

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

**Institution Name:** Hudson County Community College

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**Components of Institutional Plan for Restart Checklist**

- 1. General Safeguarding ..... X
- 2. Screening, Testing, and Contact Tracing Protocols ..... X
- 3. Instruction ..... X
- 4. On-Campus Residential Housing ..... N/A
- 5. Computer Labs/Libraries ..... X
- 6. Research ..... N/A
- 7. Student Services ..... X
- 8. Transportation ..... X
- 9. On-Campus Dining ..... X
- 10. Study Abroad and International Travel: ..... N/A
- 11. Athletics ..... N/A
- 12. Other Information/Appendices (as needed)..... N/A



12/22/2020

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**Signature of President or Appropriate Designee**

**Date**

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Hudson County Community College (HCCC) values its students, faculty, staff, and community members and is committed to being proactive in the protection of the health and safety of all during the COVID-19 pandemic and always.

COVID-19 most commonly spreads through respiratory aerosols that are expelled when an infected individual sneezes or coughs. Individuals with COVID-19 may exhibit symptoms like fever and a dry cough or may not exhibit symptoms at all. The Centers for Disease Control and Prevention (CDC) recommend that individuals stay home whenever possible and wear face masks, wash or sanitize their hands frequently, and maintain a distance from others of at least six feet when outside of the home in order to limit the spread of COVID-19.

Hudson County Community College's Restart Plan was developed by the Return to Campus Task Force with input from the college community. HCCC's Restart Plan was developed in alignment with the template and guidelines provided by the Office of the Secretary of Higher Education and adheres to all CDC requirements, recommendations, and guidelines.

Safety during a pandemic is a collective responsibility. The ability of Hudson County Community College to thrive during the current COVID-19 pandemic is contingent upon a shared understanding that we each have a role in taking steps that promote not only our own health but the health of the other individuals with whom we share our campus.

In continuation of this important community goal, and in accordance with guidance from the CDC, Hudson County Community College requires that all students, faculty, staff, and visitors to our campuses abide by the rules and regulations set forth:

- Participate in HCCC's health screening protocol by completing the survey and having your temperature assessed when entering HCCC's buildings;
- Stay home and participate in teaching, learning, and working remotely if you do not feel well or have circumstances that prevent you from being on campus;
- Wear a mask in all HCCC spaces;
- Adhere to social distancing guidelines by maintaining a distance of at least 6 feet between yourself and others;
- Adhere to all capacity limitations in classrooms, offices, restrooms, and elevators;
- Follow one-way directions for all entrances, exits, and stairwells;
- Wash or sanitize your hands frequently;
- Sneeze and cough into your elbow.

## General Safeguarding

**How will the institution implement general safeguarding measures during each stage?**

**These safeguards include but are not limited to:**

- Cleaning and sanitization;
- Requiring face coverings;
- Maintaining adequate supplies, such as personal protective equipment and cleaning supplies;
- Requiring individuals to engage in social distancing practices at all times; and
- Training students, staff and faculty regarding COVID-19 sanitization and social distancing practices and protocols.

### Safeguarding Measures Summary

Across all stages of reopening, Hudson County Community College (HCCC) is committed to protecting the health and safety of its students, employees, and community members. In service of this objective, HCCC will implement safeguarding measures to ensure that individuals who are on campus, as may be appropriate for each stage, adhere to all health and safety protocols established by the College. Prior to on-ground operations resuming, training for all students, faculty, and staff will be provided. Training sessions will focus on health and safety protocols issued by the CDC and New Jersey Department of Health (NJDOH), procedures and practices specific to HCCC, and self-monitoring of symptoms. To ensure all students, employees, and community members have access to the most current health and safety information, HCCC has communicated via college-wide emails and has established a dedicated [web page](#) for its Return to Campus planning efforts that includes links to resources.

[Executive Order No. 155](#) requires the use of face coverings for faculty, staff, students, and visitors, except when doing so would inhibit the individual's health. In addition, [Executive Order No. 163](#) requires individuals to wear face coverings in outdoor public spaces when it is not practicable to socially distance and keep a six-foot distance from others. Adherence to rules and regulations stated on page one and the use of face coverings is essential to maintaining a healthy community. Students, faculty or staff who do not comply with health and safety rules and regulations will not be permitted to remain on campus. **Furthermore, HCCC is fully compliant with [Executive Order No. 192](#), which was issued by the Governor to protect New Jersey's workforce during the COVID-19 pandemic as is evident through its protocols described in this document.**

All community members are asked to address non-compliance in their areas of responsibility and to report continued non-compliance to security.

Members of the community who wish to anonymously report a concern or non-compliance with the above rules and regulations may do so by submitting a [Coronavirus Concern Form](#). The form will be routed to members of the Return to Campus Task Force and the appropriate member will follow up on the concern.

**Several strategies are being employed to ensure high quality air. Two hundred portable air purifiers have been procured and disbursed to all spaces on campus where teaching, learning, or working are occurring. In addition, M11 filters, which are approved by the CDC for Coronavirus air filtration, have been installed throughout all HCCC buildings and will be replaced as per the manufacturer's instructions.** The REME HALO in-duct air purifier will be installed in the HVAC units in every HCCC building. The REME HALO in-duct air purifier kills up to 99% of bacteria, mold, and viruses, reduces sneeze germs by 99% in the time a sneeze can reach three feet, and kills 99% of viruses on surfaces in the space.

