RETURNING TO RUTGERS

August 13, 2020
Revised September 29, 2020

INSTITUTIONAL PLAN FOR RESTART
SUBMITTED TO THE NEW JERSEY OFFICE OF
THE SECRETARY OF HIGHER EDUCATION
ACADEMIC YEAR 2021

Rutgers
RETURNING TO RUTGERS

INSTITUTIONAL PLAN FOR RESTART
AS SUBMITTED TO THE NEW JERSEY OFFICE OF
THE SECRETARY OF HIGHER EDUCATION
ACADEMIC YEAR 2021

SUMMARY OF DOCUMENT CHANGES

Given that new information about the COVID-19 virus is discovered each day, this Plan will be
a living document, subject to regular updates. This section provides a summary of material
changes, obviating the need to search for updated items. Minor editorial changes and corrections
to spelling, grammar, or graphics are not listed, nor are minor format changes such as updating
Table of Contents.

When changes are made the revised Plan will be posted on coronavirus.rutgers.edu. Typically
updated Plans will be posted on Tuesday mornings, when there are updates.

September 29, 2020

- Screening revised to reflect required use of university self-screening app.
- Controlling Access and Circulation revised to reflect required use of university visitor log.
- Toolkit revised to align with self-screening and visitor log updates provided in other areas
  of the document
- Updated Appendices section – Summary of Executive Orders updated to reflect current
  Executive Orders
- New Appendices section – Rutgers Cinema Reopening Plan
- Accommodating Students on Campus at RU-NB revised – Recreation information
  significantly updated with new detailed information
- Rutgers- Newark plan revised to include new information on Golden Dome Athletic Center
  Fitness Center Re-start Operational Plan
- Rutgers- Camden plan revised to include new information on Recreational Services
  Reopening Plan

September 15, 2020

- Communicating to Community revised to include links to Public Service Announcements
  developed by Rutgers Institutional Planning and Operations
• Updated Appendices section – *Summary of Executive Orders* updated to reflect current Executive Orders
• New Appendices section – *Rutgers Gardens Volunteer Safety Plan*
• New Appendices section – *Off-Campus University Activities*
• *Returning to Research at Rutgers* updated to include guidelines for undergraduate research for Fall 2020
• *Plan for Reopening Libraries* section added to Rutgers- New Brunswick
• *Reopening Plan* section for George F. Smith Library added to Rutgers Biomedical and Health Sciences

**September 1, 2020**

• *Visitors* revised to identify thirty (30) day records retention requirement
• *COVID-19 Daily Self-Checklist* updated to eliminate requirement to contact One Source
• Updated Appendices section – *Summary of Executive Orders* updated to reflect current Executive Orders
• Updated Appendices section – *Computer Labs* updated with minor edits and clarifications
• New Appendices section – *Events*

**August 25, 2020**

• *Summary of Document Changes* section moved to front of document for ease of reference
• *Guidance for Specific Workplace Scenarios* revised to reflect occupancy limitations of current Executive Order(s)
• Updated Appendices section – *Summary of Executive Orders* updated to reflect current Executive Orders
• New Appendices section – *Stage 1 Planning*
• New Appendices section – *International Students Returning to Campus*
• New Appendices section – *Waiver Process- In-Person Instruction*
• *Rutgers-New Brunswick Academic Planning for Fall 2020* revised to clarify asynchronous offerings, add link to FAQs, and eliminate Rutgers Business School and School of Social Work in-person instruction
• *Accommodating Students on Campus at RU-NB* revised – original Item 7.F (employees/72 hours/fever) deleted
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Submission of Institutional Plan for Restart

Cover Sheet

Institution Name: Rutgers, The State University of New Jersey

Date Submitted: August 13, 2020

Key Contact(s):
Name: Antonio M. Calcado
Title: Executive Vice President & COO
Email: antonio.calcado@rutgers.edu
Phone: 848 445-2474

Website for Restart Plan Posting: coronavirus.rutgers.edu

Components of Institutional Plan for Restart Checklist

1. General Safeguarding..................................................Return to Rutgers How-To Guide
2. Screening, Testing, and Contact Tracing Protocols............Return to Rutgers How-To Guide
3. Instruction ......................................................................In location-specific documents
4. On-Campus Residential Housing ..................................In location-specific documents
5. Computer Labs/Libraries ..............................................In location-specific documents
6. Research.................................................................Returning to Research at Rutgers
7. Student Services .......................................................In location-specific documents
8. Transportation ..........................................................In location-specific documents
9. On-Campus Dining ......................................................In location-specific documents
10. Study Abroad and International Travel .........Return to Rutgers How-To Guide
11. Athletics .....................................................................Back to the Banks (NB) and
In location-specific documents (N+C)
12. Other Information/Appendices (as needed) .................Return to Rutgers How-To Guide

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.

Antonio M. Calcado
August 13, 2020
August 13, 2020

Diana Gonzalez
Interim Secretary of Higher Education
Office of The Secretary of Higher Education
1 John Fitch Plaza
10th Floor, PO Box 542
Trenton, NJ 08625-0542

Dear Interim Secretary Gonzalez,

On behalf of Rutgers, The State University of New Jersey, I am pleased to submit our institution’s plan for restart of delivery of education, finalizing the previously submitted draft. This comprehensive submission, built around the core document Returning to Rutgers- A How-To Guide to Repopulating Rutgers Spaces Academic Year 2021 (R2R), has been significantly enhanced since R2R’s original release on June 18, 2020. It has been revised to address your feedback and in consultation with your office, addresses requirements of new Executive Orders, and is reflective of current public health information.

As you know, Rutgers has three distinct geographic locations and four chancellor-led units, making Rutgers unique in the state in development of an approach to our restart. Our approach offers both university-wide requirements as well as operational specifics that vary among the geographic locations. Therefore, the format of our submission varies from the Restart Checklist provided by your office. All of the information requested is included in the submission, however.

This plan is subject to change on a regular basis, as public health and epidemiological information comes to light, and as new or updated federal and state guidance and orders may be provided. We will keep the elements of our plan current and posted on our website.

Please contact me with any questions regarding this submission.

Sincerely,

Antonio Calcado
Executive Vice President
Strategic Planning and Operations & COO

cc: Jonathan Holloway, President
Members of the Pandemic Recovery Task Force
RETURNING TO RUTGERS
A HOW-TO GUIDE TO REPOPULATING RUTGERS SPACES
ACADEMIC YEAR 2021

EXECUTIVE SUMMARY

About the Cover

Rutgers looks forward to a time where full population of campuses is again possible, with virus precautions of social distancing and face coverings things of the past.

Returning to Rutgers

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

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

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

The intent of this document is to serve as a framework of ideas and recommendations upon which Rutgers can build—in collaboration with in-house experts and external agencies and authorities—an increasingly useful resource. To that end, this Guide outlines some principles, practices, and protocols that are applicable throughout the university. This concise document cannot provide for specific operational details at every location at Rutgers, but it does offer information and details common to many locations. As the university’s understanding of the public health concerns continues to evolve, this and other documents will be updated as appropriate.
To develop this Guide, Rutgers formed a team comprising subject matter experts representing a wide variety of interests at the university – academic, administrative, financial, healthcare, human resources, operations, planning, research, safety, student life, and technology. In addition to internal expertise, information from state and federal resources, peer institutions, and facilities, higher education, and environmental health groups was considered.

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

**Guiding Principles**

As our planning efforts have progressed, a number of guiding principles have been identified:

- To ensure a safe working and learning environment for all faculty, staff, and students alike.
- To instill recognition that the health and safety of all members of the Rutgers community is a shared responsibility.
- To reimagine all facilities, programs, and services to include social distancing measures, personal hygiene practices, and expanded cleaning and disinfecting protocols that are compliant with public safety guidelines.
- To implement measures designed to reduce direct and indirect forms of physical contact between all members of the campus population and to provide training and equipment necessary to ensure continued and ongoing compliance with public safety guidelines.
- To leverage self-service, online, and remote access to instructional resources and academic support.
- To implement additional safety measures for programs and services that traditionally include a component of physical interaction (swipe access for ID’s and other high touch processes). Such measures may include the alteration, suspension, elimination, and/or creation of new processes or services.
- To implement appropriate control measures to identify individuals (employees and students) who exhibit, self-report, or reside with someone who has tested positive or presents with signs and symptoms typically associated with COVID-19 and to ensure protocols are in place to isolate, test, and treat such individuals and mitigate spread of the virus.

**Emergency Operations Plan - Pandemic Recovery Task Force**

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

Robert L. Barchi, President
Nancy Cantor, Chancellor, Rutgers University–Newark
Phoebe Haddon, Chancellor, Rutgers University–Camden
Christopher Molloy, Chancellor, Rutgers University–New Brunswick
Brian Strom, Chancellor, Rutgers Biomedical and Health Sciences
Jonathan Holloway, President-Designate (ex officio)

Team Leads

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<thead>
<tr>
<th>Role</th>
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<td>EVP, Strategic Planning and Operations &amp; COO</td>
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<td>Academic Affairs:</td>
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<td>Board Liaison:</td>
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Members

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Matthew Colagiovanni   | Mary Beth Daisey            | Timothy Fournier                                |
Daniel Hart            | Steven Keleman              | Kim Manning                                     |
Margaret Marsh         | Prabhas Moghe               | Ashwani Monga                                   |
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Ver 1.2
RETURNING TO RUTGERS

A HOW-TO GUIDE TO REPOPULATING RUTGERS SPACES
ACADEMIC YEAR 2021

ADMINISTRATIVE FUNCTIONS

SUPPORTING TODAY, ENVISIONING TOMORROW.
INTRODUCTION

Ready-for-Return Essentials

As Rutgers moves toward repopulation of its campuses and facilities, a number of primary focus areas will be applicable in most types of campus spaces. The university has a wide variety of space types, and spaces with research, healthcare, housing, and other specialized activities may have additional requirements and secondary areas of focus. But, for the university as a whole, the following Ready-for-Return Essentials have been identified:

1. **Prepare the Buildings and Campuses:** Many buildings and campus locations have had limited occupancy, or perhaps no occupancy, since late March 2020. Maintenance has not stopped, but may have been reduced to essential operating protocols. What needs to be checked and changed to allow for an increase in occupancy?

2. **Prepare the People:** The pandemic and its effects have created anxiety, confusion, and fear. Will there be a phased approach to increased occupancy? What can the university do to help its employees and students engage in a culture of cooperation and safety when at Rutgers?

3. **Enact an Operations Plan:** Public health concerns drive the need for social distancing, revised pedestrian circulation in buildings, schedule management, and cleanliness of people and places. What policy and protocol changes are required to meet the needs?

4. **Control Access and Circulation:** How will access for employees, students, visitors, and deliveries be managed?

5. **Communicate to the Community:** With all these changes thrust suddenly upon the Rutgers community, the need for clear communication is more important than ever. How will the university effectively manage communications?

Working *Together* to Return to the Campus

The health and safety of the people who come to Rutgers is a shared responsibility. The university will establish guidelines, assess policies, and communicate requirements and recommendations to employees and students, and in order to maximize health and safety, *all involved* must work collectively to take precautions, practice safe behavior, and observe social distancing measures. As recommended by the Centers for Disease Control and health professionals, each member of the Rutgers community needs to stay home if and when sick. *Each member of the Rutgers*
Returning to Rutgers
June 18, 2020

Community has an obligation to protect his or her own health and welfare and that of the people they encounter.

PREPARING THE BUILDINGS AND CAMPUSES

General

The decision to significantly reduce occupancy of buildings came quickly, as epidemiological data and projections came into focus. While some buildings had occupancy levels dropped significantly, and other buildings were closed entirely, maintenance of facilities was never fully curtailed. Therefore, refilling utility lines and start-up of essential equipment and systems are not necessary prior to increasing on-campus presence.

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

- Building tours to ensure that major systems are in working order and ready for increased occupancy
- Maintenance assessments and repairs incorporating Centers for Disease Controls, New Jersey public health, and ASHRAE guidance where practical and feasible thereby assuring that:
  - HVAC systems are in proper working order
  - Lavatory ventilation systems are in proper working order
  - Dormant water systems are flushed
  - Plumbing drainage systems are in proper working order
- Preventative maintenance measures in accordance with established schedules
- Grounds tours to ensure that sites and parking lots are in conditions suitable for increased occupancy
- Cleaning of public and high-traffic areas in buildings, including building lobbies, elevators, conference rooms, and lavatories
- Provision of hand sanitizer stations in selected locations in buildings
- Implementation of signage and graphics to promote health and safety measures, including social distancing measures, as described in the Operations Plan section of this Guide.

Department heads are responsible for assessing their respective spaces and noting what may need to be accomplished prior to return of employees. Department heads should:

- Ensure that equipment used for telecommuting is returned to the office, as people return
- Replenish/restock essential office supplies that may be needed
• Ensure that all spoiled/dated food from break room refrigerators is placed in appropriate trash receptacles
• Develop seating strategies that will support social distancing (see Social Distancing information in this Guide)
• Assess office environments and the potential need for guidance, signage, or other support from Institutional Planning and Operations (see Working in Office Environments in this Guide)
• Implement a visitor sign-in protocol, using the sign-in sheet template provided by REHS (see Visitors in this Guide) or an electronic file or method that captures the same information in the template

Additionally, department heads may purchase materials and supplies for use by employees to enhance separation, distancing, and cleaning efforts within departmental spaces. These materials are available through the University Warehouse (see Toolkit in this Guide).

Cleaning and Sanitizing

Rutgers University is committed to providing an environment that allows our students, faculty and staff to live, learn and work as safely as possible. To achieve this, the University has developed a set of cleaning and sanitizing guidelines designed to reduce the risk of transmission of the virus. Rutgers University Environmental Services uses the following CDC approved products:

  o Cleaner
    ▪ Rochester Midland - Proxi (118502)
  o Disinfectant
    ▪ Rochester Midland – EnviroCare Neutral Disinfectant (118288)
    ▪ Diversey – Oxivir TB (777722)
    ▪ Brulin - BruTab 6S (161021)

Rutgers Environmental Services will prioritize work activities to focus on cleaning and disinfecting classrooms, common areas, student/recreation centers, restrooms, residence halls, and high-touch surfaces.

