



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

Institution Name: Bloomfield 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[X]
- 5. Computer Labs/Libraries[X]
- 6. Research[X]
- 7. Student Services[X]
- 8. Transportation[X]
- 9. On-Campus Dining[X]
- 10. Study Abroad and International Travel[X]
- 11. Athletics[X]
- 12. Other Information/Appendices (as needed)[X]

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

Marcheta P. Evans, Ph.D.

08/5/2020

Signature of President or Appropriate Designee

Date

1. 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.***

Return to Work Plans

The College's Vice Presidents have carefully considered individual department plans to phase in a return of employees over time in order to carefully monitor and coordinate fulfilling student needs while mitigating risks to the college community. Dependent upon department and job description, employees will be assigned to continue to work remotely, staggered scheduling, or alternating days. Occupancy capacity for all campus buildings has been reviewed to ensure that return-to-work plans do not exceed 50% capacity. Each employee will be contacted by his or her director regarding details specific to their return to work plan.

Staff who have been identified as having responsibilities that allow them to continue to effectively work remotely will continue to do so until further notice. These staff members are subject to the College's telecommute policy which can be found under the Human Resources portal page. Anyone in [a high-risk group identified by the CDC](#) should speak with their supervisor and the Human Resources Department in regard to seeking reasonable accommodations.

Irrespective of whether we are in Stage 2 or 3 of Governor Murphy's "The Road Back" plan, the following safeguarding measures will be in place for employees and students on Bloomfield College's campus. As required, social distancing in classrooms, residence halls, restrooms, and other areas across the campus will be mandatory at all times. In indoor spaces everyone will be required to wear a face covering and a face covering will be required outdoors if social distancing cannot be maintained.

The health and safety of the entire Bloomfield College community is our priority and a shared responsibility of all members of the community.

We have established the following guidelines and procedures - consistent with the CDC and Governor Murphy's Executive Orders - to help ensure that all students, faculty, staff and visitors are safe and remain healthy. Examples of guidelines to be implemented include:

- Practicing social distancing (6 feet) and wearing face coverings when in the presence of others on all College grounds both indoors and outdoors.
- Washing hands often with soap and water for at least twenty (20) seconds. If not available, hand sanitizer that contains 60% alcohol at a minimum may be used; 70% is recommended.
- Practicing proper hygiene when coughing and sneezing. Cover your mouth with a tissue or use the inside of your elbow, even if you are wearing a mask.

- A controlled number of employees will be on campus to adhere to social distancing within office spaces. HR policies will be updated to allow continued remote working, flexible work hour scheduling, and alternating working from home/office.
- Supervisors and managers need to be cognizant of the need to monitor space for social distancing and all personal safety procedures. If any issues arise in regard to social distancing or cleaning services, supervisors should contact Physical Plant immediately. If any issues regarding adherence to new policies and procedures surrounding the COVID-19 pandemic, supervisors should contact Human Resources immediately.
- Attendance log must be maintained for all employees in office daily as well as any students and/or visitors that enter workspaces to facilitate contact tracing and reporting to local health officials if necessary.

The College will communicate revised policies, protocols, and practices to the College community, and all employees and students are expected to comply with published requirements. Information regarding appropriate sanitization and social distancing practices and protocols and communications regarding limiting the spread of COVID-19 will continue to be shared with all employees and students. Compliance is a key factor in maintaining acceptable levels of public safety.

Cleaning and Sanitization

The College will provide disinfectants, paper towels, and disposable gloves throughout the workspace and classrooms for employee and student use in wiping down surfaces. The disinfectants will be alcohol-based wipes or sprays containing at least 70% alcohol. Training on how to properly use disinfectants will be communicated prior to the reopening date and will be posted where supplies are provided.

The College will be providing students and employees with a Welcome Back Kit. Within this kit, students will be provided four (4) reusable cloth facemasks, hand sanitizer, a digital thermometer, a touchless entry tool and a copy of the CDC guidelines. Employees will be provided two (2) reusable cloth facemasks, hand sanitizer, a digital thermometer, touchless entry tool and a copy of the CDC guidelines.

Additionally, any faculty member who wishes to have a plastic face shield can request one through Academic Affairs. An adequate supply of face shields has been purchased. An inventory of disposable masks has been secured. The disposable masks will be located in the Security Office where students and visitors who come to a building without a mask can be directed so they can obtain the proper personal protective equipment (PPE) before being served by an area. Other high-traffic areas serving outside visitors (i.e. The President's Office, Student Financial Services, Enrollment Management, Vice President's offices, etc.) will also have an inventory of disposable masks.

Due to potential supply chain slowdowns and limited equipment availability, in order to maintain adequate levels and track PPE purchases, departmental requests for additional PPE must be made by the department's director through a request form which will need to be approved by the

respective Vice President. Future PPE request instructions, including the request form, will be sent out monthly.

The College has purchased free-standing hand sanitizer stands for high traffic common areas. An inventory of 100ml bags has been purchased for refilling the free-standing units and have also been secured. Though hand sanitizer is a good way to combat the spread of COVID-19, an individual washing their hands with soap and water for 20 seconds is the CDC recommended method. PSAs/Signage will be posted across campus reflecting OSHA and CDC recommendations. Before returning to campus, the College community will be provided with proper training and protocols regarding the use of PPE and practices put in place to best mitigate the spread of COVID-19. Boxes of assorted sized nitrile exam gloves have been purchased and will be located in every classroom and office space for students, staff, and faculty to safety disinfect their personal work stations.

The use of plexiglass shields, tables or other barriers to ensure minimum distances in the workplace, as recommended by the Equal Employment Opportunity Commission, are in the process of being installed in student-facing areas. Each departmental director has identified areas in need of plexiglass barriers and partitions, and areas for signage to maintain social distancing. Due to supply chain and constraints surrounding the installation process, these barriers will be installed in order of high-traffic areas first and followed by individual offices. All plexiglass barriers will be installed as soon as possible. Additionally, floor decals for spacing will be used within classroom settings to ensure seating remains six-feet apart.

Workstations, classrooms, and common areas have been reconfigured or reassigned to different stations to ensure social distancing. Dependent upon Government orders, modified room capacities will be communicated across campus. Furniture and work equipment are in the process of being reconfigured to facilitate social distancing. For example, disabling tables and chairs in meeting, lunch, or break rooms may facilitate social distancing and compliance with the CDC guidelines of at least 6 feet of distance between seats. Special attention has been paid to areas where printers, copiers and other types of shared equipment are located, and consider moving the equipment or designating a single employee to operate that equipment, distribute print-outs, etc.

