Sussex County Community College

A How-to Guide to Repopulating the College Spaces

Academic Year 2021
Executive Summary

TABLE OF CONTENTS

Returning to Sussex County Community College

A how-to guide to repopulating the College spaces

Academic Year 2021 - Executive Summary

Returning to SCCC:

Over the next several months, like New Jersey and the tri-state area stabilize from the COVID-19 pandemic, and stay-at-home restrictions are eased or lifted, SCCC will begin to increase the number of employees, and students, and associated properties. The increase will occur in a planned and careful manner, with a close eye kept on regional public health considerations to balance on-campus activities with public health and safety concerns.

The migration of a remote workforce and student body back to campuses will be a challenge for the College, as operating in the current times has no precedent. However, SCCC is committed to working in a manner that is meaningful for its students, effective for faculty and staff, and safe for all who come to campus. The mix of returning employees and students will vary, and in some cases, a segment of the workforce may continue to telecommute, and some delivery of education may be remote.

SCCC has prepared this How-to Guide for repopulating the College spaces to address many pressing questions. How can the College most effectively make its assets for an increased population in and around buildings? How can SCCC ensure it is prepared to receive employees and students— and that its people are prepared for the return—so that the transition is safe, efficient, effective, and aligned to the needs of the College and the needs of its constituents?

This document intends to serve as a framework of ideas and recommendations upon which SCCC can build—in collaboration with in-house experts and external agencies and authorities—an increasingly useful resource. To that end, this Guide outlines some principles, practices, and protocols that are applicable throughout the College. This concise document cannot provide for specific operational details at every location at SCCC, but it does offer information and features characteristic to many places. As the College's understanding of the public health concerns continues to evolve, this and other documents will be updated as appropriate.

Given that new information about the COVID-19 virus is discovered each day, this Guide will be a living document, subject to regular updates.

Guiding Principles

As our planning efforts have progressed, several guiding principles have been identified:

• To ensure a safe working and learning environment for all faculty, staff, and students alike.

• To instill recognition that the health and safety of all members of the SCCC community is a shared responsibility.

• To reimagine all facilities, programs, and services to include social distancing measures, personal hygiene practices, and expanded cleaning and disinfecting protocols that are compliant with public safety guidelines.

• To implement measures designed to reduce direct and indirect forms of physical contact between all members of the campus population and to provide training and equipment necessary to ensure continued and ongoing compliance with public safety guidelines.

• To leverage self-service, online, and remote access to instructional resources and academic support. • To implement additional safety measures for programs and services that traditionally include a component of physical interaction (swipe access for ID's and other high touch processes). Such measures may include the alteration, suspension, elimination, and/or creation of new processes or services.

• To implement appropriate control measures to identify individuals (employees and students) who exhibit, self-report, or reside with someone who has tested positive or presents with signs and symptoms typically associated with COVID-19 and to ensure protocols are in place to isolate, test, and treat such individuals and mitigate the spread of the virus.

Emergency Operations Plan - Pandemic Recovery Task Force

This living document and the ideas contained herein would not have been possible without the extraordinary efforts of many. Task Force members include those individuals listed below, and it must be recognized that many people not listed below were instrumental in the behind-the-scenes efforts.

Pandemic Task Force Committee

President Jon Connolly   **Committee Lead Ketan Gandhi**

Team Members –Anthony Balzano, Jim Badrow, Mercedes Aguirre Batty, Larry Bono, Kathleen Carr, Pat Clancy, Dina Conde, Solweig Dimino, Sherry Fitzgerald, Jason Fruge, Heather Gallagher, Kathleen Gallichio, Stacie Golin, Sara Gorst, Cory Homer, John Kuntz, Judy Lovas, Maureen Lynch, Fred Mamay, Manal Meseha, Elizabeth Mueller, Maureen Murphy-Smolka, Kathleen Okay, Charlene Peterson, Kathleen Peterson, Diane Pienta-Lett, Todd Poltersdorf, Amy Rude, Kim Ryan, George Santana, Elaine Stanton, Mary Thompson.

INTRODUCTION

Ready-for-Return Essentials

As SCCC moves toward the repopulation of its campuses and facilities, several primary focus areas will be applicable in most types of campus spaces. The College has a wide variety of space types, and spaces with technical program needs, athletics, and other specialized activities may have additional requirements

and secondary areas of focus. But, for the College as a whole, the following Ready-for-Return Essentials have been identified:

- **Prepare the Buildings and Campuses:** Many buildings on our campus locations have had limited occupancy, or perhaps no occupancy, since late March 2020. Maintenance has not stopped but has been reduced to essential operating protocols. Facilities will check and make changes in anticipation of an increase in occupancy.

- **Prepare the People:** The pandemic and its effects have created anxiety, confusion, and fear. There will be a phased-in rotation approach to increased occupancy. The College will help its employees and students engage in a culture of cooperation and safety when at the College.

- **Enact an Operations Plan:** Public health concerns drive the need for social distancing, revised pedestrian circulation in buildings, schedule management, and cleanliness of people and places. A new protocol will be required to meet the needs.

- **Control Access and Circulation:** Key Card access for employees and students; "Scheduled" visitors, and deliveries will be managed.

- **Communicate to the Community:** All of these changes will require the College to communicate using all channels at its disposal.

Working *Together* to Return to the Campus

- The health and safety of the people who come to SCCC *is a shared responsibility*. SCCC will establish guidelines, assess policies, and communicate requirements and recommendations to employees and students. To maximize health and safety, *all involved* must work collectively to take precautions, practice safe behavior, and observe social distancing measures. As recommended by the Centers for Disease Control and health professionals, each member of the SCCC community needs to stay home if and when sick.

Preparing the Buildings and Campuses

- Building tours to ensure that major systems are in working order and ready for increased occupancy

- Maintenance assessments and repairs incorporating Centers for Disease Controls, New Jersey public health, and County health guidance where practical and feasible thereby assuring that:

    - HVAC systems are in proper working order

    - Lavatory ventilation systems are in correct working order

    - Dormant water systems are flushed

    - Plumbing drainage systems are in proper working order

    - Increase the circulation of fresh air indoors

- Preventative maintenance measures following established schedules

- Grounds tours to ensure that sites and parking lots are in conditions suitable for increased occupancy

- Cleaning of public and high-traffic areas in buildings, including building lobbies, elevators, conference rooms, and lavatories

- Provision of hand sanitizer stations in selected locations in buildings

- Implementation of signage and graphics to promote health and safety measures, including social distancing measures

Preparing the People

Training
- Before the resuming in-person instruction, the College will provide training for students and employees that will:

- Describe medical concerns regarding COVID-19

- Explain how the College has updated procedures and protocols in response to public health concerns caused by the virus

- Describe safety protocols and behavioral changes that will reduce the spread of the virus.

Rotation - Staffing
- SCCC will rotate employees in a carefully considered and coordinated manner. The College will assess expanded staffing based on mission-critical operations, the ability to control and manage specific work environments, and the need to access on-site resources.

Mitigating Workforce Anxiety

While staffing in rotation, workplace design, and revised policies and safety protocols are critical pieces of the puzzle, they do not touch on perhaps the most crucial aspect of the return to work— the readiness of the workforce physically, emotionally, and psychologically. Mitigation of employee fears and concerns is essential, as people are worried about their health and the health of those they care about; they have anxieties about their jobs and perhaps even the future of higher education.

SCCC is committed to supporting employee and student overall health and well-being and offers many resources for employees and students. In the immediate future, the College's Human Resources will release a survey to employees to better understand specific concerns of faculty and staff. Survey responses will inform and guide existing programs and resources.

Shared Responsibilities - Employee Screening
- The health and safety of the people who come to the College *is a shared responsibility*. All employees will now play an even more critical part in ensuring high levels of security in the workplace.

- See https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html for details.

- If signs and symptoms are identified through the daily self-assessment, _the employee must not come to the workplace_ if signs and symptoms develop. In contrast, at work, the employee must leave work and notify their supervisor. In either case, employees should continue to monitor their condition and seek consultation with their primary care physician or local urgent care center.

ENACTING AN OPERATIONS PLAN

Screening, Testing, and Contact Tracing

- Development of a program for self-screening, testing, and contact tracing continues. Self-screening is an essential component of keeping members of the College community healthy. The College will partner with local and state officials in this effort.

- Testing protocols are currently being developed and will be designed to maximize the impact of this critical function.

- The College will partner with public health officials to support contact tracing. Contact tracing is part of a comprehensive strategy being developed and enacted by the state Department of Health

Community Safety Practices

Employees should note that Personal Protective Equipment (PPE) is not required to practice community safety in the fight against COVID-19. Certain positions and environments at SCCC require the use of PPE (i.e., medical-grade masks, gloves, goggles, gowns). However, the use of a face covering to protect others from the employee must not be confused with the use of PPE, which protects the employee from others.

Face Coverings: Face coverings must be worn by all persons on campus when in the presence of others (within six feet) and buildings in non-private enclosed settings (e.g., shared workspaces, workstations, meeting rooms, classrooms, etc.). Appropriate use of face coverings is critical in minimizing risks to others, as a person could spread COVID-19 to others even if the person does not feel sick. Note that the face-covering is not a substitute for social distancing, and the primary purpose of masks is to protect others, not-self.

Note that medical-grade masks and N95 respirators are reserved for healthcare workers, employees in specific environments, or employees performing particular job duties. If a cloth face covering is used, the material, use, and cleaning must comport with recommendations of the Centers for Disease Control – see https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-facecoverings.html.

Use and Care of Face Coverings:

- Putting on the face-covering/disposable mask: o Wash hands or use hand sanitizer prior to handling the face-covering/disposable mask.
- Ensure the face-covering/disposable mask fits over the nose and under the chin. o Situate the face-covering/disposable cover properly with nose wire snug against the nose (where applicable).

- Tie straps behind the head and neck or loop around the ears. o Throughout the process: Avoid touching the front of the face-covering/disposable mask.
- Taking off the face-covering/disposable mask: Do not touch your eyes, nose, or mouth when removing the face-covering/disposable mask. o When taking off the face-covering/disposable cover, loop your finger into the strap and pull the strap away from the ear, or untie the straps. o Wash hands immediately after removing.
- Care, storage, and laundering: o Keep face coverings/disposable mask stored in a paper bag when not in use. Cloth face coverings may not be used more than one day at a time and must be washed after use. Cloth face coverings should be properly laundered with regular clothing detergent before first use and after each shift. Cloth face coverings should be replaced immediately if soiled, damaged (e.g., ripped, punctured) or visibly contaminated. o Disposable masks must not be used for more than one day and must be placed in the trash after your shift or if it is soiled, damaged (e.g., stretched ear loops, torn or punctured material), or visibly contaminated. Do not place disposable masks in recycling receptacles.

Goggles/Face Shields: Employees do not need to wear goggles or face shields as part of the general activity on campus. Good hand hygiene and avoiding touching the face are generally sufficient for non-healthcare environments.

Gloves: Employees do not need to wear gloves as part of the general activity on-campus areas. Gloves are not necessary for general use and do not replace good hand hygiene. Washing hands often is considered the best practice for common everyday tasks. Handwashing: Employees must wash hands often with soap and water for at least twenty (20) seconds after being in a public place, after blowing the nose, coughing, sneezing, or touching the face. If soap and water are not readily available, a hand sanitizer that contains at least 60% alcohol may be used. Cover all surfaces of the hands and rub them together until they feel dry. Avoid touching eyes, nose, and mouth at all times.

Coughing/Sneezing Hygiene: Always cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow, even if wearing a mask. Throw used tissues in the trash immediately after use. Immediately wash your hands with soap and water for at least 20 seconds, or if soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Personal Work Area Cleanliness: Custodial crews will focus efforts on high-traffic areas such as entrances, elevators, lavatories, conference rooms, and other gathering areas. In accordance with CDC recommendations, College Facilities has increased routine cleaning of frequently touched surfaces in all buildings, including doorknobs, elevator buttons, and other surfaces. Employees should be mindful of cleanliness in their individual work areas, including frequently touched surfaces such as light switches, doorknobs, drawer handles, phone sets, and keyboards.

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

• Maintain a minimum of six feet of space between people whenever feasible

• Do not gather in groups. When in a meeting or gathering, ensure that the room used allows for adequate distancing

• Stay out of crowded places and avoid mass gatherings Guidance for Specific Workplace Scenarios

Getting to Work: Employees who use public transportation to get to work, or those who use ride-sharing services, should wear a mask before entering the vehicle, bus, or train and avoid touching surfaces with hands. Upon disembarking or arrival, wash your hands or use hand sanitizer as soon as possible.