Auditoriums, Classrooms, Computer/Teaching Labs and Lecture Halls

Auditoriums, classrooms, computer/teaching labs and lecture halls will be cleaned and disinfected once per day and after each use:

• All tabletops and flat surfaces cleaned and disinfected
• Door handles and other high-touch surfaces cleaned and disinfected
• Black/white boards and erasers cleaned
• Chalk/markers replaced as needed
• Trash and recycling cans emptied/liners replaced
• Sweep/vacuum/mop floor as needed.
Restrooms, Locker / Shower Rooms
Restrooms, locker / shower rooms will be cleaned and disinfected twice per day, with additional cleaning/disinfecting in high-traffic restrooms and for any incident requiring attention:
- Floors, sinks, countertops, toilets/urinals, door/stall door handles and mirrors will be cleaned and disinfected
- Trash cans emptied/liners replaced
- All paper product and hand soap dispensers will be checked and refilled as needed.

Public Areas (Entrances, Corridors, Stairwells, Elevators)
Public areas will be cleaned and disinfected four times per day:
- Door handles, hand rails, and other high-touch surfaces cleaned and disinfected
- Bottle-fill stations cleaned and disinfected
- Trash and recycling cans emptied/liners replaced
- Hand sanitizer dispensers checked and refilled as needed
- Sweep/vacuum/mop floor as needed.

Research Labs, Seminar Rooms, Conference Rooms, Open Office Areas
Research labs, seminar rooms, conference rooms, and open office areas will be cleaned and disinfected once per week:
- All tabletops cleaned and disinfected
- Door handles and other high-touch surfaces cleaned and disinfected
- Trash and recycling cans emptied/liners replaced
- Sweep/vacuum/mop floor as needed.

Clinical / Exam Treatment Rooms
Clinical / exam treatment rooms will be cleaned and disinfected one - two times per day:
- Floors, sinks, countertops, door handles and mirrors will be cleaned and disinfected
- Trash cans emptied/liners replaced
- All paper product and hand soap / sanitizer dispensers will be checked and refilled as needed.

Private Offices
Private offices will be cleaned and disinfected upon request.
- Trash and recycling cans emptied/liners replaced weekly.

Residence Halls
Residence Halls, including shared bathrooms, will be cleaned and disinfected four times per day:
- Door handles, hand rails, and other high-touch surfaces cleaned and disinfected
- Bottle-fill stations cleaned and disinfected
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- Trash and recycling cans emptied/liners replaced
- Hand sanitizer dispensers checked and refilled as needed
- Sweep/vacuum/mop floor as needed.

**PREPARING THE PEOPLE**

As stated previously, the health and safety of the people who come to Rutgers is a shared responsibility. Rutgers will communicate revised policies, protocols, and practices, and all employees and students are expected to comply with requirements published. 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 health and Rutgers community safety.

**Training**

Prior to the resuming in-person instruction, Rutgers will provide training for students and employees that will:
- Describe medical concerns regarding COVID-19
- Explain how the university has updated procedures and protocols in response to public health concerns caused by the virus
• Describe safety protocols and behavioral changes that will reduce the spread of the virus.

Phased Staffing

Rutgers will phase in a return of employees over time in a carefully considered and coordinated manner. The university will assess expanded staffing based on mission-critical operations, ability to control and manage specific work environments, and the need to access on-site resources.

The need to maintain a controlled number of people on campus to meet social distancing requirements will continue for some time. Staff who can continue to effectively work remotely will continue to do so until restrictions are eased for larger gatherings or increased density.

Expanded staffing will be tightly controlled and coordinated to mitigate potential risks and ensure the safety of employees and students, as well as the communities served by Rutgers. No unit or department should increase staffing levels beyond current needs to support critical on-site operations without approval from the appropriate dean, vice president, or chancellor. Once decisions to expand on-site staffing in certain areas have been made, staff must follow the policies and protocols detailed in this Guide for returning to work on campus.

As on-site population increases and operations expand, the university will continue to closely monitor and assess the potential spread of the virus, as well as existing policies and procedures to mitigate it. Testing may be a critical part of assessing the impact of increased staffing. If public health needs dictate, tighter restrictions and reduced staffing may need to be implemented again.

Staffing Options

Once employees have been instructed to return to work on-site, there are several options departments should consider to maintain required social distancing measures.

Remote Work: Those who can work remotely to fulfill their work responsibilities may continue to do so to reduce the number of individuals on campus and the potential spread of the COVID-19 virus. These arrangements, which must be approved by the department head, can be done on a full or partial day/week schedule as appropriate.

Alternating Days/Flexible Work Hours: In order to limit the number of individuals and interactions among those on campus, departments should schedule partial staffing on alternating days, or allow flexible work hours. Such schedules will help enable social distancing, especially in areas with large common workspaces.

Staggered Reporting/Departing: The beginning and end of the workday typically bring many people together at common entry/exit points of buildings. Staggering reporting and departure times will reduce traffic in common areas to meet social distancing requirements.
Reasonable Accommodations: According to the Centers for Disease Control, individuals with certain conditions may have a higher risk for COVID-19 infection. Those conditions may include:

- Asthma, moderate-to-severe
- Being immunocompromised
- Chronic kidney disease being treated with dialysis
- Chronic lung disease
- Diabetes
- HIV
- Older adults (aged 65 years and older)
- Serious heart disease
- Severe obesity

Employees who are expected to return to the workplace and who have a medical condition that place them in a higher risk group or those who are pregnant who wish to seek a reasonable accommodation related to returning to the workplace should speak to their supervisor to review telecommuting options that may be available. If there are no telecommuting options suitable, the employee should contact University Human Resources’ Office of Employment Equity.

Mitigating Workforce Anxiety

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

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

Section 1 of the Toolkit included with this Guide provides links to a number of web-based resources available to Rutgers employees.

Updated Policies and Practices

Policies are important in setting the expectation for employees. In response to the emergent and evolving pandemic Rutgers allowed flexibility in some requirements of policy and protocol, especially those related to time off, remote working, and flexible work schedules. Upon determining the new framework for returning to the campuses, Rutgers must consider what policies need to be revisited. Communicating the importance of university policies, including
any recent updates, and how they map back to the organization’s vision will be critical in establishing a climate of employee awareness and compliance.

The following considerations will be reflected in updated policies and practices:

- Telecommuting/Working remotely
  - When employees should return to work
  - Considerations around at-risk groups
  - Exceptions and processes for parents/caregivers when schools are closed or other caregivers are unavailable
- Policies related to remote work environments
  - May include ergonomic instructions, accommodations for remote work tools and equipment
- Employee screening
  - Daily self-screening
  - Onset while at work
  - Reporting requirements
- Guest and visitor policies
  - Limiting access to certain categories of site visitors such as vendors, contractors, and consultants with specific business purpose
  - Restricting the general public’s access to the worksite
  - Restricting access to only certain workplace areas
  - Requiring guests and visitors to adhere to face covering and social distancing requirements
- Employee travel policies

**Shared Responsibilities**

The health and safety of the people who come to Rutgers is a shared responsibility. All employees will now play an even more important part in ensuring high levels of safety in the workplace. Employees must understand the contents of this Guide, know where to turn for resources, and know what to do in the event that a worker or student in the workplace presents with signs or complains of symptoms of COVID-19.

Also, supervisors and managers will need to be cognizant of the need to monitor space use for appropriate distancing, coach employees to critically evaluate the requirement for in-person meetings, and advocate for personal safety practices described in this Guide.

**Screening**

The shared responsibility for the health and safety of the Rutgers community during the pandemic begins each day with every employee and student planning to be on campus undertaking a self-assessment – monitoring for signs and symptoms of COVID-19 before
reporting to work. If an employee or student does not feel well or is sick, the employee or student must stay home.

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these signs and symptoms may have COVID-19:

- Cough
- Shortness of breath and/or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

This list is not all-inclusive. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea. See https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html for details.

The university has developed a screening app, My Campus Pass, available through the myRutgers app or via the My Dashboard screen at my.rutgers.edu. This tool must be used by members of the Rutgers employees and students prior to arriving on campus or in a Rutgers building, and may be on other days. See https://coronavirus.rutgers.edu/symptom-checker/ for details.

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

It can be anticipated that some people could exhibit signs of illness while at work – coughing or sneezing, for example. It must be understood that these signs could be caused by allergies, the common cold, a pre-existing condition, and perhaps COVID-19.

If an employee is ill and/or displaying signs of COVID-19 and the signs are a new onset and not attributable to a known existing condition (e.g. allergies) or are different from the usual presentation (e.g. “I have allergies but this cough feels different”), the employee should leave the workplace immediately and contact their personal physician. A supervisor or manager who notices a potentially ill employee, or who is informed of symptoms exhibited by an employee, should speak to the employee, contact Occupational Medicine if guidance is needed, and, if the signs/symptoms are of new onset or are different than the usual presentation, then the employee should leave the workplace immediately and contact their personal physician.
If any person on campus or in a Rutgers building presents in significant medical distress, University Public Safety should be called using 9-1-1.

If an employee is diagnosed with COVID-19 (physician-diagnosed or laboratory-confirmed positive), or is out sick with signs and symptoms of the virus, the employee will be required to provide clearance by a medical provider to UHR OneSource to return to the workplace.

If an employee or supervisor has any questions about an employee with symptoms at work, self-assessment for COVID-19 symptoms, or return to work after COVID-related illness, they should contact the Occupational Health office for their respective campus/school below:

- **Rutgers University New Brunswick, Newark, and Camden Campuses:**
  848-932-8254

- **RBHS Newark Campus:**
  973-972-2900

- **RBHS New Brunswick/Piscataway Campus and UCHC:**
  848-445-0123 ext. 2

- **RWJMS Faculty and Staff:**
  732-235-6559

**ENACTING AN OPERATIONS PLAN**

Public health concerns drive the need for screening, testing, and contact tracing in addition to social distancing, revised pedestrian circulation in buildings, schedule management, and cleanliness of people and places. The Guide provides general requirements that shall be adapted for specific buildings.

**Screening and Contact Tracing**

Development of a program for self-screening and contact tracing continues. Self-screening is an important component of keeping members of the Rutgers community healthy, and details can be found in the Screening section and Toolkit section of this Guide.

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

**Testing**
Rutgers University is currently offering SARS-CoV-2 PCR testing (for the active virus that leads to COVID-19) to specified groups of employees and students who are working and learning on campus. Rutgers will utilize a targeted testing approach based on the risk of transmission of COVID-19 within the University community to identify, and receive requests on behalf of, groups to be tested. The University Testing Protocol Action Group (TPAG) will determine which groups of students or employees should be recommended and/or required to complete testing through the Rutgers COVID-19 testing program.

SARS-CoV-2 testing will be recommended for strategic reasons based on risk assessments of individuals or groups to help mitigate the risk of transmission. Testing will help detect asymptomatic occurrences of infection and to prevent further transmission by enabling contact tracing and providing guidance about self-isolation and health precautions. The risk-assessment focus of the testing strategy means that testing will not be required or recommended for all employees or students.

The university is only offering testing to individuals who are not experiencing symptoms of COVID-19 (e.g., fever, cough, shortness of breath, sore throat, fatigue, muscle aches, loss of sense of smell or taste, or stomach upset). Those who are experiencing symptoms should self-isolate and contact their health-care provider. Students who utilize student health services as their primary health-care provider should contact the student health services office designated for their campus.

This strategic approach is informed by the guidance put forth by the New Jersey Department of Health (NJDOH) and the Centers for Disease Control and Prevention (CDC), and will use a combination of testing methods to test students and employees at higher risk of contracting and spreading COVID-19. Testing in the health care workforce will be coordinated with Rutgers health care system partners to provide as much consistency as possible.

The university is utilizing Saliva PCR tests for this program and is offering the testing via drive through clinics, walk-in services, and/or departmental distribution, based upon the needs of the group to be tested and the availability of resources. Testing is available on each of the five Rutgers campuses: RBHS–Newark, Rutgers–Newark, RBHS–New Brunswick/Piscataway, Rutgers–New Brunswick, and Rutgers–Camden.

University SARS-CoV-2 testing protocols will be reviewed and updated regularly, under the authority of the university TPAG, which is chaired by the Chancellor of Rutgers Biomedical and Health Sciences/Rutgers University Executive Vice President for Health Affairs. The strategy may change as public health guidance changes and as new scientific data is reported on the efficacy of various testing methods and other factors.

Testing strategy decisions will be based on risk assessments and other factors below, as well as case identification/outbreaks.
Returning to Rutgers  
June 18, 2020

TPAG is informed by:
- CDC and NJDOH Guidance
- Health System partner requirements
- Testing capacity/logistics

Risk assessments will be based on, but not limited to, the following criteria:
- Ability to maintain physical distancing while completing activities on campus
- Working and/or learning in a patient-care environment
- Exposure to a confirmed COVID-19 case
- Congregate living environment (e.g. residence halls)
- Working and/or learning in an environment where they may expose individuals who are at risk for severe illness
- Other factors that may increase or decrease risk based on the evolving science and public health data.

Additional testing may be recommended based on surveillance data, case identification, and contact tracing follow-up and strategy as the situation evolves on campus. Repeat testing for particular groups may be required and would be subject to the review by the Testing Policy Action Group.

New scientific evidence or public health guidance may trigger a change in these recommendations.

**Community Safety Practices**

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

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

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

A number of cloth face coverings will be made available to employees by Rutgers, or employees may choose to provide their own cloth or disposable face coverings. Disposable masks may only be worn for one day and then must be placed in the trash; cloth face coverings must be cleaned as described below. Regardless of type or source, face coverings must be worn properly and comply with CDC guidelines, and no mask exhaust valves are permitted.

Use and Care of Face Coverings:

- Putting on the face covering/disposable mask:
  - Wash hands or use hand sanitizer prior to handling the face covering/disposable mask.
  - Ensure the face-covering/disposable mask fits over the nose and under the chin.
  - Situate the face-covering/disposable mask properly with nose wire snug against the nose (where applicable).
  - Tie straps behind the head and neck or loop around the ears.
  - Throughout the process: Avoid touching the front of the face covering/disposable mask.
Taking off the face covering/disposable mask:
- Do not touch your eyes, nose, or mouth when removing the face covering/disposable mask.
- When taking off the face covering/disposable mask, loop your finger into the strap and pull the strap away from the ear, or untie the straps.
- Wash hands immediately after removing.

Care, storage and laundering:
- Keep face coverings/disposable mask stored in a paper bag when not in use.
- Cloth face coverings may not be used more than one day at a time and must be washed after use. Cloth face coverings should be properly laundered with regular clothing detergent before first use, and after each shift. Cloth face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured) or visibly contaminated.
- Disposable masks must not be used for more than one day and must be placed in the trash after your shift or if it is soiled, damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated. Do not place disposable masks in recycling receptacles.