The frequency of cleaning operations will be increased in all buildings and areas where students, faculty, and staff will be learning, teaching, and working. HCCC's contracted cleaning service will be responsible for the cleaning and sanitization of spaces.

For instructional spaces, HCCC will leverage its room scheduling software to ensure instructional spaces are cleaned and sanitized in between meetings. Cleaning and sanitization will occur between each class session and will be completed by HCCC's contracted cleaning service. Each classroom will also have a spreadsheet posted outside that will indicate the date and time of the most recent cleaning along with the initials of the individual who completed the cleaning.

Disinfectant products meeting the EPA material safety guidelines will be used.

As an added precaution, disinfectant wipes/spray will be provided for use during classes and in offices. Workspaces should be wiped down by individuals upon entering and before leaving a space. In offices, staff should clean their personal workspaces throughout the day as they feel is needed.

The College has purchased 400 contactless hand sanitizer stations, which will be located throughout all HCCC buildings.

Service to all water fountains has been disconnected. Students, employees, and community members will be able to fill reusable water bottles at specified bottle filling stations, and **water coolers were installed throughout campus.** Disposable water bottles will be available for students, employees, and community members at HCCC's food pantries.

Hot water or automated temperature faucets are available at all handwashing stations and HCCC's Office of Engineering and Operations will ensure the water pressure is adequate.

### **Requiring face coverings**

HCCC will require face coverings in all campus buildings and sites. Community members should bring their own face coverings. Otherwise, HCCC will provide face coverings. **Both disposable and HCCC-branded cloth face masks are available at the entrance to all HCCC buildings.** A face covering will be required to enter any building.

Individuals for whom wearing a face covering may lead to health complications will be

encouraged to work or learn remotely.

Face coverings will be required to be worn inside the buildings, shared offices, spaces and classrooms. Educational signage will be posted outside of and throughout HCCC's buildings. Signs will educate the college community on the importance and requirement of masks and remind individuals to do their part in protecting the health of their fellow HCCC community members.

Face covering requirements will be included in the focused training and orientation programs for students, employees, and community members.

### **Maintaining adequate supplies, such as personal protective equipment and cleaning supplies.**

Cleaning, disinfecting, and Personal Protective Equipment (PPE) supplies have been ordered in support of individuals' maintenance of respiratory and hand hygiene. Supplies will be disbursed to offices and classrooms prior to any return to on-ground operations. Supplies include paper towels, tissues, hand soap, hand sanitizer, latex gloves, disinfecting wipes, disinfecting spray, toilet paper, toilet seat covers, toilet bowl cleaner, and trash bags.

HCCC's Facilities Department will log supply quantities into a computerized inventory that will allow us to reorder supplies before they are depleted.

### **Requiring individuals to engage in social distancing practices at all times.**

HCCC will require all individuals on campus to engage in social distancing. Educational signage, including floor stickers, will be posted throughout all campus buildings and sites to remind and educate everyone about social distancing practices.

A [capacity study](#) for all classrooms, public spaces, and office spaces based on social distancing protocols has been conducted. The capacity of each classroom will be clearly indicated outside of the entrance to the space. Bathroom capacities will also be posted outside of each bathroom.

Employee workspaces will be arranged to be at least 6 feet apart and additional safeguards like plexiglass barriers will be installed where necessary.

Students and employees will be encouraged to use the stairwells in order to limit occupancy in the elevators. Stairwells will be designated and marked for one-way traffic. Elevators will be operational for building occupants who are unable to use stairwells. They will be marked with occupancy numbers and stickers on the floor indicating where riders should position themselves inside.

In instructional buildings, entrance and egress will be one-way as indicated by signage and floor stickers.

Social distancing requirements will be included in the focused training and orientation programs

for students and employees.

### **Training students, staff and faculty regarding COVID-19 sanitization and social distancing practices and protocols.**

Signage communicating expectations for handwashing, mask usage, and social distancing and directions regarding traffic flow and space capacities have been ordered and will be displayed in multiple languages in high-traffic areas of campus.

HCCC's Office of Communications will develop signage containing the following steps for proper hand and respiratory hygiene:

- Cover your coughs and sneezes with a tissue or into your sleeve, not your hands;
- Avoid touching your eyes, nose, and mouth;
- Wash hands often 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;
- Clean and disinfect frequently touched surfaces and objects.

These signs will be displayed in high-traffic public spaces across campus as well in all laboratory spaces and bathrooms. Digital versions of the signs will be displayed as part of the rotating carousel of images on flat screen televisions across campus. Communication will be produced in English and translated into Spanish and Arabic as these are common alternate languages spoken by HCCC students, faculty, and staff.

HCCC will implement a campaign of focused training and orientation programs for students, employees, and community members. Students and employees will complete a series of modules offered through HCCC's training provider, SafeColleges. These modules will focus on Coronavirus Awareness, Cleaning and Disinfecting Your Workplace (for employees only), and Managing Stress and Anxiety. Each module includes a short instructional component followed by an assessment. Completion of modules will be tracked by Human Resources and Student Affairs.

The Offices of Human Resources and Student Affairs will administer training to employees and students who are scheduled to return to on-ground operations first with training administered at scale thereafter.

New students will receive training as part of their New Student Orientation experience. Training will also be reinforced in College Student Success (CSS) classes.

Continuing students will participate in required training before the start of **each** semester. Student participation in training will be monitored by the Associate Dean of Student Affairs and Assistant Dean of Student Life and Leadership.