Working in Office Environments: If you work in an open environment, be sure to maintain at least six feet distance from coworkers. In areas of open or unassigned seating, have at least one workspace separating you from another coworker. You must wear a face mask or face covering at all times while in a shared workspace/room.

Department heads must assess open work environments and meeting rooms to institute measures to physically separate and increase the distance between employees, other coworkers, and customers, such as:

• Place visual cues such as floor decals, colored tape, or signs to indicate to customers where they should stand while waiting in line.

• Place one-way directional signage for sizeable open workspaces with multiple throughways to increase the distance between employees moving through space, if there is a substantial number of employees in the area.

If you work in an office, no more than one person should be in the same room unless the required six feet of distancing can be consistently maintained. If more than one person is in a place, masks/face coverings must be worn at all times. Any staff must wear masks/face coverings in a reception/receiving area. Masks/face coverings should be used when inside any area where others are present, including walking in hallways and stairs where others travel and in break rooms, conference rooms, and other meeting locations.

Deans, directors, vice presidents, or their appropriate representatives may request assistance with space and occupancy assessments, temporary signage and graphics, furniture rearrangements, and environmental health and safety matters from Facilities and Operations.

Using Restrooms: The use of restrooms should be limited to one person at a time. Wash your hands thoroughly after using the restroom to reduce the potential transmission of the virus.

Using Elevators: When possible, avoid elevators and use stairs. When elevator use is unavoidable, no more than two people should be in an elevator at a time; the two people should be facing forward and at opposite corners to maximize the distance between people, and speaking/sneezing/coughing should be avoided. If you are using the elevator, wear your mask or face covering, face forward, do not talk/sneeze/cough, and avoid touching the elevator buttons with your exposed hand/fingers. Wash your hands or use hand sanitizer with at least 60% alcohol upon departing the elevator.

Using Stairs: Where possible, designate stairs for "up" traffic or "down" traffic to minimize crossing traffic. Where this is not possible, wait on a floor or landing and allow cross traffic to pass.

Meetings and Events: Convening in groups increases the risk of viral transmission. Where feasible, meetings should be held in whole or part using available collaboration tools (Canvas or Zoom).

In-person meetings are strongly discouraged and shall not exceed 50 percent of a room's capacity, assuming individuals can still maintain six feet of separation for social distancing requirements. Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support social distancing practices between attendees. The number of people at and procedures associated with indoor and outdoor meetings and events is, at time of publication, governed by Executive Order(s) and are subject to change. Meetings and activities must comply with the requirements of current Executive Orders or other applicable regulations.

During your time on campus, you are encouraged to communicate with your colleagues and supervisors as needed by email, telephone, or other available technology rather than face-to-face.

Meals: Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus. If dining on campus, you should wear your mask or face covering until you are ready to eat and then replace it afterward. While eating, individuals should not sit facing one another. If you are eating in your work environment (break room, office, etc.), maintain six feet distance between you and others. Individuals should not sit facing one another. If in an open area, only remove your mask or face covering in order to eat, then put it back on. Departments should remove or rearrange chairs and tables or add visual cue marks in employee break rooms to support social distancing practices between employees. Wipe all surfaces, including table, refrigerator handle, microwave, coffee machine, etc. after using in common areas.

CONTROLLING ACCESS AND CIRCULATION

<u>Access Control System</u>: Buildings will continue to be secured, given the reduced on-campus population.

<u>ID Cards</u>: Given that face coverings will be commonplace, SCCC ID cards must be worn at all times while on campus and/or in SCCC buildings.

<u>Visitors</u>: Visitors with no legitimate business purpose, and guests are not allowed in workplaces; this includes visitors who may be friends or family of employees. Department heads must carefully consider the need for in-person meetings and invite visitors with legitimate business purposes selectively. All visitors must sign in using the host department's sign-in log. Department heads must implement a visitor sign-in log, using the template provided. Records must be retained and be readily accessible.

<u>Building Entry/Reception, High-Traffic Buildings</u>: Where crowding of entrances may occur, departments and building coordinators should be flexible on employee arrival and departure times to reduce congestion during typical "rush hours" of the business day. Some high-traffic buildings may have designated building access and egress doors, and floor markings identifying travel routes and/or distance markers, and employees shall obey all directional signage that may be in place. Reception areas in high-traffic buildings may have explicit screening materials installed between the security/reception staff and the traffic area. Seating in lobbies or waiting areas may be removed to promote social distancing and clear

lanes of travel. Building lobbies may have signage installed describing required face-covering use, social distancing, and gathering protocols. Building lobbies may have hand sanitizer stations in strategic locations (to the extent that supply is available) as well as added trash receptacles to encourage appropriate mask disposal behavior.

Shipping and Receiving Areas: the area shall be limited to deliveries and appropriate staff, to minimize cross-circulation and to ensure that employees use the proper building entrance.

Lobbies/Common Areas/Amenities: Elevator lobbies may have hand sanitizer stations in strategic locations (to the extent that supply is available) as well as floor markings to encourage social distancing when queuing. Seating in lobbies, amenity spaces, or waiting areas may be removed or rearranged to promote social distancing and clear lanes of travel. Amenities spaces such as fitness facilities will remain out of service. Cafeteria and dining areas may have tables and chairs removed, to restrict the number of people in the room and encourage social distancing. Medium- and large-sized conference and meeting rooms may have revised maximum occupancies posted, and furniture removed or rearranged accordingly.

COMMUNICATING TO COMMUNITY

The overall theme and importance of clear messaging will not change – the details behind Returning to SCCC will need to be shared with a wide range of internal and external constituents.

Goals:

Instill confidence in the College's ability to responsibly manage the ongoing operations of the institution and the safe return of our community to campus.

• Convey that SCCC is committed to the health and safety of all members of its community.

• Convey that SCCC is committed to providing the best possible educational experience. Strategy:

• Communicate timely and accurate information through multiple sources and at all levels to ensure audiences receive consistent and useful information about operations, academics, and personal safety.

• Link communications under an overarching college-wide theme that can be customized locally and easily adapted for messaging by units and departments across the institution.

Primary Audiences:
• Students
• Parents
• Faculty
• Staff
• Alumni
• Board of Trustees
• Community leaders

11

• Visitors (vendors, contractors, etc.)

Messages:

All messaging will evolve as the situation demands. The following are examples:

• Health & Safety - SCCC is committed to providing students, faculty staff, and visitors with the safest environment possible to work, learn, and visit. Our health and safety is a shared responsibility, and we will help you meet that responsibility by practicing safe habits: washing hands, wearing face coverings, social distancing.

• Facilities - College facilities will be inspected and cleaned before staff, faculty, and students return to campus. o Constant and continued cleaning and sanitizing will occur at College. Custodial crews will focus on high-traffic areas such as entrances, elevators, lavatories, conference rooms, and gathering areas. Employees should take care to clean their work areas.

• Employees – the College will phase in a return of employees to safe working environments over time-based on mission-critical operations and the ability to control and manage specific work environments. If public health needs dictate, tighter restrictions and reduced staffing may need to be implemented again.

• Visitors - Only visitors on campus for a legitimate business purpose and guests are permitted in workplaces.

Messages associated with instruction, student life, research, and Athletics will be carefully coordinated with appropriate departments.

Channels and Tactics:

1. **Email** – the College-wide email messages will convey the broad messages and overall approach and will direct audiences to the web site or other information locations. o Tailored emails from chancellors, deans, and leaders of units (i.e., student affairs, residence life) will provide details and area-specific information and guidance.

2. **Web** - The existing College-wide COVID-19 web site will be reoriented to provide information about Fall 2020 operations. It will continue to be the primary source for College-wide information. Campus-level and unit-level webpages will provide additional information and details. The College homepage will continue to maintain a vibrant sense of place and strength of the SCCC brand.

3. **Social Media** - Targeted communications on College-wide social channels and local channels that reach students and other key audiences

4. **News Media** - Maintain transparency about College efforts through proactive engagement with targeted news outlets. Engage them as partners in reaching target audiences.

6. **Interior and exterior campus message boards** - Info for students to aid in their return to the College and about health and safety

7. **Signage - Health & safety** – reminders about handwashing, face coverings, etc.

CLEANING PROTOCOL

College Facilities will undertake inspections, cleaning, and maintenance of buildings and grounds in the weeks leading up to repopulation of the campuses. Generally speaking, this will include the following work:

CDC Guidelines for Cleaning and Disinfecting Community Facilities
https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html

a. These guidelines are focused on community, non-healthcare facilities such as schools, institutions of higher education, offices, daycare centers, businesses, and community centers that do, and do not, house persons overnight. b. OSHA Control and Prevention of Covid-19 https://www.osha.gov/SLTC/covid-19/controlprevention.html#health

b. Building tours and checklists to ensure that major systems are in working order and ready for increased occupancy. Maintenance assessments and repairs incorporating Centers for Disease Controls, New Jersey public health, and ASHRAE guidance where practical and feasible thereby assuring that: HVAC systems are in proper working order, lavatory ventilation systems are in proper working order, dormant water systems are flushed, plumbing drainage systems are in proper working order, preventative maintenance measures in accordance with established schedules, grounds tours to ensure that sites and parking lots are in conditions suitable for increased occupancy, cleaning of public and high-traffic areas in buildings, including building lobbies, elevators, conference rooms, and lavatories. Daily cleaning logs should be displayed in all rooms, including classrooms, conference rooms, and bathrooms. Each classroom should be equipped with a doorstop, hand sanitizer, and wipes. Hand sanitizer stations located next to all shared printers. Students are encouraged to wipe keyboards on computers prior to use.

c. Provision of hand sanitizer stations in selected locations in buildings. Implementation of signage and graphics to promote health and safety measures, including social distancing measures, etc. Department heads are responsible for assessing their respective spaces and noting what may need to be accomplished prior to return of employees.

d. Fitness Center: Follow state regulations for fitness gyms. Limit to 7-10 individuals at one time in fitness center. Modified hours of operation to allow for cleaning/disinfecting (currently Athletes only). Use only machines (cardio and strength machines), no free weights. Implement quality and regular cleaning/disinfecting schedule throughout the day. Individuals must clean machine after each use. Hand sanitizer available (stations). Signage posted about hygiene, staying home if sick, symptoms of Covid-19, cleaning protocol.

Department heads should:

a. Ensure that equipment used for telecommuting is returned to the office, as people return, replenish/restock essential office supplies that may be needed, ensure that all spoiled/dated food from break room refrigerators is placed in appropriate trash receptacles, and develop seating strategies that will support social distancing.

Additionally, department heads will be provided with a mask, gloves, hand sanitizer, and wipes. Department heads may purchase materials and supplies for use by employees to enhance separation, distancing, and cleaning efforts within departmental spaces. These materials are available through Campus Operations/Facilities, located at the Security desk in the D Building, 1st floor, 973-300-2222.

b. **Face Coverings:** Face coverings must be worn by all persons on campus when in the presence of others (within six feet) and in buildings in non-private enclosed settings (e.g., common work spaces, workstations, meeting rooms, classrooms, etc.). Appropriate use of face coverings is critical in minimizing risks to others, as a person could spread COVID-19 to others even if the person does not feel sick. Note that the face covering is not a substitute for social distancing, and the primary purpose of masks is to protect others, not self.

If a cloth face covering is used, the material, use, and cleaning must comport with recommendations of the Centers for Disease Control – see https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-facecoverings.html

A number of cloth face coverings will be made available to employees, or employees may choose to provide their own cloth or disposable face coverings. Disposable masks may only be worn for one day and then must be placed in the trash; cloth face coverings must be cleaned as described below. Regardless of type or source, face coverings must be worn properly and comply with CDC guidelines.

Putting on the face covering/disposable mask: Wash hands or use hand sanitizer prior to handling the face covering/disposable mask. Ensure the face-covering/disposable mask fits over the nose and under the chin. Situate the face-covering/disposable mask properly with nose wire snug against the nose (where applicable).