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

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

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

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

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

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

- Maintain a minimum of six feet of space between people whenever feasible
- Do not gather in groups
  - When in a meeting or gathering, ensure that the room used allows for adequate distancing
  - See the Workplace Scenarios section of this Guide for additional information
- Stay out of crowded places and avoid mass gatherings

**Guidance for Specific Workplace Scenarios**

**Getting to Work:** Employees who use public transportation to get to work, or those who use ride-sharing services, should wear a mask prior to entering the vehicle, bus, or train and avoid touching surfaces with hands. Upon disembarking or arrival, wash your hands or use hand sanitizer as soon as possible. Follow occupancy recommendations and other requirements as posted on web site of the ride provider.

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

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

- Place visual cues such as floor decals, colored tape, or signs to indicate to customers where they should stand while waiting in line.
- Place one-way directional signage for large open work spaces with multiple through-ways to increase distance between employees moving through the space, if there is a substantial number of employees in the space.

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

Deans, directors, vice presidents, or their appropriate representatives may request assistance with space and occupancy assessments, temporary signage and graphics, furniture rearrangements, and environmental health and safety matters from Institutional Planning and Operations. On-site consultation will be provided at no cost. Safety measures covering public areas will be provided at no cost to building occupants. The cost of additional materials and supplies that may be ordered will be borne by the requestor.

To request assistance, call the University Facilities Service Call Center at 848 445-1234 (this number covers all university locations) or visit https://ipo.rutgers.edu/facilities and click on Submit a Maintenance Request.

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

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

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

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

In-person meetings are strongly discouraged and shall not exceed 25 percent of a room’s capacity or 25 people, whichever is less, assuming individuals can still maintain six feet of separation for social distancing requirements. Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support social distancing practices between attendees.
The number of people at and procedures associated with indoor and outdoor meetings and events are, at time of publication, governed by Executive Order(s) and are subject to change. Meetings and events must comply with requirements of current Executive Orders or other applicable regulations.

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

**Meals:** Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus.

If dining on campus, you should wear your mask or face covering until you are ready to eat and then replace it afterward. While eating, individuals should not sit facing one another.

If you are eating in your work environment (break room, office, etc.), maintain six feet distance between you and others. Individuals should not sit facing one another. If in an open area, only remove your mask or face covering in order to eat, then put it back on. Departments should remove or rearrange chairs and tables or add visual cue marks in employee break rooms to support social distancing practices between employees. Wipe all surfaces, including table, refrigerator handle, microwave, coffee machine, etc. after using in common areas.

**CONTROLLING ACCESS AND CIRCULATION**

**Access Control System:** Buildings will continue to be secured given the reduced on-campus population.

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

**Visitors:** Visitors with no legitimate business purpose and guests are not allowed in workplaces; this includes visitors who may be friends or family of employees. Department heads must carefully consider the need for in-person meetings, and invite visitors with legitimate business purpose selectively. All visitors must be registered using the university’s visitor log, accessed at visitorlog.rutgers.edu; this system is the official repository of visitor data for the university. Visitors (those people who are not faculty, staff, students, or patients) must be registered using this platform, and this platform replaces any paper logs or local systems that may previously have been in use. The data will be retained for thirty days and will be used for contact tracing purposes if needed. Anyone with an active NetID can enter a guest through the system.
Building Entry/Reception, High-Traffic Buildings: Where crowding of entrances may occur, departments and building coordinators should be flexible on employee arrival and departure times to reduce congestion during typical “rush hours” of the business day.

Some high-traffic buildings may have designated building access and egress doors, and floor markings designating travel routes and/or distance markers, and employees shall obey all directional signage that may be in place.

Reception areas in high-traffic buildings may have clear screening materials installed between the security/reception staff and the traffic area. Seating in lobbies or waiting areas may be removed to promote social distancing and clear lanes of travel.

Building lobbies may have signage installed describing required face covering use, social distancing, and gathering protocols. Building lobbies may have hand sanitizer stations in strategic locations (to the extent that supply is available) and trash receptacles may be added near the exterior side of exit doors to encourage appropriate mask disposal behavior.

Shipping and Receiving Areas: In buildings that have designated shipping and receiving areas, the area shall be limited to deliveries and appropriate staff, to minimize cross-circulation and to ensure that employees use the appropriate building entrance.

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

STUDY ABROAD AND INTERNATIONAL TRAVEL

Study abroad programs are not permitted for the fall semester. International travel for university business is not permitted at this time. During the Fall semester the university will reassess needs and ability to undertake international travel, and reassessment will be informed by federal, state, and local guidance as well as by financial status of the university.

COMMUNICATING TO COMMUNITY

The measures described in this How-to Guide will certainly change over time, as additional information becomes known and as the public health situation in the tri-state area changes.
However, the overall theme and importance of clear messaging will not change – the details behind Returning to Rutgers will need to be shared with a wide range of internal and external constituents.

Goals:

- Instill confidence in the university’s ability to responsibly manage the ongoing operations of the institution and the safe return of our community to campus.
- Convey that Rutgers is committed to the health and safety of all members of its community.
- Convey that Rutgers is committed to providing the best possible educational experience.

Strategy:

- Communicate timely and accurate information through multiple sources and at all levels to ensure audiences receive consistent and useful information about operations, academics, and personal safety.
- Link communications under an overarching university-wide theme that can be customized locally and easily adapted for messaging by units and departments across the institution.

Primary Audiences:

- Students
- Parents
- Faculty
- Staff
- Alumni
- Governing Boards
- Government leaders
- Visitors (vendors, contractors, etc.)

Messages:

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

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

- Facilities
University facilities will be inspected and cleaned before staff, faculty, and students return to campus.

Constant and continued cleaning and sanitizing will occur at Rutgers. Custodial crews will focus on high-traffic areas such as entrances, elevators, lavatories, conference rooms, and gathering areas. Employees should take care to clean their individual work areas.

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

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

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

Channels and Tactics:

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

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

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

4. News Media
Returning to Rutgers
June 18, 2020

- Maintain transparency about university efforts through proactive engagement with targeted news outlets.
- Engage them as partners in reaching target audiences.

5. Rutgers Today
   - Human interest stories; news about the return to Rutgers; info on health and safety

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

7. Signage
   - Health & safety – reminders about hand washing, face coverings, etc.

**Public Service Announcements:**

Rutgers Division of Institutional Planning and Operations has developed a series of Public Service Announcements (PSAs) reminding members of the Rutgers community of the shared responsibilities of health and safety. See https://www.youtube.com/playlist?list=PLdf7kCuXxE1OY92UEXca_43yoIn2exVAI

**REVISION OF GUIDELINES**

These guidelines will be reviewed regularly to respond to changing conditions and new information. These guidelines may be revised, suspended, or terminated as the COVID-19 pandemic permits. Suggestions for revisions and questions may be sent to EOC@rutgers.edu with “Returning to Rutgers” in the Subject line.

*Ver 1.9 9/29/20*
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2. Self-Screening Information
3. Visitor Log Information and Form
4. Socially Distant Seating Plans
5. Face Covering Types and Handling Instructions
6. Directional Signage, Floor Markings, and Space Dividers Examples and Sourcing
7. Public Service Announcement (PSA) Posters
8. Telecommuting Work Station Recommendations

Toolkit Items Specifically for Residents

9. Laundry and Cleaning
Section 1

Links to COVID-19 Related Resources

There is a wide variety of resources available on the Web. The following resources may be of interest to members of the Rutgers community.

University wide COVID-19 Information

OneSource Rutgers Faculty and Staff Service Center

COVID-19 Guidance

Emergency Family and Medical Leave Expansion Act (E-FMLA) and Emergency Paid Sick Leave Act (EPSLA)

COVID-19 Psychological Services Network

COVID-19 Telecommuting and Wellness Site – Resources for Working Virtually and Maintaining Wellness
Section 2
Self-Screening Information

Self-screening is an important component of keeping members of the Rutgers community healthy. The following Daily Self-Checklist may be used by visitors prior to traveling to Rutgers; faculty, staff, and students must use the app.

See Employee Screening in the Guide for additional information.
Review this COVID-19 Daily Self Checklist each day before coming on campus or entering a Rutgers building.

If you reply YES to any of the questions below, STAY HOME, contact your supervisor or instructor, and contact a healthcare provider for guidance to determine if testing is warranted. Individuals can call:

- Their primary care provider.
- NJPIES for further evaluation 1-800-962-1253 (24/7 Medical COVID-19 Questions).
- Student Health

If you start feeling sick while on campus or in a Rutgers building, leave campus, contact your supervisor or instructor, and follow steps above.

**COVID-19 Daily Self Checklist**

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

- □ Yes
- □ No

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

- □ Yes
- □ No

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

- □ Yes
- □ No

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

- □ Yes
- □ No
Section 3
Visitor Log Information and Form

Visitors with no legitimate business purpose and guests are not allowed in workplaces; this includes visitors who may be friends or family of employees. Department heads must carefully consider the need for in-person meetings, and invite visitors with legitimate business purpose selectively. All visitors must be registered using the university’s visitor log, accessed at visitorlog.rutgers.edu; this system is the official repository of visitor data for the university. Visitors (those people who are not faculty, staff, students, or patients) must be registered using this platform, and this platform replaces any paper logs or local systems that may previously have been in use. The data will be retained for thirty days and will be used for contact tracing purposes if needed. Anyone with an active NetID can enter a guest through the system.
Section 4

Socially Distant Seating Plans

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

RUTGERS UNIVERSITY GUIDELINES FOR OBSERVING A 6 FT. SOCIAL DISTANCE

SYMBOL LEGEND

- UNOCCUPIED SEAT
- OCCUPIED SEAT TO MAINTAIN 6'-0" MIN DISTANCE
- 6'-0" DIAMETER CIRCLE
- MINIMUM REQUIRED SPACING
- UNACCEPTABLE DISTANCING

SINGLE ROW SEATING

MULTI-ROW SEATING
RUTGERS UNIVERSITY GUIDELINES FOR OBSERVING A 6 FT. SOCIAL DISTANCE

EXISTING SEATING LAYOUT

CONFERENCE (NON-FIXED CHAIRS)

OPEN SQUARE (NON-FIXED CHAIRS)

U-SHAPE (NON-FIXED CHAIRS)

STANDARD LOUNGE (NON-FIXED CHAIRS)

UTILIZED SEATS (EXISTING SEATING)

CONFERENCE (NON-FIXED CHAIRS)

OPEN SQUARE (NON-FIXED CHAIRS)

U-SHAPE (NON-FIXED CHAIRS)

STANDARD LOUNGE (NON-FIXED CHAIRS)

SYMBOL LEGEND

○ UNOCCUPIED SEAT

● OCCUPIED SEAT TO MAINTAIN 6'-0" MIN DISTANCE

● 6'-0" DIAMETER CIRCLE
INSTALL ACRYLIC BARRIERS

CIRCLE INDICATES PATIENT SEAT (ADJACENT SEAT(S) ARE FOR FAMILY MEMBERS ONLY)

6'-0" DIAMETER CIRCLE

SYMBOL LEGEND:

- CIRCLE INDICATES PATIENT SEAT (ADJACENT SEAT(S) ARE FOR FAMILY MEMBERS ONLY)
- ACRYLIC BARRIER TO EXTEND TO 6'-6" ABOVE FINISHED FLOOR
- 6'-0" DIAMETER CIRCLE

SCALE BAR 1:16

TYPICAL MAIN WAITING AREA

TYPICAL SUBWAITING AREA

SOCIAL DISTANCING STUDY:
PATIENT WAITING ROOMS

INSTITUTIONAL PLANNING AND OPERATIONS PLANNING, DEVELOPMENT, AND DESIGN

RUTGERS
THE STATE UNIVERSITY OF NEW JERSEY

SCALE: 1/16" = 1'-0"
DATE: 06/15/2020
CIRCLE INDICATES PATIENT SEAT (ADJACENT SEAT(S) ARE FOR FAMILY MEMBERS ONLY)

SYMBOL LEGEND:

- CIRCLE: Indicates patient seat
- ACRYLIC BARRIER: To extend to 6'-6" above finished floor
- 6'-0" DIAMETER CIRCLE

NOTE: INSTALL ACRYLIC BARRIERS AT RECEPTION WINDOWS AND STATIONS IF NOT ALREADY PRESENT

SCALE: 1/8" = 1'-0"
DATE: 06/18/2020

SOCIAL DISTANCING STUDY: PATIENT WAITING ROOMS

THE STATE UNIVERSITY OF NEW JERSEY
INSTITUTIONAL PLANNING AND OPERATIONS PLANNING, DEVELOPMENT, AND DESIGN
TYPICAL ADMINISTRATIVE OFFICE

PROPOSED OCCUPANCY = 27 PEOPLE
ACTUAL OCCUPANT COUNT = 46 PEOPLE

SCALE: AS NOTED
DATE: 06/18/2020

SOCIAL DISTANCING STUDY: ADMINISTRATIVE OFFICE

SYMBOL LEGEND:
- Occupied seat to maintain 6'-0" min distance
- 6'-0" diameter circle
TYPICAL ADMINISTRATIVE OFFICE

PROPOSED OCCUPANCY = 23 PEOPLE
ACTUAL OCCUPANT COUNT = 42 PEOPLE

SYMBOL LEGEND:
- OCCUPIED SEAT TO MAINTAIN 6'-0" MIN DISTANCE
- 6'-0" DIAMETER CIRCLE

SCALE BAR 1:16

SCALE: AS NOTED
DATE: 06/18/2020

SOCIAL DISTANCING STUDY: ADMINISTRATIVE OFFICE
INSTRUCTOR SEMINAR ROOM

OCCUPIED SEAT TO MAINTAIN 6'-0" MIN DISTANCE

PROPOSED OCCUPANCY = 9 OCCUPANTS
(INSTRUCTOR + 8 STUDENTS)

ACTUAL OCCUPANT COUNT = 26 PEOPLE

TYPICAL SEMINAR ROOM

SCALE BAR 1:8

SYMBOL LEGEND:

6'-0" DIAMETER CIRCLE

SEMINAR ROOM

INSTITUTIONAL PLANNING AND OPERATIONS
PLANNING, DEVELOPMENT, AND DESIGN

RUTGERS
THE STATE UNIVERSITY OF NEW JERSEY

SOCIAL DISTANCING STUDY:
SEMINAR ROOM

SCALE: AS NOTED
DATE: 06/18/2020
PROPOSED OCCUPANCY = 60 OCCUPANTS
(INSTRUCTOR + 59 STUDENTS)

ACTUAL OCCUPANT COUNT = 248 OCCUPANTS
TYPICAL CLASSROOM

PROPOSED OCCUPANCY = 17 OCCUPANTS
(INSTRUCTOR + 16 STUDENTS)