New and returning non-credit students will be registered for a training that will **provide students with the same type of information as credit-seeking students receive.**

Training specific to HCCC health and safety protocols also will be provided for students, employees, and community members. Topics for training include on-campus health and safety guidelines, screening protocols, navigating campus, expectations regarding social distancing and mask usage, and managing difficult conversations in the classroom or the workplace pertaining to health and safety protocols. A document with a comprehensive list of Frequently Asked Questions and their respective answers will also be shared with the college community for continued reference. All training and resources will be reinforced and communicated regularly via college-wide communication and the college's website.



## **Screening, Testing, and Contact Tracing Protocols**

Please describe the planned testing and tracing protocol for the institution, including details regarding how you plan to collaborate with your state/local health department for contact tracing and notification of positive tests or viral outbreaks either on campus or among the campus community. Click [here](#) to locate your local health department.

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

HCCC will require all individuals on campus to complete a two-step health screening process. Step 1 will require the completion of a health questionnaire prior to entering any of HCCC's buildings. If an individual passes this step, they move onto Step 2, which consists of an on-campus temperature check. Thermal mirrors will be at the entrance of each HCCC building. Individuals will approach the thermal mirror and the mirror will signal if the individual's temperature is above the 100.4-degree Fahrenheit threshold. If an individual fails Step 2 of the screening process, he/she will be advised to wait in a well-ventilated designated area for 15 minutes and retest. If an individual fails the second temperature check, entrance to campus will be denied. **Individuals who fail either step in the screening process will receive a [document](#) clearly indicating next steps either through an automated email or from one of HCCC's security officers.**

Consistent with [CDC's Recommendations](#), individuals with [COVID-19 signs or symptoms](#) should be referred to a health care provider for evaluation on whether testing is needed.

In the event of a power outage or technology failure, HCCC has procured handheld infrared thermometers for Step 2 of the screening process. HCCC's internal security personnel will operate the handheld infrared thermometers.

The screening protocol will be communicated through HCCC's campaign of focused training and orientation programs for students, employees and community members. Modules of training specific to HCCC's health and safety protocols will include a description of the health screening process and what happens if an individual fails a step in the process. All training is required of all students and employees before coming to campus.

Dr. Shatrughan Bastola, Jersey City Health Officer, has reviewed all relevant health and safety materials produced by various committees for accuracy and depth of content and the process for communication within the campus and county health departments. The Hudson County Regional Health Commission will also review this Restart Plan. HCCC will cooperate with the Local Health Departments/NJDOH and will support investigation and contact tracing and the implementation of isolation and quarantine as suggested by public health experts.

### **What will be the testing protocol?**

Per CDC guidance, students and employees will not be required to receive COVID-19 testing and produce evidence of a negative test result prior to returning to campus. Such a practice is limited in its reliability as COVID-19 tests are point-in-time snapshots of health (i.e., one's COVID-19 status

could change the day after being tested) and may be in violation of EEOC. For more information, visit the following resources: [Interim Considerations for Institutions of Higher Education Administrators for SARS-CoV-2 Testing](#) and [EEOC Issues Updated COVID-19 Technical Assistance Publication Addressing Antibody Testing](#)

Individuals will be encouraged to get tested for COVID-19 if they meet one or more of the following criteria:

1. They are experiencing symptoms (fever, cough, shortness of breath, chills, sore throat, muscle pain, shivering, headache, or new loss of taste or smell);
2. They have been in close contact with someone who tested positive for COVID-19;
3. They are an essential worker (health care worker, first responder, food service worker, or transit worker);
4. They were recently in a large crowd where social distancing was hard to maintain;
5. They recently travelled to an area or a state with high COVID-19 infection rates.

For more information about the likelihood of contracting COVID-19 or additional information about what types of interactions constitute a potential exposure, students, employees and community members will be encouraged to review the Centers for Disease Control and Prevention's [Public Health Guidance for Community Related Exposure](#).

Individuals who fail either step of the screening process (i.e., health questionnaire or the on-campus temperature check) will be required to follow up with a health care provider. Consistent with [CDC's Recommendations](#), individuals with [COVID-19 signs or symptoms](#) should be referred to a health care provider for evaluation of whether testing is needed.

HCCC will provide information about health care providers and testing locations from the [NJ COVID-19 Information Hub](#) with free sites clearly noted.

**Faculty, Staff, and/or Students who are or have been in any open building on either or both the Journal Square and/or North Hudson Campus, and have tested positive for COVID 19, shall follow these guidelines.**

Students who test positive for COVID-19 should fill out the [COVID-19 Positive Cases Form](#), which will be routed to Associate Dean of Student Affairs, Dr. David Clark ([dclark@hccc.edu](mailto:dclark@hccc.edu)) and VP for Student Affairs/Co-Chair of the Return to Campus Task Force, Lisa Dougherty ([ldougherty@hccc.edu](mailto:ldougherty@hccc.edu)). David and/or Lisa will contact the student, confer with the Health and Safety group, and contact other affected community members as needed.

Faculty and staff who test positive for COVID-19 should fill out the [COVID-19 Positive Cases Form](#), which will be routed to VP for Human Resources, Anna Krupitskiy ([akrupitskiy@hccc.edu](mailto:akrupitskiy@hccc.edu)) and Associate Dean for Academic Affairs/Co-Chair of the Return to Campus Task force, Heather DeVries ([hdevries@hccc.edu](mailto:hdevries@hccc.edu)). Anna and/or Heather will contact the faculty/staff member, confer with the Health and Safety group, and contact other affected community members as needed.