Tie straps behind the head and neck or loop around the ears. Throughout the process: Avoid touching the front of the face covering/disposable mask. Taking off the face covering/disposable mask: Do not touch your eyes, nose, or mouth when removing the face covering/disposable mask. When taking off the face covering/disposable mask, loop your finger into the strap and pull the strap away from the ear, or untie the straps. Wash hands immediately after removing. Care, storage and laundering: Keep face coverings/disposable mask stored in a paper bag when not in use. Cloth face coverings may not be used more than one day at a time and must be washed after use. Cloth face coverings should be properly laundered with regular clothing detergent before first use, and after each shift. Cloth face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured) or visibly contaminated. Disposable masks must not be used for more than one day and must be placed in the trash after your shift or if it is soiled, damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated. Do not place disposable masks in recycling receptacles.

c. **Goggles/Face Shields:** Employees do not need to wear goggles or face shields as part of general activity on campus. Good hand hygiene and avoiding touching the face are generally sufficient for non-healthcare environments.

d. Gloves: Employees do not need to wear gloves as part of general activity on campus areas.   Gloves are not necessary for general use and do not replace good hand hygiene. Washing hands often is considered the best practice for common everyday tasks.

e. Handwashing: Employees must wash hands often with soap and water for at least twenty (20) seconds after being in a public place, after blowing nose, coughing, sneezing, or touching the face. If soap and water are not readily available, a hand sanitizer that contains at least 60% alcohol may be used. Cover all surfaces of the hands and rub them together until they feel dry. Avoid touching eyes, nose, and mouth at all times.

f. Coughing/Sneezing Hygiene: Always cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow, even if wearing a mask. Throw used tissues in the trash immediately after use. Immediately wash your hands with soap and water for at least 20 seconds, or if soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Personal Work Area Cleanliness: Custodial crews will focus efforts on high-traffic areas such as entrances, elevators, lavatories, conference rooms, and other gathering areas. In accordance with CDC recommendations, Facilities has increased routine cleaning of frequently touched surfaces in all buildings, including doorknobs, elevator buttons, and other surfaces. Employees should be mindful of cleanliness in their individual work areas, including frequently touched surfaces such as light switches, door knobs, drawer handles, phone sets, and keyboards.

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

Using Restrooms: Use of restrooms should be limited based on size to ensure at least six feet distance between individuals (or one individual at a time). Toilets with standard height partitions can be used simultaneously, but urinal areas with side-by-side fixtures should be used on an "every other in use" basis. Wash your hands thoroughly after using the restroom to reduce the potential transmission of the virus.

Using Elevators: When possible, avoid elevators and use stairs. When elevator use is unavoidable, no more than two people should be in an elevator at a time; the two people should be facing forward and at opposite corners to maximize distance between people, and speaking/sneezing/coughing should be avoided. In high-rise buildings or high-traffic buildings where very limited use of the elevator is not practical, do not crowd into the elevator cab and be aware of social distancing requirements while waiting for the elevator. If you are using the elevator, wear your mask or face covering, face forward, do not speak/sneeze/cough, and avoid touching the elevator buttons with your exposed hand/fingers. Wash your hands or use hand sanitizer with at least 60% alcohol upon departing the elevator.

Using Stairs: Where possible, designate stairs for "up" traffic or "down" traffic to minimize crossing traffic. Where this is not possible, wait on a floor or landing and allow cross traffic to pass.

College Facilities will be inspected and cleaned before staff, faculty, and students return to campus. One custodial staff will be assigned to each Building for continued monitoring throughout the working day. Custodial crews will focus on high-traffic areas such as entrances, elevators, lavatories, conference rooms, and gathering areas throughout the working day. Employees should take care to clean their individual work areas. The overnight cleaning janitorial services will occur every evening Monday-Friday 11PM-7AM. See below checklist:

Task Description	Fequency		
	Daily	Weekly	Monthly
Sweep/Dust Mop, spot mop, and remove debri from hard surface floors	X		
Vacuum Carpets, floor mats, and entrance mats	X		
Empty and wipe down trash/recycling containers and replace bags	X		
Refill all restroom and hand sanitizer dispensers	X		
Clean whiteboards/chalkboards and trays (classrooms only)	X		
Arrange desks, tables, and chairs to proper placement	X		
Clean and remove debri from bleachers	X		
Remove debri from seating	X		
Clean and disinfect all toilets, sinks, and restroom counters	X		
Spot clean and remove marks from restroom partitions, doors, and walls	X		
Polish restroom mirrors and brightwork	X		
Wet mop and disinfect restroom floors	X		
Clean and sanitize tables, desks, and hard seats	X		
Clean and polish water fountains	X		
Wipe down hand rails	X		
Wet mop all hard floors (excluding stage floor)		X	
Spot clean carpets and floor mats		X	
Clean doors including glass and handles		X	
Spot clean walls		X	
Polish elevators		X	
Dust surfaces below six feet including equipment, computers, and keyboards		X	
Wipe down stairway stairway stringers and ballustrade		X	
Damp mop stage floor			X
Dust theater seating			X
Scrub and disinfect floors			X
Autoscrub and high-speed burnish corridor floors (excluding stairs)			X
Clean elevator thresholds			X
Dust high area surfaces (above six feet)			X

The above tasks shall apply the following indoor areas unless otherwise specified:

Offices

Classrooms, Science Labs, and Computer Labs

Library and Learning Center

Gymnasium, Fitness Center, Game Room, and student recreation areas

Theater

Restrooms, Locker Rooms, and Dressing Rooms

Dining Areas, Conference Rooms, and Lounges

Corridors, Entrances, Stairways and Landings, and Elevators

Resticted areas will be identified by the College and may not be accessed by Contractor's personnel for any reason.

17

SAFE AIR

As part of the COVID-19 effort, Facilities Operations and the Office of Administration are working on a plan to evaluate all SCCC buildings that employ forced air systems for heating, ventilation, and air conditioning (HVAC). We have engaged HQW, a local firm, to aid in the evaluation and reconfiguring of these systems. The College will use guidelines from ASHRAE (The American Society of Heating, Refrigerating, and Air-Conditioning Engineers) in as many applications as possible. The following steps will be taken where appropriate:

• Relying on as much outside (fresh) air as possible rather than recycling building air. This can be achieved through several different methods depending on the HVAC system.

• Eliminating efficiency setbacks. For energy efficiency, it is common to "set back" a building's temperature and ventilation settings while it isn't occupied. To keep air circulating through the building, we will run our systems on longer or continuous programs.

• In applications where fresh air is not a possibility at a high enough rate, we would employ higher level filtration. This would be similar to a health care setting using MERV-13 filtering. MERV, or minimum efficiency reporting value, measures how effectively a filter stops dust and other contaminants from passing through the filter and into the air.

• In buildings without forced air we will be looking at operable windows and adjusting any mechanical exhaust systems a building may have.

• Checking all HVAC systems to make sure they are running to original specifications as much as possible.

CONTACT TRACING

To help assist our County Health Department and other official agencies with contract tracing, access control and visitor information will be recorded and maintained.

Staff/Student Access

To aid in contact tracing all interior door, including classrooms, will remain locked to be accessed using access cards. All staff are and students will be issued access/ID cards for this purpose and must swipe their door to record their presence on campus.

Visitor Log Information

Department heads must carefully consider the need for in-person meetings, and selectively invite visitors with legitimate business purpose.

All visitors must sign in using the host department's sign-in log. The log must contain:

- Date and time
- Name, affiliation, cell number and E-mail address of visitor
- Name of person hosting visitor
- Reason for visit

The records must be retained and be readily accessible. The following template may be used for this purpose.

Self-Screening

Self-screening is an important component of keeping members of the SCCC community healthy. The following Daily Self-Checklists should be consulted prior to traveling to SCCC. On site temperature screening will also be available for employees, students and guests. Anyone with a temperature above 100.4 will be asked to leave campus and contact a healthcare provider for guidance.

![Sussex County Community College logo]

COVID-19 Daily Self Checklist

Review this COVID-19 Daily Self Checklist each day before reporting to work.

If you reply **YES** to any of the questions below, **STAY HOME** and:

Contact your supervisor and contact a healthcare provider for guidance to determine if testing is warranted. If you start feeling sick during your shift, follow the same procedure.

Do you have a fever (temperature over 100.4F) without having taken any fever reducing medications?

Yes

No

Loss of Smell/Taste?	**Muscle Aches?**	**Sore Throat?**	**Cough?**
Yes	Yes	Yes	Yes
No	No	No	No

Shortness of Breath?	**Chills?**	**Headaches?**
Yes	Yes	Yes
No	No	No

Have you experienced any gastrointestinal symptoms such as nausea or vomiting, diarrhea, loss of appetite?

Yes

No

Have you, or anyone you have been in close contact with been diagnosed with COVID-19, or been placed on quarantine for possible contact with COVID-19?

Yes

No

Have you been asked to self-isolate or quarantine by a medical professional or a local public health official?

Yes

 No

20

Sussex County COMMUNITY COLLEGE

COVID-19 Student Self Screening Checklist

Review this COVID-19 Daily Self Checklist each day before reporting to class.

If you reply **YES** to any of the questions below, **STAY HOME** and:

Contact your professor and contact a healthcare provider for guidance to determine if testing is warranted. If you start feeling sick during your shift, follow the same procedure.

Do you have a fever (temperature over 100.4F) without having taken any fever reducing medications?

Yes

No

Loss of Smell/Taste?	**Muscle Aches?**	**Sore Throat?**	**Cough?**
Yes	Yes	Yes	Yes
No	No	No	No

Shortness of Breath?	**Chills?**	**Headaches?**
Yes	Yes	Yes
No	No	No

Have you experienced any gastrointestinal symptoms such as nausea or vomiting, diarrhea, loss of appetite?

Yes

No

Have you, or anyone you have been in close contact with been diagnosed with COVID-19, or been placed on quarantine for possible contact with COVID-19?

Yes

No

Have you been asked to self-isolate or quarantine by a medical professional or a local public health official?

Yes

 No

21

REOPENING PLAN FOR ACADEMICS

The following information has been gathered in response to steps that the Academic Affairs areas, including the College Library and Open Computer Labs, will take to reopen, as authorized, safely and proactively as possible. Where possible, the staff will continue to try and work through many needs, virtually, with students. Where live interactions are used, the team in all areas will remain vigilant in practicing social distancing, wearing masks, adhering to disinfectant protocols, and utilizing larger workspaces with better airflow.   All staff has reviewed with their Vice Presidents a plan to integrate protective barriers into their workspaces. In all instances, administrators will work with the team to determine their personal needs, based on College, State, and CDC guidance.

The College is carefully considering the distinctions between Stage 2 and Stage 3 preparations for open labs and libraries, as outlined in the OSHE plan for reopening colleges. While it is unclear as of the date of writing this report what stage we will be income the opening of the Fall 2020 semester, we have decided to have the library remain in Stage 2 status for the duration of that semester. More details follow later in this report. For computer labs, we are planning and preparing for the possibility of an approved "Stage 3" offering of open computer labs, using reduced capacity and rigorous sterilization methods. That, too, will be further detailed later in this report. We will remain ready to pull the option of open computer labs, should we find ourselves still in Stage 2 at the start of the semester. To further support students with unreliable internet service at their homes, we will also explore options to boost the campus' internet signal to one or more designated parking lots. This will allow students to benefit from the College's internet service while remaining safely in their vehicles. This could apply to both stage 2 and stage 3 plans.

By College guidance, all occupied campus spaces will devise a sanitation and disinfection process as individuals enter and exit. Any clusters of furniture that would encourage students to assemble will be removed. Supplies on tables will be limited, and any copies of informational fliers, if physically touched and left behind, will be discarded. Where available, windows will remain open to allow for the flow and exchange of fresh air. Masks will be worn indoors, at all times, by all staff, students, and visitors. While the College has allowed some flexibility in the past to instructors to recognize, in rare circumstances, a student to bring a minor-aged child to class, this permission is now suspended.

No one will be permitted in any building structure on campus, or any building or construction related to campus activities without a mask. In the case of medical approval to forgo a mask, the College will utilize a Plexiglas shield barrier between the student and others. Students seeking medical sanction will need to provide appropriate documentation to the ADA Coordinator. A release will be signed by the student so that the Coordinator can confirm whether or not the student applied for a medical exemption to forgo wearing a mask. The only individuals besides the students or instructors (or lab assistants as applicable) are personnel providing specific disability-related accommodation services to students. These individuals will be factored into maximum occupancy counts. Service personnel must comply with all College safety rules and regulations. Sign Language Interpreters may substitute college-provided clear face shields instead of traditional masks to allow participants to see needed facial expressions and to lip read. Faculty will also be asked to allow for medically fragile students, or students needing to participate in a quarantine period, alternative options to joining in otherwise in-person. We also need to remain sensitive to students with minor children who may be limited in face-to-face participation due to k-12

school closures and alternative instructional delivery. Faculty will also be asked to demonstrate appropriate flexibility regarding attendance policies.