ACTUAL OCCUPANT COUNT = 54 PEOPLE

SCALE: AS NOTED
DATE: 06/18/2020

SOCIAL DISTANCING STUDY:
50 PERSON CLASSROOM

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OF NEW JERSEY

INSTITUTIONAL PLANNING AND OPERATIONS
PLANNING, DEVELOPMENT, AND DESIGN
TYPICAL LECTURE HALL

SYMBOL LEGEND:
- OCUPIED SEAT TO MAINTAIN 6'-0" MIN DISTANCE
- 6'-0" DIAMETER CIRCLE

PROPOSED OCCUPANCY = 84 OCCUPANTS
(INSTRUCTOR + 83 STUDENTS)

ACTUAL OCCUPANT COUNT = 500 OCCUPANTS

SCALE: 1:16

DATE: 06/18/2020

SOCIAL DISTANCING STUDY:
500 PERSON LECTURE HALL
CLASSROOM

OCCUPIED SEAT TO MAINTAIN 6'-0" MIN DISTANCE

SYMBOL LEGEND:

SCALE BAR 1:8

PROPOSED OCCUPANCY = 19 OCCUPANTS
(INSTRUCTOR + 18 STUDENTS)

ACTUAL OCCUPANT COUNT = 54 PEOPLE

TYPICAL ACTIVE LEARNING CLASSROOM

SCALE: AS NOTED
DATE: 06/18/2020

SOCIAL DISTANCING STUDY: ACTIVE LEARNING CLASSROOM

INSTITUTIONAL PLANNING AND OPERATIONS
PLANNING, DEVELOPMENT, AND DESIGN

RUTGERS
THE STATE UNIVERSITY
OF NEW JERSEY

48
TYPICAL TEACHING LABORATORY SUITE

SYMBOL LEGEND:
- ONE OCCUPANT PER BAY TO MAINTAIN 6'-0" MINIMUM DISTANCE
- 6'-0" DIAMETER CIRCLE

SCALE BAR 1:32

SCALE: 1/32" = 1'-0"
DATE: 06/18/2020

SOCIAL DISTANCING STUDY:
TYPICAL TEACHING LABORATORY SUITES
TEACHING LABORATORY

INSTRUCTOR

Ø6'-0"

OCCUPIED SEAT TO MAINTAIN 6'-0" MIN DISTANCE

SCALE BAR 1:8

PROPOSED OCCUPANCY = 10 OCCUPANTS
(INSTRUCTOR + 9 STUDENTS)

ACTUAL OCCUPANT COUNT = 24 OCCUPANTS

SOCIAL DISTANCING STUDY:
TEACHING LAB

THE STATE UNIVERSITY OF NEW JERSEY

06/18/2020

INSTITUTIONAL PLANNING AND OPERATIONS
PLANNING, DEVELOPMENT, AND DESIGN
TYPICAL INSTRUCTIONAL COMPUTING CLASSROOM

SCALE BAR 1:8

SYMBOL LEGEND:
- OCCUPIED SEAT TO MAINTAIN 6'-0" MIN DISTANCE
- 6'-0" DIAMETER CIRCLE

PROPOSED OCCUPANCY = 8 OCCUPANTS (INSTRUCTOR + 7 STUDENTS)

ACTUAL OCCUPANT COUNT = 30 PEOPLE
Section 5

Face Covering Types and Handling Instructions

Face coverings go hand-in-hand with social distancing for controlling spread of the virus.

See Community Safety Practices in the Guide for detailed information regarding face mask use and care. The following infographics may be downloaded and printed for use in the workplace.
Face Coverings

**Cloth Face Covering**

Commercially made or homemade 2-ply cotton face coverings help people who may be unaware that they have the virus from transmitting it to others.

- Acceptable for use as a Face Covering ([CDC recommended](https://www.cdc.gov/))

**Procedure or Surgical Face Masks**

Loose-fitting, disposable masks that cover the nose and mouth prevent droplets, splashes, sprays or splatter from being spread by the person wearing them.

- Acceptable for use as a Face Covering

**Dust Masks**

Loose-fitting, disposable masks that cover the nose and mouth prevent droplets from being spread by the person wearing them. A Dust Mask is not a N95.

- Acceptable for use as a Face Covering

**Respirators (N95)**

Tight-fitting, NIOSH-approved respirators are in limited supply and should be reserved for healthcare staff. Medical clearance, fit-testing and training is required by OSHA regulations.

- **NOT RECOMMENDED** for use as a face Covering
Important Information About Your Cloth Face Coverings

As COVID-19 continues to spread within the United States, CDC has recommended additional measures to prevent the spread of SARS-CoV-2, the virus that causes COVID-19. In the context of community transmission, CDC recommends that you:

- Stay at home as much as possible
- Practice social distancing (remaining at least 6 feet away from others)
- Clean your hands often

In addition, CDC also recommends that everyone wear cloth face coverings when leaving their homes, regardless of whether they have fever or symptoms of COVID-19. This is because of evidence that people with COVID-19 can spread the disease, even when they don’t have any symptoms. Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.

How cloth face coverings work

Cloth face coverings prevent the person wearing the mask from spreading respiratory droplets when talking, sneezing, or coughing. If everyone wears a cloth face covering when out in public, such as going to the grocery store, the risk of exposure to SARS-CoV-2 can be reduced for the community. Since people can spread the virus before symptoms start, or even if people never have symptoms, wearing a cloth face covering can protect others around you. Face coverings worn by others protect you from getting the virus from people carrying the virus.

How cloth face coverings are different from other types of masks

Cloth face coverings are NOT the same as the medical facemasks, surgical masks, or respirators (such as N95 respirators) worn by healthcare personnel, first responders, and workers in other industries. These masks and respirators are personal protective equipment (PPE). Medical PPE should be used by healthcare personnel and first responders for their protection. Healthcare personnel and first responders should not wear cloth face coverings instead of PPE when respirators or facemasks are indicated.

General considerations for the use of cloth face coverings

When using a cloth face covering, make sure:

- The mouth and nose are fully covered
- The covering fits snugly against the sides of the face so there are no gaps
- You do not have any difficulty breathing while wearing the cloth face covering
- The cloth face covering can be tied or otherwise secured to prevent slipping

Avoid touching your face as much as possible. Keep the covering clean. Clean hands with soap and water or alcohol-based hand sanitizer immediately, before putting on, after touching or adjusting, and after removing the cloth face covering. Don’t share it with anyone else unless it’s washed and dried first. You should be the only person handling your covering. Laundry instructions will depend on the cloth used to make the face covering. In general, cloth face coverings should be washed regularly (e.g., daily and whenever soiled) using water and a mild detergent, dried completely in a hot dryer, and stored in a clean container or bag.

How to Safely Wear and Take Off a Cloth Face Covering


**WEAR YOUR FACE COVERING CORRECTLY**
- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2

**USE THE FACE COVERING TO PROTECT OTHERS**
- Wear a face covering to protect others in case you’re infected but don’t have symptoms
- Keep the covering on your face the entire time you’re in public
- Don’t put the covering around your neck or up on your forehead
- Don’t touch the face covering, and, if you do, clean your hands

**FOLLOW EVERYDAY HEALTH HABITS**
- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available

**TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU’RE HOME**
- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water

Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:  cdc.gov/coronavirus
Section 6

Directional Signage, Floor Markings, and Space Dividers Examples and Sourcing

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

Examples of materials available for use follow. Some may be downloaded and printed for use in the workplace; some materials are available from the Institutional Planning and Operations (IP&O) Warehouse within Marketplace.

It’s Up to Us!

PRACTICE SOCIAL DISTANCING
6 Feet Minimum

WEAR A FACE COVERING

WASH HANDS OFTEN

DON’T FEEL WELL? STAY HOME

TOGETHER, BUT SIX FEET APART.
It’s Up to Us!

PRACTICE SOCIAL DISTANCING

WEAR A FACE COVERING

6 Feet Minimum

WASH HANDS OFTEN

DON’T FEEL WELL? STAY HOME

TOGETHER, BUT SIX FEET APART.
It’s Up to Us!

- Practice Social Distancing: 6 Feet Minimum
- Wear a Face Covering
- Wash Hands Often
- Limit Occupancy

Together, but six feet apart.
It’s Up to Us!

PRACTICE SOCIAL DISTANCING
6 Feet Minimum

WEAR A FACE COVERING

WASH HANDS OFTEN

LIMIT OCCUPANCY

TOGETHER, BUT SIX FEET APART.
It’s Up to Us!

BEFORE USING THE ELEVATOR, PLEASE KEEP THE FOLLOWING IN MIND:

PRACTICE SOCIAL DISTANCING
6 Feet Minimum or Opposite Corners

TAKE THE STAIRS WHEN POSSIBLE

USE YOUR ELBOW OR AN OBJECT TO PRESS BUTTONS

WEAR A FACE COVERING

TOGETHER, BUT SIX FEET APART.
THANK YOU FOR PRACTICING SOCIAL DISTANCING
UP ONLY
Stairs for Downward Travel Only
AUTHORIZED PERSONNEL ONLY
BEYOND THIS POINT
Please maintain 6 feet of social distancing.

Thank you for observing 6 feet of social distancing.
Section 7
Public Service Announcement (PSA) Posters

The following infographics may be downloaded and printed for use in the workplace.

Center for Disease Control (CDC) PSAs
  a. How to Protect Yourself
  b. Hand washing
  c. Stop the Spread
  d. Important Information About Your Cloth Face Covering

Rutgers Student Health PSAs
  a. Wear Face Covering
  b. Wash Your Hands
  c. Social Distancing
  d. Social Distancing Household
  e. COVID-19 Asymptomatic Carrier
How to Protect Yourself and Others

Know how it spreads

• There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
• **The best way to prevent illness is to avoid being exposed to this virus.**
• The virus is thought to spread mainly from person-to-person.
  » Between people who are in close contact with one another (within about 6 feet).
  » Through respiratory droplets produced when an infected person coughs, sneezes or talks.
  » These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
  » Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Everyone should

Clean your hands often

• **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
• If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
• **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact

• **Stay home if you are sick.**
• **Avoid close contact** with people who are sick.
• **Put distance between yourself and other people.**
  » Remember that some people without symptoms may be able to spread virus.
  » This is especially important for **people who are at higher risk of getting very sick**. [www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html](http://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html)
• You could spread COVID-19 to others even if you do not feel sick.

• Everyone should wear a cloth face cover when they have to go out in public, for example to the grocery store or to pick up other necessities.
  » Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.

• The cloth face cover is meant to protect other people in case you are infected.

• Do NOT use a facemask meant for a healthcare worker.

• Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes

• If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.

• Throw used tissues in the trash.

• Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect

• Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

• If surfaces are dirty, clean them: Use detergent or soap and water prior to disinfection.

• Then, use a household disinfectant. You can see a list of EPA-registered household disinfectants here.

cdc.gov/coronavirus
Handwashing and Hand Sanitizer Use at Home, at Play, and Out and About

Germs are everywhere! They can get onto hands and items we touch during daily activities and make you sick. Cleaning hands at key times with soap and water or hand sanitizer is one of the most important steps you can take to avoid getting sick and spreading germs to those around you.

There are important differences between washing hands with soap and water and cleaning them with hand sanitizer. For example, alcohol-based hand sanitizers don’t kill ALL types of germs, such as a stomach bug called norovirus, some parasites, and Clostridium difficile, which causes severe diarrhea. Hand sanitizers also may not remove harmful chemicals, such as pesticides and heavy metals like lead. Handwashing reduces the amounts of all types of germs, pesticides, and metals on hands. Knowing when to clean your hands and which method to use will give you the best chance of preventing sickness.

### When should I use?

#### Soap and Water
- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone who is sick
- Before and after treating a cut or wound
- After using the bathroom, changing diapers, or cleaning up a child who has used the bathroom
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal food or treats, animal cages, or animal waste
- After touching garbage
- If your hands are visibly dirty or greasy

#### Alcohol-Based Hand Sanitizer
- Before and after visiting a friend or a loved one in a hospital or nursing home, unless the person is sick with Clostridium difficile (if so, use soap and water to wash hands).
- If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol, and wash with soap and water as soon as you can.

* Do NOT use hand sanitizer if your hands are visibly dirty or greasy: for example, after gardening, playing outdoors, or after fishing or camping (unless a handwashing station is not available). Wash your hands with soap and water instead.
How should I use?

**Soap and Water**
- **Wet** your hands with clean running water (warm or cold) and apply soap.
- **Lather** your hands by rubbing them together with the soap.
- **Scrub** all surfaces of your hands, including the palms, backs, fingers, between your fingers, and under your nails. Keep scrubbing for 20 seconds. Need a timer? Hum the “Happy Birthday” song twice.
- **Rinse** your hands under clean, running water.
- **Dry** your hands using a clean towel or air dry them.

**Alcohol-Based Hand Sanitizer**
Use an alcohol-based hand sanitizer that contains at least 60% alcohol. Supervise young children when they use hand sanitizer to prevent swallowing alcohol, especially in schools and childcare facilities.
- **Apply.** Put enough product on hands to cover all surfaces.
- **Rub** hands together, until hands feel dry. This should take around 20 seconds.

**Note:** Do not rinse or wipe off the hand sanitizer before it’s dry; it may not work as well against germs.

For more information, visit the CDC handwashing website, [www.cdc.gov/handwashing](http://www.cdc.gov/handwashing).
CLEAN HANDS KEEP YOU HEALTHY.

Wash your hands with soap and water for at least 20 SECONDS.

LIFE IS BETTER WITH
CLEAN HANDS

www.cdc.gov/handwashing

This material was developed by CDC. The Life is Better with Clean Hands Campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.
Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.

- Stay at least 6 feet (about 2 arms’ length) from other people.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.
- When in public, wear a cloth face covering over your nose and mouth.
- Do not touch your eyes, nose, and mouth.
- Clean and disinfect frequently touched objects and surfaces.
- Stay home when you are sick, except to get medical care.
- Wash your hands often with soap and water for at least 20 seconds.

cdc.gov/coronavirus
Public Health Reminder: Wear a face mask when out in public.
Public Health Reminder: Wash your hands frequently.

Rutgers
Student Affairs
Public Health Reminder: Practice social distancing.
Only socialize with people in the same household as you.
Did you know you can be an asymptomatic carrier of COVID-19?

