RCSJ
RETURN TO CAMPUS

JULY 20, 2020*

*Revised and submitted August 12, 2020. *The plan is based upon the Governors standards in the* Road Back: Restoring Economic Health Through Public Health and the Restart Standards for All New Jersey Institution of Higher Education. *This plan is subject to change as conditions warrant.*

Rowan College of SOUTH JERSEY

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General Safeguarding

Employees (beyond those essential workers who have continued to work onsite), will begin to repopulate the campus 14 days from after submitting the Rowan College of South Jersey (RCSJ) Return to Campus plan to the Office of the Secretary of Higher Education.

Departments with the immediate need to access the campus for the fall semester will be prioritized in a phased-in plan to repopulate the campus.

A Four-Phase Process

PHASE 1: The College is currently in Phase 1 with only essential employees on campus, and all other employees working remotely.

PHASE 2: The College begins a staggered return to campus, with departments that need access to equipment and records on campus being the first to return. Staggering departments, as well as staggering employees, will provide for more effective social distancing and conducting health screenings.

PHASE 3: This phase will include staff in other departments including clerical/administrative employees, Human Resources, Library, etc.

PHASE 4: Return of faculty and students under guidelines to be developed and adapted as public health initiatives dictate.

Policies, Procedures and Training

Human Resources, will revise policies and administrative procedures and will develop training to ensure that employees understand processes, procedures and expectations. Example of policies will be created or revised as follows:

- Families First Coronavirus Response Act
- All Paid and Unpaid Leaves of Absences
- COVID-19 Workplace Expectations
- Accommodation Policies
- Flexible Scheduling
- Telecommuting
- Reassignment Policies

In addition, all employees will be required to complete return-to-work training to ensure everyone understands the safe repopulating of the College campus safety measures and how they can work within the new workplace.

Online Training and Employee Expectations

Employee online training via the College's Portal must be completed prior to coming on campus. Training consists of updated policy and procedure, face coverings, self-screening, social distancing, good hygiene practice, contract tracing, and self-monitoring for symptoms.

Operational Guidelines

- Face masks or coverings are required and are a condition to return to work. Employee may bring a personal face mask or covering, or one will be provided at the check-in table upon entering the building
- Only the main entrances of each building will be open.
- Temperature checks are a condition to work each day:
  - Employees may self-check their temperature each day (if it is above 100.0 F you are to stay home, contact your health provider, and Human Resources); or
  - Temperature checks will be performed via a no-contact thermometer at the following locations:
    - Gloucester Campus — Student Services and College Center
    - Cumberland Campus — Administrative Building and Student & Enrollment Services Center
    - Employees located at an off-campus building will have a no-contact thermometer at each off-campus location
- Employees are complete a daily COVID-19 health screening form located on the College portal. This form must be completed by each employee prior to starting work each day whether on campus or telecommuting.
- Contact tracing form must be completed if six (6) feet separation is not feasible and you are in contact with someone for more than 15 minutes or more the form is located on the College Portal

Safe Return

Under the direction of the RCSJ Medical Director, health screening plans will be in place for all employees. The Medical Director will provide medical oversight for tracking temperatures and symptoms, and will engage actively with recovered employees prior to their return to work. All medical tracking will be strictly confidential.

The Medical Director, in conjunction with the Gloucester County and Cumberland County Health Departments, will train volunteer employees to be contact tracing specialists to investigate and communicate with individuals who may have been exposed to a person(s) testing positive for COVID-19. Individuals testing positive for COVID-19 will be monitored for appropriate isolation or quarantine procedures.

The Medical Director and Human Resources will develop the appropriate policies and procedures to manage testing, data analysis, isolation, and any change in levels of operations.

A Safe Working Environment

As part of the effort to address the ongoing pandemic situation and to establish a safe return-to-campus work environment, RCSJ has developed a set of protocols to help ensure that reasonable measures will be in place for a safe working environment. Although some apprehension is understandable, RCSJ will implement processes to fairly and consistently review requests for accommodation using governmental directives and CDC guidelines. Some of these accommodations may be college-wide, and others may vary by department, depending on specific practical realities and requirements. These measures may include:

- Staggered shifts
- Temperature scans
- Social distancing
- Room-occupancy limitations

In instances where an employee feels that the applicable accommodations may not reasonably address the employee's particular set of health-related circumstances, the employee may request from Human Resources further accommodations or modifications.

These requests will be considered on a case-by-case basis to assess if any further reasonable accommodations/modifications can be provided to address the employee's circumstances beyond the measures already adopted by the College, department or otherwise not addressed by other relevant RCSJ policies or governmental laws/programs.

Workplace Environment and Classrooms

A critical component in returning employees to work is an assessment of the work site and the implementation of processes and procedures such as, but not limited to, social distancing, protective equipment, enhanced cleaning protocols, HVAC filtration, and building access control.

Social Distancing

- Occupancy will be restricted in the workplace. Occupancy limits designed with six (6) foot distancing between individuals and are incorporated in the master scheduling program;
- Employees should physically distance themselves at least six (6) feet apart to the fullest extent possible;
- Signs will be posted prominently reminding employees of social distancing requirements;
- Floor markings will be used to identify six (6) feet parameters in high traffic areas where lines may form;
- Handshakes and physical contact will be prohibited;

- Workstations, conference rooms, reception areas and common areas may be reconfigured to provide social distancing depending on a department's needs, and department heads will work with their employees to post signage specific to their work areas;
- One-way directional traffic flow will be considered and implemented, where possible;
- Common areas such as kitchens, community refrigerators and other break areas will be reviewed for closure or adaptation. Employees are to bring lunch and coffee from home or other outside entities rather than preparing food or beverage items in shared kitchens;
- Sharing of phones, headsets, desks, etc. will be prohibited; however, consideration will be given for adaptations with cleaning protocols implemented as necessary if sharing is required;
- Building access will be as limited as possible. Employees will be scheduled with staggered arrival or reporting times;
- Elevator use will be restricted to those with accessibility needs and should be single-use where possible;
- Meetings should occur via streaming or other virtual meeting platforms. Any in-person meetings will require the use of approved table and desk configurations following appropriate social distance guidelines; and
- If weather permits, in-person meetings and other activities requiring less social distancing protocols should be held outside.