The CDC defines [Close Contact](#) as “someone who was within 6 feet of an infected person for

a cumulative total of 15 minutes or more over a 24-hour period.”

Students who were in close contact with someone who has tested positive for COVID-19 should follow the [CDC's Guidelines](#), which include staying home for 14 days from the day of last contact, and checking for fever and [symptoms](#). Students should notify their instructors that they will need to learn remotely during this time. Questions can be directed to Dr. David Clark ([dclark@hccc.edu](mailto:dclark@hccc.edu)) or Lisa Dougherty ([ldougherty@hccc.edu](mailto:ldougherty@hccc.edu)).

Faculty and staff who were in close contact with someone who has tested positive for COVID-19 should follow the [CDC's Guidelines](#), which include staying home for 14 days from the day of last contact, and checking for fever and [symptoms](#). Faculty and staff should contact their supervisor to arrange to work remotely during this time. Questions can be directed to Anna Krupitskiy ([akrupitskiy@hccc.edu](mailto:akrupitskiy@hccc.edu)) or Heather DeVries ([hdevries@hccc.edu](mailto:hdevries@hccc.edu)).

Faculty, staff, and/or students who plan to travel outside of New Jersey should be aware of the [NJ Travel Advisory List](#) and quarantine requirements upon their return. They should use their best judgment when planning travel based on their educational and employment situation and share their plans with their professors or supervisors. In many cases, individuals will need to quarantine for 14 days upon their return.

Students and employees will be held harmless in the event of a confirmed COVID-19 case, close contact with someone who tested positive for COVID-19, or quarantine following travel outside of New Jersey. Students should not be penalized for their absences and employees will not be required to use accrued sick time in these cases.

#### **Protocol for positive cases:**

1. One (1) positive case on campus:
  - a. Participants shall be informed that their class or lab/clinical group will be transitioned into a remote modality. All those with whom the positive person has had close contact exposure of more than 15 minutes, and closer than 6 feet, should be quarantined for 14 days, and, as per CDC guidelines, should get tested.
  - b. If someone, other than in a classroom, tests positive for COVID 19, then all those with whom the positive person has had close contact exposure of more than 15 minutes and closer than 6 feet, should be quarantined for 14 days, and, as per CDC guidelines, get tested.
  - c. After the 14-day quarantine period, individuals without signs or symptoms of COVID 19, may return to campus.
  - d. The individual who tested positive is required to obtain medical clearance prior to returning to campus. This medical clearance may include a COVID test with negative results.

- 2. Two (2) or more positive cases in different classes (or departments) in the same building):**
  - a. The affected classes and services shall be transitioned to a remote modality and all participants will be required to quarantine for a period of 14 days.**
  - b. Deep cleaning of the building shall be performed 24 hours after positive result has been reported, as per CDC guidelines.**
  - c. Those who tested positive shall not return to campus without medical clearance (which can also include a negative test result).**

**Please Note: These guidelines are subject to change in accordance with the most up-to-date CDC and New Jersey Department of Health guidance. All cases will be reviewed and assessed by members of the Health and Safety Sub Group of the Return to Campus Task Force to ensure proper compliance.**

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

HCCC does not have residential students.

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

All students and employees are required to show their HCCC identification cards (“ID cards”) when entering a building. Community members and visitors are required to sign in with security. Security guards are stationed at the entrance of each HCCC building. **HCCC Faculty, Staff, and Students are screened with a questionnaire that records their HCCC ID number.**

Visitors are entered into our visitor management system. Their IDs and photos are scanned into a searchable database.

## Instruction

Complete details regarding HCCC's modes of instruction in Stages 2 and 3 are contained in [Addendum A](#).

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

All classroom and laboratory occupancy rates have been evaluated through a [capacity study](#) to allow for 6 feet of space between students and faculty. Each space has also been evaluated for functionality, further reducing the occupancy. Where needed, plexiglass barriers/sneeze guard shields will be used to further protect staff and students where close contact is part of the process needed to learn a skill, such as in health science, culinary, STEM, fine arts and Continuing Education and Workforce Development (CEWD) labs. Faculty who are not teaching on-ground but wish to work on campus during Stages 2 and 3 may do so as long as proper social distancing and health precautions are taken.

**How will you accommodate faculty and students who are immunocompromised, or at high-risk for COVID-19, or have received a positive diagnosis of COVID-19, and are thus unable to attend classes in-person?**

HCCC allows for staff and students who are immunocompromised or at high-risk for COVID-19 the opportunity to teach or attend class in a remote and/or online capacity. Students and employees will be held harmless in the event of a confirmed COVID-19 case. Students should not be penalized for their absences and employees will not be required to use accrued sick time. Students will have the option of completing assignments in an alternate modality, and faculty should work with their supervisors to determine alternate arrangements for instruction.

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

Outside of all instructional classrooms and labs, occupancy rates will be posted in addition to signage informing faculty, staff, and students of social distancing and mask requirements. Instructional computer labs utilized in health science, nursing, and STEM courses will follow calculated occupancy rates and allow 6 feet of space distance between students. Areas not utilized will be taped off or chairs/desks removed to allow appropriate social distancing.

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

All buildings will be thoroughly cleaned prior to the start of the day. All classrooms and labs will be cleaned in between class meetings by HCCC's contracted cleaning service. Cleaning personnel will initial and indicate the date and time a classroom has been cleaned on a spreadsheet that will be posted outside of the space. In addition, disinfectant wipes/spray will be provided for students and faculty who wish to clean their personal workspaces.