Students will be encouraged to watch a short informational video on personal protective equipment and hygiene, as well as campus processes, procedures, and guidelines to promote a safe experience on campus. It will be emailed to all registered students. This video will also be posted on the website and College social media. Students will receive additional safety reminders via posters throughout the campus and in coordination with staff reminders as they enter and exit various offices and spaces. Students will be instructed not to share personal items like books, paper, pencils, pens, rulers, calculators. Additionally, the College's Reopening Plan will be posted on our website

Of course, a significant variable in all of this will be an effective communication plan that will guide students on all the ways they can continue to plug into academic and student services, both remotely and onsite. A carefully honed communication plan is being created to best inform students of the various modalities for course delivery in play for the Fall 2020 semester. These include traditional in-person delivery, regular online delivery, hybrid delivery in multiple forms, and remote delivery – both asynchronous and synchronous. A system of coding is being devised and will be communicated to the students. The communication will be posted on the College's website.

Library

The library staff has outlined three phases of reopening. After considerable discussion, the College has determined that the library will remain in phase 2. This will allow for significant virtual service and added curbside pickup/delivery of materials. Strict quarantine and sanitization methods will follow for all returned materials. Preliminary discussions have begun to start to bring some of the Bibliographic Instruction content, traditionally offered as in-person as group presentations by library staff, into an online format. Faculty for the fall will be informed that while no in-person class activities can be scheduled in the library, they can reach out to the library staff to explore virtual options. The library will remain closed to the general public until further notice.

Below you will find a more detailed description of each phase.

Phase 1
 During phase 1, the SCCC Library is closed. However, online access to the databases and collections remains available. The Library staff is accessible remotely and is conducting library services virtually for those who need assistance. Materials safe-handling protocols (sanitizing when open and quarantining) are followed.

Phase 2
 During phase 2, the SCCC Library remains closed. However, online access to the databases and collections remains available. The Library staff is accessible remotely and is conducting library services virtually for those who need assistance. Materials safe-handling protocols (sanitizing when open and quarantining) continue. Additionally, arrangements for "curbside pickup/library takeout" will be made for any resources students may need.

Phase 3

During phase 3, the SCCC Library will open with reduced staffing and occupancy. Social distancing and sanitation protocols will be followed. The Library staff will continue to supplement any active presence with continued access to remote services. Access to library stacks will be restricted. "Curbside pickup/library takeout" will be standard materials circulation practice. Staff will enforce the use of masks and distancing around any of the areas in the library. In critical areas, floor markings will help patrons visualize appropriate distancing. A limited number of patrons will be allowed to occupy the library space at any one time, consistent with reduced occupancy calculations throughout the campus. The number of computer terminals in that space will be reduced and will be reconfigured in a way that promotes appropriate distancing. Any clusters or styles of furniture (sofas, for example) that encourage students to gather will be temporarily removed. Protective barriers will be installed at the front desk areas, and in other areas deemed necessary. The side conference rooms in the library will remain closed to students during all three phases. These rooms will be utilized for a 72-hour quarantine of returned materials. A UV wand will be used on all returned materials, post the quarantine period. Only students, staff, and faculty may access the library during approved times. The library will remain closed to the general public until further notice.

Open Computer Labs

If the State officially progresses to stage 3 of the OSHE Re-opening Plan by the start of the Fall semester, the College will offer open computer labs. We know that some students at our College do not have computers, or at least now share computers with other household members, also needing remote access for school or work. Reliable internet service is also an issue throughout the county. For these reasons, it is critical that SCCC supports these students by facilitating open computer labs. In response, the College will schedule open labs during the various morning, afternoon, and evening time slots in order to accommodate our students.

By College guidance, Lab Facilitators will be trained on sanitation and disinfection processes to use as students enter and exit the labs. No student will be permitted in the lab without PPE, except any students medically sanctioned to forgo a mask. Students will be further educated about lab safety protocols before entering the computer lab through various student communication platforms and posters outside the door and around the room.

We will display steps for proper hand and respiratory hygiene as follows:
- ✓ Cover your coughs and sneezes with a tissue or into your sleeve, not your hands
- ✓ Avoid touching your eyes, nose, and mouth
- ✓ Wash often hands for at least 20 seconds, especially after coughing or sneezing. Use alcohol-based hand sanitizer if soap and water are not available
- ✓ Stay home from class and work if you're sick
- ✓ Avoid people who are sick
- ✓ Clean and disinfect frequently touched surfaces and objects

Adequate supplies will be available to individuals to maintain respiratorily and hand hygiene, including close access to restrooms for handwashing. Alcohol-based hand sanitizer will be available in the rooms. Individuals will be asked if they have respiratory symptoms before entering the classroom. If symptoms

are present, they will be sent home. We will provide a safe place for them to wait for transportation if needed.

Everyone entering and exiting the classroom m will be required to sanitize their hands. Students and staff will wear masks and will be required to maintain social distancing by limiting the number of individuals allowed to be in the computer lab at a given time, and by physically arraigning workspaces in a manner conducive to maintaining that spacing. Students will be required to clean computer stations before and after use with disinfectant wipes. We would limit the use of equipment (printers, scanners, 3D printers) to one person at a time, and enforce sanitizing before and after use. There will be strict enforcement of students using their own tools and personal items.

The software will be installed that would allow instructors to monitor student computers from the front of the room. There would be no need for the instructor to go to the student to instruct them. The display screens at the front of the labs are ample enough to be easily viewed from any seat in the space. This will allow students to remain in their positions for demonstrations.

Natural Sciences Labs

The rationale for in-person instruction

In-person lab instruction provides an enriching, life-changing experience for many students. In-person instruction provides labs that are conducive to collaborative learning and includes classroom opportunities to design experiments at the necessary level of research. Community colleges have a high percentage of experiential learning students. Students will lose a part of the lab experience of a lab science course with online or distance education. Many of our students learn by doing rather than seeing or listening. For non-science majors, face-to-face labs are their only exposure to science labs; for science majors, face-to-face labs help build skills students need to succeed at transfer institutions.

Online and distance education do not address the needs of those students who cannot thrive in remote learning environments, or who cannot afford expensive home lab kits or digital lab manuals currently available in the market. Critical too, is the need for special accommodations that can be more challenging to provide in remote instruction. Preliminary analyses from the spring semester show the number of withdrawals, incompletes, and grade appeals to be higher than pre-pandemic semesters. Student initial feedback from summer session I indicate that digital lab manuals and home lab kits do not provide an equivalent learning experience compared to face-to-face labs. Many students reported they could not have afforded the lab kits and digital lab manuals.

While we understand there is a place for a selected group of labs to be offered remotely, we recognized there is no substitute for another group of labs chosen to be provided face-to-face, in light of our current science lab curricula, programs, and College mission. Consequently, we are requesting that science labs be offered in a hybrid format, alternating on-campus instruction with remote/online instruction to minimize the number of students in the science labs and to provide the needed time to clean and disinfect lab surfaces and equipment between labs. Selected lab exercises and activities would be offered on a rotating basis to small groups of students at a pre-scheduled time to allow for the implementation and enforcement of CDC safety guidelines.

Lab safety is already part of the SCCC science lab culture. The use of PPE, lab coats, goggles, and gloves by lab personnel, faculty, and students is mandatory. SCCC already has mechanisms in place that promote safety protocols and standard operating procedures for each science lab. Before each semester, science lab faculty, as well as lab personnel are trained face-to-face and online to ensure the science labs comply with

state and federal mandates. Students undergo rigorous lab safety training, including a safety exam before attending labs that required the handling of chemicals and biological specimens. Trained lab assistants provide support to faculty and students for each lab. Lab assistants prep and clean up after each lab, putting everything away, and disposing of hazardous waste properly. Lab assistants would be trained to clean and sanitize lab equipment and lab surfaces and to assist faculty and students in implementing and enforcing CDC safety guidelines to minimize/eliminate exposure and enforce social distancing.

This fall, our goal is to offer some face-to-face labs for the following areas:

Biology:

The study of life in a face-to-face lab involves looking at different types of organisms such as bacteria, protozoans, fungi, plants, and many kinds of animals to learn about life characteristics and how the evolution of life in our planet. Most students are not familiar with many of these organisms that are made available in a face-to-face lab such as sponges, hydrozoans, Platyhelminthes, leeches, hemichordates, and lower chordates, for example. For many students, this is their first time studying these invertebrates and lower vertebrates for the first time. Watching these living organisms in a video is valuable, but the learning experience of studying these organisms in person is irreplaceable. Biology faculty evaluated several home lab kits, and none includes living organisms.

Chemistry:

Chemistry labs require the handling of chemicals and expensive equipment such as a hazardous hood to run/study chemical reactions. Trained lab assistants prep all labs in advance and help with clean up and removal of hazardous waste. Faculty are trained chemists that work directly with students in the laboratory setting. For many science majors, the face-to-face lab learning experience provides them with the knowledge and skills needed to move forward in their academic careers. Moving chemistry labs online would hinder the building of these practical hands-on lab skills.

Horticultural Science:

Virtual labs, simulations, and demonstrations are no substitute for hands-on lab experiments on plant growth, plant propagation techniques. Face-to-face labs allow students to build skills directly associated with using specialized equipment such as hydroponics, and real-time problem solving needed for employment at local nurseries and other agricultural businesses. On-campus instruction for Horticultural Science will follow the standard guidelines required by other science labs. A larger class will be divided into smaller groups to ensure social distancing requirements are met while performing hands-on experiments in the lab, greenhouse, or outdoors. Students and faculty will be trained in lab safety in addition to pandemic related safety guidelines, including social distancing. The use of PPE, lab coat, gloves, as required by Material Safety Datasheets for each experiment, will be required. Also, a mandatory face mask will be needed to meet pandemic safety guidelines. Equipment will be cleaned and disinfected between classes. Trained lab assistants will be on hand to prep and set up labs as well as to put away supplies.

Environmental studies:

Most labs in Environmental Studies courses have two components. The first is experiential learning of principles. This can be done online. The other component is Field Biology. There is no substitute for experiencing nature. Many of the environmental science and ecology labs are outdoors. Looking at the view together is informative and provoking. Watching nature shows is not intellectually stimulating to

many. A modified hybrid lab should be doable and should include some in-person field experiences under the guidance of a trained faculty member. Physical Geology labs are often field visits to interesting geological sites. Small groups would make social distancing possible.

Physics, Electronics, and Engineering:

According to faculty teaching the physics course, there is no substitute for doing labs in-person. Presently students are using a physics lab kit for the summer I session, with disappointing results based on initial faculty and student feedback. For the lecture, most students are just frustrated at the difficulty of the material and not being in class to ask questions. Students are giving mixed responses about the lab kits. However, the one thing they all agree upon is that if the College did not provide the home lab kit, they would not be able to afford it. Since community colleges are facing funding cuts and anticipating decreased enrollment is not likely, the College will be able to fund lab kits in the-near-future. Therefore, many students will not have access to a physics lab.

Other Considerations and Alternatives to In-Person Instruction

Pre-nursing, health science, occupational therapy assistant students take introductory science labs in chemistry, microbiology and anatomy and physiology to full fill pre-requisites for admission to the clinical portion of their programs. Moving labs online will prevent those students that do not do well online, or that cannot afford home lab kits and digital lab manuals from meeting program admission criteria. For many students, this is their first hands-on science lab experience in preparation for nursing or other health care programs, which rely heavily on laboratory skills.

Non-science majors and career technical education majors enroll in 1-2 science courses to meet the general education requirements mandated by the State. Many students will not be able to complete their degree requirements either because they do not do well in an online environment, or they cannot afford digital lab manuals and home lab kits.

Remote delivery of course content during the second half of the spring semester was varied and utilized a multi-prong approach to meet the curriculum demands were met. Science faculty was creative in the selection of virtual labs, lab simulations, and demonstrations that best matched learning outcomes. Results from moving to remote instruction indicate that many students did not perform well in the online environment, while others excelled. The number of incompletes and grade appeals increased relative to pre-pandemic numbers, and student surveys indicate a high percentage of students dissatisfied with remote delivery of course content overall with higher rates of dissatisfaction associated with remote/online lab instruction. Offering a few face-to-face on-campus lab sections in addition to online teaching would provide opportunities for all students to have access to hands-on science and engineering education. The hands-on skills science lab skills built during college years are critical to student success in their career path.

Similar methods were adopted to deliver course content during summer I, currently underway, for science labs. Additional processes are also being employed to provide lab course content remotely, such as home lab kits and digital lab manuals. In preparation for the summer I session, faculty was able to evaluate home lab kits and digital lab manuals currently available in the market. Unfortunately, initial feedback from faculty and students is not satisfactory for a variety of reasons.

Faculty argue that home lab kits currently available in the market are sub-optimal to meet the curriculum demands of science lab courses such as biology, chemistry, physics, electronics, and engineering. Student surveys indicate that the home lab kits are cost-prohibitive, preventing access to science education to a

fraction of the student population. Home lab kits for chemistry do not include most chemicals used in a chemistry laboratory setting for lack of specialized equipment and safety reasons, including proper disposal of hazardous substances. Home lab kits for biology do not include expensive equipment such as microscopes, incubators, and other specialized equipment required to conduct biological investigations commonly found in college laboratory settings.