Enhanced Cleaning and Building Maintenance

- Offices, restrooms, hallways, classrooms, etc., will be equipped with sanitizer essentials per CDC guidelines;
- There will be cleaning schedules for high-touch areas;
- Staggered work schedules will assist custodial services to schedule more focused cleaning in areas based on daily usage;
- HVAC filters replacement will occur on a more frequent schedule;
- Increase outside air will be pumped into the buildings, and
- Structural barriers will be assessed and modified as necessary or required.

Equipment and Supplies

The RCSJ Purchasing Department, along with the Custodial Department, will monitor the inventory of personal protective equipment (PPE), restroom supplies, cleaning and sanitizing supplies, and make appropriate purchases as necessary. In addition to RCSJ's purchasing sourcing, the Gloucester and Cumberland Counties' Emergency Management Offices have notified both college campuses that they have adequate PPEs and sanitizing supplies for each campus.

Employee Safety

Face masks or face coverings must be worn by all staff working on campus when in the presence of others and in public settings where other social distancing measures are difficult to maintain (e.g., common work spaces, meeting rooms, classrooms, etc.). Appropriate use of face masks or coverings is critical to reduce risks to others nearby. The mask or cloth face covering is not a substitute for social distancing.

- Employees will be required to submit to screening as determined by respective County Health department representatives;
- Sick employees are expected to remain home and to secure appropriate clearance prior to returning;
- Employees will be required to track contacts, visitors and any areas visited outside their assigned work area;
- Employees will abide by safety rules including building access, touch surface contact (i.e., shared copiers, lab equipment); and
- Employees will complete assigned training and follow policies and procedures as required.

Visitors

Guests are discouraged from visiting campus in the early phases of repopulating the campus. Campus visits should be scheduled in advance to prevent social distancing issues. Visitor logs will be required.

Flexibility and Patience

RCSJ expects new health and safety information to continue to develop in the weeks and months ahead. It will be critical to remain flexible and seek to better understand how to protect everyone's health and safety, especially the most vulnerable within the College community, as well as those around us.

If you have any questions, please contact Human Resources.

General classrooms

Occupied classrooms will be cleaned once per day, and in the overnight hours during non-occupied times. Trash cans will be emptied, all tabletop and horizontal surfaces will be disinfected and wiped down. White boards will be erased and cleaned. Door handles and other high-touch items will be disinfected.

Lab spaces

- Lab spaces may be cleaned after each class, and once per day in the overnight hours during non-occupied times.
- Trash cans will be emptied, all lab tabletop and horizontal surfaces will be disinfected and wiped down.
- White boards will be erased and cleaned unless information is to remain.

Offices

- Offices will be entered daily to empty trash cans and wipe down desks and door handles.
- Occupants must ensure confidential information is secured within offices.
- The custodial crew will not remove stacks of papers or items on desks or shelves to clean.
- All surfaces will be cleaned with a disinfecting wipe. If personal items are in spaces, the custodial crew has been advised to avoid disturbing those areas.
- Vacuuming will occur on a weekly basis or more frequently as needed or requested.

Restrooms

Restrooms are maintained approximately twice per day with additional cleaning in high-traffic restrooms and for any incident requiring attention.

- All sinks and toilets are thoroughly cleaned and disinfected per cleaning.
- All paper products are replenished, and waste is removed from receptacles. All surfaces are wiped with a disinfectant solution.
- Door handles, stall locking mechanisms, and mirrors are wiped down and disinfected.
- Additional refreshing of restrooms occurs throughout the day. This includes wiping down sinks, refilling soap dispensers and paper towels, and emptying the trash.

Common areas

Common areas will be cleaned once per day during normal hours by custodial staff. Trash cans will be emptied, and all tabletop and horizontal surfaces will be disinfected and wiped down. Door handles (where applicable) and other high-touch items will be disinfected.

Meeting spaces

Meeting rooms will be cleaned once per day and after each scheduled use. Trash cans will be emptied, and all tabletop and horizontal surfaces will be disinfected and wiped down. White boards will be erased and cleaned unless information is to remain. Door handles and other high-touch items will be disinfected.

College Physical Education Center (PEC)

In addition to the protocols for custodial staff outlined in the cleaning, sanitizing, and disinfecting section above, the PEC custodial staff will work to ensure cleanliness of all offices, common areas, fitness spaces, locker rooms and restrooms.

Fitness Center

The Fitness Center will be closed for the fall semester. When reopening is authorized and in accordance with guidelines for fitness clubs, all fitness equipment will be cleaned once per day by PEC staff and all users are required to clean their equipment pre- and post-workout.

Screening, Testing, and Contact Tracing Protocols

Self-Reported Symptom Assessment

Once campus is open for returning students and employees, everyone will be required to submit their temperature daily and attest to being symptom-free before being able to access College buildings. The temperature checks will be conducted daily.

Attendance

Individuals responsible for groups of employees or students at events, such as classroom lectures, meetings and other gatherings, must document attendance. This may be done using digital tracking through Banner, Colleague or by spreadsheet to allow contact tracing, if needed.