*Note: The Secretary of Higher Education retains authority to grant waivers to degree-*

*granting institutions of higher education on a case-by-case basis to allow in-person instruction beyond that authorized by Paragraph 1 of Executive Order [No. 155](#).*

## **Libraries and Computer Labs (other facilities as needed)**

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

**In alignment with Administrative Order 2020-17, HCCC's computer labs are open and operational in compliance with the parameters set forth by Administrative Order 2020-17. Complete details regarding the operation of computer labs on HCCC's campuses is available in [Addendum B](#).**

In **Stage 2 and Stage 3**, libraries are open for limited usage within social distancing and room capacity guidelines.

In addition, students, faculty, and staff can access [Information Technology Services](#) or call 201.360.4310 for assistance, and the College Libraries provide [Library Services Online](#).

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

Signage and floor stickers will be posted to promote social distancing and other health and safety protocols. Computers and seating will be arranged to follow social distancing protocols. Staff will have staggered schedules to assist students in labs and libraries. All staff will be instructed to follow social distance protocols for work areas. Plexiglass will be installed in appropriate spaces.

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

In-person access to College Libraries will be provided to HCCC students, faculty, staff, and alumni with a valid HCCC ID, which is required for entry. The College conducted a [capacity study](#) of all campus spaces, including computer labs and libraries. Library staff and computer lab assistants will limit visitors to the maximum number indicated in the study. Occupancy signage will be posted outside of every computer lab and the College Libraries. Open Computer Labs use the Envoy system for logging visitors and monitoring capacity. Seating in excess of capacity will be removed from computer labs or seats will be taped off.

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

These spaces will be cleaned multiple times throughout the day by HCCC's contracted cleaning service, and students, faculty, and staff will have access to cleaning supplies to wipe down equipment before and after use. Staff are required to disinfect common work areas/spaces after their shift is completed (circulation desk, computers, shared tools, etc.). Users in open Computer Labs may print, and a lab assistant will retrieve the printed documents. Printers will be wiped down in between lab assistants' shifts. Keyboard and mouse covers will be replaced or sanitized between each use. Lab Assistants will be provided gloves, face coverings, and face shields. Their desks will have plexiglass shields.

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

Curbside pickup is planned and limited to circulating print materials. Patrons will place hold requests for items in advance to be delivered curbside at a scheduled time. Library staff will retrieve and deliver items to patrons in designated areas within the Library. Library staff will wear gloves and masks and maintain social distancing. Document printing and pick-up will also be available for remote HCCC users by emailing [computerlabs@hccc.edu](mailto:computerlabs@hccc.edu). Documents will be available for pickup at the requested time and lab. The documents will be placed in an envelope with the user's name. ID card must be shown for pickup.



## **Research**

**This is not applicable to HCCC.**

## Student Services

### What is the institution's plan for student services?

During Stages 2 and 3, HCCC will continue to deliver all student support services remotely while offering limited essential in-person student support services. The plans for each department/service are listed below.

**Accessibility Services:** Services will continue to be offered remotely. Students who request or require in-person services will be scheduled by appointment with proper social distancing and health and safety protocols.

**Admissions:** Most services will continue to be offered remotely. Colleagues will work on both the Journal Square and North Hudson campuses on a rotating schedule to assist students with the application and enrollment processes. Recruiters are permitted to attend events if proper health and safety precautions are taken.

**Advisement and Transfer:** Services will continue to be offered remotely. Colleagues will be available on campus on a rotating basis to serve students by appointment and walk-ins based on capacity. Advisors and Counselors **will meet with students in spaces that allow for proper social distancing**. Transfer events will be planned in a remote format or in-person with proper social distancing guidelines.

**Bookstore:** The bookstore will continue to offer online ordering and services. The Journal Square and North Hudson campus locations may open with limited capacity to serve students with in-person needs. All health and safety precautions will be taken by staff and customers.

**Bursar/Student Accounts:** The Bursar/Student Accounts office will continue to operate remotely with staff members rotating in person at both campuses to collect payments and answer general questions.

**Career Services:** The office will continue to operate remotely. Students who request or require in-person services will be scheduled by appointment with proper social distancing and health and safety protocols.

**Center for Online Learning (COL):** The Center will continue to operate remotely and be available by appointment as necessary with appropriate social distancing and health and safety protocols.

**Center for Teaching, Learning, & Innovation:** The Center will provide services remotely and be available by appointment as necessary with appropriate social distancing and health and safety protocols.

**Continuing Education/Workforce Development (CEWD):** Services will continue to be offered remotely. **As needed**, CEWD staff will occupy space with Enrollment Services personnel in the Student Center in Journal Square, the Enrollment Center at North Hudson, or in another space on campus where proper social distancing is possible. Colleagues will be available on campus on a

rotating schedule to assist students who request or require in-person services. Proper social distancing and health and safety protocols will be followed.

**Department of Cultural Affairs:** Services and programs will continue to be offered remotely. All Gallery exhibits will be scheduled by appointment with appropriate social distancing and health and safety protocols.

**Educational Opportunity Fund (EOF):** Services will continue to be offered remotely. Colleagues will be available on campus on a rotating schedule to assist students in-person. The EOF summer program will be run remotely.

**Enrollment Services/Registrar:** Services will continue to be offered remotely. Colleagues will be available on both campuses on a rotating basis to serve students by appointment and walk-ins based on capacity. Colleagues can work in their designated workspaces but will meet with students in areas where proper social distancing is possible.