Lecture-Based Classes on Campus

Lecture-based courses are required for students to earn their degree and transfer to a 4-year institution or find a job. A relatively small number of sections of these will be offered in the fall semester. This measure allows students that do not perform well online have poor or no internet or do not own a laptop the opportunity to complete their degrees in a timely fashion. Classes will follow the required safety guidelines. To ensure social distancing, each classroom will keep maximum seating as 35% capacity. Airflow and proper ventilation will be maintained throughout the day. All students will be required to use face masks. The reduced number of sections taught on campus will result in a lower number of students per building, at any given time.

Art & Photography Classes

All protocols for in-person art classes will follow the same principles of mask-wearing, social distancing, and disinfectant protocols, as stated previously in this report. Everyone entering and exiting the studios will be required to sanitize their hands, and there will be strict enforcement of the use of masks. Workspaces will be arranged to be at least 6 feet apart, and instructors will suspend class activities that would not allow for social distancing. Students will be required to use their own art supplies and personal items. The faculty will conduct small hybrid classes, which will allow for different students to attend each day. The use of the darkroom will be by appointment only, with a maximum of 1 student and 1 lab attendant at a time. The attendant will sanitize all equipment before and after every use.

Computer Classes

All protocols for in-person computer classes will follow the same principles of mask-wearing, social distancing, and disinfectant protocols, as stated previously in this report. Everyone entering and exiting the studios will be required to sanitize their hands, and there will be strict enforcement of the use of masks. Workspaces will be arranged to be at least 6 feet apart, and instructors will suspend class activities that would not allow for social distancing. Students will be required to use their own art supplies and personal items. The faculty will conduct small hybrid classes, which will allow for different students to attend each day.

Cosmetology

All protocols for in-person cosmetology classes will follow the same principles of mask-wearing, social distancing, and disinfectant protocols, as stated previously in this report. In addition to masks, all students will be required to wear latex (or non-latex equivalent) gloves. Workspaces will be arranged to be at least 6 feet apart, and instructors will suspend class activities that would not allow for social distancing. There will be strict enforcement of cleaning equipment before and after use, as well as strict enforcement of students using their tools and personal items. Students will work on mannequins, so no live clients will be able to come to the lab. We will conduct small hybrid classes, which will allow for different students to attend each day.

Culinary Classes

All protocols for in-person cosmetology classes will follow the same principles of mask-wearing, social distancing, and disinfectant protocols, as stated previously in this report. Students will be required to wear masks and latex (or equivalent non-latex) gloves. Workspaces will be arranged to be at least 6 feet apart and will suspend class activities that would not allow for social distancing. All culinary labs are located in a professional kitchen with excellent ventilation. There will be strict enforcement of cleaning equipment before and after use by each student or faculty member. Students will be required to bring their tools to class. Perishables will not be shared among students.

Music & Theater Classes

All protocols for in-person music and theater classes will follow the same principles of mask-wearing, social distancing, and disinfectant protocols, as stated previously in this report. Students will need to bring their own instruments, except for piano lessons. All keyboards will be sanitized before and after use. Everyone entering and exiting the classroom will be required to sanitize their hands. Students will be handed paper copies of sheet music, which will not be collected back. Music stands, and pianos will be sanitized between each student. Theater classes will be held outdoor as the weather permits or will be held in the classroom, which can comfortably accommodate their smaller class size. There will be no use of shared props, costumes, or make-up.

Technical Occupations

When arriving onsite for designated courses, students will wait in their vehicles until directed by staff to enter to prevent any clustering. The faculty will be attentive to enforcing social distancing and the use of PPE by all participants in the space. They will also monitor for maximum capacity guidelines. Shop doors will be open at all times, weather permitting, and a plastic safety chain will be hung across the opening to deter entry. This can easily be removed in the event of an emergency. Entry and exit will be thru specific, labeled, and designated doors. Staff is exploring options for the use of spray guns with a 10:1 bleach solution on non-sensitive surfaced equipment and spaces. This could be easily used for in between classes. Students and staff will continue their disinfectant procedures, wiping all equipment before and after use. Welding booths and Automotive work bays will be numbered and student locations in each recorded. To assist in tracking and tracing of students. Lab demonstrations will be recorded and posted. Additional drawings/guidelines for the specific shop days will also be displayed and added to CANVAS. Welding booths and Automotive work bays will be numbered and student locations in each recorded. To assist in tracking and tracing of students.

Automotive:

Developed PPE kits, glasses, and gloves will be available through the e-Campus to reduce the distribution and sharing of high contact PPE. They will use a hybrid version of alternating weeks and web-based instruction. It also will continue the use of the e-based trainer/simulator. All classes will be moved to shop spaces and industrial spaces to allow maximum spacing and use, as able, of designated outdoor areas

Building Construction:

Developed PPE kits will be available through e-Campus. The program will alternate groups in weekly shop sessions. Classes will be moved to industrial shops space areas to allow maximum spacing, as well as designate our entry and exit doors, and specified parking areas. One of the courses, BCST 112, now

has an additional supplemental resource to the text, which allows at-home use of industry-approved design software.

Diesel:

PPE kits will be available through e-Campus. The program will alternate groups in weekly shop sessions. Classes will be moved to industrial shops space areas to allow for maximum spacing, as well as designate our entry and exit doors, and specified parking areas.

Welding:

High-contact equipment and consumables, as well as PPE kits, will be available thru the e-Campus. This will eliminate the sharing of high-touch, high-contact material during shops and labs. The program will alternate groups in weekly shop sessions. Classes will be moved to industrial shops space areas to allow for maximum spacing, as well as designate our entry and exit doors, and specified parking areas. The staff has also begun to add 4 feet to the existing 6-foot depth of each welding booth.

Advanced Manufacturing (Machine Tool Technology and Optics Technology)

Developed student lab kits will be available through e-Campus. This lab kit is an industry approved Machine Tool kit. Doing so now allows us to eliminate the need to share high contact items and provides for at-home use to reinforce skills and training. In the event of a shutdown and full online migration, students can use that equipment, as well as packages of pre-made models and components, to supplement remote lectures.

Commercial Driver's License (CDL) through 160 Driving School

160 Driving Academy is following the Centers for Disease Control and Prevention (CDC) and New Jersey Department of Health (DOH) public health standards for distancing, sanitizing equipment, hand washing, and cleaning and disinfection. We are committed to working with state and local officials in addition to following the FMCSA guidelines from the US Department of Transportation to provide a safe and productive learning environment for students and staff.

Personal Protective Equipment (PPE) and Supplies:

160 Driving Academy will maintain an adequate supply of PPE and provide the following PPE to each student and 160 Driving Academy staff member: • Disposable Gloves – provided daily • Face Mask – one face mask will be provided to the student; the student will take home and bring back daily • Students may offer or bring in their face mask • Every instructor, and each student must wear all PPE provided during training • Required use of face coverings for faculty, staff, students, and visitors, except when doing so would inhibit the individual's health

Additional Safety Requirements

• Social distancing is required and is encouraged during class orientation and reinforced through posted signage • During the pre-trip inspection and range driving portions of the training, students and instructors will observe social distancing of 6 feet or more at all times • A physical barrier is provided between student and instructor while in-cab of tractor • Student to instructor ratio is 1:1 while in-cab and on-road •

Students and instructors are not to assemble • The yard office trailer on site is available for employee use only; one employee permitted at a time • In-person classroom and permit training will continue to continue to occur via distance education until further notice

Sanitation and Personal Hygiene

• 160 Driving Academy will maintain an adequate supply of sanitation and cleaning products

• Liquid & Gel Hand Sanitizer • Located onsite and in portable toilets for all student and instructor use • Lysol & Cleaning Towels • Located in each tractor and office • To be used be for every student or instructor drives the tractor • Sanitation practices will include, but are not limited to, the following: • Frequent cleaning and sanitization of high-touch areas, equipment and shared surfaces; • Yard instructors will also sanitize (daily) all surfaces including, but not limited to: door handles, steering wheel, and shifter • Branch Manager will also sanitize (daily) all surfaces including, but not limited to: doorknobs, laptops, desks, and chairs • Encouraged handwashing and information about how to prevent the spread of COVID-19 will be posted in shared spaces and is also available upon request

Student Health/Symptoms

• Students must check in with 160 staff every day of training to complete the following: • Temperature check • Any temperature exceeding 100.4 will result in student or instructor being sent home until the fever has broken without medication for at least 24 hours • Student COVID-19 Symptom Questionnaire • Any student exhibiting symptoms of COVID-19 (within 72 hours of training) and that has come in contact with someone positive for COVID-19 will not be permitted to train • If a student is tested for and found positive for COVID-19, the student will not be allowed to prepare for 14 days • If a student or instructor has come into direct contact with someone who has tested positive for COVID-19, student or instructor will not be permitted to train for 14 days

Employee Health/Symptoms

• 160 Driving Academy encourages employees to stay home or leave work if feeling ill or has been in close contact with confirmed positive COVID-19 case • If an employee develops symptoms of acute respiratory illness, they must seek medical attention and inform 160 Driving Academy – before returning to work • Regional Instructor Manager or Regional Branch Manager must be notified if an employee develops symptoms of COVID-19 (i.e., fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell, etc.) • Any instructor exhibiting symptoms of COVID-19 (within 72 hours of training) and that has come in contact with someone positive for COVID-19 will not be permitted to train or instruct • If an instructor is tested for and is found positive for COVID-19, the instructor will not be allowed to teach for 14 days

• If an instructor has come in direct contact with someone who has tested positive for COVID19, the instructor will not be permitted to instruct for 14 days • Failure of compliance with the guidelines stated will result in employees being sent home • If an employee is confirmed to have COVID-19 infection, 160 Driving Academy will inform other employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). 160 Driving Academy will instruct all exposed employees about how to proceed based on the CDC Public Health Recommendations for Community Related

REOPENING PLAN FOR STUDENT SERVICES

The following information has been gathered in response to steps that the student services areas will take to reopen, as authorized, in a safe and proactive manner as possible. Where possible, the staff will continue to try and work through many needs, virtually, with students. Where live interactions are used, the team in all areas will remain vigilant in practicing social distancing, wearing masks, adhering to disinfectant protocols, and utilizing larger workspaces with better airflow. As an example, staff will use under-utilized classrooms with open windows and protective equipment, rather than smaller offices. Further, all staff has reviewed with their Vice Presidents a plan to integrate protective barriers into their workspaces. In all instances, administrators will work with the team to determine their personal needs, based on College, state, and CDC guidance. Of course, a significant variable in all of this will be an effective communication plan that will guide students on all the ways they can continue to plug into student services, both remotely and on-site.

ADMISSIONS

The Admissions Office consists of three full-time staff members. When approved to resume services on campus, the Admissions Office will regularly rotate staff members every three days to perform essential functions of the office. The entrance glass doors to the Admissions Office will remain closed at all times, and the only way a prospective student can enter the office is by Appointment. In that case, once the student arrives, they will be greeted by an Admissions staff member, covering for that day, in the lobby of the Administration building. The lobby is a relatively large area that allows for appropriate social distancing. The Admissions staff will always maintain social distancing. Masks will be required for all interactions with others while indoors. In addition to some of the essential functions being performed on campus, the Admissions Office will maintain its virtual presence.

ADVISING & COUNSELING CENTER

The advising Center has successfully transitioned many services to virtual platforms over the past few months. The advising Center took part in a presentation on 6/25/20, via the NJCCC, to share with their peer institutions significant steps taken to move to onboard and advising to a remote functionality. Using a combination of "chat room" features, zoom functions, and phone calls, the Center has successfully kept up with student needs. As Zoom is HIPAA-compliant, both personal counseling and consultations with students requiring ADA accommodations can continue via zoom, or, alternately, also continue with the equally HIPAA-compliant Doxy.me telehealth app for counseling appointments. Appointments for either personal counseling or disability intake sessions can continue to be made by phone or email.

We hope that the interaction model of "choice" is remote, and drop-in services are limited, where practical and possible, to *Appointment Only*. The Center plans to continue to roll out of services in a hybrid approach, as a best practices model, not only in times of need but also as a model that promotes multiple delivery methods for students to seek services and support.

Students will continue to be able to access many advising and registration efforts remotely. These would include SOAR sessions, daily chat functions, one-on-one zoom meetings, email, and phone advising

32

sessions, and Appointment plus access to remotely make appointments. The newer use of Google Voice has enhanced communication with students, especially as it allows texting options. The staff themselves have been able to stay connected and keep up morale among themselves via SLACK. Finally, the creation of a Wellness Newsletter for students has been especially beneficial during these challenging times.