Sick Notification

Employees must notify Human Resources of illness or suspected COVID-19 infection and report symptoms to Human Resources. Fever is the most common symptom of COVID-19, but it could also indicate another illness, especially as seasonal diseases such as the flu emerge. It will be critical for symptomatic individuals to avoid all face-to-face interactions and public gatherings regardless of social distancing practices.

COVID-19 Referral Program

For employees and students who believe they may have been exposed or have signs or symptoms of Covid 19 are to stay home and contact their health care provider for further instructions.

Return to Work Following Illness

Employees who are clinically diagnosed with COVID-19 or receive a positive test result must remain isolated based on the recommendations from their health care provider, public health official or until three full symptom-free days have passed, whichever is longer.

Employees who report symptoms without a known exposure to COVID-19 must be symptom free for 24 hours before returning to work.

All employees must communicate they have cleared status with Human Resources and receive guidance prior to returning.

Contact Investigation

Through a collaboration with the Gloucester County and Cumberland County Health Departments, RCSJ will train contact tracers to conduct assessments throughout our campuses to help health care professionals make public health recommendations for students and employees.

It is critical for students and employees to participate in any investigation, so isolation of ill individuals and quarantine of close contacts can occur quickly.

To report a positive COVID-19 case, contact Human Resources.

Isolation for Employees and Students

Employees and students will be required to isolate in their homes and follow return to work and school protocols.

Instruction

Student Expectations While on Campus and in the Classroom

Student online training via the College's Portal must be completed prior to coming on campus. Training consists of, updated policy and procedure, face coverings, self-screening, social distancing, good hygiene practice, contract tracing, and self-monitoring for symptoms.

Class Schedules and Delivery

The success of and support for students attending RCSJ is of upmost importance to the faculty and staff, therefore instruction will occur as outlined below:

The summer sessions are continuing, all with completely online delivery for courses. Internships that are critical for student training in their field, as well as clinical placements, will resume upon the College reopening and student acceptance into such external placements.

The fall semester will begin as scheduled on Tuesday, September 1, and will conclude on Saturday, December 12. Classes for the fall semester will be delivered as online and hybrid.

Hybrid sessions will be offered for specific classes and programs that require laboratory, clinical/internships, and hands-on work for accreditation, licensing, and for students to achieve the knowledge necessary for success in their fields of study.

In addition to online and hybrid delivery formats, the College is introducing a live online format for all traditional classes that incorporates expanded online learning resources and capabilities using Zoom to conduct real-time class meetings. This will allow for nearly all traditional face-to-face classes to be taken synchronously from a remote location using Zoom as the interactive learning platform. This will allow the faculty and student interactions that students and faculty crave, but will allow for physical distancing for the safety of the faculty and student body. Full details regarding the operating platforms for each course will be communicated to each student.

RCSJ is making a substantial investment in instructional technology to enable high-quality delivery of all class content to support the live online modality that will permit students to interact with their instructors and classmates digitally while maintaining safe physical distancing.

The classes that will be offered in the hybrid format will offer lectures as either online or live online while the laboratory, clinical/internship and hands-on training required for these courses and programs will meet either on campus or in their training or clinical settings. All classroom meetings will be subject to adjusted classroom capacity and safety protocols and will be scheduled on a rotating basis, as necessary, to allow for physical and social distancing following CDC protocols. Cleaning protocols, as described later, will be performed between each class meeting, and all meetings will follow CDC protocols for personal protective equipment and meeting sizes.

INSTRUCTION

The credit-bearing programs and courses that will require hybrid class delivery within class, or at clinical or internship placements for the fall semester are as follows:

Program	**Course(s)** **(G-Gloucester campus** **C-Cumberland campus)**	**Justification**
Automotive Technology	AUT 101 (G) AUT 107 (G) AUT 110 (G) AUT 111 (G) AUT 135 (G) CEP 200 (G) CEP 203 (G) CEP 208 (G)	All require hands-on work crucial for skills for program and employment
Ceramics	CR101 (C) CR102 (C) CR 105 (C) CR 106 (C) CR 109 (C)	All require hands on work and use of studio equipment; kilns, glaze lab, and wheels.
Criminal Justice	PHY 241 (G) PHY 242 (G)	Laboratories for crime scene investigation cannot be online
Certified Clinical Medical Assistant	CMA 107 (G) CMA 120 (G) CMA 128 (G) CMA 131 (G)	Laboratory cannot be completed online Clinical Clinical Clinical
Diagnostic Medical Sonography	DMS 203 (G)	Clinical
Engineering	EG 103 (C) CH 201 (C) BI 221 (C) ENR 102 (G) ENR 103 (G) ENR 201 (G) CEP 211 (G)	Laboratory cannot be online Laboratory cannot be online Laboratory cannot be online Laboratory cannot be online Laboratory cannot be online Laboratory cannot be online Hands-on internship work at Johnson and Matthey, PBF Energy, West Deptford Power Plant, UGSI, and Geresheimer Glass
Engineering Technologies	IT 111 (C)	Laboratory cannot be online
Health Science	ALH 104 (G) HPE 105 (G) HPE 233 (G)	Laboratory competencies must be done in person
Licensed Practical Nursing	PN 101 (C)	Clinical
Nuclear Medicine Technology	NMT 205 (G) NMT 215 (G)	Clinical Laboratory competencies must be done in person
Nursing	NU 210 (C) NUR 130 (G) NUR 113 (C) NUR 131 (G) NUR 215 (G)	Laboratory competencies must be done in person and clinical placements Laboratory competencies must be done in person Clinical Clinical Clinical