**Financial Aid:** Services will continue to be offered remotely. Colleagues will be available on both campuses on a rotating basis to serve students by appointment and walk-ins based on capacity. Colleagues can work in their designated workspaces but will meet with students in areas where proper social distancing is possible.

**Food Pantry/Hudson Helps/CARE Team:** Food pantries on both campuses will continue to be staffed during Stages 2 and 3. Updated hours and additional Hudson Helps Services and Resources can be found [here](#). The Hudson Helps Resource Center will continue to operate remotely while we outfit the new physical center. The CARE team will continue to meet regularly, and social work interns will follow up with students, connecting them to resources.

The College will continue to loan Chromebooks to students who do not have access to a computer for remote/online learning. Students can request to borrow a Chromebook by completing a [Coronavirus Concern Form](#) and will be contacted with pick up instructions. Students with Wi Fi needs will be directed to [www.everyoneon.org](http://www.everyoneon.org) and/or Comcast to access free or reduced cost Wi Fi. **The College also purchased a limited number of mobile hot spots for students who cannot access these services.**

**Mental Health Counseling and Wellness:** Services will continue to be offered remotely. Students who request or require in-person services will be scheduled by appointment with proper social distancing and health and safety protocols.

**Student Affairs/Services:** The Student Affairs staff and services, including Student Conduct/Judicial, Title IX, Book Scholarships, and First Year Experience will be available both remotely and at both campuses on a rotating basis.

**Student Life and Leadership:** Student Life and Leadership will work on campus in a rotating format. They will continue to offer remote programming or in-person programming in small groups with social distancing.

**Testing Center:** Testing and placement will continue to be offered remotely. Placement and other testing services will be offered on the Journal Square campus by appointment with

limited walk-ins and at a reduced capacity (maximum of 16 testers at one time). Furniture in the waiting area will be removed. Testing will be offered at the North Hudson Campus at a reduced capacity in designated computer labs.

**Tutoring/Writing Centers:** The tutoring and writing centers will offer services remotely and in-person. In-person tutoring services will be available on both campuses if/when a student requires the service. Services will be provided on an appointment basis with appropriate social distancing within the tutoring center or in another space on campus.

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

In-person interactions will be limited by continuing to direct students to remote services as a first option. If students make an appointment or walk into the Enrollment Services Office in Journal Square, the North Hudson Campus Enrollment Center, or other campus departments, the number of visitors will be limited to the maximum number identified in the capacity study, and others will be directed to remote services or to make an appointment to return. All waiting areas where students congregate will be eliminated. Only students conducting business at the College will be permitted to enter buildings. Students who arrive with guests will be advised to access remote services or make an appointment to return.

Students requesting or requiring services beyond simple transactions or questions will meet with staff members in the Student Center (in Journal Square) or in the Student Lounge (in North Hudson) or in another space that allows proper social distancing. Staff members will provide services in these areas on a rotating basis. Signage with social distancing guidelines will be placed inside of all areas where students access services. All counter areas and desks where colleagues meet one on one with students will be outfitted with plexiglass sneeze guards. One-on-one meetings with students will take place at desks or large tables with plexiglass sneeze guards.

If students arrive on campus without an appointment and there are no advisors available for in-person appointments, students will have the option of setting a remote appointment for a later time or being connected immediately with a remote advisor from a space on campus. All transactions will be completed by HCCC staff on their own computers and we will not have self-service devices available on campus.

**How will students, staff and faculty who are immunocompromised, or otherwise in an at-risk category, or those with a positive diagnosis, be able to access student services remotely?**

Students, staff, and faculty who are unable to access in-person support services can access all services at [HCCC Remote Services](#) as they have since the beginning of the pandemic. Community members seeking services from Continuing Education and Workforce Development (CEWD) can access [CEWD Remote Services](#).

## **Transportation**

### **What is the institution's plan for transportation on campus?**

The College shuttle will operate on a modified schedule and at 50% seat capacity. Students will be encouraged to make a reservation to use the shuttle and walk-ons will be accommodated only if there are available seats. Face masks will be required for all passengers and the driver. After each trip, "touch" areas inside the vehicle will be sanitized.

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

HCCC does not have residential students.

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

Since HCCC's campuses are in urban settings, HCCC does not participate in any ride sharing programs. At the Jersey City campus, all buildings are within a short walk. Our North Hudson campus is contained within a single building.

## **On-Campus Dining Services**

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

Menus: Catering menus will be designed to conform to current Executive Order standards. Standard self-service buffets will be eliminated in favor of pre-portioned selections, or individually plated selections.

Operation: Starting in September, food service operations will be limited to one venue and additional venues may open as conditions allow. Indoor dining will operate as conditions allow and will adhere to CDC and Department of Health (DOH) protocols, social distancing guidelines, and sanitation protocols. There will not be containers for shared use, only single-serve items. Contactless delivery of food will be used. The ordering can be done remotely with a mobile app or via a self-serve tablet. Payment can also be made remotely or with the self-serve tablet.

In Stages 2 and 3, HCCC's Foundation Dining Series will operate and will adhere to CDC and Department of Health (DOH) protocols, social distancing guidelines, and sanitation protocols pertinent to each stage.

Health and Safety Protocols: All service staff will utilize necessary PPE, including single use gloves and masks as directed by the CDC and Executive Order. Staff will continue to follow CDC guidelines for prevention, including reporting of symptoms and quarantining if necessary.