The CDC recommends routine HVAC maintenance. The following general ventilation adjustments in buildings on campus have been made:

- Maintain the indoor air temperature and humidity at comfortable levels for building occupants;
- Ensured ventilation systems operate properly and provide the most efficient indoor air quality for the current occupancy level for each space;
- Science labs have opened minimum outdoor air dampers to 100% to reduce or eliminate recirculation;
- Rooftop HVAC systems ensured to pull in a code required amount of fresh air 24 hours a day;
- All air filters were replaced on campus during June to ensure they are within service life and appropriately installed;
- Air systems are run 24 hours a day to enhance air exchanges in the building space.

The College has worked with local and state health departments to ensure appropriate protocols and guidelines, such as updated/additional guidance for cleaning and disinfection, are followed, including for identification of new potential cases of COVID-19. Additionally, the College has purchased a mobile Clorox electronic sprayer to be used throughout campus. Physical Plant is using Diversey Oxivir 1 Disinfectant to clean most surfaces. Diversey Oxivir 1 Disinfectant has demonstrated effectiveness against viruses similar to 2019 Novel Coronavirus (2019-nCoV) on hard, non-porous surfaces and is qualified under EPA's emerging viral pathogen program for use against SARS-CoV-2, a coronavirus that causes COVID-19.

In accordance with CDC recommendations, cleaning with soap and water reduces the number of germs, dirt and impurities on the surface. When properly used, disinfectants kill germs on surfaces. Physical Plant has and will continue to operate at increased levels of routine cleaning (i.e. sweeping, mopping, changing of trash, etc.). The College has also engaged an outside certified cleaning company for assistance with the disinfecting of frequently touched surfaces in all buildings, including doorknobs, light switches, and other surfaces. The certified cleaning company specializes in disinfection and its staff is trained on the proper use of PPE, chemical use, and cleaning techniques. The company's certified disinfection specialists adhere to disinfecting protocols that are approved by their in-house health care team and CDC Disease Specialists.

Below outlines the plan for specific spaces on campus:

- *Reentry Disinfection* - The cleaning company will provide a one-time disinfection of the entire campus that is timed with the College's plan for the return of staff. This will be completed by the firm's certified disinfection specialists with EPA-registered disinfectants.
- *High Touch Disinfection*- The cleaning company will provide a recurring cleaning and disinfection program that is site specific for each facility type based on occupancy levels that includes increased frequency of disinfection of all high touch point areas in a facility. These areas include common areas, bathrooms, and classrooms. This does not include office spaces. High touch point areas will be sanitized up to three times a day.
- *Nightly Disinfection* - During non-operating hours, the company's certified disinfection specialists will disinfect all buildings in use beyond the high touch point cleaning conducted during the day.
- *Classrooms & Offices*- In addition to the professional cleaning and disinfecting by Physical Plant and the outside company, Physical Plant will provide the College community with the means to conduct additional intermittent cleaning of their specific areas that meets the CDC recommendation to prevent the spread of COVID-19. As previously mentioned, the campus community will be provided with EPA approved cleaning spray, paper towels, and gloves that are effective against COVID-19 to clean their personal space before and after use.
- *Common Space* - Physical Plant will close or modify certain common areas, such as lunch rooms, time clock stations, lounges, and fitness centers so that employees can socially distance. Directors should consider limiting meetings or conferences, and conduct meetings virtually as much as possible. Additionally, water fountains will be closed. As previously mentioned, high touch areas will be disinfected and cleaned three times a day by the contracted outside company with EPA-registered disinfectants.
- *Bathrooms* - Bathrooms that are located in high-traffic areas including office spaces will be cleaned and sterilized three (3) times a day by the certified disinfection specialists in high-traffic buildings. All hand dryers will be taken off-line and replaced by paper towels.

- *Computer Labs* - Detailed in Section 5.
- *Areas Exposed to COVID-19* - A protocol developed by the Emergency Response Team and distributed to the College community that addresses reporting and cleaning protocols for areas that are exposed to the virus. These areas will be closed and isolated immediately for further inspection, deep cleaning, and other safety measures.

The College will communicate detailed information about cleaning protocols and proper cleaning techniques regularly throughout the semester.

Some areas that are subject to large groups congregating (i.e. the cafeteria, lounges, weight rooms etc.) will be subject to closure, limited capacities, or new procedures which will be specifically communicated to the community prior to reopening.

Training for Employees

Prior to a return to campus, Bloomfield College will provide training to employees that will describe the symptoms of COVID-19 and describe the safety protocols that will reduce the spread of the virus. We will utilize the platform SafeColleges and require employees take the following online courses before their return to campus:

- Coronavirus Awareness
- CDC Guidelines for Making and Using Cloth Face Coverings
- CDC Guidelines for Social Distancing
- Cleaning and Disinfecting your Workspace
- Managing Stress and Anxiety
- Unpacking your Welcome Back Kit

In addition, various CDC information fliers will be shared with all employees:

- Stop the Spread of Germs
- What you should know to protect yourself
- Prevent spread if you are sick

Training for Students

As a condition of returning to campus, students complete provided training listed below:

- Coronavirus Awareness
- CDC Guidelines for Making and Using Cloth Face Coverings
- CDC Guidelines for Social Distancing
- Cleaning and Disinfecting your Desk, Computer Lab, and Dorm room
- Managing Stress and Anxiety

2. Screening, Testing, and Contact Tracing Protocols

● *What screening measures will be in place?*

According to the CDC guidelines for institutions of higher education, screening and testing for COVID-19 should be a pivotal component of reopening plans. The College will promote extensive screening measures for students and employees. All students and employees will be provided with

a thermometer to take their temperature daily. Employees and students are required to remain home if their temperature is elevated, over 100.4 F. All employees and students will be required to do a daily self-screening/assessment through the LiveSafe app and contact their personal healthcare providers if they have symptoms of COVID-19. Should anyone present with symptoms, we have plans in place to provide symptomatic testing (see below).