That means you can have the virus but show no symptoms and don’t get sick. BUT you can still spread the virus to other people and THEY can get sick and also spread to others.
Section 8
Telecommuting Work Station Recommendations

a. Computer Set Up
b. Do’s and Don’ts
c. Ergonomic Considerations/Safety
How To Set Up Your Workstation
To improve comfort, safety, and productivity anywhere

- Raise the top of your monitor to eye level or below
- Screen distance should be an arm’s length away (18-30”)
- Keep elbows at your sides and rest gently on armrests
- Maintain neutral wrists and forearms parallel to ground
- Rest feet flat on the floor with knees at or below hip level
- Leave 1” to 2” space between calves and the seat’s edge

Using A Laptop?
- Raise your laptop to eye level
  Try a stand, box, or step stool
  And use a separate keyboard and mouse
- Or use a monitor and type on your laptop
  If you have a keyboard, mouse, and monitor, raise your laptop off to the side for dual monitors

Sinking In Your Deep Couch?
- Use a pillow to shorten the seat
  A pillow or towel roll can also be used for lumbar support

Work Surface Too High?
- Use a taller chair or raise your seat with a cushion
- Use a footrest or box to support your legs from dangling
- Type on a lower surface like a keyboard tray, lap desk, or side table

Prefer To Stand?
- Find a counter or tall surface
- Wear comfortable shoes
- Try standing on a kitchen mat
# Telecommuting Tips

## Do’s

- **Do sit in a neutral posture** – Sit with hips, knees, elbows, and ankles at a 90° angle and feet flat on the floor.

- **Do have a designated work area** – move items that are frequently used close by to reduce overreaching.

- **Do avoid glares while looking at a computer** – position the screen perpendicular to windows or close the blinds. Avoid working under bright lights.

- **Do visit the OSHA Computer Workstation eTool for other ergonomic related topics** - [https://www.osha.gov/SLTC/etools/computerworkstations/index.html](https://www.osha.gov/SLTC/etools/computerworkstations/index.html)

## Don’ts

- **Don’t hunch over your workstation** – raise the top of the screen at or slightly below eye level. Sit with lower back supported and shoulders straight.

- **Don’t turn a bed or couch into an all day workstation** – having your legs or full body in a vertical position all day can lead to muscle numbness and discomfort.

- **Don’t rest wrists, arms, or elbows on surfaces while typing** – reduce contact stress by floating wrists, arms, and elbows while typing and resting them while reading or viewing.

- **Don’t forget to take breaks** – take a 1 to 2 minute microbreak every 20-30 minutes to reduce strain and repetitive motions.
Ergonomic Considerations for Telecommuters

Proper workstation design is important in maintaining comfort, increasing productivity, and preventing injuries. When telecommuting from home, set up your workstation by utilizing the following recommendations.

**Workstation**
- Head and neck balanced and in-line with torso
- Shoulders relaxed
- Elbows close to body and supported
- Lower back supported
- Wrist and hands in-line with forearms and in a neutral position (not bent upwards or downwards)
- Keyboard/mouse directly in front of you at approximately elbow height
- Adequate room for keyboard and mouse
- Feet flat on the floor or footrest

**Chair**
- Solid five castor based legs, a soft supportive seat with rounded edges
- Move easily across the floor
- Provide adjustable height, lumbar support, and padded armrests (optional)

**Monitor**
- Keep the monitor in line with the keyboard
- Set the monitor at a distance between 18-30 inches from your eyes
- The top of the screen should be at or just below eye height
- The monitor should be in a location that reduces glare

**Laptop Computers**
- Position the laptop at elbow height, and keep your wrists straight while typing
- If possible, add an external keyboard and mouse and follow the same recommendations as above
- If possible, in conjunction with adding an external mouse and keyboard, place the laptop on a stand, book or other surface that raises it to a height that you can see the screen without having to bend or rotate your neck

For additional information:
- Contact REHS at (732) 445-2550
Electrical Considerations for Telecommuters

Computer and office equipment should be installed properly. To help reduce the risk of fires, electric shocks, and other safety hazards, employees should ensure the following:

**Equipment Cords and Plugs**
- Check cords for damage. If the cords are worn, frayed or cracked, replace them immediately
- Ensure all equipment is Underwriter's Laboratory (UL) approved
- If an appliance has a three-prong plug, use it only in a three-slot outlet. Never force it to fit into a two-slot outlet or extension cord

**Outlets, surge protectors and extension cords**
- Never overload extension cords, wall sockets, or circuits. Avoid using "octopus plugs" which allow many cords to be plugged into a single receptacle
- Never put cords under carpeting, over ceiling tiles, or through wall or door openings
- Use an appropriate surge protector. Never plug a surge protector into an extension cord or another surge protector
- Ensure the breaker and outlet have sufficient amperage to handle installed equipment. Nuisance tripping of the circuit breaker indicates overloaded outlet or other electrical problems

**Other Considerations**
- Prevent tripping hazards by keeping cords out of walkways and away from your feet and chair. Neatly secure the cords under your desk
- Allow room for air circulation for the computer or laptop
- Make sure all electrical appliances are turned off when unattended or when you leave the house
- Immediately unplug any piece of equipment that gives even the slightest shock (i.e. tingling sensation) and have it checked by a qualified electrician

For additional information, Contact REHS at (732) 445-2550 or contact a qualified electrician.
Section 9

Information for Residents - Laundry and Cleaning
Laundry

Maintain Social Distancing:

- Stay at least 6 feet (2 meters) apart
- Wear your face covering

For clothing, towels, linens and other items:

- Launder items according to the manufacturer’s instructions.
- Use the warmest appropriate water setting and dry items completely.
- Dirty laundry from a sick person can be washed with other people’s items:
  - Wear disposable gloves when handling dirty laundry from a person who is sick.
  - Wash hands with soap and water as soon as you remove the gloves
- Do not shake dirty laundry.
- Clean and disinfect clothes hampers.
How to Clean Your Room, Apartment or Suite for COVID-19 Virus

To help reduce the chance of spreading the COVID-19 virus, the CDC recommends frequent cleaning of commonly touched surfaces in your shared rooms (i.e. keyboards, remotes, counters, bathrooms, desk, utensils, micro-fridges, etc)

Q: What Cleaner or Disinfectant Should I Use:
A: Many commercially available household cleaning and disinfecting products are adequate to kill bacteria and viruses, including, Lysol, Mr. Clean, Pine Sol, Windex, or Clorox cleaners and disinfectants. A list of products with an Environmental Protection Agency (EPA)-approved for emerging viral pathogens is available at Novel Coronavirus (COVID-19) Fighting Products (https://www.americanchemistry.com/Novel-Coronavirus-Fighting-Products-List.pdf)

All cleaners and disinfectants must be used in accordance with the directions on the product label

Q: What cleaner is Rutgers using in common spaces in dormitory and apartments common spaces?
A: Rutgers is using a disinfectant that will also adequately kill the virus in accordance with its labeling.

Q: How should I clean my clothes and dishes?
A: Wash sheets, towels, and other linens using household laundry detergent and dry on a hot setting. Eating utensils should be washed either in a dishwasher or by hand with soap and water. Linens, eating utensils, and dishes belonging to those with flu-like illness do not need to be cleaned separately, but these items should not be shared without washing thoroughly first.

Q: How do I dispose of trash:
A: Use lined trash can. Place used disposable gloves, facemasks, and other contaminated items in a lined trash can. Use gloves when removing garbage bags, and handling and disposing of trash. Wash hands afterwards.
Q: How else can I protect myself?

A: Cover your nose and mouth with a tissue when you cough or sneeze and dispose of the tissue in the trash. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.

Wash your hands frequently with soap and water for at least 20 seconds or use alcohol-based hand sanitizers that contain at least 60% alcohol, especially after going to the bathroom, before eating, and after blowing your nose, coughing or sneezing.

Avoid touching your eyes, nose or mouth.

Avoid contact with individuals who have flu-like symptoms. COVID-19 and flu are spread from person to person by coughing and sneezing and by touching contaminated surfaces.

If you get sick, stay home or in your room and limit contact with others to avoid infecting them.

Q: If I do not feel well or have other questions, who should I contact?

A: For medical concerns, please contact your respective Student Health Office at:

Rutgers University – New Brunswick 848-932-7402
Rutgers University – Camden 856-225-6005
Rutgers University – Newark 973-353-5231
RBHS - Camden/Stratford 856-566-6825
RBHS - Newark 973-972-8219
RBHS - New Brunswick/Piscataway 732-235-8993

Q: Where can I find additional information regarding responses or updates for our Nation, State, and/or Rutgers?

A: Please regularly check the Rutgers CoVOID-19 website for updates at: https://academichealth.rutgers.edu/coronavirus

or the NJ Department of Health or CDC COVID-19 websites:
NJ DOH: Communicable Disease Service
https://www.nj.gov/health/cd/topics/ncov.shtml