Physical Therapist Assistant	PTA 207 (G) PTA 209 (G) PTA 216 (G)	Lab competencies required before clinical Clinical Lab competencies required before clinical
Process Technology	CEP 211	Hands-on internship work at Johnson and Matthey, PBF Energy, West Deptford Power Plant, UGSI, and Geresheimer Glass
Radio, Television and Film	COM 216 (G) CO 216 (C) COM 310 (G) CO 316 (C)	Laboratory video editing in all courses using specialized equipment not available off-campus
Radiography	RT 103 (C) RT 202 (C)	Clinical Clinical
Surveying Engineering Technology	CET 108 (G)	Outdoor laboratory using survey equipment cannot be online

RCSJ also offers several non-credit programs that will require a component of face-to-face meetings, as shown below. Once again, cleaning protocols as described later will be used between each class meeting and all meetings will follow CDC protocols for personal protective equipment (PPE) and meeting sizes.

Non-credit program	**Courses**	**Rationale**
Allied Health programs	EMT (G) Patient Care Technician (G) C.N.A (G and C) Medical Assistant (C)	All require hands-on laboratories and clinicals as required by the New Jersey Department of Health
Ceramics	Non - Instructional Studio	Require hands on work and use of studio equipment; kilns, glaze lab, and wheels
External College affiliated training Academies	Gloucester County Police Academy (G)	Requires hands-on training and follows guidelines provided by the C.D.C. and approved by the Police Commission under the purview of the New Jersey Attorney General
	Gloucester County Fire Academy (G)	Requires hands-on training and follows guidelines provided by the C.D.C. and approved by the New Jersey Division of Fire Safety
Real Estate	RE 101 (C)	Hands-on analysis required by Real Estate Commission

INSTRUCTION

For classes that will be offered online, remote attendance may take the form of watching a recorded lecture, watching and participating in a live video discussion, or participating in a discussion or other online activity in the College's Learning Management System which is Blackboard Learn 9.1.

Online classes do not have scheduled in-person sessions; all course content is accessed asynchronously through Blackboard.

Hybrid classes have periodic scheduled in-person sessions, following CDC social distancing and reduced classroom capacities to allow for social distancing, but the majority of course content is accessed through Blackboard Learn.

Live online classes will have regularly scheduled synchronous Zoom meeting sessions with selected course content accessed through Blackboard Learn. The live online format will enable students and faculty to engage, connect, and get the most from their digital, real time interactions even though they are not together physically.

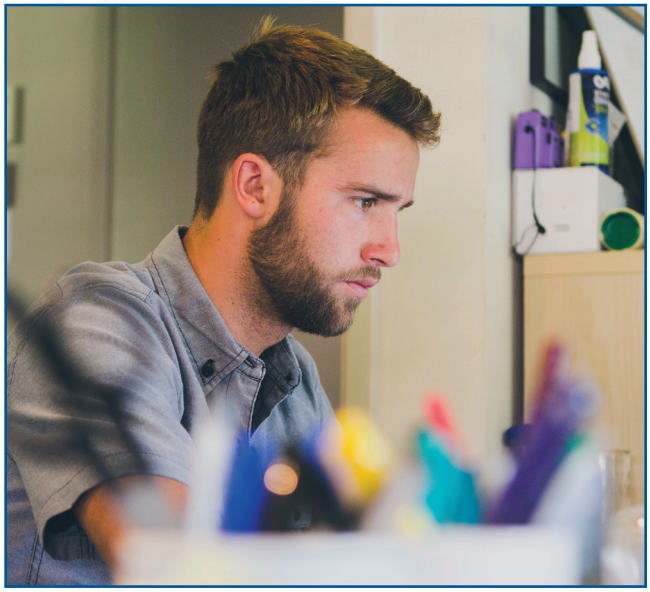
Finally, all classes with an in-person component, such as laboratory or clinical components, will be prepared to move to full online instruction temporarily or for the remainder of the semester, in the event it is deemed necessary. While not optimal, these programs and courses are prepared to deliver information remotely using Blackboard Learn and Zoom.

On-Campus Residential Housing

Rowan College of South Jersey does not have on-campus residential housing. Rowan Choice allows RCSJ students to live on campus at Rowan University in Rowan University Housing and be instructed by RCSJ faculty.

Rowan Choice students (registered as RCSJ students) will have the option to live on Rowan University's campus in the fall semester. RCSJ will continue to follow all Rowan University housing policies and procedures, including those that apply during this time of heightened health concerns. In order to ensure students' safety and well-being, Rowan University has implemented the following procedures for the fall semester:

- University personnel will clean and disinfect public common areas multiple times per day using appropriate guidelines and products.



- Housing assignments will be made using a system which adheres to social distancing and health-related risk reduction guidelines, while attempting to meet the needs of students who have applied for housing.
- Residential Learning and University Housing staff members will participate in specialized training sessions to enhance their ability to identify and address health-related concerns in residence halls.
- Students with known or suspected exposure to COVID-19 will be required to participate in University isolation protocols. This may include relocation to isolation housing, returning home for a designated period of time, alternative methods for food access and/or delivery, participation in tracing protocol, limited access to University facilities, and/or transitioning to alternative course delivery methods. The University has set aside Triad Hall, a 218-bed residence hall, for the relocation of students who need to be isolated and cannot return to their primary residence.
- University personnel will continue to offer educational and social development opportunities using appropriate social distancing techniques and/or technology-based methods.
- Common areas of buildings will be open or closed based upon current guidelines. All expectations will be posted throughout buildings and online.