● ***How will you communicate these screening protocols to stakeholders?***

Each day, each member of the College community (students and employees) will be advised to monitor their temperature with the thermometer provided by the College and complete the LiveSafe app daily questionnaire which monitors the symptoms associated with having COVID-19. If their temperature is over 100.4 F, they will be advised to not come to the College. The reporting protocol for all employees and students will be communicated to the campus before their return. If anyone is experiencing any of the symptoms of COVID-19, they will be advised to stay home, to contact Human Resources (employees) or the Student Affairs Office (students) with any concerns, and to continue to monitor their condition and seek consultation from a physician or urgent care center. In the case of students, the Health Services Office will also be notified. In addition, as noted below, we are providing specific guidance regarding testing options if a person presents any symptoms. If diagnosed, an individual will need to provide clearance by a medical provider in order to return to the campus.

In addition to communicating this information over email, signage for self-assessment will be placed at all entrances on campus with contact information for local COVID-19 Testing Centers. All employees and students will receive periodic reminders of all safety precautions to prevent the spread of COVID-19 including the wearing of face coverings while on campus and when engaging with other individuals on campus. The College will promote behaviors that reduce spread, maintain healthy/safe environments, maintain healthy operations, and will be prepared to respond with specific procedures to report sick persons on campus.

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

The College has been working with the Bloomfield Department of Health on appropriate guidance for screening, testing and contact tracing. Based on these discussions and the advice of the Department of Health, we have not opted to routinely test all members of the campus. Instead, since the time of initial submission of our restart plan, the College has pursued providing symptomatic testing. We are partnering with a group of private higher education institutions in New Jersey to work with the medical supplier Henry Schein and Becton Dickinson (BD) to provide antigen testing through our campus health services office. Health services is staffed by two part-time nurses and operates Monday through Friday weekly. The College is considering additional hours of operation in fall 2020.

We plan to employ the BD Veritor system for antigen testing of symptomatic patients and are currently in negotiations for an implementation date in late August. Should supply chain limit access to the Veritor system, Henry Schein is offering other similar options. Health services staff will be trained on use of the BD Veritor system prior to implementation. This system provides a non-invasive, rapid-testing protocol with results available within 15 minutes. Should testing indicate a COVID-19 positive result, individuals would be immediately required to self-quarantine or

quarantine on campus if a residential student. Results from BD Veritor testing will be provided to state and local officials through InfoScan. Individuals with symptoms who test negative as well as individuals who test positive would also then be referred to one of our local partners or their physician for polymerase chain reaction (PCR)-based testing for COVID-19 as a more definitive confirmation.

We are collaborating with our local health care providers (American Family Care in Cedar Grove and CityMD in Newark) to refer students and employees for COVID-19 testing.

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

The current plan is for the College to provide information about a student, employee or visitor who tests positive for COVID-19 to the Bloomfield Department of Health such as: student/employee's full name, date of birth, address, date of symptom onset, date of specimen collection for SARS-CoV-2 testing, potential source of illness, list of close contacts and their locating information, duration of exposure to other individuals, and activity history during the past 14 days. As noted previously, information for individuals testing positive during on-campus antigen testing will be provided to state and local officials through InfoScan. Visitors will be logged through LiveSafe. All visitors to the campus will be required to download the LiveSafe app and through an affiliation dropdown select Visitor/Other that will take them through the survey and provide the campus with a log of all visitors on campus with their contact information should we need to facilitate contact tracing.

The College shall abide by all state and federal health privacy statutes and regulations in developing and implementing its testing and contact tracing protocols. The information would be transferred to the Bloomfield Department of Health who will take full responsibility to conduct the COVID-19 case investigations and contact tracing. The Bloomfield Department of Health will initiate investigations as quickly as possible and maintain full communication with the College to assure that appropriate measures are taken to prevent further spread of COVID-19. To the extent possible, student, faculty, staff and visitor information will remain protected and confidential.

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

The College will utilize local EMS for emergency staff for student transport to local hospitals. Staff and students will be encouraged to secure private transportation for regular routine appointments and screening. However, to the extent possible, the college will assist staff or students in securing external medical transport services. The college will also partner with local health care providers that are within walking distance to the institution. All reported positive cases will be communicated with the Bloomfield Department of Health to begin contact tracing procedures. To the extent possible, student information will remain protected and confidential.

3. Instruction

Bloomfield College intends to open with a phased approach to begin preparing for the start of our fall semester on August 31. If the state is in Stage 3 of the Restart Standards for all New Jersey Institutions of Higher Education, the College intends to open the campus for in-person, face-to-face instruction with social distancing measures and enhanced hybrid and online course offerings. If the state remains in Stage 2 or must return to Stage 2 at some point during the start of the semester, we will move all instruction to online with the exception of certain laboratory, clinical rotations, technical and hands-on experiences that are eligible for a waiver. Specific accommodations for Veteran students and international students will comply with current federal regulations and guidelines.

To best meet the needs and expectations of our students, we desire to offer as many courses as possible that provide some level of face-to-face instruction. However, given the classroom size capacity restrictions to accommodate social distancing measures we have insufficient classroom spaces to offer the majority of our courses solely face-to-face. A significant number of course sections have been moved to online with consideration given to providing sections of certain key courses in hybrid mode if possible. A large number of course sections are being converted to hybrid. Many of these will have to be delivered via flex/alternating hybrid rather than traditional hybrid in which the entire class participates in some class meetings face-to-face and other scheduled meetings online. In the flex-hybrid mode, depending on classroom capacity, some sections will be divided into blocks (A, B, C, D. etc.) and students will be assigned into a block. For instance, in a course with a capacity of 24 scheduled in a room that can accommodate 8 students for face-to-face instruction, the course will be divided into 3 blocks and students will meet face-to-face with the instructor every third meeting of the class and participate in other class meetings remotely. We are exploring two-camera technology so that flex-hybrid and other sections can be offered synchronously as desired. Other sections may require asynchronous meetings. We have not fully resolved yet how many sections can be offered via traditional hybrid or flex-hybrid. This remains subject to change as we continue to align classroom capacities under social distancing requirements with course capacities and available instructors.

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

The social distancing and general safeguarding measures are described in detail in Section 1. Additionally, floor decals will be used within classroom settings to ensure seating remains six-feet apart. All course syllabi will include a COVID-19 statement for students regarding PPE requirements and enforcement and the Student Code of Conduct policy provided in the College Catalog details these requirements and consequences for non-compliance. Surplus PPE will be provided through the Security Office should anyone arrive at a building or classroom without PPE or should PPE break.

