TECHNICIAN  
MEDICAL BILLING AND CODING SPECIALIST PROGRAM**

**2. Describe training or guidance your institution will provide to students regarding appropriate precautions for self-protection as healthcare professionals.**

Allied health students will receive didactic instruction on infectious disease. Information covered in this instruction includes, but is not limited to, knowledge of common communicable diseases, types of precautions, standard precautions, donning and doffing personal protective equipment (PPE), and typical signs and symptoms of common communicable diseases.

Students will be informed of SARS-CoV-19 virus and the COVID-19 disease process and will be required to review an online module on the virus and the safety precautions needed to safely care for a patient with this disease. Students will be refreshed on standard precautions and appropriate donning and doffing of PPE to avoid cross-contamination.

**3. Describe steps your institution will take to adhere to NJ Department of Health guidance for healthcare professionals.**

Students will be required to screen themselves using the COVID-19 Screening Tool prior to attending an on-campus lab to ensure early detection of illness. While on campus, students will be required to wear a face mask at all times to reduce transmission of the disease.

**4. Describe the compelling rationale for continuing in-person instruction and potentially exposing individuals at the institution to COVID-19.**

Allied health programs require students to physically perform skills in a laboratory setting. Students must perform required skills safely and efficiently prior to beginning rotation in the clinical environment. This is to ensure the safety of the patients that students will encounter during their clinical rotations. Without laboratory instruction, students cannot be cleared to proceed to the clinical setting.

**5. Describe why the instruction cannot be provided through either online instruction or distance education.**

While students will participate in some virtual laboratory sessions, students do not have the appropriate assessment tools and equipment required to perform skills in which they must be proficient prior to entering the clinical setting. Instructors are unable to assess each student's proficiency in performing competency skills using online laboratory instruction. In-person

interactions are still required in order to assess students' competency prior to being allowed to progress into the clinical setting.

**6. Describe other options your institution has explored as an alternative to in-person instruction, including alternate forms of instruction or the postponement of academic programming, and provide an explanation for why these options were not adopted.**

Ocean County College student instruction has shifted to a remote teaching model. Students will participate in synchronous and asynchronous remote lectures performed through our Learning Management System, Canvas, and WebEx. Students will also participate in weekly on-campus labs, as they do not have access to equipment at home, such as cardiac monitors, phlebotomy equipment, blood pressure equipment; all equipment and associated procedures require proficiency before a student is allowed to perform the procedures in the clinical setting. There is an increased need for healthcare professionals, in the pre-hospital setting, under the current circumstances. The program is working to graduate competent healthcare professionals to assist in the response to this disease.

**7. Set forth the precautions you will take to minimize the risk of COVID-19 exposure and spread to the student or students that your institution proposes to continue to serve through in-person instruction.**

The program will undertake the following precautions to minimize the risk of COVID-19 exposure to students and staff:

- i. The program will use a COVID-19 Screening Tool to assess the presence of COVID-19 symptoms. If symptoms are present, the individual will be sent home.
- ii. The program will follow a COVID-19 Return to Lab Procedure.
- iii. The lead instructor will be designated to monitor and enforce the safety measures.
- iv. Workspaces will be arranged at least six feet apart to limit the number of individuals allowed to be in the classroom at a given time to 10 to allow for social distancing.
- v. Steps for proper hand and respiratory hygiene will be prominently displayed in the lab as listed in the **Safety Information Plan and Protocols for Students** (APPENDIX A).
- vi. Adequate supplies and disinfectant wipes will be made available to individuals to maintain respiratory and hand hygiene.
- vii. All individuals will be required to wash hands before entering and after exiting the laboratory or classroom.
- viii. Sharing of personal equipment will not be permitted.
- ix. The College Facilities staff will clean and disinfect all surfaces prior to and after use with an EPA-registered product for use against SARS-CoV-2.

Approved Waiver from Spring 2020.