The center staff will utilize rotational schedules, limiting two staff members on-site in any given rotation. The Director will keep rotations consistent with the same paired members in order to restrict broad interactions among the center staff as a whole. Where scheduling permits, they will attempt to follow a "one week live, two weeks remote" approach, also designed to minimize any potential exposure. All staff meetings will continue via zoom.

For serving students on-site, both the advising Center and designated classrooms will be used. Spaces will remain locked throughout the day to manage the flow of appointments into any one area at one time. Students will be instructed to call in before entering the building, as they park in the adjourning parking lots. Students will also be encouraged to scan/email documents to the Center. A locked drop box will also be in place, just outside the Center. The College will supply proper barriers and PPE, as well as sanitization stations in the Center. By College guidance, the Center will devise a sanitation and disinfection process as the general public enters/exits. Any clusters of furniture that would encourage students to the cluster will be removed from the Center. Supplies on tables will be limited, and any copies of informational fliers, if physically touched and left behind, will be discarded. Windows in the Center, and any utilized classroom, will remain open to allow for the flow and exchange of fresh air. Masks will be worn indoors, at all times, by all staff, students, and visitors.

Many new initiatives are being planned to enhance remote functionality. These include increasing the variety of online documents to handle quick items such as change of major and transcript requests. We would also try to expand the use of online chats to departments beyond advising. A streamlined and focused phone call routing process is being worked on as well. Additional ideas will include "curbside advising" and open virtual sessions for transfer questions, instant decision days, and international student orientation. The Director has also created weekly virtual information sessions specifically designed for parents of new students.

We are specifically excited about our launching of the *Express Lane Registration Model* as a streamlined way to register students quickly. Express Registration is a model of registration used for new incoming students, most specifically as the start of the term nears. New students, post-application stage, would be directed to an online form where they answer questions about their attendance at SCCC. This information would then be passed to a team member to vet for missing documents, readiness assessment, etc. The Team member would then register the student based on the information provided. Post-registration, the student would be called to welcome them to SCCC. In this call, they would be informed to check their email for instructions on how to log into the My Sussex Portal to check their schedule and if any questions to contact. A batch email is also sent post registration with other relevant links and information.

These determinations will continue to evolve and will be responsive to any further additional state guidance.

New Student Orientation

The Campus Life Office is seeking to host an In-person New Student Orientation with modifications to include social distancing, limited attendance, and have it restructured as an entirely outdoor event. The proposed changes involve scheduling 10-sessions running August 17th-28th. Weather permitting, there will be two sessions each day an AM session from 9:00 am-1:00 pm and a PM session from 2:00 pm-6:00 pm. New students will be directed to sign-up for a session of their choice with a limit of 75 spaces available. The sessions will be hosted outdoors, with the larger group being separated into smaller groups of up to 25 people in socially-distanced formations. Hand sanitization stations will be set up. Welcome Packets will be pre-assembled to minimize the number of students standing in line at check-in, and that line will be established for social distancing. By guidance from OSHE, the Welcome Packets and plan for the day will include the college COVID-19 guidance. Our student handbook and website will contain similar Covid-19 advice, and posters have been hung throughout the campus to remind students about critical COVID-19safety guidelines.

Student Governance Association (SGA) Office Hours

The hours for the SGA Office hours will be limited, with no drop-in service. The SGA will be utilizing ZOOM to host larger meetings and holding weekly office hours on ZOOM. SGA Officers will be directed to maintain the office at one person per time slot, with time slots limited to a 2-hour time frame. All SGA Executive meetings will be held outside (weather permitting) or in indoor spaces that allow for social distancing with masks required.

Community Connections Office

The Community Connections Office houses a number of important service agencies critical to the holistic well-being of students. These community partners provide information on needs such as affordable childcare, SNAP and other social service benefits, domestic and dating violence and sexual assault. Partners rotate through the space during the week. At this stage, some partners are choosing to stay entirely remote, while others would like to explore options to return to campus. Those who would like to come back to the College will continue to supplement in-person efforts with virtual services. The Connections office is small but will accommodate one representative per day. The partner representatives will each have their own assigned day, possibly allowing one partner two days if the schedule permits it. A schedule for the partner representatives will be posted in the hallway, immediately adjacent to the office, and will be posted on the College website. The door will remain locked from the inside. The entrance to the office is glass, so students will be able to determine if a representative is available. If a student would like to speak with the representative, that rep will come out of the office and, maintaining masks and appropriate social distancing will lead the student to an appropriately larger but private space to speak. One option is a classroom, or a secluded area outside the building, away from other individuals. All students and representatives connected to that space will wear masks. By College guidance, the Center will devise a sanitation and disinfection process as the general public enters/exits, including requiring the representative to disinfect the space upon arrival and departure from campus.   While due to the nature of this type of support, walk-ins will be accommodated, students will be encouraged to make appointments in advance.

Skylander Ambassadors

Ambassadors will not be allowed to congregate in the Campus Life office this fall semester. They will be allowed to come to the office during the scheduled time to pick up materials needed for events, by Appointment. During scheduled events for the College, Ambassadors will be expected to maintain social distancing; for indoor events, masks will be worn; for outdoor events, no mask will be required but will be strongly encouraged, depending on the specifics of the event. Ambassador meetings will be held outdoor (weather permitting), indoor with social distancing, and via ZOOM. All couches in the galleria, just outside the campus life office, will be removed to prevent students from congregating there as well.

Campus Life Office Procedures

By College guidance, the campus life office will devise a sanitation and disinfection process as the general public enters/exits. The staff has two separate and defined (separated by a door and wall) spaces and, where appropriate, will also rotate their presence in that space. They will open the back door in the larger campus life office to facilitate fresh air into space, at a minimum of every 2 hours. They will keep the main office door, off the galleria, closed. Walk-ins will be discouraged. Student Leaders will be directed to call or email for an appointment or to submit documents online.

Student Events & Activities

Campus Life & Student Engagement will be hosting a combination of in-person and virtual events. Mainstay events, like Club Rush, will be held outdoors on Connor Green, or in the Gym, with modifications, and if the weather allows. Tables will be set at a 6-foot distance with directional signs to maintain social distancing. Clubs will be limited to 2 people, spaced 6 feet apart, working at the tables. Students approaching the tables will be asked to stand 6-feet away from each of the tables, and each other. Hand sanitation stations will be set up. Other events, like the blood drive, the Thanksgiving gathering, and the annual Welcome Picnic, have been suspended. The Wellness Fair, hosted by the College's Counseling Center, will be moved outside to Connor Green or the Gym. The event will follow the same guidelines as Club Rush, emphasizing sanitization, social distancing, limited and mandatory masks for any indoor events. For both events, the crowd size will be dictated by the space used and the current state guidelines on in-person gatherings. Hand sanitation stations will be used.

SGA & ambassador events will be hosted outdoors, weather permitting. Students will be encouraged to reserve their space since all in-person events will be limited to 25% of the posted capacity, and by prevailing state guidance at that time.

Lectures and presentations will be live-streamed to social media and YouTube for the virtual participation of students. All other campus events will be handled on a case-by-case basis by the state guidance.

STUDENT CONDUCT AND TITLE IX CHANGES

Certain conduct cases meeting new Title IX eligibility criteria will call for live hearings. Changes in Title IX mandates take effective this August. Zoom, being HIPAA-compliant and able to record any procedures, will be utilized as needed to meet this new mandate. Zoom meetings, phone calls, and email can be used for remaining, non-Title IX conduct infractions and procedures. The Dean of Students will also be able to determine if meeting with students on campus is preferred. By College guidance, the

Office for Student Conduct will devise a sanitation and disinfection process as the general public enters/exits.   All Title IX matters will fall primarily under the oversight of the Dean of Students, as well as by the Director of Human Resources, who serves as the institution's Title IX Officer.

FINANCIAL AID

The financial aid office will have two staff members working in the office and two staff members working from home remotely on any given day of the week. Staff will come in two consecutive days a week, with Fridays rotated every week to have two staff members in the house. The team can also choose to use under-utilized classroom staff as a workspace to further space out from each other. Barrier requests for all office workspaces have been submitted to facilities. By College guidance, the financial aid office will devise a sanitation and disinfection process as the general public enters/exits. Staff, students, and visitors will wear masks at all times when indoors. Hand sanitizer stations will be utilized. Staff will also be directed to take regular breaks, outside, for fresh air. Depending on the nature of their needed work that day, the team can determine, on a day-to-day basis, if the office or an empty classroom can best meet their needs

Another option being examined is the removal of the front desk by the entrance door to the office, and installing a countertop with a hinged area that lifts open or has a half door to allow staff access in and out to the front door. This would be installed perpendicular to the front wall between the front door and the file cabinets. It would run across to the back wall. We could keep the front door open to allow for more fresh air circulation since that is a private office without exterior windows. An alternative to the half-door approach would be the acquisition of a secure Drop Off Box where students that only need to turn in documents can come, place them in an envelope with their name and contact information secured safely inside the box. Staff will retrieve documents daily and reach out to students by phone or email if additional documentation is needed. Entrance to Financial Aid Office will be locked at all times allowing staff to control the number of individuals in that space at any one point in time. Staff meetings will be held via Zoom conferencing.

Students with situations requiring a meeting with a staff member will be required to schedule an appointment. Any parent wishing to be part of the conversation will be called and conferenced in. Interviews will be limited to one or two days a week to allow limited staff to handle phone calls, emails, and processing of paperwork. The email will go out instructing students that any required documentation should be submitted either by mail, scanned, and emailed or may be dropped off in a Secure Drop Box in an area adjacent to the financial aid office. An email will also instruct students that a pre-scheduled appointment must be made in order to meet with staff. Restrictions will be outlined in the email as well as during the phone call when scheduling the Appointment. Appointments will be restricted to a maximum of one-half hour.

REGISTRAR

The registrar will rotate staff coverage, with some in-person and remote functionality. Two staff members will work on-site each day, with the remaining staff member working from home. All staff will take turns working on-site and remotely. The main doors to the registrar will remain unlocked, but with signage alerting students that only one student may enter at a time. Staff will also keep an eye on the front door and provide additional verbal instructions. The team will continuously assess this method and will consider keeping the door locked if they determine that to be a necessary modification. If they move to a locked door system, the department will request a doorbell or other, and similar apparatus be installed to alert them to visitors.

A Plexiglas partition will be installed on the main front desk. There will be space at the base of the barrier to allow for the passing back and forth of documents. They will remove one of the two kiosks from their lobby area. The one remaining kiosk will enable students who come into the office to request a transcript directly from the National Clearinghouse site electronically. Wipes and other appropriate disinfection supplies will be positioned in close proximity to the kiosk, and a sign attached will instruct students to wipe the kiosk down before and after using it. By College guidance, the registrar's office will devise a sanitation and disinfection process as the general public enters/exits. Staff, students, and visitors will wear masks at all times when indoors. Hand sanitizer stations will be utilized.

To further enhance virtual services, the registrar will continue to work on online forms to simplify student requests and reduce the overall need for students to come into the office. At all times, the registrar's office will be ready to return to all virtual services, in keeping with current state and campus guidance. If returned to an entirely virtual presence, then the only need staff will have to return to the campus periodically will be to process transcript requests that come through the mail. This can be limited to once or twice a week.

TESTING AND LEARNING RESOURCES

The Testing & Learning Resources department houses several student support services including all testing services, all tutoring services, liaison connection to the Degree Up program, and provides oversight for three grant programs:

- The Adult Basic Skills, Integrated English Literacy and Civics Education Grant
- The College Readiness Now Grant
- The Equal Opportunity Fund Grant

Testing Services
The College largely transitioned to an optional stance on College placement testing one year ago. Instead, more emphasis has been placed on personal reflection of skills, multiple measures from different assessment constructs, and a rich and meaningful discussion with College advisors. While not required, some students do find taking the assessment beneficial to placement. As we were unable to test on campus during the past several months, alternate methods of assessment were incorporated into our learning management system (LMS), Canvas, for a faculty-created math placement test for the upper levels of mathematics. A practice test, covering a more rudimentary assessment of basic mathematics and basic algebra, has been available for a few years on our website. This has served during this time period as a beneficial way for students to gauge math skills. If we are able to return to in-person testing, we will do so by Appointment only. After assessing distancing requirements, a determination has been made to

allow no more than six to seven testing participants at a time, apart from the proctor. The testing center has been assessed for physical barriers to enhance safety. There is a wall with windows that extends from one end to the other. These windows can open for airflow and air exchange. Masks will be mandatory for all staff and students testing. By College guidance, the testing center will devise a sanitation and disinfection process as the general public enters/exits. Team, students, and visitors will wear masks at all times when indoors. Hand sanitizer stations will be utilized.