• *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?*

A return-to-work communication plan has been developed based on the input of all area Vice Presidents and their direct reports. This will be communicated to the campus community and provide the opportunity for faculty in a [high-risk group identified by the CDC](#) to speak with their

Division Chair, the Vice President for Academic Affairs and the Human Resources department to seek reasonable accommodations which would include teaching online in Stage 2 or 3 and participating in necessary meetings remotely. Similarly, faculty teaching in-person or hybrid who receive a positive diagnosis would be allowed to convert courses to online (or a substitute faculty member will be provided if warranted).

For students who are at high risk all efforts will be made to have a complete schedule of courses provided online. If a student has received a positive diagnosis at some point during the semester, if they are enrolled in an in-person course, then an alternative experience will be provided to accommodate their completion of the course which could include an independent study, an incomplete grade issued until the student is able to return to class (face-to-face/in-person, hybrid or online) and continue studies, and/or alternative arrangements for remote learning. Available options here would depend on the point in the semester when the student became ill. For students enrolled in hybrid courses, they could attend all meetings of the course online.

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

Scheduling software has been used by the Registrar's Office to set classroom capacities at 20-25% based on our measurements and room mock-ups to accommodate 6 feet of social distancing required in all indoor spaces. Each classroom has been verified by Physical Plant and room capacities adjustment accordingly based on measurements and furniture rearrangements to accommodate social distancing requirements. Excess furniture will be removed from all classrooms to ensure that furniture does not exceed modified rooms capacities based on social distancing requirements. Floor decals will be used within classroom settings to ensure seating remains six-feet apart, and faculty and students will be reminded to adhere to this distancing and ensure furniture remains in place before leaving a classroom and when entering a classroom.

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

As detailed in Section 1, students and faculty will not be permitted to attend class without wearing a face covering. All faculty, staff and students in indoor classroom, office, and laboratory environments, must maintain at least six feet distance when engaged in instruction and wear a face covering.

- Students and faculty will be required to clean and sanitize working areas (e.g., desks, tables, benchtop spaces, etc.) prior to leaving a classroom or lab.
- Students and faculty entering a classroom or lab will be required to clean and sanitize working areas.
- In computer labs, students, faculty and staff will be required to wear gloves at all times and additional measures, such as keyboard covers, are described in Section 5.
- Additional measures may be required in specialized classroom or laboratory environments as specified by the supervising instructor.

4. On-Campus Residential Housing

- ***How will you reduce capacity in on-campus housing facilities to the extent practicable in accordance with Executive Order 155? Please list your overall occupancy rate and your reduced occupancy rate. What criteria will your campus use to identify students for whom residential housing is necessary for equitable education?***

The Residential Education and Housing office has eliminated all triple room accommodations and taken six theme residential houses off-line to serve as self-isolation/quarantine areas for fall 2020. The overall residential capacity has been reduced by more than 70 beds. The college's total housing capacity has been reduced from 679 to 605. The college will encourage students within commuting distances to commute to campus. Priority will be given to students who are unable to commute to the campus.

- ***How will the institution ensure infection prevention measures are followed in shared or common areas (such as residence hall kitchens, game rooms, bathroom, etc.)?***

The plan for on-campus housing began with careful planning for the cleaning and sanitization of all residential facilities. The College has partnered with an outside cleaning company to disinfect common areas within the residence halls multiple times a day on top of conventional cleaning. Students will be provided instruction on cleaning their individual rooms and social distancing while sharing common areas. Face coverings will be required in areas where six feet of social distancing is not possible. Common areas will remain closed until the state declares Stage 3 is reached and only open if the layout allows for social distancing.

- ***What protocols are in place for residents who need to isolate and quarantine? Please list.***

The College took six small residential facilities offline for self-isolation/quarantine which provided 63 beds. The 63 beds available will be used and adjusted based on available private bathrooms in each residence on a case by case basis. These locations will be prepared for student relocation and will have cleaning supplies. Students should travel with materials provided in the Welcome Back Kit which include digital thermometers, cloth face masks, touchless entry tool and a copy of the CDC guidelines. Each room will be prepared and disinfected regularly and will have linen (sheets and pillows) provided by the College. The College will provide emergency transportation for students who become severely ill during quarantine/self-isolation period. Appropriate safety instructions will be posted in all quarantine/self-isolation facilities.

All resident students will be instructed to self-isolate and self-monitor for fourteen days prior to returning to campus. Each student will be provided a Welcome Back Kit which will include a digital thermometer to check their temperature on a daily basis. Students will be required to complete a COVID-19 self-assessment on the date of check-in. Student check-in will be staggered and scheduled by appointment at the assigned residential location. Only two outside persons may accompany students during the move-in process. All students and family members must face coverings during the move-in process.

- ***What steps will the institution take to minimize outside visitors to residence halls?***

All resident students will be required to wear PPE while in common areas within the residence halls such as hallways and corridors. Students will not have access to lounges and fitness centers in the

residence halls. All resident students will sign a Resident Agreement Form with special instructions and directions related to expected safety behaviors during the COVID-19 pandemic. There will be no outside visitation permitted during the fall 2020 semester. Access to residence halls will be restricted to resident students only.

It is critically important for every member of the college community to make the appropriate behavioral adjustments during this pandemic. The college community will work together to protect each other and reduce the risks associated with COVID-19 through responsible behaviors and engagement and constant personal safety practices.

The plan for on-campus housing began with careful planning for the cleaning and sanitization of all residential facilities. Supplies have been purchased for students to disinfect shared spaces (bathrooms, kitchens, common areas) after personal usage with routine professional cleaning and disinfection of these areas on a weekly basis. The weekly cleaning measures in the residence hall will include increased sanitization measures of all kitchens, bathrooms, living rooms, and corridors. Students will be provided instruction on cleaning their individual rooms. Common areas will remain closed until the state declares Stage 3 is reached and only open if the layout allows for social distancing.

- ***Describe routine cleaning measures to be implemented in on-campus housing including communal bathrooms.***

In addition to the routine cleaning in shared-spaces (communal bathrooms in which an entire floor has access to, common areas, corridors) within Residential Halls, the outside cleaning company will be disinfecting these areas with EPA-approved disinfectants multiple times a day and once at night, which is similar to the cleaning protocol across the campus. Similarly, shared bathrooms within residential suites will be cleaned and disinfected by the outside cleaning company multiple times throughout the day. If a student has a private bathroom within their residential suite, the student will be provided EPA approved disinfectant by the College and will be responsible to clean their own facilities. All students will be provided training on how to properly clean their personal spaces.