Additional questions about housing can be directed to *housingquestions@rowan.edu* and questions about the Rowan Choice program can be directed to Dr. Michael Plagianakos *mplagian@rcsj.edu*

Computer Labs/Libraries

Computer labs

Remote computer lab access is available to all students through the ***RCSJ.edu*** website which allows students to remotely access high-powered computers and specialized software to complete assignments in Computer Graphic Arts, Radio Television and Film, and computer science courses. Computer labs and computer classroom available to the students will follow and maintain the below protocols;

- Six (6) foot social distancing between computer terminals and individuals.
- Face coverings except for those that would inhibit the individual's health.
- Promoting frequent hand washing, coughing and sneezing etiquette and proper disposal of tissue usage.
- Hand sanitizer and wipes will be available.
- Regular sanitation (and in some areas after every use) of high touch areas such as restrooms, keyboard, computer mise, desk and chairs.
- Installation of sneeze guards where social distancing is not able to be followed.

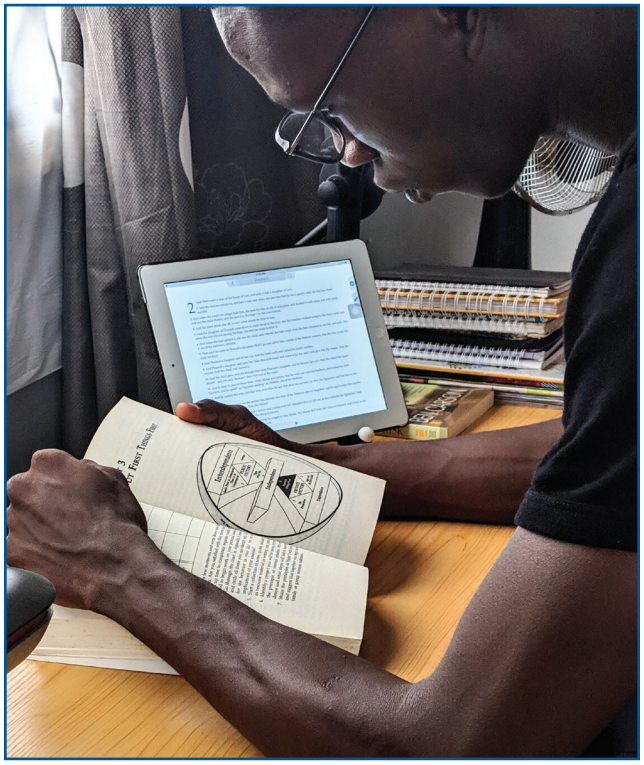
Library

The library on each campus will follow the New Jersey Governor's directives for offering in-person services to faculty, staff and students, as well as "curbside pickup" when directed, while following all social distancing and cleaning protocols.

- Indoor portions of the library will not exceed 25 percent capacity excluding employees
- In an effort to enforce the six (6) feet social distancing guidelines, desktops and monitors will remain in place and will be marked as usable or unusable to accomplish social distancing.
- Hand sanitizer and wipes will be will be available
- Face coverings will be required for all except where doing so would inhibit that individual's health.
- If an individual refuses to wear a face covering for non-medical reasons, they will be asked to leave the indoor premises
- Custodial crews will wipe down horizontal surfaces, including keyboards, door handles, computer mice, and other high-touch areas once per day.
- Limited occupancy of restrooms to ovoid-overcrowding.

Research

Not Applicable



Student Services

Rowan College of South Jersey will continue to offer student services remotely in stages two (2) and three (3) of the Governors "The Road Back: Restoring Economic Health Through Public Health" while adding face-to-face services modified to accommodate individual appointments using social distancing and CDC guidelines.

Student Services will adhere to appropriate social distancing techniques, engaging in regular disinfecting protocol, and wearing recommended PPE (e.g. cloth masks and washing hands) in order to provide essential resources to students in need of assistance.

Student Services is prepared to pivot back to providing all services online in the event the Governor deems it in the best interest of public health to do so.

Academic and Student Support Services

All academic and student support services will continue to provide high-quality virtual support options in advisement and tutoring. Physical distancing and health precautions will be implemented in all academic and student support services offices. In addition, RCSJ will continue to support student well-being and academic success through extensive outreach via emails, phone calls, and text messages. In-person services may also resume through appointments and when appropriate.

Disability Services

Students registered with the office may experience particular challenges due to remote learning environments, heightened health risks and mental health strain. Support for students' well-being and academic success will continue to be available through high-quality virtual support options and through extensive outreach via emails, phone calls, and text messages.

Counseling and Wellness

Mental health conditions and student overall wellness will continue to be supported remotely. Individual appointments for students are provided online; face-to-face services will resume when appropriate.

Testing Services

The Testing Center will continue to provide placement testing and proctoring services remotely. Accommodated testing for students registered with Disability Services is available in online and remote course platforms. When conditions permit, testing services will resume offering an in-person option, following health and safety protocol.

Military Services

Military Services staff will be available to help students with military educational benefit processing and provide updates on benefits-related issues that may rise. Students can be assured their needs will be met through virtual services and extensive outreach via emails, phone calls, and text messages. In-person services will also resume when appropriate.

Financial Aid

Students eligible for financial aid can be assured their needs will be met through virtual services and extensive outreach via emails, phone calls, and text messages. Students can submit documents via MappingXpress located on the Portal. Verification services completed through ProVerify are expected to continue without interruption. In-person services may also resume through appointments and when appropriate.

Student Organizations

Student clubs and organizations provide essential peer-to-peer interactions, associations, and leadership development for students. Staff members will assist these organizations with implementing virtual meetings and activities.