Staff will submit to temperature checks at the beginning of each shift. Existing health and safety guidelines, including local government, will continue to be observed.

Enhanced cleaning protocols will be in place as well as social distancing for staff and customers. Existing health and safety standards, as well as applicable Executive Orders, will be applied to indoor dining.

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

Not applicable. HCCC does not have on-campus student housing.

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

All staff associates are ServSafe certified. In addition, FLIK food operations are tested quarterly by Environment Health Associates Consulting Group, Inc. ("EHA") to ensure proper cleaning procedures as well as contamination prevention. Operation is inspected annually by the Jersey City Department of Health and Human Services.

All staff will be trained on appropriate sanitization and social distancing practices prior to resuming operations. In addition, there will be appropriate signage located in the Culinary Conference Center and Café(s) to remind staff and customers of the guidelines and to ensure adherence.

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

Conference center and café occupancies were adjusted to meet current CDC guidelines and state/local orders. Security personnel posted at each building will monitor occupancy.

## **Study Abroad and International Travel**

**This is not applicable to HCCC.**



## **Athletics**

**This is not applicable to HCCC.**

# Hudson County Community College Restart Plan Addenda

## Addendum A

Created: 8/3/2020

Last edit: 12/1/2020

### For winter 2021:

HCCC offers a limited number of course sections as part of an accelerated winter term. All scheduled courses will be delivered remotely. For the most up-to-date information about course offerings and modalities, visit [www.hccc.edu/schedule](http://www.hccc.edu/schedule).

### For spring 2021:

In accordance with the *Restart Standards* issued by OSHE, HCCC will offer courses in three modalities for spring 2021: remote, fully online, and on-ground. On-ground courses are subject to shift to remote delivery as conditions require. For the most up-to-date information about course offerings and modalities, visit [www.hccc.edu/schedule](http://www.hccc.edu/schedule).

### For fall 2020:

In Stage 2, HCCC will offer most for-credit and noncredit courses online or remotely. Courses requiring labs, clinical rotations, technical, and hands-on instruction, as well as courses for which HCCC has received Waivers from OSHE, will be offered on-ground. These courses will continue to be offered on-ground in Stage 3. In Stage 3, HCCC will also offer certain lecture-based courses on-ground pursuant to students' academic and pedagogical needs. Most courses will continue to be offered online and remotely in Stage 3. Courses offered on-ground will adhere to specific protocols detailed in the *General Safeguarding* section of HCCC's Restart Plan (e.g., social distancing protocols, personal protective equipment usage, and enhanced cleaning and disinfecting operations). A complete list of programs and disciplines with on-ground course offerings is included (see below).

### Appendix A:

Courses requiring labs, clinical rotations, technical, and hands-on instruction within the following programs/disciplines will be offered on-ground in Stage 2:

( \* = also approved for on-ground instruction via waiver from OSHE)

1. Basic Life Support for Healthcare Providers\*
2. Biology
3. Certified Nurse Aide\*
4. Chemistry
5. Construction Management
6. Computer Science
7. Culinary Arts - Baking & Pastry Arts\*
8. Culinary Arts\*
9. Enhanced Certified Nurse Aide\*
10. Enhanced Patient Access Representative\*
11. Exercise Science\*
12. Fast Track Patient Care Technician\*

13. General Education Science Lab Courses (Biology, Chemistry, and Physics)\*
14. Geology
15. Hemodialysis\*
16. Medical Assisting\*
17. Nursing (Registered Nurse and Practical Nursing Programs)\*
18. Paramedic Science\*
19. Personal Fitness Training
20. Physics
21. Radiography\*
22. Studio Arts – Fine Arts
23. Studio Arts – Computer Arts

Lecture-based courses within the following programs and disciplines will be offered on-ground for fall 2020 once we transition to Stage 3 (with offerings adjusted as conditions permit for spring 2021):

1. Accounting
2. Art
3. Business
4. Continuing Education ESL
5. Economics
6. Management

If New Jersey has not entered Stage 3 by the start of fall 2020 semester, lecture-based courses in these programs and disciplines will be offered in online or remote modalities only.

## **Addendum B**

Created: 8/12/2020

### **Hudson County Community College Restart Plan Addendum Responding to Administrative Order No. 2020-17 COMPUTER LABS**

Pursuant to Administrative Order No. 2020-17, Hudson County Community College will allow all individuals with a valid HCCC identification card (“ID card”) to access computer labs on a limited basis beginning in Stage 2 and in accordance with state overarching requirements. HCCC will continue to grant access to computer labs on a limited basis and in accordance with state overarching requirements for all individuals with a valid HCCC ID card in Stage 3. Additional information related to the safe operation of computer labs is provided below as well as in the *General Safeguarding* and *Libraries and Computer Lab* sections of HCCC’s Restart Plan.

**1. A distance of at least six feet between individuals must be observed at all times and individuals must utilize computer terminals or desks that are a minimum of six feet apart;**

In accordance with the procedures outlined in the *Libraries and Computer Labs* section of HCCC’s Restart Plan, the capacities of the computer labs when accounting for social distancing protocols have been evaluated through a [capacity study](#). The capacity of each computer lab will be posted outside of the space. Computer terminals/desks will be arranged to allow for a minimum of six feet of distance between users. Signage and floor stickers will be posted throughout HCCC buildings and in computer labs to promote social distancing.