5. Libraries and Computer Labs (other facilities as needed)

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

A comprehensive re-opening plan for the library was developed which also takes into account PPE deployment, social distancing measures, signage, a hygiene plan and a staffing plan. Similarly, a plan for operating open and scheduled computer labs has been developed. Both the library and computer labs would be open in Stage 3. The library would be available for curbside pickup in Stage 2 and limited computer labs available for instruction in Stage 2.

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

Library

Furniture will be moved in all spaces of the library to accommodate a minimum of 6 feet of social distancing. Floor spacing decals for the library main approach will allow all visitors to maintain social distancing and a single-file, properly spaced used approach to the library main desk will be required. Similar signage and social distancing will be used in the Media Center. Plexiglass panels are being installed for office areas and larger staff rooms or student lounges will be used to accommodate social distancing requirements when meeting with students. Students working at the library circulation desk and the Media Center will distance themselves at least 6 feet when more than one is on duty.

Computer Labs

The overall number of computer workstations and matching furniture will be reduced to adhere to social distancing guideline recommendations. Easy to read signage will be present in lab areas and hallways, stating regulations. Masks and gloves will be required in all open lab areas. Disinfecting stations will be set up in environments using shared hardware resources. Students will be required to clean their stations after use. Cleaning items and instructions will be provided and posted accordingly. Keyboard covers will be installed and replaced regularly to assist with high-contact surfaces.

Computer labs will be professionally cleaned daily, including desk areas, workstations and screen, hardware peripherals, and all human interface devices (keyboards, mice, multimedia controls, etc.)

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

Library

The library offices house four (4) regular college employees each with their own office in separate areas of the building. It is expected that all staff can be on campus full time at social distancing with no need to provide alternative schedules for office coverage. All classrooms and computer laboratories in the library have been marked off for 6 feet social distancing (~20-25% capacity). Similarly, student study spaces are restricted accordingly.

Computer Labs

To reduce traffic in computer labs, only actively registered students will be permitted to use the limited seating we have available in open labs (no town residents or alumni).

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

Library

The disinfection problem is especially acute with hardcopy course reserve materials. Before the shutdown, library reserve materials were entirely hardcopy. Since shutdown a number of professors have switched to other online resources they then made available to students in substitution. This practice will continue in lieu of resuming hardcopy reserve materials circulations. A possibility to advance this effort is greater use of Blackboard to house online course reserve materials along with library provision to faculty of relevant copyright-related counsel. The Media Center has a finite number of laptops it loans to students. Disinfection of these will be necessary between circulations.

Computer Labs

Gloves will be required in all open lab areas. Disinfecting stations will be set up in environments using shared hardware resources. Students will be required to clean their stations after use. Cleaning items and instructions will be provided and posted accordingly. Keyboard covers will be installed and replaced regularly to assist with high-contact surfaces. Computer labs will be professionally cleaned daily, including desk areas, workstations and screen, hardware peripherals, and all human interface devices (keyboards, mice, multimedia controls, etc.)

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

In either Stage 2 or Stage 3, curbside pickup will be available at the library. Pickup will be confined from weekdays between 8:30 am and 5:00 pm. Through the library website, students, faculty or staff can call or email a librarian staff member with what is desired for checkout. They will provide their Bloomfield College ID barcode number, and inform the library about when they wish to retrieve the item. The library will confirm item availability and the pickup time and place. Returned items will be placed in the return slot next to the Oakland Avenue entrance.

6. Research (if applicable)

- ***What is the institution's plan for the operation of research & research labs?***

Because Bloomfield College is a teaching institution there are no dedicated research laboratories, research-specific facilities (such as animal care facilities or specialized instrumentation facilities). There are a limited number of faculty involved in research including research with undergraduate students. In-person research will be permitted in Stage 3 only. In Stage 2 student and faculty research has been carried out virtually and this would continue if we were restricted to Stage 2.

- ***How will researchers on campus be informed about this plan?***

There are no faculty or staff positions exclusively focused on research. Research engaged faculty will be informed of the plan through Division Chair meetings, general communications to faculty, and College communications of the plan. Specific populations of students involved in research (e.g., McNair Scholars) will continue to carry out research virtually and/or be expected to conform to the research requirements of the host institution where they are involved in conducting research.

- ***How will researchers be encouraged to reduce personal contact and engage in social distancing?***

In Stage 3, in-person research will be carried out in laboratory spaces following social distancing protocols and all faculty and students will wear masks and/or face shields as appropriate for the research environment. Research in computer labs will be carried out following social distancing protocols and hygiene protocols previously described for computer labs.

- ***What will be the cleaning protocol for research labs and research materials?***

In specialized rooms not subject to routine cleaning protocols by the College, supervising faculty in each research space are required to maintain appropriate hygiene measures for the laboratory space and instrumentation being used. This will include having all faculty, staff and students, wipe down/disinfect all bench surfaces and touch points on instrumentation and equipment as appropriate. Similarly, research carried out in computer labs will follow the same safety measures as described previously for computer labs.

7. Student Services

● *What is the institution's plan for student services?*

The College will assure that essential student services are available and accessible. Essential offices (financial aid, registrar, advising, bursar, housing, etc.) will reopen in accordance with all personal safety guidelines to protect students and employees. Other student support offices will open during the month of August prior to the first day of classes. These offices will include Center for Student Success; Center for Leadership and Engagement, Health and Wellness Center. Although most services will remain primarily virtual, all students and employees will be required to wear face coverings while interacting in-person in all administrative buildings. In these very limited interactions, appropriate social distancing measures will be fully enforced.

The Center for Student Success encompasses the student support services on campus. The services will be provided both in person and virtually to meet the demanding needs of the student population for the Fall 2020 semester. Every office within the Center for Student Success is a direct service, front facing office, where staff interact one on one, and in close contact with students for confidential matters, coaching or advising on a continuous basis. These services include but are not limited to student-facing services in the advising, coaching, tutoring and writing consulting areas. Every effort is being made to rearrange tutoring and group spaces to allow for social distancing. Students will be required to make appointments; drop-in services will be suspended to control the flow of student traffic. In addition to the in-person support, remote services will continue to include virtual tutoring, coaching, writing consultations, career counseling and live chat for quick questions.

● *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?*

All employees who are immunocompromised, or otherwise in an at-risk category, or with a positive diagnosis will have the option to provide services to students remotely. All students with similar circumstances will be able to access student services remotely as well.