As conditions and guidelines allow, opportunities for in-person meetings will be made available to student clubs and organizations while using appropriate social distancing guidelines as necessary.

Student Events on Campus

To the fullest extent possible, the Department of Student Life will provide involvement in events as conditions and guidelines allow.

Staff members will develop and enforce attendance limits for in-person events using current guidelines, policies, procedures and protocols and a mechanism to implement RSVP and tracking procedures. If in-person events are not possible, staff members will live-stream events.

Transportation

Transportation

Students needing transportation will be transported in a college van or security vehicle. The vehicles will be following New Jersey Governor's Executive Order 125, and will be regularly cleaned and disinfected between shifts.

On-Campus Dining

No dining or cafeteria services will be offered for the fall semester, but as conditions change, services may become available for the spring semester.

Study Abroad and International Travel

Not Applicable

All photo from many different contributors on *Pexels.com*

Athletics

Given the experiential nature of intercollegiate athletics for student-athletes, coaches, officials, and fans, RCSJ will follow the guidelines from NJCAA, local, state, federal and health care officials and Guide to Safely Reintroducing Athletics. The Guide to Safely Reintroducing Athletics at RCSJ examples include, but are not limited to:

- Practices and skill-development using appropriate social distancing techniques;
- Tracking the temperatures and symptoms of student-athletes and coaches;
- Implementing enhanced travel precautions, and maintaining competition venues in a manner that limits health-related risks to the fullest extent possible;
- Student-athletes, coaches, and other personnel associated with Athletics will be evaluated and restricted from participation/work using appropriate isolation protocol for known and/or suspected exposure to COVID-19; and
- Transportation will follow New Jersey Governor's Executive Order 125

Athletics

Covid-19 Management Plan

A Comprehensive Guide To Safely Reintroducing Athletics at Rowan College South Jersey Campuses: Gloucester and Cumberland

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This document is information and intended for Rowan College South Jersey Athletics to promote health and safety while observing the risk that COVID-19 presents to student athletes, staff, coaches, fans and the community. In coordination with local public health departments and college administration, the information provided in this document does not, and is not intended to, constitute medical or legal advice and is provided for informational purposes only.

The considerations contained in this document reflect available information at the time this guide was prepared. Efforts were made for considerations to be consistent with CDC environmental services recommendations. For more information, please visit: CDC.gov. Adherence to the considerations in this guide does not guarantee that there will be no outbreak or further spread of COVID-19, and we do not assume responsibility for any injury or damage to persons.

Introduction

Rowan College South Jersey Athletics on the Cumberland and Gloucester campuses will mitigate the risks of COVID-19 infection for its student-athletes, staff, and fans during the COVID-19 pandemic.

Rowan College South Jersey has worked on planning for a return and will implement best practices from CDC, state, and National Junior College Athletic Association (NJCAA) guidelines as well as professionally licensed organizations listed in our resources. Despite all efforts, it is important to recognize that we cannot reduce the risk of COVID infection to zero. We will make our goal to mitigate the risk of infection as much as possible through all available strategies including, but not limited to, masking, hand washing and hygiene, sanitization, and physical distancing.

The Rowan College Athletic Training Staff will have a screening protocol in place prior to the start of any on-campus activities. The Rowan College Athletic Training Staff will retain the right to send anyone home immediately who is showing symptoms despite answers from screening.

Rowan College South Jersey will have completed cleaning and sanitization of all public areas prior to opening and will continue to do so regularly in accordance with campus protocol throughout the academic year to help limit the potential spread of the virus. Student-athletes, coaches, and staff will also all be involved in sanitization efforts and education.

Rowan College South Jersey Athletics will maintain communication with all stakeholders and will stay abreast of all information from CDC, state, and organizations in regard to COVID-19. Information will be updated as it becomes available. The goal is the minimize the risk of infection for all stakeholders with an understanding that:

1. CDC guidance will change frequently.
2. State guidelines will change frequently.
3. NJCAA Guidance could change.

General Guidelines

RCSJ Athletics will adhere to all Federal, State, College, and NJCAA guidelines as it relates to intercollegiate athletics and COVID-19. These guidelines, as set by the CDC, should be followed at all times.

- Wash hands often and avoid touching eyes, nose, and mouth. (***cdc.gov/handwashing***)
- Avoid close contact: Maintain at least 6' distance between yourself and other people. (***cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html***)
- Cover your mouth and nose with a cloth mask when unable to socially distance. (***cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html***)
- Cover coughs and sneezes. (***cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html***)
- Clean and disinfect frequently touched surfaces daily. (***cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html***)

RCSJ Athletics COVID-19 Action Team

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Section 1: Education

Introduction

It is important to educate throughout all phases of return to sport including prior to return to campus. It is also imperative to note that this is unprecedented and daily new research and data are being collected.

1.1: Who to Educate

1. College Administrators, Coaching staff (paid and volunteer), Athletic Administration, Facilities Staff, Part-time and Student Workers.

2. Student-Athletes

   a. Student-athletes will be required to watch an education video presenting COVID-19 information and personal hygiene best practices.

   b. Student-athletes will be required to acknowledge that they reviewed an educational document related to COVID-19 information and personal hygiene best practices.

   c. Student-athletes will also be required to attend an education sessions prior to their first voluntary workout/practice/training room visit.

1.2: How and When to Educate

Prepare —

- Online/virtual modules, social media, and on-campus signage.
- Pre-Season meetings and In-Season meetings.

Reinforce—

- During department and team meetings.

Maintain—

- Daily check-ins. (per state, county and institution guidelines)
- Handwashing/sanitization will be daily focus.

Section 2: Safety Considerations

There must be a change in mindset as student-athletes, coaches and staff are expected to stay home if not feeling well and report any and all symptoms on screenings.