**OCEAN COUNTY COLLEGE**  
**REQUEST FOR WAIVER FROM THE PROHIBITION IN EXECUTIVE ORDER NO 104**  
**2020 Spring**

In its March 17, 2020 communication, the New Office of the Secretary of Higher Education (OSHE) outlined the process for institutions to request a waiver from the prohibition in Executive Order No. 104 that bars in person instruction at institutions of higher education. In accordance with this process, Ocean County College requests a waiver to allow the College to conduct in person laboratory instruction for health science courses offered at its Toms River Campus that were suspended in response to the COVID-19 pandemic.

The in-person laboratory and clinical instructions which are required by accrediting agencies as a condition of licensure for healthcare practice have not been waived by the respective agencies. Upon completion of the outstanding laboratory and clinical requirements, these students will complete course competencies and will be prepared to sit for the credentialing examinations in order to enter the work force as healthcare workers. In accordance with the OSHE guidelines for the waiver process, the College requests waivers for the affected programs as described below. As part of its safety measures, the College will utilize the screening tools and safety protocol provided in the ***OSHE Checklist for Health Considerations for Waiver Requests – COVID-19*** included with this application as Appendix A.

**I. CERTIFIED CLINICAL MEDICAL ASSISTANT PROGRAM**

**Describe training or guidance your institution will provide to students regarding appropriate precautions for self-protection as healthcare professionals.**

Medical Assistant students have received didactic instruction on infectious disease. Information covered in this instruction includes, but is not limited to, knowledge of common communicable diseases, types of precautions, standard precautions, donning and doffing personal protective equipment (PPE) and typical signs and symptoms of common communicable diseases.

Students have also been informed of SARS-CoV-19 virus and the COVID-19 disease process. In addition, students will be required to review an online module on the virus and the safety precautions needed to safely care for a patient with this disease. Students will be refreshed on standard precautions and appropriate donning and doffing PPE to avoid cross-contamination.

**Describe steps your institution will take to adhere to NJ Department of Health guidance for healthcare professionals.**

Students will be required to screen themselves using the screening tool (Attachment A) prior to attending a clinical opportunity and after attending to ensure early detection of illness so that they can be directed to appropriate medical aid. While on campus, students will be required to wear a face mask at all times to reduce transmission of the disease. When encountering a confirmed or possible COVID-19 patient, students and instructors will follow standard droplet precautions for the disease as set forth by the CDC.

**Describe the compelling rationale for continuing in-person instruction and potentially exposing individuals at the institution to COVID-19.**

The Medical Assistant Program requires that students physically perform skills in a laboratory setting. Students must perform required skills safely and efficiently prior to beginning rotation in the clinical environment. This is to ensure the safety of the patients that students will encounter during their clinical rotations. Without laboratory instruction, students cannot be cleared to proceed to the clinical setting.

**Describe why the instruction cannot be provided through either online instruction or distance education.**

While students have participated in some virtual laboratory sessions, students do not have the appropriate assessment tools and equipment required to perform skills in which they must be proficient prior to entering the clinical setting. Instructors are unable to assess each student's proficiency in performing competency skills using online laboratory instruction. In-person interactions are still required in order to assess students' competency prior to being allowed to progress into the clinical setting.

**Describe other options your institution has explored as an alternative to in-person instruction, including alternate forms of instruction or the postponement of academic programming, and provide an explanation for why these options were not adopted.**

All Ocean County College allied health student instruction has shifted to a remote teaching model. Students are remaining active in synchronous and asynchronous remote lectures performed through our Learning Management System, Canvas and other distance learning platforms. However, students are not able to participate in laboratory sessions and clinical experiences at this point in time. Students do not have access to equipment such as cardiac monitors, phlebotomy equipment, blood pressure equipment; all equipment and associated procedures require proficiency before a student is allowed to perform them in the clinical setting. There is an increased need for healthcare professionals, specifically medical assistants, in the pre-hospital setting, under the current circumstances. The program is working to graduate competent healthcare professionals to assist in the response to this disease.