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

The College recommends that capacity in all waiting areas in administrative buildings is reduced by 50% with all social distancing measures enforced. For selected offices and buildings we are considering using a waitlisting app to schedule visits, to manage students waiting in line. Buildings will have floor directional signage to control the navigation of students and employees in all

buildings. Hand sanitizers will be available in all waiting areas on campus and in all corridors in administrative buildings. Employees will control entry to waiting areas with signage indicating the appropriate number of people that can be served at a time. Most appointments will be held virtually unless a face-to-face meeting is absolutely necessary. All students and employees will be required to wear face covering in all campus facilities.

8. Transportation

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

The College's recent survey of students indicated that most students commute to the campus in their personal vehicle. Bloomfield College's 13-acre downtown campus does not require an internal shuttle service system. However, the College does utilize vans for its athletic programs which will now require transportation of smaller groups for local practice and/or use of larger buses for athletic travel.

- ***What is the protocol for transporting sick students who may reside on campus to essential appointments? What additional mitigation strategies will the institution take for shared transportation?***

The College will utilize local EMS for emergency staff or student transport to local hospitals. Staff and students will be encouraged to secure private transportation for regular routine appointments. However, to the extent possible, the college will assist staff or students in securing external medical transport services.

9. Dining

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

The College is aware of and will comply with the current Executive Order and related stages and restrictions.

In Stage 1, the College would completely close all its dining facilities and strictly provide a grab-and-go service for students who must remain on campus. This service would be very limited with minimal student contact and multiple grab-and-go staggered periods to minimize the number of students in meal pick-up areas. All items will be pre-packaged in disposable containers with disposable utensils. Only five students will be allowed to enter the cafeteria at a time during the pick-up process. Plexiglass partitions have been installed at the cashier's station and all food serving windows. All employees will be extensively trained in sanitation, chemicals, COVID-19 protocols, COVID-19 government mandates, and safety. All employees will be Compass COVID-19 certified. A delivery program will be created for students with COVID-19 related symptoms who are in self-isolation or quarantine.

In Stage 2, which also prohibits indoor dining, the College would provide a grab-and-go dining program with a delivery option for students who are quarantined or in self-isolation. The College will also provide an outdoor dining option in accordance with statewide occupancy guidelines for outdoor gatherings. Outdoor dining sessions will be scheduled to accommodate small group seating periods of no more than 60 minutes. Seating will be limited to a maximum of 2 students per table. All tables will be placed 6 feet apart and hand sanitizers provided. Students will be required to wear face coverings at all times with the exception of actual seated time for dining and eating at tables. Students will have food served to them by a cafeteria employee. There will not be an outdoor buffet or self-serve open food and beverage station. All utensils/containers will be pre-packaged and disposable.

Employees will be trained on sanitizing and will be required to sanitize all surfaces after every service period. All employees will be required to wear face coverings and gloves during outdoor service periods. All cafeteria employees will be required to wash their hands and change gloves every 30 minutes. Tables, chairs and high touch areas will be cleaned after every usage. Plexiglass partitions will continue at the cashier's station and all food serving windows.

Upon closing the outdoor area for the day, the cafeteria staff will disinfect all tables, chairs utilizing Diversey disinfectant. Back of house cleaning procedures will take place every 30 minutes. The culinary team will clean and sanitize surfaces and high-touch food preparation areas.

In Stage 3, the College would provide indoor dining service periods with reduced capacity of 25%. The College would adhere to all social distancing guidelines. Face coverings would be required in the cafeteria and can only be removed while eating at a table. Compass approved COVID-19 safety/informational signage will be displayed at the cashier's station and throughout the Dining Hall to advise students of COVID-19 symptoms and other safeguarding guidance.

Students will have food served to them by a cafeteria employee. There will not be an indoor buffet or self-serve open food and beverage station. All cafeteria employees will be required to wash their hands and change gloves every 30 minutes. Tables, chairs and high touch areas will be cleaned after every usage. Hand sanitizer stations will be installed at the entrance/exit of the cafeteria and in production areas for employees. Upon closing for the day, the cafeteria staff will disinfect the entire facility utilizing Diversey disinfectant. Back of house cleaning procedures will take place every 30 minutes. The culinary team will clean and sanitize surfaces and high-touch preparation areas. Restrooms will be sanitized every 30 minutes.

A grab-and-go and/or delivery option for all students will continue. All students/guests will be guided to form a que to receive their pre-ordered food while standing 6 feet apart. Floor signage will indicate spacing. Each service period will be monitored for crowd control to assure that social distancing of 6 six feet and to keep count of occupancy.

Outdoor dining will continue, weather permitting, as well as in compliance with all statewide occupancy, health and safety guidelines including proper hygiene protocol, wearing of face coverings, social distancing of 6 feet and disinfection and sanitization of all outdoor dining areas.

Plexiglass partitions in the cafeteria serving areas and entrances, and rearranged tables and seats for reduced capacity will continue. The cafeteria will continue to utilize disposable food service items (e.g. utensils, dishes).

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

Students who are required to relocate to quarantine housing will register for grocery and/or meal delivery service. The student can request for a weekly grocery delivery or the delivery of three meals daily to a designated area in the quarantine location. The deliveries will be made while adhering to social distancing measures and all campus safety protocols.

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

The cafeteria staff will create a one-way traffic management system to help guests navigate dining and seating areas. Social distancing will be enforced in the kitchens and in indoor and outdoor dining service areas. During both indoor and outdoor dining, the cafeteria will operate at a reduced capacity to assure appropriate social distancing and compliance with current Executive Order standards. Mobile ordering will be instituted to control Dining Hall flow and to mitigate students/guests exposure to employees and each other. Floor decals and signs for guests to follow proper distancing and flow of service will be managed by cafeteria staff. Fall 2020 meal plans will include off-campus meal exchanges and grocery meal exchanges in an effort to reduce Dining Hall occupancy.

Indoor and outdoor dining will be structured similarly in accordance with current executive order. The cafeteria staff will also stagger dining hours for indoor and outdoor dining to reduce total capacity.