Center for Disease Control and Prevention
RETURNING TO RUTGERS

A HOW-TO GUIDE TO REPOPULATING RUTGERS SPACES
ACADEMIC YEAR 2021

SUMMARY OF EXECUTIVE ORDERS

New Jersey Governor Phil Murphy has issued a number of Executive Orders that address matters related to the public health emergency. A summary of Executive Orders that contain provisions that may affect Rutgers operations is attached. For details see the complete Executive Orders at https://nj.gov/infobank/eo/056murphy/approved/eo_archive.html
<table>
<thead>
<tr>
<th>Executive Order Number</th>
<th>Date Released</th>
<th>Description of Issue/Applicability to Rutgers</th>
<th>Link</th>
<th>Supersedes</th>
<th>Notes/Other Information</th>
</tr>
</thead>
</table>
| 183                    | 9/1/2020     | **Food/Beverage Establishments:** Effective 9am on 9/4/20, food or beverage establishments can offer indoor in-person service at 25% capacity, excluding employees. Tables/seats 6' apart, face coverings must be worn by patrons until food/drink arrives and must be put back on when finished consuming food/drink; patrons may only order, be served, or consume food/drink white seated; and abide by all other health and safety protocols issued by Commissioner of DOH.  
**Entertainment Centers:** Effective 9am on 9/4/20, entertainment centers where performances are given can offer indoor in-person service at 25% capacity excluding employees, but not to exceed 150 persons. Individuals reserving or purchasing tickets together may be seated together but must be 6' away from all other groups; payment and reservation done in advance to limit physical interaction; use of shield guards; limit use of rented equipment and sanitizes before and after use; demarcate 6' of spacing; require infection control practices; break time for repeated handwashing; provide sanitization materials to staff and customers; limit occupancy in restrooms; frequent sanitization of high-touch surfaces; limit person-to-person interaction where possible; separate and send home sick employees; notify employees of exposure; clean and disinfect worksite when known COVID-19 exposure has occurred; and require face coverings when excepting while eating or drinking.  
**All retail, recreational, and entertainment businesses authorized to open indoor premises to the public may allow indoor eating, drinking, and smoking when otherwise permitted by state law as of 9am on 9/20; state prohibition on smoking in outdoor areas designated for eating/drinking remains at 9am on 9/4/20.**  
**Indoor gatherings for religious services/celebrations, political activities, weddings, funerals, or memorial services shall be limited to 25% capacity of the room in which it takes place, but may not exceed 150 persons and the limit may not be less than 10 persons regardless of room capacity. All other indoor gatherings shall be limited to 25% capacity of the room in which it takes place, and may not exceed 25 persons or be smaller than 10 persons regardless of room capacity. A private residence or residential unit is considered a single room. Face coverings required at all indoor gatherings except when eating, drinking, or smoking. EO 152 para 1a (numercial limits) and 1b (face coverings) are superseded, but all other provisions in EO 152 para 1 remain in effect. All other EO referencing indoor gathering limits are hereby amended.** | [https://nj.gov/infobank/phy/pdf/EO-183.pdf](https://nj.gov/infobank/phy/pdf/EO-183.pdf) | | |
| 181                    | 8/27/2020    | Health clubs, which include gyms, fitness centers, and amusement and water parks, may open indoor facilities to the public at 9am on Tuesday, September 1, 2020 at 25% capacity.  
Must adopt health and safety guidelines and standards (contact-free payment, reservations where practicable; shield guards; limit use of rented equipment and sanitize before and after use; demarcate 6' of spacing; require infection control practices; break time for repeated handwashing; sanitization materials to staff and customers; limit occupancy in locker rooms and restrooms; cleaning protocols in accordance with CDC and DOH guidelines; limit person-to-person interactions; separate and send home sick employees; and require face coverings for staff and customers except for medical reasons or when it would pose a safety risk, such as when in water). Must be in compliance with health and safety guidelines and standards issued by Commissioner of the DOH.  
**Group gatherings such as fitness classes are subject to applicable gathering limits (see EO 173).**  
**Businesses subject to the requirements of EOs 122 (essential retail, essential construction, colleges and universities), 157 (retail establishments, personal care facilities, food/beverage establishments, recreational/entertainment businesses, pools, and playgrounds) and 165 (transit providers) are no longer required to mandate that workers wear gloves, but may adopt policies requiring employees to wear gloves. If businesses require gloves, they must provide them to staff. Businesses must still ensure that employees practice regular hand hygiene when interacting with the public.** | [https://nj.gov/infobank/phy/pdf/EO-181.pdf](https://nj.gov/infobank/phy/pdf/EO-181.pdf) | | |
| 178                    | 8/14/2020    | The statutory deadlines and statutory effective dates identified in the appendix are extended by the amount of time identified in the appendix. See below highlights in “EO 178Appendix” section for those that potentially apply to Rutgers. For those extended by a specific number of days from the original deadline, the extension applies during the public health emergency and up to 30 days following the end of the public health emergency. For those extended until a certain number of days or months after the end of the public health emergency, extension applies to anyone who would have been required to meet the deadline during the PHE or at any time between the last day of the PHE and the new deadline established in this order. Extensions are available whether or not the original deadline has already passed. | [https://nj.gov/infobank/phy/pdf/EO-178.pdf](https://nj.gov/infobank/phy/pdf/EO-178.pdf) | See EO 178 Appendix at the end of this document for specific details |
| 175                    | 8/13/2020    | Degree-granting institutions of higher education (IHEs) may resume all in-person instruction not previously permitted in EO 155. Must provide remote instruction option where practicable. This does not preclude the offering of remote instruction or other forms of instruction that are not in-person.  
**Continue to adhere to EO 155 para 4 as addressed in the institution’s restart plan, along with any other requirements established by order, statute, or regulation.**  
**EO 157 para 8 regarding in-person dining restrictions does not apply to dining halls at IHEs, however social distancing must be maintained and facilities may not be open to the public (staff and students only). EO 155 para 4 as addressed in the IHE’s restart plan still applies.** | [https://nj.gov/infobank/phy/pdf/EO-175.pdf](https://nj.gov/infobank/phy/pdf/EO-175.pdf) | EO 155 to the extent some in-person instruction was not permitted. |
| 173                    | 8/3/2020     | Indoor gatherings for religious services/celebrations, political activities, weddings, funerals, or memorial services shall be limited to 25% capacity of the room in which it takes place, but may not exceed 100 persons and the limit may not be less than 10 persons regardless of room capacity.  
**All other indoor gatherings shall be limited to 25% capacity of the room in which it takes place, and may not exceed 25 persons or be smaller than 10 persons regardless of room capacity. A private residence or residential unit is considered a single room.** | [https://nj.gov/infobank/phy/pdf/EO-173.pdf](https://nj.gov/infobank/phy/pdf/EO-173.pdf) | EO 156 para 1  
EO 152 para 1a  
EO 107, 142, 148, 152, 156, and 161 to the extent they reference indoor gathering limits |
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<thead>
<tr>
<th>Executive Order Number</th>
<th>Date Released</th>
<th>Description of Issue/Applicability to Rutgers</th>
<th>Link</th>
<th>Supersedes</th>
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<tr>
<td>172</td>
<td>8/3/2020</td>
<td>For the duration of the Public Health Emergency, any new or returning state employee hired on or after 3/9/20 (date of issuance of EO 103) may immediately enroll in the State Health Benefits Program (SHBP). This no longer just applies to those hired for the purpose of responding to the COVID-19 pandemic as stated in EO 115.</td>
<td><a href="https://nj.gov/infobank/so/056murs/phy/pdf/EO-172.pdf">https://nj.gov/infobank/so/056murs/phy/pdf/EO-172.pdf</a></td>
<td>EO 115 para 5</td>
<td>Applies to the extent that Rutgers employees are considered employees of State departments, agencies, boards, commissions, and/or independent authorities.</td>
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<td>170</td>
<td>8/1/2020</td>
<td>The statutory deadlines and statutory effective dates identified in the appendix are extended by the amount of time identified in the appendix. See yellow highlights in &quot;EO159Appendix&quot; section for those that potentially apply to Rutgers. For those extended by a specific number of days, the extension applies during the public health emergency and up to 30 days following the end of the public health emergency.</td>
<td><a href="https://nj.gov/infobank/so/056murs/phy/pdf/EO-170.pdf">https://nj.gov/infobank/so/056murs/phy/pdf/EO-170.pdf</a></td>
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<td>168</td>
<td>7/20/2020</td>
<td><strong>Low-Risk Sports</strong>: Practices and competitions permitted indoors and outdoors. <strong>Medium-Risk Sports</strong>: No-contact practices permitted indoors and outdoors. Contact practices and competitions permitted outdoors only. <strong>High-Risk Sports</strong>: No-contact practices permitted indoors and outdoors. Contact practices and competitions permitted outdoors only. All other applicable laws, regulations, executive orders (especially EO 157 para 7 re recreation/entertainment businesses), and DOH guidance still apply.</td>
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<td>EO 149, para 13</td>
<td>EO 163 para 6</td>
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<td>165</td>
<td>7/13/2020</td>
<td>Unaffiliated private carriers (transit providers) may open their buses to the stated <strong>maximum seated capacity</strong> in accordance with their guidelines. Other measures such as infection control practices, physical barriers, back door entry, signage, face coverings on buses, in stations, and outdoors when social distancing not practicable remain in effect. Carriers must prohibit eating, drinking, and smoking on vehicles. Passengers should practice social distancing where practicable and sanitary frequently.</td>
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<td>163</td>
<td>7/8/2020</td>
<td>Must wear face coverings in outdoor public spaces when not practicable to socially distance. Exempt for medical reasons, when exercising, when in water or when eating. Child care centers and youth facilities are not considered outdoor public spaces and instead continue to be governed by EO 149. <strong>Definition of &quot;outdoor areas&quot;</strong> is superseded from EO 156 to include open air spaces with no roof or cover or a fixed roof or temporary cover with at least 2 open sides comprising 60% of total wall space. Food or beverage establishments may offer in-person service in these types of spaces, recreational/entertainment businesses may open these types of spaces to the public. No change to policy for face covering in <strong>indoor public spaces</strong>. For indoor non-commercial spaces like office buildings, policy must require face covering at a minimum during prolonged proximity to others. This does not apply to child care centers and youth facilities, which continue to be governed by EO 149. <strong>Low-risk sports</strong> (see DOH guidance) may practice and compete indoors and outdoors. <strong>Medium-risk sports</strong> may hold no-contact practices indoors or outdoors; contact practices or competitions may be held outdoors only. <strong>High-risk sports</strong> may hold no-contact practices indoors or outdoors; contact practices and competitions are prohibited. All are subject to &quot;Guidance for Sports Activities&quot; (DOH), EO 157 para 7, and other applicable laws, rega. EOs.</td>
<td></td>
<td>EO 156 para 4</td>
<td>EO 157 para 4</td>
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<td>162</td>
<td>7/2/2020</td>
<td>Extends public health emergency for an additional 30 days.</td>
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<td>161</td>
<td>7/2/2020</td>
<td>Outdoor gathering limit increased to 500. All other requirements related to outdoor gatherings remain in effect. Religious services and protests are exempt.</td>
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<td>159</td>
<td>6/30/2020</td>
<td>Extends statutory deadlines shown in appendix by amount shown in appendix. See yellow highlights in &quot;EO159Appendix&quot; section for those that potentially apply to Rutgers.</td>
<td></td>
<td>Appendix Link: <a href="https://nj.gov/infobank/so/056murs/phy/pdf/EO-159-Appendix.pdf">https://nj.gov/infobank/so/056murs/phy/pdf/EO-159-Appendix.pdf</a></td>
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<td>158</td>
<td>6/29/2020</td>
<td>Prohibits food and beverage establishments from opening indoor dining. Recreational and entertainment businesses may not offer indoor fixed or beverages. No smoking indoors even where previously allowed. No smoking in outdoor areas used for dining.</td>
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<td>EO 157 para 5, para 4F</td>
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<td>157</td>
<td>6/26/2020</td>
<td>Indoor retail establishments may open at 50% capacity excluding employees; outdoor areas maintain capacity that allows 6' social distancing. Also requires high-risk population hours, shield guards, infection control practices, contactless pay where possible, if signage and demarcations, face coverings for anyone indoors, gloves for staff. Outdoor dining permitted at 25% capacity excluding employees. 6' social distancing, face coverings, table service establishments may only serve customers who are seated. Personal care facilities may open to the public provided DCA and DOH guidelines are met. Face coverings may be removed only when necessary to perform services. Recreational and entertainment businesses may open July 2, 2020 whether indoor or outdoor. 25% indoor capacity excluding employees, maintain 6' social distance outdoors except pools, water parks, and amusement parks which must maintain 50% capacity; encourage online reservations, use shield guards; limit equipment rentals; demarcate 6'. Infection control practices; cleaning and sanitization protocols, especially high-touch areas; limit restroom capacity; limit high-touch areas; send home sick employees; face coverings required except while eating or in pools. Certain recreational and entertainment businesses are still prohibited from opening indoor spaces: health clubs, indoor water/amusement parks, concert venues, movie theaters, performing arts centers. Health clubs may offer indoor programming to individuals and immediate family members by appointment only. Individual rooms or floor-to-floor barriers required. Playgrounds may open 7/20. Current indoor and outdoor gathering limits remain in effect.</td>
<td><a href="https://nj.gov/infobank/eo/055mur/phy/pdf/EO-152.pdf">https://nj.gov/infobank/eo/055mur/phy/pdf/EO-152.pdf</a></td>
<td>EO 153, any others that are inconsistent with this order.</td>
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<td>156</td>
<td>6/22/2020</td>
<td>Indoor gatherings at 25% of room capacity, capacity may never be greater than 100 or less than 10. Outdoor gatherings limited to 250 people. Except for capacity limits listed in EO 152, all other provisions in EO 152 remain in full effect (must wear face covering, must be six feet apart, and must have no contact. Gatherings under 10 people should wear face coverings. Organizers should demarcate six-feet of space. Items can not be shared by attendees.)</td>
<td><a href="https://nj.gov/infobank/eo/055mur/phy/pdf/EO-156.pdf">https://nj.gov/infobank/eo/055mur/phy/pdf/EO-156.pdf</a></td>
<td>EO 152, para 1(a), para 2(a); Any EO or AO that referenced gathering limits from EO 152, 142, 148, and 152 are amended to reflect these new limits.</td>
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<td>155</td>
<td>6/18/2020</td>
<td>Beginning July 1, 2020, degree-granting institutions of higher education (IHE) may resume in-person instruction of students that require labs, technical, clinical, or hands-on instruction. IHE’s must submit a re-start plan to Secretary of Higher Education in accordance with the Restart Standards for all NJ Institutions of Higher Education no later than 14 days prior to the expected date of implementation of plan. Plan Must include at minimum: training for students, faculty, and staff regarding sanitization and social distancing; use of face coverings except for medical reasons; frequent cleaning and sanitization of classrooms, residences, restrooms, high-touch areas and equipment/shared surfaces; maintenance of adequate supplies (PPE and cleaning); continue remote instruction for students/faculty who cannot participate in person; social distancing in facilities and other areas across campus; limit number of students who may return to residence halls and restricted access to residential common areas; designation of space for separation of students who display symptoms or have positive diagnosis; on-campus transportation plan including transportation of sick residents to essential appointments; plan for operation of research labs, computer labs, food service in compliance with health/safety standards and other EOs, resumption of athletics programs, student services, and study abroad/international travel; performance of health screenings and self-monitoring for fac/staff, students, visitors, commitment to working with state and local officials to share plan and revise as necessary; and establishment of COVID-19 testing guidance and contract tracing protocols. Following submission, plan must be posted on IHE’s website and provided to students and staff prior to implementation. The Secretary of Higher Education &amp; DOH will issue health and safety standards that are applicable to all IHE’s that are authorized to resume in-person instruction. Programs must adhere to any health and safety standards issued by agencies to which a program’s authorization, accreditation, licensure, etc. is subject, such as Dept of Labor and Welfare Development, Department of Education, Division of Consumer Affairs, etc. EO applies to IHE’s who previously received a waiver to resume in-person instruction. Secretary may grant additional waivers beyond those authorized to resume in-person instruction pursuant to this EO. Additional information in EO for training schools.</td>
<td><a href="https://nj.gov/infobank/eo/055mur/phy/pdf/EO-104.pdf">https://nj.gov/infobank/eo/055mur/phy/pdf/EO-104.pdf</a></td>
<td>EO 104, para 3; EO 107, para 13</td>
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<td>154</td>
<td>6/13/2020</td>
<td>Personal care facilities can reopen 6a on June 22, 2020, must satisfy DOH standards, personal care services offered outside of personal care service facilities or health facilities providing medically necessary or therapeutic services shall remain prohibited.</td>
<td><a href="https://nj.gov/infobank/eo/055mur/phy/pdf/EO-104.pdf">https://nj.gov/infobank/eo/055mur/phy/pdf/EO-104.pdf</a></td>
<td>superseded EO 107</td>
<td>Personal care is cosmetology shops; barber shops; beauty salons; hair braiding shops; nail salons; electrology facilities; spas, including day spas and medical spas, at which solely elective and cosmetic medical procedures are performed; massage parlors, tanning salons, and tattoo parlors.</td>
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<td>153</td>
<td>6/9/2020</td>
<td>Pool facilities may open but must satisfy all standards issued by DOH and this order: Limit capacity to maintain social distancing, limit access to outdoor spaces only; electronic/telephone payment; shield guards; limit equipment use; demarcate 6' of spacing; require infection control practices; limit occupancy in restrooms; concessions must comply with EO 156.</td>
<td><a href="https://nj.gov/infobank/eo/055mur/phy/pdf/EO-153.pdf">https://nj.gov/infobank/eo/055mur/phy/pdf/EO-153.pdf</a></td>
<td>superseded parts of EO 107, 133, 143, 146, 147, 148 (see page 11)</td>
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<td>152</td>
<td>6/9/2020</td>
<td>Indoor gatherings must be 25% of room capacity, not to exceed 50 people, must wear face covering, must be six feet apart, and must have no contact. Gatherings under 10 people should wear face coverings. Organizers should demark six feet of space. Items can not be shared by attendees. Outdoor gatherings must be 100 persons or fewer, must be six feet apart, must have no contact, should demark six feet apart and should wear face coverings. Protests or under 25 people do not need to comply but should wear face coverings.</td>
<td><a href="https://nj.gov/infobank/eo/055mur/phy/pdf/EO-156.pdf">https://nj.gov/infobank/eo/055mur/phy/pdf/EO-156.pdf</a></td>
<td>superseded paragraph 5 EO 107, paragraphs 3 and 7 EO 133, paragraphs 4 and 8 of 7EO 142 and paragraphs 1 and 5 EO 146 (2020)</td>
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<td>140</td>
<td>6/3/20</td>
<td>Child care centers and youth summer camps resume operations at 6:00am on June 15, 2020 provided they comply with the COVID-19 Child Care and Youth Summer Camp Standards and other applicable statutes, regulations, and orders.</td>
<td><a href="https://nj.gov/infobank/eo/556mur/eo/142.pdf">https://nj.gov/infobank/eo/556mur/eo/142.pdf</a></td>
<td>Supersedes EO 110 para 1</td>
<td>no comments EO 110</td>
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<td>149</td>
<td>5/30/20</td>
<td>Increasing capacity limit on outdoor gatherings. Must be outdoors other than restroom use; open air structures used only for protection against weather; at least 25-person capacity; maintain 6’ distance between visitors and employees where feasible; limited use of equipment to one person except family/household members; require sanitization of high-touch use of equipment to one person except family/household members; must be spaced out, and must be sanitized before and after use; equipment may not be shared with family/household members and sanitized between use; contactless payment must be offered when possible. Attendees should wear face coverings when other social distancing practices are not possible and demarcate 8’ of distance.</td>
<td><a href="https://nj.gov/infobank/eo/556mur/eo/149.pdf">https://nj.gov/infobank/eo/556mur/eo/149.pdf</a></td>
<td>Supersedes EO 107 para 5, para 1</td>
<td>Ace and range, batting cages, golf driving ranges, horseback riding, shooting ranges, tennis clubs, golf courses, community gardens, Picnic areas, playgrounds, pavilions, fitness centers, locker rooms, and indoor facilities other than restrooms or those providing access to an outdoor facility are to remain closed.</td>
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<tr>
<td>148</td>
<td>5/22/20</td>
<td>Outdoor recreation facilities permitted to reopen in EO 147 must limit capacity to ensure 6’ social distancing and at no time shall limit exceed 25 people. For indoor gatherings or those not adhering to this order or EO 142 relating to car gatherings, then gatherings of 10 persons or fewer remain in compliance with EO 107 para 5. Schools may allow individuals on their premises to engage in passive recreation or to participate in a gathering authorized by EO 142.</td>
<td><a href="https://nj.gov/infobank/eo/556mur/eo/148.pdf">https://nj.gov/infobank/eo/556mur/eo/148.pdf</a></td>
<td>Supersedes EO 107 para 6</td>
<td>additional notes EH 5/22/20</td>
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<td>130</td>
<td>4/28/20</td>
<td>Gives local governing bodies the authority to extend second and fourth quarter property taxes (depending on budget cycle) to June 1, 2020.</td>
<td><a href="https://nj.gov/infobank/eo/056mur">https://nj.gov/infobank/eo/056mur</a></td>
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<td>125</td>
<td>4/11/20</td>
<td>Unaffiliated private carriers (transit providers) who use an in-person workforce must adopt policies that include the following at a minimum: May limit occupancy to 50% stated maximum capacity; must require infection control practices, arrange for contactless payment where possible; use back doors where feasible, remove seats from service near bus operator where possible, place signage alerting to social distancing practices, require face coverings except for medical reasons or persons under 2 years of age, require workers to wear face coverings, and require workers to wear gloves when in contact with customers. Must provide face coverings and gloves to workers at carrier's expense.</td>
<td><a href="https://nj.gov/infobank/eo/056mur">https://nj.gov/infobank/eo/056mur</a></td>
<td><a href="https://nj.gov/infobank/eo/056mur">https://nj.gov/infobank/eo/056mur</a></td>
<td>An unaffiliated private carrier is defined as private carriers that NJ TRANSIT has not entered into contracts with and run their own individual lines of intrastate service in New Jersey as well as interstate service to New York and Pennsylvania. Most likely applies to Rutgers transit.</td>
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<td>122</td>
<td>4/8/20</td>
<td>Essential businesses permitted to maintain in-person operations must adopt at minimum the following policies: 50% occupancy; hours of operation for high-risk customers where possible; shield guard and/or 6’ of distance where possible between cashiers/baggers and customers; require infection control practices, breaktime for handwashing; contactless payment, pickup, and/or delivery wherever possible; provide sanitation materials to customers and employees; require frequent sanitization of high-touch areas; conspicuous signage requiring 6’ distancing; demarcate 6’ spacing in checkout lines; require employees and customers to wear face coverings except for medical reasons; require employees to wear gloves when in contact with customers or goods; businesses must provide employee gloves and face coverings at their expense.</td>
<td><a href="https://nj.gov/infobank/eo/056mur">https://nj.gov/infobank/eo/056mur</a></td>
<td><a href="https://nj.gov/infobank/eo/056mur">https://nj.gov/infobank/eo/056mur</a></td>
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<td>113</td>
<td>4/2/20</td>
<td>State Director of Emergency Management authorized to take or use personal services and/or real or personal property, including medical resources, for the purpose of protecting or promoting the public health, safety, or welfare. Compensation shall be provided following procedures established in the Disaster Control Act.</td>
<td><a href="https://nj.gov/infobank/eo/056mur">https://nj.gov/infobank/eo/056mur</a></td>
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<td>112</td>
<td>4/6/20</td>
<td>Reactivates the license of any healthcare professional previously licensed to practice in New Jersey who retired from active practice within the last five years.</td>
<td><a href="https://nj.gov/infobank/eo/056mur">https://nj.gov/infobank/eo/056mur</a></td>
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<td>111</td>
<td>3/26/20</td>
<td>Health care facilities designated by the New Jersey Office of Emergency Management shall report data concerning their capacity and supplies on a daily basis by 10:00 a.m., starting on Sunday, March 29, 2020. NOJEM has discretion to establish which facilities must submit data, to establish what data must be submitted, and to disseminate information. NOJEM will establish a process for submission of information.</td>
<td><a href="https://nj.gov/infobank/eo/056mur">https://nj.gov/infobank/eo/056mur</a></td>
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# SECTION 1: New Jersey Executive Orders with Definite and/or Direct Impact on University