2.1: Student-Athletes

- Student-athletes will be educated on dangers of COVID-19 and their responsibilities as a student-athlete participating during this pandemic.
- Mandatory daily screening prior to arrival on campus.
- Temperature checks (on-site) — Game day only unless otherwise deemed necessary by College or Region.
- Facial coverings worn inside building, vans, and any other close-quarters team gatherings.
- Change in mindset, can't "fight through sickness," and importance of informing coaches and staff if they do not feel well.
- Contact tracing. (Students need to conscious of whereabouts in order to help mitigate spread if coach/teammate gets sick)
- Social distancing remains in effect, including areas such as athletic training room and athletics offices.
- Responsibility for good personal hygiene and hand washing.
- Responsibility of cleaning personal equipment and gear.

2.2: Coaches & Staff

- Higher risk individuals continue to work virtually, if possible, then adhere to social distancing and proper PPE, even when outdoors.
- Mandatory daily screening prior to arrival on campus.
- Temperature checks (on-site) — Game day only unless otherwise deemed necessary by the College or Region.
- Adopt a culture that encourages athletes and staff who exhibit symptoms to stay home and refrain from any athletic participation.
- Facial coverings worn inside building, vans, and any other close quarters during team gatherings.
- Contact tracing. (Coaches need to be conscious of whereabouts in order to help mitigate spread if coach/teammate gets sick)
- Continue to facilitate team activities that can be done virtually. (Team meetings, one-on-one meetings, film sessions)
- Training groups thoughtfully planned out.
- Daily education and enforcement of proper hygiene, social distancing, and the use of masks by student-athletes and staff.
- Good role model of personal hygiene and hand washing.
- Responsible for making sure the cleaning of equipment, facilities, etc. is complete prior to and after sessions.

2.3: Preparation for Return

The following preparations are ongoing or have been completed for the safe return of student-athletes:

- Development of staff return to office plan.
- Education component for student-athletes, coaches, and staff.
- Provided Zoom-call opportunities for student-athletes and their parents/guardians to ask further questions. (*schedule for July and August*)
- Collection of mandatory physical forms and COVID-19 screening questionnaire.
- Complete cleaning and disinfecting of athletic facilities and equipment.
- Development and placement of COVID-19 recommended signage.

Section 3: Athletics Operations

3.1: Practice/Gameday

Preparing to Play (Student-Athlete/Coach) — (Recommendations to protect again infections)

No student-athlete should practice if they:

- Are exhibiting any symptoms of the coronavirus (mild to severe respiratory illness with fever, cough and difficulty breathing, or other symptoms identified by the CDC), OR
- Have been in contact with someone with COVID-19 in the last 14 days.
- Wash your hands with a disinfectant soap and water (for 20 seconds or longer),or use a hand sanitizer if soap and water are not readily available, before going to the practice facility.
- Students will be required to clean and wipe down your equipment, including water bottles.
- Do not share water bottles or any other equipment such as wristbands, gloves, masks, hats and towels.
- Bring a full water bottle to avoid touching a tap or water fountain handle.
- If you need to sneeze or cough, do so into a tissue or upper sleeve.
- Arrive as close as possible to when you need to be there.
- Avoid touching gates, fences, benches, etc. if you can.

When Practicing — (Recommendations to prevent against infection)

- When possible, try to stay at least six feet apart from other players. Do not make physical contact with them (such as shaking hands or a high five). Coaches will implement training that allows for physical distancing.
- Avoid touching your face after handling a ball or other equipment. Wash your hands promptly if you have touched your eyes, nose or mouth.
- Avoid sharing food, drinks or towels.
- Remain apart from other players when taking a break.

After Participation — (Recommendations to protect again infections)

- Leave the facility as soon as reasonably possible.
- Wash your hands thoroughly or use a hand sanitizer.
- Do not use the locker room or changing area. Shower at home.
- No extra-curricular or social activity should take place. No congregation after playing.
- All players should leave the facility immediately after play.

A. Daily Student-Athlete Pre-Screen Itinerary

- **Daily Questionnaire** to be sent via email/text — Must completed truthfully, misinformation may result in cancellation of practice/14-day shutdown of sport.
- **Temperature Check** prior to practice/competition (subject to change)
- If above not completed, student-athlete will not participate. Must be cleared by athletic trainer or athletic administrator.

B. Preventative Measures — Practice

- PPE for Athletic Department and coaches.
- Mandatory hand hygiene prior to practice.
- Mandatory sanitization prior to practice:
  - Baseball/Softball: bats, helmets, balls.
  - Basketball: balls, ball-rack, training equipment.
  - Soccer: balls, cones, training equipment.
- Coach will designate groups of athletes to sanitize equipment.
- Mandatory sanitization after practice (areas listed above).
- Mandatory hand hygiene after practice.
- Hang signage showing CDC/WHO Guidelines.