**Set forth the precautions you will take to minimize the risk of COVID-19 exposure and spread to the student or students that your institution proposes to continue to serve through in-person instruction.**

The program will undertake the following precautions to minimize the risk of COVID-19 exposure to students and staff:

- x. The program will use a COVID-19 Screening Tool to assess the presence of COVID-19 symptoms. If symptoms are present, the individual will be sent home.
- xi. The program will follow a COVID-19 Return to Lab Procedure.
- xii. The lead instructor will be designated to monitor and enforce the safety measures.
- xiii. Workspaces will be arranged at least 6 feet apart to limit the number of individuals allowed to be in the classroom at a given time to 10 to allow for social distancing.
- xiv. Steps for proper hand and respiratory hygiene will be prominently displayed in the lab as listed in the *OSHE Checklist for Health Considerations* (APPENDIX A).
- xv. Adequate supplies and disinfectant wipes will be made available to individuals to maintain respiratory and hand hygiene.

- xvi. All individuals will be required to wash hands before entering and after exiting the laboratory or classroom.
- xvii. Sharing of personal equipment will not be permitted.
- xviii. The College Facilities staff will clean and disinfect all surfaces prior to and after use with an EPA-registered product for use against SARS-CoV-2.

**Estimate the number of students affected by the proposed waiver.**

The number of students affected by this proposed waiver is 37.

**II. PHEBOTOMY TECHNICIAN PROGRAM**

**Describe training or guidance your institution will provide to students regarding appropriate precautions for self-protection as healthcare professionals.**

Phlebotomy Technician students have received didactic instruction on infectious disease. Information covered in this instruction includes, but is not limited to, knowledge of common communicable diseases, types of precautions, standard precautions, donning and doffing personal protective equipment (PPE) and typical signs and symptoms of common communicable diseases.

Students have also been informed of SARS-CoV-19 virus and the COVID-19 disease process. In addition, students will be required to review an online module on the virus and the safety precautions needed to safely care for a patient with this disease. Students will be refreshed on standard precautions and appropriate donning and doffing PPE to avoid cross-contamination.

**Describe steps your institution will take to adhere to NJ Department of Health guidance for healthcare professionals.**

Students will be required to screen themselves using the screening tool (Attachment A) prior to attending a clinical opportunity and after attending to ensure early detection of illness so that they can be directed to appropriate medical aid. While on campus, students will be required to wear a face mask at all times to reduce transmission of the disease. When encountering a confirmed or possible COVID-19 patient, students and instructors will follow standard droplet precautions for the disease as set forth by the CDC.

**Describe the compelling rationale for continuing in-person instruction and potentially exposing individuals at the institution to COVID-19.**

The Phlebotomy Technician Program requires that students physically perform skills in a laboratory setting. Students must perform required skills safely and efficiently prior to beginning rotation in the clinical environment. This is to ensure the safety of the patients that students will encounter during their clinical rotations. Without laboratory instruction, students cannot be cleared to proceed to the clinical setting.

**Describe why the instruction cannot be provided through either online instruction or distance education.**

While students have participated in some virtual laboratory sessions, students do not have the appropriate equipment required to perform skills in which they must be proficient prior to entering the

clinical setting. Instructors are unable to assess each student's proficiency in performing competency skills using online laboratory instruction. In-person interactions are still required in order to assess students' competency prior to being allowed to progress into the clinical setting. Clinical skills requiring hands on instruction include demonstrating proper: pressure when palpating a vein; hand/finger placement while holding a needle; tourniquet pressure & placement; pressure while inserting a needle; loading and use of a centrifuge; how to redirect the needle once inserted into an arm or hand; distinguishing between a vein, artery, and ligament; how to do an ESR; and proper blood handling skills.