**September 28, 2020**

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<td>107</td>
<td>3/21/2020</td>
<td>All residents ordered to stay home except obtaining food/consumer goods; medical/social services/law enforcement/emergency needs; visiting family; working; exercising; education, religious, or political reasons; or at direction of law enforcement/emergency services. <strong>Travel permitted only for these reasons and should only be by public transport if no other option is feasible. Social distancing required when in public, when traveling on public transportation. No parties or celebrations.</strong> Brick-and-mortar establishments closed except essential businesses (grocery, pharmacy, convenience stores, banks and financial institutions, mail/delivery stores). Essential businesses must abide by social distancing. Restaurants with or without liquor license may offer takeout/delivery only. Gyms/fitness centers, entertainment facilities, personal care services, social clubs, and libraries/computer labs at public and private colleges and universities are closed. All businesses/nonprofits must offer teleworking where practicable, and otherwise limit staff onsite to those required for essential operations. <strong>No in-person instruction at institutions of higher education except with a waiver from Office of Higher Education.</strong> State Director of Emergency Management has authority to control traffic on any roadway to restrict access deemed necessary for protection of health, safety, welfare.</td>
<td><a href="https://nj.gov/infobank/eo/056murphy/pdf/EO-107.pdf">https://nj.gov/infobank/eo/056murphy/pdf/EO-107.pdf</a></td>
<td>supersedes EO 104</td>
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</tr>
<tr>
<td>104</td>
<td>3/16/2020</td>
<td>All gatherings limited to 50 people except airports, bus/train stations, medical facilities, offices, factories, construction sites, mass transit, and purchase of groceries/consumer goods. Institutions of Higher Education <strong>cease in-person instruction March 18, 2020</strong> except pursuant to waivers from Office of Higher Education. Gyms, fitness centers, fitness classes, and entertainment centers (theaters, performing arts, clubs, venues) closed as of March 16, 2020. Libraries and computer labs at public and private colleges and universities closed as of March 20, 2020. Other non-essential retail must close from 8pm to 5am. When open, they must limit occupants to 50 people and adhere to social distancing. Essential businesses excluded from this directive. Restaurants may offer delivery/takeout only but may continue with normal business hours. <strong>State Director of Emergency Management has authority to control traffic on any roadway to restrict access deemed necessary for protection of health, safety, welfare.</strong></td>
<td><a href="https://nj.gov/infobank/eo/056murphy/pdf/EO-104.pdf">https://nj.gov/infobank/eo/056murphy/pdf/EO-104.pdf</a></td>
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<thead>
<tr>
<th>Executive Order Number</th>
<th>Date Released</th>
<th>Description of Issue/Applicability to Rutgers</th>
<th>Link</th>
<th>Supersedes</th>
<th>Notes/Other Information</th>
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</thead>
<tbody>
<tr>
<td>141</td>
<td>5/12/20</td>
<td>All local, county, and and regional health departments use the CommCare platform to support their contact tracing efforts</td>
<td><a href="https://nj.gov/infobank/eo/056murphy/pdf/EO-141.pdf">https://nj.gov/infobank/eo/056murphy/pdf/EO-141.pdf</a></td>
<td></td>
<td>could affect how Rutgers performs contact tracing in order to conform with health departments</td>
</tr>
<tr>
<td>129</td>
<td>4/27/20</td>
<td>Extends retired officer carry permits that expired during the term of the Public Health Emergency by a period of 90 days until after the ongoing Public Health Emergency ends, provided they meet additional requirements as outlined in this order.</td>
<td><a href="https://nj.gov/infobank/eo/056murphy/pdf/EO-129.pdf">https://nj.gov/infobank/eo/056murphy/pdf/EO-129.pdf</a></td>
<td></td>
<td>could apply to retired officers of RUPD</td>
</tr>
<tr>
<td>128</td>
<td>4/24/20</td>
<td>Upon written request from a tenant, including electronic communication, a security deposit governed by the provisions of N.J.S.A. 46:8-19 et seq. as well as tenant's portion of interest or earnings accumulated thereon, shall be applied to or credited towards rent payments due or to become due from the tenant during the Public Health Emergency or up to 60 days after the Public Health Emergency terminates. This order shall remain in effect until 60 days after the end of the Public Health Emergency.</td>
<td><a href="https://nj.gov/infobank/eo/056murphy/pdf/EO-128.pdf">https://nj.gov/infobank/eo/056murphy/pdf/EO-128.pdf</a></td>
<td></td>
<td>could apply if Rutgers rents housing to those other than students</td>
</tr>
<tr>
<td>126</td>
<td>4/13/20</td>
<td>No cable or telecommunications provider that provides residential internet and voice services to New Jersey residents shall terminate such internet and voice service due to nonpayment as long as this order remains in effect. Provider may downgrade or reduce quality if acting pursuant to policy approved in writing by Board of Public Utilities. May charge fees. Upon request from customer must reconnect at no cost if service was disconnected after March 16, 2020 due to nonpayment.</td>
<td><a href="https://nj.gov/infobank/eo/056murphy/pdf/EO-126.pdf">https://nj.gov/infobank/eo/056murphy/pdf/EO-126.pdf</a></td>
<td>suspends N.J.A.C. 14:3-3A.1a(3)-(4)</td>
<td>could apply if Rutgers charges any residents for cable, internet, or phone</td>
</tr>
<tr>
<td>AGENCY</td>
<td>STATUTORY PROVISION</td>
<td>DESCRIPTION</td>
<td>EXTENSION</td>
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<tr>
<td>Banking and Insurance, Division of Insurance</td>
<td>N.J.S.A. 17B:27B-13</td>
<td>The affected statutory provision requires that a third party administrator shall file an annual report for the preceding calendar year with the Commissioner on or before March 1 of each year. The extension will extend the time for filing the report by 120 days.</td>
<td>Extend by 120 days</td>
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<tr>
<td>Banking and Insurance, Division of Insurance</td>
<td>N.J.S.A. 17:23-42(a)</td>
<td>The affected statutory provision requires an insurer/insurance group of which an insurer is a member to submit an annual corporate governance disclosure no later than June 1st of each calendar year. This extension will extend the time for an insurer/insurance group to submit an annual corporate governance disclosure statement by 60 days from June 1, 2020.</td>
<td>Extend by 60 days</td>
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<tr>
<td>Banking and Insurance, Division of Insurance</td>
<td>N.J.S.A. 17:23-1</td>
<td>The affected statutory provision requires every insurance company (other than those exempt from the filing requirements of N.J.S.A. 17:23-1) to file quarterly statements regarding their financial condition covering the periods ending on March 31, June 30, and September 30, within 45 days after the end of each such period. This extension will extend by 90 days the deadlines for quarterly statements covering the periods ending on March 31 and June 30.</td>
<td>Extend by 30 days</td>
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<tr>
<td>Banking and Insurance, Division of Insurance</td>
<td>N.J.S.A. 17:27A-4(a)</td>
<td>The affected statutory provision requires certain insurers to annually register by April 1 of each year, and to report all material changes or additions to the Commissioner within fifteen days after the end of the month in which the insurers learn of such changes or additions. This extension will extend by 60 days the time within which insurers must register and report material changes or additions.</td>
<td>Extend by 60 days</td>
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<tr>
<td>Banking and Insurance, Division of Insurance</td>
<td>N.J.S.A. 17:27A-4(c)(i)</td>
<td>The affected statutory provision states that a retaliatory declaratory order or declaration of an extraordinary dividend or distribution which is conditional upon the Commissioner's approval thereof, and a declaration may confer rights upon shareholders if the Commissioner does not disapprove such payment within 30 days after having received notice. This extension will extend the time for the Commissioner to take action under this statute by 90 days.</td>
<td>Extend by 90 days</td>
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<tr>
<td>Banking and Insurance, Division of Insurance</td>
<td>N.J.S.A. 17:27A-4(c)(i)</td>
<td>The affected statutory provision states that a declaratory order or declaration of an extraordinary dividend or distribution which is conditional upon the Commissioner’s approval thereof, and such a declaration may confer rights upon shareholders if the Commissioner does not disapprove such payment within 30 days after having received notice. This extension will extend the time for the Commissioner to take action under this statute by 90 days.</td>
<td>Extend by 90 days</td>
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<td>N.J.S.A. 17:27A-4(c)(i)</td>
<td>The affected statutory provision states that a declaratory order or declaration of an extraordinary dividend or distribution which is conditional upon the Commissioner’s approval thereof, and such a declaration may confer rights upon shareholders if the Commissioner does not disapprove such payment within 30 days after having received notice. This extension will extend the time for the Commissioner to take action under this statute by 90 days.</td>
<td>Extend by 90 days</td>
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<td>Banking and Insurance, Division of Insurance</td>
<td>N.J.S.A. 17:27A-4(c)(i)</td>
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<td>Extend by 90 days</td>
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<td>N.J.S.A. 17:27A-4(c)(i)</td>
<td>The affected statutory provision states that a declaratory order or declaration of an extraordinary dividend or distribution which is conditional upon the Commissioner’s approval thereof, and such a declaration may confer rights upon shareholders if the Commissioner does not disapprove such payment within 30 days after having received notice. This extension will extend the time for the Commissioner to take action under this statute by 90 days.</td>
<td>Extend by 90 days</td>
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<tr>
<td>Banking and Insurance, Division of Insurance</td>
<td>N.J.S.A. 17:27A-4(c)(i)</td>
<td>The affected statutory provision states that any initial rates filed by an insurer pursuant to N.J.S.A. 17:29A-46.1(b), which governs initial filings for additional rating plans which are based on a percentage increase or decrease of the existing rate level in the insurer’s current rating plan, shall be deemed to be approved if not disapproved by the Commissioner within 120 days after receipt of the filing by the Department. This extension will extend by 90 days the time for the Commissioner to disapprove initial rates.</td>
<td>Extend by 90 days</td>
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<tr>
<td>Banking and Insurance, Division of Insurance</td>
<td>N.J.S.A. 17:27A-4(c)(i)</td>
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<td>Extend by 90 days</td>
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<tr>
<td>Banking and Insurance, Division of Insurance</td>
<td>N.J.S.A. 17:27A-4(c)(i)</td>
<td>The affected statutory provision states that a filing by an insurer, affiliated group of insurers, or a rating organization requesting an increase in its Statewide average base rate for private passenger automobile insurance of up to 3% shall be deemed to be approved unless rejected or modified by the Commissioner not later than 30 days after receipt of the filing, unless the Commissioner grants an extension, in which case the filing shall be deemed approved not later than 45 days after receipt of the filing; and a filing requesting an increase of more than 3%, but not more than 7%, shall be deemed to be approved unless rejected or modified by the Commissioner not later than 45 days after receipt of the filing, unless the Commissioner grants an extension, in which case the filing shall be deemed approved not later than 60 days after receipt of the filing. This extension will extend by 90 days the time by which the Commissioner must issue a decision before a filing is deemed approved.</td>
<td>Extend by 90 days</td>
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<tr>
<td>Banking and Insurance, Division of Insurance</td>
<td>N.J.S.A. 17:27A-4(c)(i)</td>
<td>The affected statutory provision requires that each insurer, except those exempt from filing pursuant to section 6 of this act, shall annually file with the Commissioner, on or before July 1 of each year, a profit report containing the information and calculations required by this section. This extension will extend the time for filing a profit report by 30 days.</td>
<td>Extend by 30 days</td>
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<tr>
<td><strong>Banking and Insurance, Division of Insurance</strong></td>
<td><strong>N.J.S.A. 17:29A-7</strong></td>
<td>The affected statutory provision states that ratings-systems filed by or on behalf of an insurer shall be deemed approved if the Commissioner fails to approve or disapprove the rating-systems within 90 days from the filing thereof. This extension will extend the time for the Commissioner to approve or disapprove any rating-systems by 90 days.</td>
<td>Extend by 90 days</td>
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<td><strong>Banking and Insurance, Division of Insurance</strong></td>
<td><strong>N.J.S.A. 17:29A-5.1(a)</strong></td>
<td>The affected statutory provision states that an annual rate change for medical malpractice liability insurance filed by an insurer or rating organization may become effective not less than 30 days after its filing. This extension will extend the time for a rate change for medical malpractice liability insurance to become effective by 90 days, such that a rate change may become effective not less than 120 days after its filing.</td>
<td>Extend by 90 days</td>
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<tr>
<td><strong>Banking and Insurance, Division of Insurance</strong></td>
<td><strong>N.J.S.A. 17:29A-6</strong></td>
<td>The affected statutory provision states that for commercial lines insurance, insurers shall file copies of all policy forms for approval with the Commissioner at least 30 days prior to the policy form’s effective date, and that a policy form filed under this section shall be deemed approved as of its effective date unless disapproved by the Commissioner prior to its effective date. This extension will extend the time for the Commissioner to act upon the Commissioner’s objections and to approve or disapprove a plan by 90 days.</td>
<td>Extend by 90 days</td>
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<tr>
<td><strong>Banking and Insurance, Division of Insurance</strong></td>