The administering of additional external tests, like the HiSet (formerly the GED), CLEP, Pearson Vue, Praxis, and ServSafe, would be decided on a case-by-case basis. They would all follow conditions established for all testing in the Center:

- Testing by Appointment only
- Testing candidates will wait in the hallway on six-foot distanced taped markers for entrance.
- Testing candidates will be required to wear masks.
- Acrylic barriers will be set up at each testing workstation.
- Testing workstations will be cleaned after each use.
- Staff will stagger schedules on rotation.
- Staff will step outside on regular breaks.
- Acrylic barriers will be set up.
- Disinfectant wipes and hand sanitizer will be available for staff and testing candidates.
- Proctored testing will be supplemented, virtually, with an established vendor for the campus.
- Zoom accessibility on an as-need basis.

Tutoring Services

Online tutoring services were established one year ago via *Thinking Storm*. This was tremendously helpful to students this past spring. We have renewed our online tutoring services contract. Further, we will explore supplementing *Thinking Storm* with virtual tutoring sessions staffed by our own College tutors, via Zoom or the current LMS. This summer, we will pilot a virtual math and algebra boot camps. These are designed as intensive, week-long math tutoring sessions. All sessions will be held through the Canvas LMS in a synchronous and remote delivery method. There is a future goal to try and expand these to live sessions, but this is not part of the plan for the remainder of 2020.

The Adult Basic Skills, Integrated English Literacy and Civics Education Grant

This grant offers instructional services for students on a comprehensive continuum of literacy needs. The program occupies one office, and one dedicated classroom, B102. There are two administrative staff members and two instructional staff members. Both administrative and instructional staff will alternate schedules so that no more than one staff member in each administration and instructional areas are present at one time. Staff who aren't present in-person on campus will work remotely.

The staff in this program did an excellent job of transitioning their students to a virtual existence this spring. Some students, nonetheless, have expressed interest in being able to spend some of their instructional time on campus. The staff is very comfortable in providing both in-person and remote learning, or any combination of those two approaches. The classroom has been assessed to allow a maximum of 6 students in class at a time. Students wishing to participate in live classes will be split, with

up to 6 live in class, and the remaining students participating synchronously online. Accommodation will be made, as far as possible, for some students to be wholly online if they do not feel comfortable in a class or to be entirely in class if they cannot access the appropriate technology to access online courses, but again, not to exceed six at any one time. Necessary physical barriers have been requested for the room to enhance safety preparations. By College guidance, the grant classroom and office will devise a sanitation and disinfection process as the general public enters/exits. Staff, students, and visitors will wear masks at all times when indoors. Hand sanitizer stations will be utilized.

The grant has particular testing requirements for participants. Student Testing by Appointment will be provided using PCs and laptops in B102, with a maximum of six testings at any time. Provision can be made to service more students or to provide students with more space with one additional classroom space close to B102, as essential student materials and supplies are housed there.

A part-time Lead Instructor for ESL oversees all testing and administrative aspects for the grant-ESL program. The team has expressed comfort in working with students in these courses at the campus in a hybrid form of delivery, mixing synchronous virtual classes with limited live courses. The live courses are felt to be most beneficial for initially assessing students at the start of the semester, and then as two checkpoint sessions while the courses progress. There are four classrooms used for evening ESL-grant classes and one smaller administrative office. D303, the Office, will, for the time being, only be used as a shared space for grant materials, files, and books. The desk and chair will be removed to prevent its use a workspace. The instructional classrooms, D304, D310, D311, and D312, will be in minimal use, with instructors limiting the number of participants in the live checkpoint sessions by splitting the classes into smaller groups, or by securing temporary space in a larger facility on campus, as available. Consideration of using the outdoor pavilion or outdoor tent classroom will also be considered for the few scheduled live meets. The Lead Instructor will schedule the live sessions. By College guidance, the grant classroom and office will devise a sanitation and disinfection process as the general public enters/exits. Staff, students, and visitors will wear masks at all times when indoors. Hand sanitizer stations will be utilized.

All of the instructional programs in this grant will retain the ability to revert to fully online courses, should changing aspects of the pandemic and state guidelines dictate this. Both programs continue to investigate different ways for students to access online learning and materials.

The Equal Opportunity Fund Grant (EOF)
The EOF program provides wrap-around services and financial support to qualifying students. The EOF space consists of one office for the coordinator and a student lounge area that also houses two additional part-time staff members. To continue to provide support, staff will work on a rotating basis with only one team member in the Center each day. Staff meetings will take place remotely via Zoom.

While students will not be able to use the space as a lounge to stay in for long periods, they can stop by (appointments are preferred) to pick up information, use work stations for a limited time, or pick up a grab and go snack. Staff and students will be required to wear a mask in the presence of others. In accordance with College guidance, the grant classroom and office will devise a sanitation and disinfection process as the general public enters/exits. Staff, students, and visitors will wear masks at all times when indoors. Hand sanitizer stations will be utilized. No more than four students will be in the office at any given time.

Drop-ins will be accommodated only if fewer than four students are in the office. No children of students can accompany parents to campus until further notice. If four students are already in the office, the drop in the student will be asked to either make an appointment for another time or wait outside in their car until they are called. When

or if staff need to meet with more than four students for events such as workshops or orientations, we will either meet in a larger room or outside, weather permitting. Zoom for Canvas is another option for more significant events.

Tutoring can be provided online through CANVAS or in-person following the social distancing guidelines, which may require the tutor to work out of an unutilized classroom. The tutor will be able to accommodate up to 6 students for a live session of tutoring. Masks are required if indoors, and sanitizer and disinfectants will be made available to wipe down individual workspaces. The tutor will ensure proper social distancing and management of the flow of people into and out of the tutoring space. Alternately, tutoring can continue to be accessed via zoom or Canvas, or through the College's online tutoring vendor.

A secure drop box outside the office will be made available for students who just need to drop off paperwork. Student workstations in the EOF space will fall within the guidelines of social distancing through placement and barriers. Masks will be worn, and college disinfectant protocols will be followed. Common areas will be wiped down throughout the day.

College Readiness Now Grant

This is a college preparation program for interested high school seniors who may benefit from strengthening math and writing skills before onboarding as freshmen students. The boot camps were successfully transitioned to fully synchronous remote classes through the College's LMS. This program is slated to stay as an online offering at this time.

Degree UP Student Support Program

The Degree Up program is wrap around support program funded through NORWESCAP and their Pathways 2 Prosperity program. The Degree Up program operates on our campus. Prior to the pandemic, their space primarily consists of an office, a quiet study room, a computer classroom, and a larger meeting/services room. Included in their services are grab and go snacks, tutoring services, information on accessing health and wellness benefit programs, such as SNAP, and operate a laptop loan program. There is 1 coordinator assigned by Norwescap to the campus site, as well as a host of student/peer tutors.

Since March 2020, the Degree Up program has been able to use a variety of remote methods to continue delivering services to students. They have begun to send their coordinator to college-run training sessions for Canvas so that they continue tutor and service sessions remotely. They also use phone follow up extensively, along with email and the College website to reach students. All Degree Up services will remain intact for the Fall 2020 semester using virtual/remote delivery of services.

VETERAN SERVICES

The Veterans' space consists of 1 office and one connected student lounge.

Veteran's Office

Standard office hours will apply within the allowances of SCCC policies and state-level permission. While appointments are preferred, drop-ins will be welcomed, with specific provisions.   The Veterans

Service office is a single user room with limited access and only one lockable door to the main thoroughfare hall, so any guests, students, or prospective students will have to be permitted by Veteran Service Coordinator (VSC). No more than one guest/student is to be allowed in the Veterans Office at a time.

In the office, one 3-foot wide table will be placed at the edge of the VSC desk, with a chair for one guest/student, to ensure a minimum of 6ft. Total separation between the coordinator and the guest during meetings. Hand sanitizer will be readily available, as well as cleaning products to be utilized immediately between consecutive sessions. Masks are mandatory inside all buildings for all.

Veteran Lounge & Computer Lab

Open access to the lounge will be suspended indefinitely, pending guidance from state and SCCC administration. All use of veteran lounge computers and the printer will be regulated by the VSC, only during standard office hours. No more than two visitors, in addition to the coordinator himself, will be able to occupy the lounge at any one time. Tabletop dividers will be placed between each computer offering barrier protection, while also only two computers at any given time will be accessible. Covers will be on every other computer, creating distance between stations. By College guidance, the Veteran Lounge and Office will devise a sanitation and disinfection process as the general public enters/exits. Staff, students, and visitors will wear masks at all times when indoors. Hand sanitizer stations will be utilized. Students will be instructed to sanitize their own workspace with supplied cleaning products.

The use of the refrigerator and coffee station will be temporarily suspended until further notice. Signage and direct verbal confirmation will be given to all students of these new guidelines.

There are numerous chairs and a couch in the veteran lounge that will be inaccessible, indefinitely, pending guidance from the state and SCCC administration. The sofa will be configured facing the wall, and the chairs limited to only use for the two allowed computer work stations.

Veterans Club and Meetings

Any planned Veteran Club meetings or Veteran specific, in person, mass communique will be scheduled either in one of the school auditoriums or outdoors, allowing for proper social distancing and employment of PPE. There are currently no planned Veterans Club meetings, but within the guidance of SCCC administration, meetings will be scheduled monthly when permissible to do so. Alternately, clubs and meetings can continue through zoom, hosted by the Veteran's Coordinator or his designee. A sign will be placed on the door with telephone contact information and open zoom conference hours, as well as one-on-one zoom conferencing. This information will be emailed to veterans.

Athletics Department

Department Protocol:

> Sussex County Community College will display signage regarding Wellness Tips and Proper Hygiene Techniques on all athletic facilities entrances, building restrooms, locker rooms, lobbies, etc. where permitted.
>> o The Sussex County Community College Athletic Department will routinely ask all coaches if any member of their team, including themselves, is at risk of being sick or carrying the illness. The Athletic Department will conduct temperature readings on all

coaches/staff and student-athletes. Administrators/Coaches will ask these questions:

1. Have you, or anyone in your family, been in contact with a person that has tested positive for COVID-19?
2. Have you, or anyone in your family, been in contact with a person that is in the process of being tested for COVID-19?
3. Have you, or anyone in your immediate family, traveled outside of the USA within the last two (2) weeks?
4. Are you having trouble breathing, have a dry cough, or have flu-like symptoms?

- Per CDC recommendations, if any answer is "yes," the coach/athlete is to be removed from campus immediately and will not be allowed to return to campus without a doctor's letter verifying "OK to return to school/athletics "status (See "General Protocol").
- CDC recommends that any person who appears to have acute respiratory illness symptoms (i.e., cough, shortness of breath) upon arrival to campus or becomes sick during the day, be separated from other employees and students, and be sent home immediately. Sussex Athletics Administration is to address any staff member or student-athlete home if there are any observed symptoms of sickness and notify Dean of Students and Human Resources Department.
- Large team/group meetings and practices in confined spaces will not be permitted until cleared by federal/state/county and institutional guidelines/restrictions.
- All visits to the SCCC Athletics Offices should be conducted by Appointment only.
- All meetings – Team and Staff will emphasize personal hygiene and the CDC's recommendations to prevent illness. Coaches are responsible for educating student-athletes on their health and the prevention of spreading infectious diseases/syndromes to other people. The SCCC Athletics Department will provide resources to coaches and student-athletes.
- Guests and family members are not permitted to enter SCCC Athletic Facilities and workplaces, unless essential to the function of work and practices.
  Administrators/Coaches are to ask these questions upon guest arrival:

  1. Have you, or anyone in your family, been in contact with a person that has tested positive for COVID-19?
  2. Have you, or anyone in your family, been in contact with a person that is in the process of being tested forCOVID-19?
  3. Have you, or anyone in your immediate family, traveled outside of the USA within the last two (2)weeks?
  4. Are you having trouble breathing, have a dry cough, or have flu like symptoms?

- Any questions answered with "yes" will result in a person being asked to leave campus immediately and cannot return until cleared by a physician or after CDC recommended quarantine/isolation measures
- All members of SCCC Athletics, including administrators, coaches, and student-athletes will continue to maintain social distancing practices of a minimum of 6 feet apart.
- Teams will continue to use virtual technology - Skype, Microsoft Teams, Zoom, FaceTime, etc. – as part of one on one or group meetings/practices or film sessions.