**Describe other options your institution has explored as an alternative to in-person instruction, including alternate forms of instruction or the postponement of academic programming, and provide an explanation for why these options were not adopted.**

All Ocean County College allied health student instruction has shifted to a remote teaching model. Students are remaining active in synchronous and asynchronous remote lectures performed through our Learning Management System, Canvas and other distance learning platforms. However, students are not able to participate in laboratory sessions and clinical experiences at this point in time. Students do not have access to necessary clinical equipment. All equipment and associated procedures require proficiency before a student is allowed to perform them in the clinical setting. There is an increased need for healthcare professionals, specifically phlebotomists, in the pre-hospital setting, under the current circumstances. The program is working to graduate competent healthcare professionals to assist in the response to this disease.

**Set forth the precautions you will take to minimize the risk of COVID-19 exposure and spread to the student or students that your institution proposes to continue to serve through in-person instruction.**

The program will undertake the following precautions to minimize the risk of COVID-19 exposure to students and staff:

- i. The program will use a COVID-19 screening tool to assess the presence of COVID-19 symptoms. If symptoms are present, the individual will be sent home.
- ii. The program will follow a COVID-19 Return to Lab Procedure.
- iii. The lead instructor will be designated to monitor and enforce the safety measures.
- iv. Workspaces will be arranged at least 6 feet apart to limit the number of individuals allowed to be in the classroom at a given time to 10 to allow for social distancing.
- v. Steps for proper hand and respiratory hygiene will be prominently displayed in the lab as listed in the *OSHE Checklist for Health Considerations* (APPENDIX A)
- vi. Adequate supplies and disinfectant wipes will be made available to individuals to maintain respiratory and hand hygiene.
- vii. All individuals will be required to wash hands before entering and after exiting the laboratory or classroom.
- viii. Sharing of personal equipment will not be permitted.
- ix. The College Facilities staff will clean and disinfect all surfaces prior to and after use with an EPA-registered product for use against SARS-CoV-2.

**Estimate the number of students affected by the proposed waiver.**

The number of students affected by this proposed waiver is 10.

### **III. MEDICAL BILLING AND CODING SPECIALIST PROGRAM**

**Describe training or guidance your institution will provide to students regarding appropriate precautions for self-protection as healthcare professionals.**

Medical Billing and Coding Specialist students have been informed of SARS-CoV-19 virus and the COVID-19 disease process. Students will be required to review an online module on the virus, and will be refreshed on standard precautions and appropriate donning and doffing PPE to avoid cross-contamination.

**Describe steps your institution will take to adhere to NJ Department of Health guidance for healthcare professionals.**

Students will be required to screen themselves using the screening tool (Attachment A) prior to attending in-person, hands-on instruction and after attending to ensure early detection of illness so that they can be directed to appropriate medical aid. While on campus, students will be required to wear a face mask covering at all times to reduce transmission of the disease. When encountering a confirmed or possible COVID-19 patient, students and instructors will follow standard precautions set forth by the CDC.

**Describe the compelling rationale for continuing in-person instruction and potentially exposing individuals at the institution to COVID-19.**

The Medical Billing and Coding Specialist Program requires students perform skills carefully and efficiently prior to beginning work in a healthcare environment. Hands-on coaching is essential to ensure the success of students who will encounter high demand and expectations on their competencies in EHR, Coding, and Billing be precise and efficient. Without additional face to face instruction, students will not develop critical skills and successfully pass all three national competency exams, and perform confidently in a new healthcare role.

**Describe why the instruction cannot be provided through either online instruction or distance education.**

While students have participated in virtual instruction sessions, students do not have the appropriate equipment required to perform skills in which they must be proficient prior to entering the healthcare setting. Students need access to software, equipment, and IT support (all available on campus, but difficult to achieve remotely). Barriers to completing this course via 100% remote instruction include: student lack of access (no computer, outdated computer, or shared home computer, computer incompatibility with required software, and no printer, toner, or scanner), and lack of an appropriate learning environment (especially daunting for online proctored exams).