- ***How will dining employees be trained on appropriate sanitation and social distancing practices and protocols?***

All food service employees will be extensively trained and certified in Compass LLC mandated safety training. This includes but is not limited to COVID-19 safety techniques, chemical knowledge development, sanitation and Executive Order guidelines. Ongoing training will be covered at pre-shift meetings and staff will be provided with the most current updates on COVID-19 related procedures. The cafeteria manager will collaborate with the local health department to remain current of any new changes related to food service operations cleaning and COVID-19. Working with purchasing company FoodBuy, Gourmet Dining will ensure that vendors follow similar safety protocols for their drivers and other associates. Delivery drivers will be discouraged from entering buildings and required to wear face coverings at all times. Gourmet Dining is closely monitoring the supply chain for potential disruptions due to COVID-19. The supply chain management team is maintaining daily contact with all suppliers to monitor daily inventory at distributors, track manufacturing progress of key items and assisting with development of mitigation plans if necessary. A supply chain task force has been developed that includes sourcing, category management, quality assurance and distribution representatives. This task force meets daily to discuss all supplier risk management issues. Additionally, supplier and delivery protocols have been

developed to ensure products arrive to campus safely. Gourmet Dining Services has established COVID-19 specific distributor and manufacturer policies that ensure pandemic preparedness in the supply chain and distribution systems.

10. Study Abroad and International Travel (if applicable)

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

Bloomfield College has suspended all study abroad experiences, and faculty-led courses abroad for 2020-21 and will create a Global Education Task Force to review and consider all aspects of, and opportunities for, global education at the College.

The College will suspend non-essential domestic and international travel for the fall semester, and will reassess this policy for the spring semester no later than December. Area Vice Presidents will determine essential vs. nonessential travel based on the needs of their respective divisions with full consideration given to CDC, Department of State, and New Jersey State guidance.

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

Bloomfield College will share the temporary travel policies with students, faculty, and staff via the College's website, internal web portal, electronic communications, human resources, and via division-level policies.

11. Athletics

On July 13, the Central Atlantic Collegiate Conference (CACC) announced that intercollegiate competition will not occur during the Fall 2020 season. This will greatly reduce the athletic activity on campus during the fall.

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

This set of guidelines is intended to provide a framework of operating procedures and plans for the safe resumption of occupancy by staff and student-athletes to the Bloomfield College gym and athletic training rooms with the eventual goal to return to scheduled athletic activities in the spring of 2021. Repopulation will occur in phases as CDC, state, county, city, and campus guidelines permit and as NCAA and CACC rules and regulations allow. The Athletics staff will continue to review and make changes to this policy as seen necessary. All staff and student athletics will be provided with a copy of all protocols and procedures.

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

The Athletics Department personnel will be monitored and complete a health screening daily. Employees will also be informed of the following:

- If you do not feel well, do not come to Bloomfield College. Call your doctor.
- If you have underlying conditions or are in a vulnerable category you should continue to work remotely.
- If your work does not require your presence on-site and you can work remotely, you are encouraged to continue doing so. Coordinate with your supervisor.
- Practice good hygiene. Wash your hands often, do not touch your face and cough or sneeze when needed into a tissue or your arm.
- Protocols will be reviewed frequently and adjusted as necessary.

Employees who must work on-site may return to campus as College buildings are opened for occupancy. In-person student-athlete meetings are allowed for essential services only and should be scheduled to maintain social distancing. The following protocol will be enforced.

- Appropriate signage will be hung throughout all athletic facilities promoting health and safety procedures.
- The screening will take place daily- Colored Sticker Given to an individual.
- All individuals entering the gym or practice field will have temperature taken and be subject to health screenings.
- Those determined to be a risk will be refused access and the appropriate action taken to address the risk.
- Those that pass screening shall be identified as ok for the day with a colored sticker. That sticker must be displayed at all times and will allow individuals in any athletic venue the individual may need to enter that day.
- Maintain social distancing where possible.
- Supervisors to manage and schedule staff as needed to maintain occupancy limits and social distancing.
- Face covering must be worn in indoor spaces at 6' distancing and outdoor spaces when unable to maintain a 6' distance.
- Face covering must be worn at all times in the Athletic Training Room.
- When possible, meetings should be in larger rooms to maintain social distancing.
- Occupants not allowed to linger or congregate in locker rooms or other common spaces.
- No outside visitors allowed.
- Vendors should only be allowed for the delivery of necessary items. Drop-offs should be external whenever possible.

● ***What are the written protocols for student-athlete and staff orientation/training regarding the transmission of COVID-19 and the handling of high-touch items?***

The Athletics department has established written protocols for student-athlete and staff orientation/training regarding the transmission of COVID-19 and the handling of high-touch items.

The specific details are outlined below which also limits the sharing of equipment by large numbers of student-athletes.

- Hand sanitizer will be available throughout facilities, particularly in high touch point areas.
- High touch point areas should be used as less as possible. Doors propped open whenever possible and the number of users at any time will be reduced by 50%.
- Areas of contact in sports medicine and performance areas must be wiped down with sanitizer after every use.
- All equipment and workout gear cleaned and disinfected after each use and between workout groups (allow minimum 15 minutes between groups).
- All locker rooms, meeting rooms, sports medicine, and performance areas will be cleaned and disinfected daily.
- Locker rooms will be closed until deemed safe. Student-athletes should report for practices/competitions ready to go. If a changing area is needed it will be designated and appropriate face coverings, social distancing, and max. capacities will be monitored to and adhered to.
- All common spaces cleaned and disinfected daily.
- All offices and individual spaces are cleaned and disinfected daily.
- Benches and other game-day equipment will be wiped down after use.
- All team meetings will be completed through Zoom.
- All training of COVID-19 will be conducted before coming to campus for staff and students and continued during the time on campus through Zoom.
- Practices will be conducted with not more than 10 players at a time.

● ***What is the institution's quarantine/isolation protocol for student-athletes who have tested positive for COVID-19, come into contact with those who have tested positive, or how have developed symptoms?***

The Athletics Department will follow the institution's quarantine and self-isolation protocols. If a student-athlete screens positive (using daily screening tool) for upper respiratory illness or reports to athletic facility asymptomatic but has a temperature of 100.4 or higher they will be instructed to wear face-covering (provided if necessary) and self-isolate following the CDC guidelines for isolation. If a student develops symptoms, comes in contact with someone positive, or tests positive, that student must quarantine for 14 days. The Athletics Department will then coordinate appropriate outreach to the Health Services Office and the Office of Student Affairs. Students will be required to quarantine in a designated residential facility on campus. Contact tracing procedures will be put in place to protect others. During quarantine, students will report daily temperature and symptom checks according to the CDC guidelines. Remaining asymptomatic and receiving negative clearance from a medical doctor of COVID-19 negative clearance results from a Doctor will be permitted to discontinue quarantine procedures and resume usual campus activity.