Office Protocol:

- Perform routine facility walk-throughs:

  1. Ensure cleaning of all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs, team equipment,

and Fitness Center equipment. Use the cleaning agents that are usually available in these areas and follow the directions on the label.
2. Coordinate with Sussex Facilities Department with cleaning protocols and to stock and restock cleaning supplies as needed.
- o Follow all CDC protocol, campus policies, and institutional guidelines.
- o Full-time employees will work on staggered work schedules (as best can be accommodated) and will work remotely when not on campus.
- o Coaches will meet athletes, or prospective student-athletes, outside of their office and wear a facemask.
- o Head coaches and assistant coaches should not congregate in the coach's office and locate a more substantial area for a coaches meeting, such as a classroom or outside the building when weather permits.
- o No more than two coaches should occupy an office at one time.
- o If an office contains windows, then they should be opened (weather permitting) to allow continuous air circulation and ventilation.

COVID-19 Measures:

- o Employees and student-athletes who are well but who have a sick family member at home and have been in close contact with a person with COVID-19 must stay home and notify their supervisor/coach and refer to CDC guidance for how to conduct a risk assessment of their potential exposure.https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html
- o If an employee or student-athlete shows signs of a fever or exhibits a temperature reading of 100.4° F [37.8° C] or greater or is confirmed to have COVID-19, SCCC Athletics will inform the Dean of Students and Human Resources Department of their possible exposure to COVID-19 in the athletic facilities while maintaining confidentiality as required by the Americans with Disabilities Act (ADA). Employees or student-athletes exposed to a coworker or student-athlete with confirmed COVID-19 should refer to CDC guidance for how to conduct a risk assessment of their potential exposure: https://www.cdc.gov/coronavirus/2019- ncov/php/risk-assessment.html
- o If an employee or student-athlete is diagnosed with COVID-19, they must stay home and seek immediate medical attention.
- o The SCCC Athletic Department will cross-train personnel to perform essential functions so that Sussex Athletics is able to operate if key staff members are absent.
- o If a student-athlete show any flu-like signs and symptoms, or tests positive for COVID-19 after any contests against other opponents, their athletic staff will be notified and should refer to CDC guidance for how to conduct a risk assessment of their potential exposure: https://www.cdc.gov/coronavirus/2019- ncov/php/risk-assessment.html

Travel Protocol:

Sussex County Community College Athletics Administration will, before considering travel, take specific steps:

- o Comply with all SCCC, Federal, State and county guidelines/regulations
  - ▪ https://wwwnc.cdc.gov/travel
  - ▪ https://covid19.nj.gov/
  - ▪ https://www.pa.gov/guides/responding-to-covid-19/
  - ▪ https://coronavirus.delaware.gov/

o Confirm with NJCAA Region-XIX Athletic Directors and all opposing teams, coaches and staff are free of symptoms of acute respiratory illness.
o Confirm Sussex County Community College coaches and student-athletes are free of symptoms of acute respiratory illness before starting travel and remind coaches and student-athletes to stay home if they are sick. https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html
o Coaches or student-athletes who become sick while traveling must notify Sussex Athletic Administration and should promptly call a healthcare provider for advice.
o **Sussex County Community College Athletics will enforce a mandatory 14-day self-quarantine upon learning of any potential exposure of COVID-19 to coaches or student-athletes from game travel or recruiting events.**
o Inform Sussex Athletics Administration <u>prior</u> to scheduling any van travel, such as team practices or competitions, recruiting, etc. Vans will be disinfected after each use.

Return to Training on Campus Measures

o Athletics staff and student-athletes will return to campus following guidelines and restrictions set forth by federal/state/county policies, as well as institutional policies in accordance with CDC guidelines.
o Practice sessions will be initially performed outdoors in small group/individual training sessions utilizing acceptable social distancing measures.
o Practice sessions can be progressed to team-based training sessions, without physical contact, based on institutional guidelines and policies as well as federal/state/county guidelines/restrictions in outdoor settings.
o Practice and training sessions can be held with physical contact after cleared by federal/state/county and institutional guidelines and regulations.
o Once cleared by federal/state/county and institutional guidelines/restrictions, team practices can take place indoors (i.e., basketball, wrestling, etc.) and progress as done with outdoor training sessions stated above.
o Sussex County Community College will follow all guidelines and regulations set by the NJCAA as well as NJCAA Region XIX and the Garden State Athletic Conference

General Protocol:

Sussex County Community College Athletics and Athletic Trainer will actively encourage sick coaches, temporary staff (part-time employees), referees, or student-athletes to stay home:

a. <u>Student-athletes</u>: individuals exhibiting any of the following symptoms or behavior associated with these symptoms, will be asked to leave campus or remain at home and contact a medical physician (team physician or primary physician):
  - Fever (above 100.4F) or chills
  - Cough
  - Shortness of breath
  - Fatigue / Muscle or body aches
  - New loss of taste or smell
  - Nausea / vomiting / diarrhea
  - Headache
  - Runny Nose
  - Sore Throat

    o Individuals will undergo a 14-day quarantine at home (or acceptable residence)

and have no on-campus presence during this period.
- o Contact tracing should be considered to more effectively track individuals who may have been exposed (teammates/coaches/staff)
- o The individual will need a negative test or be asymptomatic (at least ten days have passed since the onset of symptoms and three days have passed since last recorded fever)
- o Medical physician clearance will be required to return to campus activities. Pre-existing medical conditions should be considered as part of this medical clearance.
- o Return-to-play protocol: Student-athletes should participate in a gradual progression of activity for at least one week before the return to full activity/games. This gradual progression of activity should also be based upon the severity of illness, sport requirements, and any additional considerations.
  - b. <u>Coaches /staff</u>: Guidelines are identical, as mentioned above, for student-athletes, minus the return-to-play protocol.
  - c. <u>Game officials:</u> The on-site athletic trainer will evaluate all officials coming on-campus before participating in any game-day responsibilities. Any official exhibiting signs or symptoms of illness, or having a temperature of greater than 100.4F will not be permitted to officiate. It will be asked to leave the campus immediately and seek guidance from a medical physician.

- Employees or student-athletes who have symptoms of acute respiratory illness are required to stay home and not come to campus until they are free of fever (100.4° F [37.8° C] or higher using a no-contact thermometer), signs of an illness, and any other symptoms for at least 48 hours, without the use of fever-reducing or other symptom-altering medicines (e.g., Tylenol, cough suppressants). Employees or student-athletes should immediately notify their supervisor or coach and stay home if they are sick.
- Sussex County Community College Athletics will communicate with our referee assignors and additional temporary staffing (part-time employees) about the importance of sick persons staying home and going to the doctor.
- Per CDC recommendations, employees or student-athletes who appear to have acute respiratory illness symptoms (i.e., cough, shortness of breath) upon arrival to work or become sick during the day will be separated from other employees or student-athletes and be sent home immediately.

- Sussex County Community College Athletics will communicate the following to its employees and student-athletes:
  - ▪ Serious respiratory illnesses like influenza, severe acute respiratory syndrome (SARS), and COVID-19 are spread by:
    - Coughing or sneezing
    - Unclean hands: Touching your face after touching contaminated objects and touching objects after contaminating your hands
  - ▪ To help stop the spread of germs:
    - Cover your mouth and nose with a tissue when you cough or sneeze.
    - Put your used tissue in a no-touch trash receptacle.
    - If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
    - Remember to wash your hands after coughing or sneezing
    - Avoid unnecessary contact with others

- Use disposal paper tissue and no-touch disposal trash receptacles.
- Clean hands often with an alcohol-based hand sanitizer that contains at least 60- 95% alcohol or wash hands with soap and water for at least 20 seconds. Soap and water should be used if hands are visibly dirty.

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

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

Visitor Log Information and Form

Department heads must carefully consider the need for in-person meetings, and invite visitors with legitimate business purpose selectively. All Visitors must sign in using the host department's sign-in log. The log must contain:

• **Date and time**

• **Name, affiliation, cell number and Email address of visitor**

• **Name of person hosting visitor**

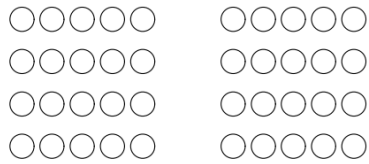• **Reason for visit The records must be retained and be readily accessible.**

Visitor Log

Department heads must carefully consider the need for in-person meetings, and invite visitors with legitimate business purpose selectively. All Visitors must sign in using the host department's sign-in log. The records must be retained and be readily accessible.
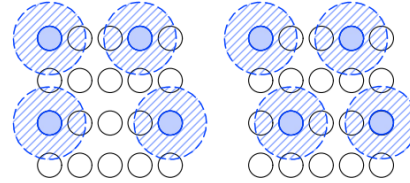
| Date	Print Full Name	Affiliation	Cell Phone Number	E-mail	Person Visiting/Reason for Visit/Room Number	Time In	Time Out

Socially Distant Seating Plans

Social distancing is key in controlling spread of the virus. Institutional Planning and Operations can assist in determining appropriate room seating and occupancy. Examples of socially distant seating plans follow.

SINGLE ROW SEATING

MULTI-ROW SEATING

SYMBOL LEGEND

UNOCCUPIED SEAT

OCCUPIED SEAT TO MAINTAIN 6'-0" MIN DISTANCE

6'-0" DIAMETER CIRCLE

MINIMUM REQUIRED SPACING

UNACCEPTABLE DISTANCING

EXISTING SEATING LAYOUT

UTILIZED SEATS (EXISTING SEATING)

CHEVRON (NON-FIXED CHAIRS)

CHEVRON (NON-FIXED CHAIRS)

CLASSROOM (NON-FIXED CHAIRS)

CLASSROOM (NON-FIXED CHAIRS)

LECTURE WITH AISLE
(FIXED SEATING)

LECTURE WITH AISLE
(FIXED SEATING)

SEMICIRCLE OF CHAIRS
(NON-FIXED CHAIRS)
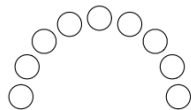
SEMICIRCLE OF CHAIRS
(NON-FIXED CHAIRS)
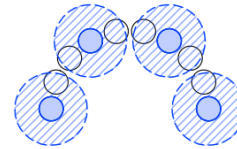
CIRCLE OF CHAIRS
(NON-FIXED CHAIRS)
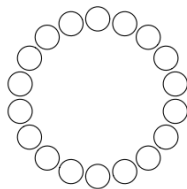
CIRCLE OF CHAIRS
(NON-FIXED CHAIRS)
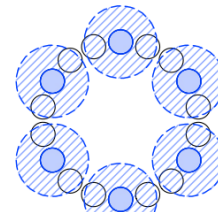
EXISTING SEATING
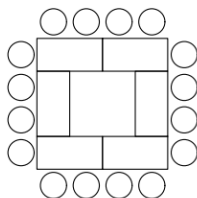LAYOUT

UTILIZED SEATS
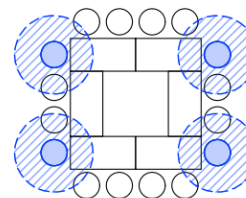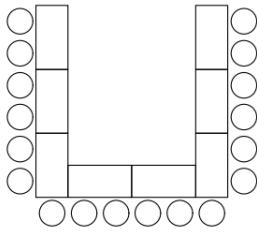(EXISTING SEATING)

CONFERENCE
(NON-FIXED CHAIRS)

CONFERENCE
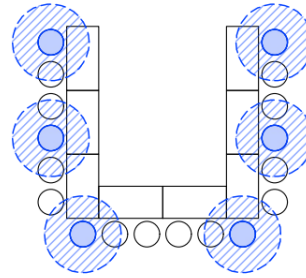(NON-FIXED CHAIRS)

OPEN SQUARE
(NON-FIXED CHAIRS)

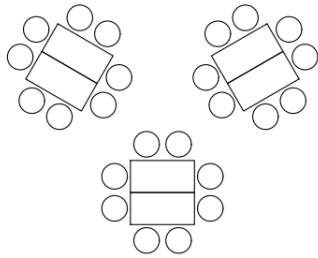OPEN SQUARE
(NON-FIXED CHAIRS)

U-SHAPE
(NON-FIXED CHAIRS)

U-SHAPE
(NON-FIXED CHAIRS)

STANDARD LOUNGE
(NON-FIXED CHAIRS)

STANDARD LOUNGE
(NON-FIXED CHAIRS)

CLASSROOM

INSTRUCTOR

Ø6'-0"

TEACHING LABORATORY

INSTRUCTOR

Ø6'-0"

Ø6'-0"

Ø6'-0"

INSTRUCTOR
AT LECTERN

LECTURE HALL