**2. Hours of operation, wherever possible, that reserve a designated period of access solely to high-risk individuals, as defined by the Centers for Disease Control and Prevention;**

HCCC has computer lab spaces across its two campuses. On weekdays for the fall 2020 semester, open computer labs are accessible to anyone with a valid HCCC ID card from 8 a.m. to 9:45 p.m. On weekends for the fall 2020 semester, these computer labs are accessible to anyone with a valid HCCC ID card from 9 a.m. to 4 p.m.

Individuals who are part of high-risk populations as defined by the Centers for Disease Control and Prevention (CDC) will be encouraged to self-identify and may request use of an alternate space with a limited number of computer terminals from the lab assistant located in the nearest open computer lab. This alternate space will adhere to all health and safety guidelines, social distancing protocols, and maintenance (i.e., cleaning and sanitization) standards.

In addition, individuals who are part of high-risk populations (as defined by the CDC) and who require the technology available in computer labs will be encouraged to submit a request to borrow a laptop or Chromebook for their personal use for the fall 2020 semester through HCCC’s [Coronavirus Concern Form](#) and utilize HCCC’s remote printing option as needed.

**3. Infection control practices, such as regular hand washing, coughing and sneezing etiquette, and proper tissue usage and disposal;**

In alignment with the procedures outlined in the *General Safeguarding* section of HCCC’s Restart Plan, infection control practices are being promoted through an educational campaign across HCCC’s campuses. Signs in multiple languages have been placed in high-traffic areas of each campus that communicate expectations for infection control.

**4. Adequate sanitation materials, such as hand sanitizer and sanitizing wipes, must be available to staff and all individuals utilizing computer terminals or desks;**

In alignment with the procedures outlined in the *General Safeguarding* section of HCCC's Restart Plan, the College has purchased 400 contactless hand sanitizer stations. These stations have been disbursed throughout HCCC's buildings. In addition, cleaning and sanitization supplies (i.e., sanitizing wipes/spray) have been procured and will be made available for individuals to use in the computer labs.

**5. All individuals in the computer lab must wear a face covering at all times, except where doing so would inhibit the individual's health or the individual is under two years of age;**

Consistent with the procedures outlined in the *General Safeguarding* section of HCCC's Restart Plan, individuals seeking access to any of HCCC's facilities, including computer labs, must wear a face covering. Individuals who are not wearing a face covering will not be permitted to enter HCCC's facilities, including computer labs.

Individuals for whom wearing a face covering would inhibit their health, but who need access to the resources available in the computer labs, will be encouraged to submit a request to borrow a laptop or Chromebook for their personal use for the fall 2020 semester through HCCC's [Coronavirus Concern Form](#) and utilize HCCC's remote printing option as needed.

**6. Require frequent sanitization of high-touch areas like restrooms, keyboards, computer mice, desk, and counters;**

HCCC's contracted cleaning service will be responsible for the cleaning and sanitization of spaces, including computer labs and restrooms. A spreadsheet will be located outside of each space that will indicate the date and time of the most recent cleaning and sanitization along with the initials of the individual who completed the cleaning. Personnel in HCCC's Information Technology Services Department will be responsible for cleaning and sanitization of keyboards and mice.

**7. Install a physical barrier, such as a shield guard, between the staff member(s) overseeing the computer lab and individuals using the computer lab; wherever feasible or otherwise ensure six feet of distance between those individuals; and**

In accordance with the procedures outlined in the *Libraries and Computer Labs* section of HCCC's Restart Plan, plexiglass shields will be installed at computer lab assistants' desks.

**8. Computer terminal or desk must be sanitized following each use.**

Sanitizing spray and/or wipes will be available for use by students and employees in the computer labs. Signs will be posted reminding users to sanitize the terminal or desk before and after use.

### Amendments to HCCC's Restart Plan

Date	Update to HCCC's Restart Plan
August 3, 2020	Addendum A has been added at the request of the Office of the Secretary for Higher Education. Addendum A clarifies the instructional modes of HCCC's courses in Stages 2 and 3.
August 12, 2020	Addendum B addresses the operation of computer labs at HCCC in alignment with Administrative Order 2020-17.
December 1, 2020	<p>Changes reflected in bold. Language has been added or modified in the following sections to reflect current practice and future planning.</p> <p><b>General Safeguarding:</b> Language addressing EO 192 added. Language added about additional air and water purification measures, the provision of face coverings at all entrances, and the training provided for CEWD students.</p> <p><b>Screening, Testing, and Contact Tracing Protocols:</b> Specific protocols pertaining to the reporting of, and action in response to, positive cases and potential exposures added. Individuals' presence on campus is now tracked through the completion of a questionnaire that requires them to enter their HCCC ID number.</p> <p><b>Libraries and Computer Labs:</b> Language clarified to reflect that libraries are permitted to operate in Stage 2 pending adherence to social distancing and room capacity guidelines.</p> <p><b>Student Services:</b> Language added to clarify safe and effective operation of the following services: Advisement and Transfer and Continuing Education and Workforce Development. Language added to reflect that Hudson Helps has procured a limited number of mobile Hot Spots for use by students.</p> <p><b>On-Campus Dining:</b> Language clarified to reflect that on-campus dining facilities are permitted to operate in Stage 2 pending adherence to all CDC and DOH protocols. Language clarified to reflect that on-campus indoor dining is permitted to operate pending adherence to all CDC and DOH guidelines.</p> <p><b>Addendum A:</b> Instructional plan regarding course modalities for winter and spring 2021 terms.</p>