● ***How will the institution limit equipment-sharing?***

There will be procedures enforced to limit equipment sharing the gymnasium. Hand sanitizer will be available throughout facilities, particularly in high touch point areas. These workout areas will be used with limitations during the fall 2020 semester and capacity will be reduced by 50% at all times. All equipment and workout gear cleaned and disinfected after each use and between workout groups. All locker rooms, meeting rooms, sports medicine, and performance areas will be cleaned and disinfected daily. Locker rooms will be closed until further notice in the fall semester.

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

All team meetings with coaches will be primarily virtual or in-person in large gathering areas (Gym or Outdoor Field). All safety protocols including wearing face coverings and social distancing will be enforced.

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

All policies will be shared with students and staff prior to the start of the fall 2020 semester. All policies will be posted throughout the gymnasium. Students athletes and employees of the Athletics Department will receive an email outlining all expectations for the athletic programs and use of facilities.

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

Although the Athletic Department has postponed all fall sports competition until January 2021, travel protocols have been adjusted. Athletic Travel for games in spring 2021 will include social distancing while following the NJ regulations for buses and vans during COVID-19. Face Coverings will be required for everyone while traveling. Travel on buses will include only one team per event. Meals for all away games will be provided for teams as delivered boxed meals. No overnight accommodations will be provided for teams until further notice. Game schedules have been reduced and only conference games will be played to lower the risk for each team during the competition. Daily required screening for all away contests will take place before departure. The same requirements will be applied to all visiting teams. Team equipment will be disinfected repeatedly during practice and contests. Visiting teams will be requested to bring their equipment (balls, water bottles) to prevent contamination. PPE will be provided to assist with the safety of all student-athletes during away games.

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

Fans, visitors, volunteers, and vendors for all home contests will not be allowed until deemed safe. SID will serve as the only media - for home events in the spring of 2021. Vendors should only be allowed for the delivery of necessary items. Drop-offs should be external whenever possible.

- ***How will the institution work with local, state, and conference partners to ensure the safety of student-athletes, employees, and other athletic stakeholders?***

The Athletics Department will collaborate and partner with the New Jersey State Interscholastic Athletic Association (NJSIAA) and Central Athletic Collegiate Conference (CACC) to assure the best possible practices to protect student-athletes, coaches, trainers, and other personnel. Guidelines from both organizations are attached separately. All positive cases will be shared immediately with state, local, and conference authorities.

12. Additional Information/Appendices

If your institution would like to provide additional information about the restart plan or other campus areas not listed above, please include here. This may include, but is not limited to, such items as adjusted academic calendars or plans for extracurricular activities.

In response to the current coronavirus (COVID-19) pandemic, and its effect on all aspects of campus life, a COVID-19 Contingency Planning Task Force was charged by President Marcheta P. Evans to plan for possible reopening scenarios for the fall semester and academic year 2020- 21. A shared governance approach was taken in creating the Task Force and members were appointed by President Evans in late April that include faculty, staff and administrators. The summary is provided below.

Task Force Members

Chair: Dr. Michael A. Palladino, Vice President for Academic Affairs and Dean of Faculty
Leah Brown-Johnson, Director of the Center for Innovation in Teaching to Enhance Learning
Tammy Castro, Professor of Biology (AAUP Representative)
Kevin Cavanagh, Vice President for Enrollment Management
Steven Kreutzer, Professor of Computer Science and Business Division Chair
Sarah Lacz, Vice President for Institutional Advancement
Patrick Lamy, Vice President for Student Affairs and Community Relations
Bill McDonald, Vice President for Finance and Administration
Lisa Michalowicz, Associate Registrar
Jacquelyn Svercauski, Assistant Professor of Nursing (Faculty Council Representative)

The health and well-being of all members of the Bloomfield College community is the primary consideration as we plan for the fall 2020 semester and beyond. The Task Force was charged with providing recommendations for how the College can move forward to fulfill our mission and minimizes the risk of transmission of COVID-19 in the campus community. The Task Force will consider all aspects of campus operations that must be accommodated and modified, if necessary, in response to the ongoing and rather unpredictable pandemic.

A full report on initial recommendations was provided to President Evans and the Board of Trustees on June 1, 2020. Given the fluidity of the pandemic and the time-sensitive planning directives for the fall semester, it was essential for the Task Force to frame guiding principles that would inform our work based on the information available to date.

The two most important guiding principles are:

1. The health and safety of the Bloomfield College community is paramount.
2. Ensuring a quality Bloomfield College educational experience dedicated to student success and achievement.

The Task Force also recognizes that external factors (federal, state, and local public health and government agencies) will significantly impact campus planning. All our planning is informed by guidance that includes but is not limited to:

- Guidelines from the Centers for Disease Control (CDC);
- Guidance from the Governor's Office, the Office of the Secretary of Higher Education in New Jersey, and state and/or municipal recommendations or requirements for return to work (i.e., social distancing, limiting the number of individuals in the College's facilities, etc.)
- Guidance from other organizations including but not limited to the Occupational Safety and Health Administration (OSHA), and the Equal Employment Opportunity Commission (EEOC).

Therefore, the recommendations contained herein may change as local, state, and federal government agencies provide additional directives or guidelines to higher education institutions concerning fall 2020 operations.

To involve the campus community in planning, several surveys were distributed and key findings and recommendations from these surveys were incorporated into Task Force plans. Survey included:

- A campus climate survey was administered to staff and administrators to seek feedback, concerns and suggestions to be considered by the Task Force.
- Faculty professional development and technology needs for increasing teaching by hybrid and online modalities were informed by a survey distributed to all full-time and adjunct faculty.
- A returning student survey asked students to reflect on experiences from the spring (technology and otherwise), provide an assessment of student needs to be successful in OL environments, and to provide feedback for areas of student support anticipated under the proposed scenarios. Results from these surveys will better inform our preparations and the implementation of specific plans to help students.
- We plan for an admitted student survey to identify the sensibilities of new freshmen and transfer students related to the learning environment and expectations related to COVID-19 related decisions.

In addition to the COVID-19 website, a Task Force email address was established to receive feedback and ideas from members of the campus community. Regular communications by the Office of the President have been sent since the start of the pandemic.