Instructors are unable to assess each student's proficiency in performing competency skills using solely online instruction. In-person interactions are still required in order to observe proficiency in: navigating the required software, investigating issues, correcting errors, and interpersonal/soft skills development. In addition, students need to understand anatomy, physiology and pharmacology so they can accurately enter the codes that apply to specific procedures, diagnoses and treatments, as well as bill for these encounters and procedures. In-class instruction, including the use of three-dimensional models, provides a much deeper understanding of these concepts and creates a more accurate biller and coder who can create a clean-claim for a provider.

Students take three National Exams: Certified Billing and Coding Specialist (CBCS); Certified Electronic Health Records Specialist (CEHRS); and Certified Medical Administrative Assistant Specialist (CMAA). These Exams are taken on a computer and are timed exams. Taking exams online at home does not provide students with adequate accommodations, free from distractions or interruptions. Exams are timed, putting students at a great disadvantage when testing at home. Many students lack adequate technology. When malfunctions occur, students may not be able to solve the problem independently, preventing them from completing exams.

One exam (CEHRS) needs to be taken by June 15, 2020, as the national exam is changing. Delaying additional skills instruction and associated exam puts student success at risk. This would in turn cause further delay students in completing the course, earning credentials, and gaining employment in this high demand occupation.

**Describe other options your institution has explored as an alternative to in-person instruction, including alternate forms of instruction or the postponement of academic programming, and provide an explanation for why these options were not adopted.**

All Ocean County College allied health student instruction has shifted to a remote teaching model. Students are remaining active in synchronous and asynchronous remote teaching performed through our Learning Management System, Canvas and other distance learning platforms. However, students are not able to participate in coding computer lab sessions and hands-on field externship experiences at this point in time. Students do not have access to necessary computer equipment and coding software from home. All software and processes require proficiency before a student can practice them in a healthcare setting.

There is an increased need for healthcare professionals, including medical billers and coders, under the current circumstances. The program is working to graduate competent healthcare professionals to assist in the response to this disease. Delaying access to coding lab sessions to a later date prevents the student from linking previous learned lecture materials with the hands-on learning and instructor-led reinforcement that transpires in the coding lab in a small group setting. It also postpones the student's entry into the local healthcare workforce.

**Set forth the precautions you will take to minimize the risk of COVID-19 exposure and spread to the student or students that your institution proposes to continue to serve through in-person instruction.**

The program will undertake the following precautions to minimize the risk of COVID-19 exposure to students and staff:

- i. The program will use a COVID-19 screening tool to assess the presence of COVID-19 symptoms. If symptoms are present, the individual will be sent home.
- ii. The program will follow a COVID-19 Return to Lab Procedure.
- iii. The lead instructor will be designated to monitor and enforce the safety measures.
- iv. Workspaces will be arranged at least 6 feet apart to limit the number of individuals allowed to be in the classroom at a given time to 10 to allow for social distancing.
- v. Steps for proper hand and respiratory hygiene will be prominently displayed in the lab as listed in the *OSHE Checklist for Health Considerations* (APPENDIX A)
- vi. Adequate supplies and disinfectant wipes will be made available to individuals to maintain respiratory and hand hygiene.

- vii. All individuals will be required to wash hands before entering and after exiting the laboratory or classroom.
- viii. Sharing of personal equipment will not be permitted.
- ix. The College Facilities staff will clean and disinfect all surfaces prior to and after use with an EPA-registered product for use against SARS-CoV-2.

**Estimate the number of students affected by the proposed waiver.**

The number of students affected by this proposed waiver is 15.



## Ocean County College

### Safety Information Plan and Protocols for Students

Ocean County College is committed to providing a safe and healthy space for our students, faculty, and staff. We will be taking numerous measures, including facilities modifications, enhanced cleaning and disinfection procedures, access to handwashing facilities, appropriate personal protective equipment (PPE), soap, and cleaning products to minimize the risk of transmission of any illness.