C. Preventative Measures — Gameday

- PPE for Athletic department and staff.
- Benches, individual seats will be sanitized before, during halftime, and after games by athletic staff/student-athlete
- Baseball/Softball will social distance in dugout/bleacher area/individual seating as per CDC/WHO Guidelines.
- Each player will have their own seat. (*subject to change*)
- Mandatory sanitization of shared equipment prior to games:
  - Baseball/Softball: bats, helmets, balls.
  - Basketball: balls, ball-rack, training equipment.
  - Soccer: balls, cones, training equipment.
- Coach will designate groups of athletes to sanitize equipment
- No pregame/postgame handshakes
- No shared water cooler, individual player must bring adequate amount of water. (*subject to change*)
- Mandatory sanitization of shared equipment after games. (areas listed above)
- Mandatory hand hygiene after games.
- Hang signage showing CDC/WHO Guidelines.
- No spectators. (Indoor/Outdoor [*subject to change*])

D. Gameday Team Itinerary

Home Games

- Daily Questionnaire completed in AM.
- Temperature check taken prior to game.
- Minimal locker room use. (*subject to change*)
- Complete preventative measures process.
- After games, students will drop off uniforms in team room.
- When hosting Visiting Team
  - i. Visting team must use designated on-campus facilities prior to arriving to playing field.
  - ii. Visiting team must have temperature checked upon arrival to playing — highly recommended to have temperature checked by team athletic trainer.
  - iii. Prior to departure, students must be prepped for competition by athletic trainer.

Away Games

- Daily Questionnaire completed in AM.
- Temperature check taken prior to departure.
- Minimal locker room use (*subject to change*).
- No stopping for meals, meals will be pre-purchased and picked up prior to departure.
- Students will social distance on bus/van, as per bus company/CDC/WHO guidelines. (*subject to change per guidelines*)
- Travel party size will adhere Region XIX guidelines.
- Must adhere to guidelines of host campus.

3.2: Locker Rooms

- Disallow use of locker and team rooms whenever possible.
- If use is needed:
  - Limit access to student-athletes for pre and post practice/competition.
  - Limit time, no congregating.
  - Signage throughout locker room areas.

3.3: Athletic Training Facility

- Observe social distancing.
- Maintain 6 foot spacing between individuals.
- Spacing/limiting treatment tables (remove tables if needed).
- Rehab (continue with home exercise plans whenever possible).
- Signage throughout athletic training areas.
- Limit number of student-athletes in athletic training room at a time.
- Schedule appointments.
- Try to establish separate entrances and exits, if possible.
- Prevent congestion near entrances/exits.
- Provide appropriate PPE for athletic trainers.

3.5: Event Management

- No spectators allowed at indoor events.
- Spectators may be allowed at outdoor venues with social distancing.
- Signage — CDC signage at all athletics facilities.
- Hand sanitizer stations.
- Staff/scorers/table crew/sports information must social distance.
- Game staff will be limited, and full-time staff will be asked to assist with normal part-time staff roles.
- No post game handshakes.
- Masks will be worn on benches.
- Extra benches will be provided, when available, to allow for adequate spacing of bench personnel.
- Bench personnel and players may be limited to decrease bench sizes.
- No rental or outside use of facilities until further notice.

Section 4: Travel Considerations

- Will follow NJ Executive Order 125 Guidance.
- Only student-athletes with clear daily screening allowed to travel.
- Facial coverings worn inside vans/buses at all times.
- Van passenger lists will remain the same for entire season.
- Stops for meals should be eliminated. Meal money should be distributed prior to games for the student to be able to provide their own meal. Possible "boxed lunch" style meals for road games.
- Vans cleaned after each away trip.
- Consider limiting travel rosters.
- Overnight trips will limited to post-season.
- Non-region out of state trip will need to be re-evaluated.

Section 5: Sports Medicine

- Share *Return to Play* plan with Athletic Trainer's supervising Physician for review and input.
- Athletic Trainer will only be able to service one student at a time in Training Room.
- Working surfaces are cleaned between each student-athlete.
- Student-athletes must wash/sanitize hands before entering athletic training room.
- Student-athletes must wear mask when in athletic training room.
- Student-athletes must wash/sanitize hands when they leave the athletic training room.

Section 6: Reaction to a Positive Test

6.1: Positive Test Management Procedures

If student-athlete or staff have been diagnosed with and/or has a positive test for COVID-19, they should follow the established institutional policies for management of infectious disease and/or specific COVID-19 policy. If no institutional policy is in place refer the following procedure.

A. RCSJ should contact medical team within the institution who are responsible for communication with public health officials and dissemination of information to students and staff about COVID-19 exposure.

B. Initiate appropriate contact tracing procedure and notify individuals who may have been in close contact with the infected person.

C. Instruct/educate student-athlete with COVID-19 about self-isolation procedures.

i. Isolate yourself from other people in your home/apartment

ii. Student-athlete should not return to campus until cleared by a physician and submit written documentation addressing COVID-19. (*see appendix H/electronic screening form*)

D. Take into consideration that student-athletes living amongst others may present issues for isolation and quarantine of individuals and groups.

E. Student-athletes that might have been exposed should:

i. Self-quarantine for 14 days after your last exposure.

ii. Check your temperature twice a day and watch for symptoms of COVID-19.

iii. If possible, stay away from people who are at higher-risk for COVID-19.

iv. Have athletic staff available to consult with student-athlete(s) and/or teams in isolation or quarantine.

6.2: Return to play considerations for student-athlete with COVID

A. Medical clearance from MD/DO before returning to activity

B. If student-athlete was asymptomatic, non-hospitalized:

i. Rest/no exercise for 14 days from positive test result.

ii. Have a gradual progression from light activity back to full sport participation.

C. If student-athlete mild symptoms, non-hospitalized:

i. Rest/recover/no exercise for 14 days during symptomatic period

ii. No exercise for 14 days after symptoms resolves

iii. Recommended that student-athlete undergoes cardiac screening

iv. Have a gradual progression from light activity back to full sport participation

D. If student-athlete severe symptoms, hospitalized:

i. Rest/recover with no exercise for 14 days while symptomatic.

ii. No exercise for 14 days after symptoms resolves.

iii. Recommended that student-athlete undergoes cardiac screening if not done while hospitalized.

iv. Have a gradual progression from light activity back to full sport participation.

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