#### **Enhanced Safety Measures and Procedures**

- Students will be advised to attend the first class remotely and then faculty will advise them when to arrive on campus. Nursing students will be notified by the School of Nursing.
- Before or upon arrival, students will take a COVID-19 Screening Questionnaire (on Ocean Connect or the OCC engagement app) and if “clear” to be on campus, students will check in and have their temperatures taken prior to entering their assigned classrooms or labs.
- Access to the buildings will be limited, and daily temperature screening will be required of anyone entering the facility. If students leave the building, they must be re-evaluated upon re-entry.
- Students will be required to wear protective face coverings at all times in the buildings.
- Hand sanitizer pumps and bottles will be available in each building that is being utilized for in-person instruction.
- Student work spaces will be arranged to minimize close contact and allow for the recommended six feet of separation. When necessary, plexiglass barriers will be installed between work stations to minimize the risk of transmission.
- Students should maintain social distancing guidelines when in hallways, in classrooms, and in other areas, as appropriate, following the CDC recommendation to maintain a distance of six feet.
- Students should avoid using the elevator unless medical conditions prohibit the use of stairs.
- Cleaning staff will be on an increased rotation through the utilized buildings to disinfect high-touch surfaces.
- Disinfectant wipes will be located in all classrooms and labs, and each lab will be disinfected every night.
- Water bottle filling stations will be operational, but traditional water fountains will be disconnected. Only bottles with lids will be allowed.

- Students who enter the facility and display symptoms of illness will be required to leave. If they need to stay at the facility to wait for a ride, they will be required to sit in a private room until their transportation arrives. That room will be sanitized after students depart.
- If someone displays symptoms and is asked to leave, all students working in that area will be asked to leave that workspace. The Facilities Department will be notified and areas impacted will be disinfected.
- Students exhibiting or disclosing symptoms will be encouraged to get tested for COVID-19 by contacting their personal physician or through the Centers for Disease Control and Prevention: [Testing Information](#).
- All persons utilizing the building will be encouraged to review the resources through the Centers for Disease Control and Prevention [Symptom Checker](#).
- If someone has a confirmed positive case for COVID-19 after attending a class, he/she is encouraged to contact the Office of Human Resources at [healthreporting@ocean.edu](mailto:healthreporting@ocean.edu) and/or 732-255-0379 and the Health Department. Student Affairs will follow up with students who report confirmed cases.

**Staggered Scheduling:** A staggered instructional schedule will be utilized to minimize the number of students in each lab/classroom at any given time, and each student will have a dedicated space in which to work.

**Personal Hygiene:** Proper handwashing, personal protection, and respiratory hygiene measures will be shared with students and instructors. Anyone who is not feeling well will be sent home. If any student displays symptoms and is sent home, all other students will be asked to leave the lab or classroom until it has been disinfected. In addition, all students and instructors will be encouraged to:

- Properly wash hands and/or use hand sanitizer.
- Cover coughs and sneezes with a tissue or sleeve, not with hands.
- Avoid touching eyes, nose, and mouth.
- Wear a protective face mask at all times in campus buildings.
- Wear gloves at all times if required in each lab.
- Stay within their designated work area, and maintain a distance of at least six feet from other people at all times.
- Not share personal items such as pens, keyboards, and other high-touch items and use disinfecting wipes before and after touching any equipment.
- Avoid people who are sick.
- Stay home from class if sick.

**Adequate Supplies:** The College will ensure that students have ready access to gloves, in addition to handwashing stations, soap, paper towels, alcohol-based hand sanitizers, disinfectants, and trash cans.

**Cleaning and Disinfection:** All surfaces will be disinfected with an approved product before every lab or class period. Disinfectant wipes will be made available for use during lab or class periods.