<td><strong>N.J.S.A. 17:33A-15(a)</strong></td>
<td>The affected statutory provision states that every insurer writing health insurance or private passenger automobile insurance in this State shall file with the Commissioner a plan for the prevention and detection of fraudulent insurance applications and claims, and that such plan shall be deemed approved by the Commissioner if not affirmatively approved or disapproved by the Commissioner within 90 days of the date of filing. This extension will extend the time for the Commissioner to approve or disapprove a plan by 90 days.</td>
<td>Extend by 90 days</td>
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<tr>
<td><strong>Banking and Insurance, Division of Insurance</strong></td>
<td><strong>N.J.S.A. 17:33B-20(c)</strong></td>
<td>The affected statutory provision states that any application for a temporary certificate of authority which authorizes an insurer to issue private passenger automobile insurance policies or make contracts of private passenger automobile insurance in this State shall be deemed approved if not disapproved by the Commissioner within 30 days of the application filing date. This extension will extend the time for the Commissioner to approve or disapprove an application made under this statute by 90 days.</td>
<td>Extend by 90 days</td>
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<tr>
<td><strong>Banking and Insurance, Division of Insurance</strong></td>
<td><strong>N.J.S.A. 17:36-5.35(c)</strong></td>
<td>The affected statutory provision gives the Commissioner 30 days from the date an expedited rate filing is received to challenge a proposed alteration to a file’s homeowners insurance rating system when the file requests an increase of no more than five percent in its Statewide rate for homeowners insurance. This extension will extend by 90 days the time within which the Commissioner must challenge the proposed alteration.</td>
<td>Extend by 90 days</td>
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<tr>
<td><strong>Banking and Insurance, Division of Insurance</strong></td>
<td><strong>N.J.S.A. 17:48-6</strong></td>
<td>The affected statutory provision pertaining to insurance contracts issued by hospital service corporations provides that if a policy or contract a covers unmarried dependents whose coverage terminates at a specified age, and such a dependent became incapable of self-sustaining employment due to intellectual disability or physical handicap and who became so incapable before turning 19 and who is chiefly dependent on the policy- or contractholder for support and maintenance, coverage will not terminate at the specified age if the policy- or contractholder submits proof to the insurer of such dependent’s incapacity within 31 days after the dependent reaches the limiting age. This extension will extend the time for the insured to notify the carrier about the dependent’s incapacity from 31 days after such dependent’s attainment of the limiting age until 30 days after the last day of the public health emergency.</td>
<td>Extend until 30 days after last day of PHE</td>
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<tr>
<td><strong>Banking and Insurance, Division of Insurance</strong></td>
<td><strong>N.J.S.A. 17:48-6.1</strong></td>
<td>The affected statutory provision pertaining to group insurance contracts issued by hospital service corporations provides that if a policy or contract a covers unmarried dependents whose coverage terminates at a specified age, and such a dependent became incapable of self-sustaining employment due to intellectual disability or physical handicap and who became so incapable before turning 19 and who is chiefly dependent on the policy- or contractholder for support and maintenance, coverage will not terminate at the specified age if the policy- or contractholder submits proof to the insurer of such dependent’s incapacity within 31 days after the dependent reaches the limiting age. This extension will extend the time for the insured to notify the carrier about the dependent’s incapacity from 31 days after such dependent’s attainment of the limiting age until 30 days after the last day of the public health emergency.</td>
<td>Extend until 30 days after last day of PHE</td>
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<tr>
<td><strong>Banking and Insurance, Division of Insurance</strong></td>
<td><strong>N.J.S.A. 17:48-8.2(b)</strong></td>
<td>The affected statutory provision states that a contract or related form filed with the Commissioner for approval pursuant to this section shall be deemed approved upon the expiration of 90 days after the submission of the form unless disapproved in writing by the Commissioner within that time. This extension will extend the time for the Commissioner to approve or disapprove of a contract or related form by 90 days.</td>
<td>Extend by 90 days</td>
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<tr>
<td><strong>Banking and Insurance, Division of Insurance</strong></td>
<td><strong>N.J.S.A. 17:48-8.2(d)</strong></td>
<td>The affected statutory provision states that a contract or related form resubmitted by a Hospital Service Corporation in response to the Commissioner’s objections shall be deemed approved upon the expiration of 30 days after its resubmission unless disapproved in writing by the Commissioner within that time. This extension will extend the time for the Commissioner to disapprove, in writing, a contract or related form resubmitted under the statute by 90 days.</td>
<td>Extend by 90 days</td>
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<tr>
<td><strong>Banking and Insurance, Division of Insurance</strong></td>
<td><strong>N.J.S.A. 17:48A-5</strong></td>
<td>The affected statutory provision pertaining to subscription contracts issued by medical service corporations provides that if a policy or contract a covers unmarried dependents whose coverage terminates at a specified age, and such a dependent became incapable of self-sustaining employment due to intellectual disability or physical handicap and who became so incapable before turning 19 and who is chiefly dependent on the policy- or contractholder for support and maintenance, coverage will not terminate at the specified age if the policy- or contractholder submits proof to the insurer of such dependent’s incapacity within 31 days after the dependent reaches the limiting age. This extension will extend the time for the insured to notify the carrier about the dependent’s incapacity from 31 days after such dependent’s attainment of the limiting age until 30 days after the last day of the public health emergency.</td>
<td>Extend until 30 days after last day of PHE</td>
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<td>N.J.S.A. 17:48E-7.1</td>
<td>The affected statutory provision pertaining to group contracts issued by medical service corporations provides that if a policy or contract covers unmarried dependents whose coverage terminates at a specified age, and such a dependent became incapable of self-sustaining employment due to intellectual disability or physical handicap and who became so incapable before turning 19 and who is chiefly dependent on the policy- or contractholder for support and maintenance, coverage will not terminate at the specified age if the policy- or contractholder submits proof to the insurer of such dependent’s incapacity within 31 days after the dependent reaches the limiting age. This extension will extend the time for the insurer to notify the carrier about the dependent’s incapacity from 31 days after such dependent’s attainment of the limiting age, until 30 days after the end of the Public Health Emergency.</td>
<td>Extend until 30 days after last day of PHE</td>
</tr>
<tr>
<td>N.J.S.A. 17:48E-13.2(b)</td>
<td>The affected statutory provision states that certain contracts or related forms filed by a Health Service Corporation with the Commissioner shall be deemed approved upon the expiration of 90 days after the submission of the form unless disapproved in writing by the Commissioner within that time. This extension will extend the time for the Commissioner to disapprove in writing a contract or related form by 90 days.</td>
<td>Extend by 90 days</td>
</tr>
<tr>
<td>N.J.S.A. 17:48E-13.2(d)</td>
<td>The affected statutory provision states that a contract or related form, resubmitted by a Health Service Corporation in response to the Commissioner’s objections, shall be deemed approved upon the expiration of 90 days after its resubmission unless disapproved in writing by the Commissioner within that time. This extension will extend the time for the Commissioner to disapprove in writing any contract or related form by 90 days.</td>
<td>Extend by 90 days</td>
</tr>
<tr>
<td>N.J.S.A. 17:48E-22</td>
<td>The affected statutory provision pertaining to insurance coverage issued by health service corporations provides that if a policy or contract covers unmarried dependents whose coverage terminates at a specified age, and such a dependent became incapable of self-sustaining employment due to intellectual disability or physical handicap and who became so incapable before turning 19 and who is chiefly dependent on the policy- or contractholder for support and maintenance, coverage will not terminate at the specified age if the policy- or contractholder submits proof to the insurer of such dependent’s incapacity within 31 days after the dependent reaches the limiting age. This extension will extend the time for the insurer to notify the carrier about the dependent’s incapacity from 31 days after such dependent’s attainment of the limiting age until 30 days after the last day of the public health emergency.</td>
<td>Extend until 30 days after last day of PHE</td>
</tr>
<tr>
<td>N.J.S.A. 17:48E-26(d)</td>
<td>The affected statutory provision states that increased rates for hospitalization benefits filed pursuant to this subsection shall be deemed to be approved unless disapproved by the Commissioner or on or before the day the rates are to become effective, which shall be no later than 20 days following their filing, unless the Commissioner waives the 20 day period or any portion thereof. This extension will extend the deadline after which rates will be deemed approved by 90 days.</td>
<td>Extend by 90 days</td>
</tr>
<tr>
<td>N.J.S.A. 17:48E-3(i)</td>
<td>The affected statutory provision requires that on or before June 30, 2019, and annually thereafter, the Commissioner shall report to the Governor, and to the Legislature pursuant to section 2 of P.L. 1991, c.164 (C.52:14-19.1), on the compliance of a health service corporation with the provisions of P.L.2017, c.100 (C.17:48E-17.3 et al.). This extension will extend the time for the Commissioner to report to the Governor and Legislature under the provisions of this statute until 180 days after the last day of the public health emergency.</td>
<td>Extend until 180 days after last day of PHE</td>
</tr>
<tr>
<td>N.J.S.A. 17:48E-30</td>
<td>The affected statutory provision pertaining to group insurance coverage issued by health service corporations provides that if a policy or contract covers unmarried dependents whose coverage terminates at a specified age, and such a dependent became incapable of self-sustaining employment due to intellectual disability or physical handicap and who became so incapable before turning 19 and who is chiefly dependent on the policy- or contractholder for support and maintenance, coverage will not terminate at the specified age if the policy- or contractholder submits proof to the insurer of such dependent’s incapacity within 31 days after the dependent reaches the limiting age. This extension will extend the time for the insurer to notify the carrier about the dependent’s incapacity from 31 days after such dependent’s attainment of the limiting age until 30 days after the last day of the public health emergency.</td>
<td>Extend until 30 days after last day of PHE</td>
</tr>
<tr>
<td>N.J.S.A. 17:48F-3(a)</td>
<td>The affected statutory provision states that a notice of modification submitted to the Commissioner by a prepaid prescription service organization under this statute shall be deemed approved if the Commissioner fails to affirmatively approve or disapprove the change or modification within 60 days of submission of the notice, although the Commissioner may extend the 60-day review period for not more than an additional 30 days. This extension will extend the time for the Commissioner to take action under this statute by 90 days.</td>
<td>Extend by 90 days</td>
</tr>
<tr>
<td>N.J.S.A. 17:48F-8</td>
<td>The affected statutory provision states that a contract submitted by a prepaid prescription service organization shall be deemed approved if the Commissioner does not affirmatively approve or disapprove the contract within 60 days of the date of submission, although the Commissioner may extend the 60-day review period for not more than an additional 30 days. This extension will extend the time for the Commissioner to take action under this statute by 90 days.</td>
<td>Extend by 90 days</td>
</tr>
<tr>
<td>N.J.S.A. 17:48F-14(a)</td>
<td>The affected statutory provision states that a notice of modification submitted to the Commissioner by a licensed organized delivery system under this statute shall be deemed approved if the Commissioner fails to affirmatively approve or disapprove the change or modification within 60 days of submission of the notice, although the Commissioner may extend the 60-day review period for not more than an additional 30 days. This extension will extend the time for the Commissioner to take action under this statute by 90 days.</td>
<td>Extend by 90 days</td>
</tr>
<tr>
<td>N.J.S.A. 17:48H-4(a)</td>
<td>The affected statutory provision states that a notice of modification submitted to the Commissioner by a certified organized delivery system under this statute shall be deemed approved if the Commissioner fails to affirmatively approve or disapprove the change or modification within 60 days of submission of the notice, although the Commissioner may extend the 60-day review period for not more than an additional 30 days. This extension will extend the time for the Commissioner to take action under this statute by 90 days.</td>
<td>Extend by 90 days</td>
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<tr>
<td>Statute</td>
<td>Extension Description</td>
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<td>N.J.S.A. 17B:25-18.2(b)</td>
<td>Extend by 90 days</td>
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<tr>
<td>N.J.S.A. 17B:25-18.2(d)</td>
<td>Extend until 30 days after last day of PHE</td>
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<tr>
<td>N.J.S.A. 17B:26A-4(a)(1)</td>
<td>Extend by 90 days</td>
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<td>N.J.S.A. 17B:26A-6(a)(1)</td>
<td>Extend by 90 days</td>
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<td>N.J.S.A. 17B:27-10</td>
<td>Extend by 90 days</td>
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<td>N.J.S.A. 17B:27A-30</td>
<td>Extend by 90 days</td>
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<td>N.J.S.A. 17B:27A-33</td>
<td>Extend by 90 days</td>
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<tr>
<td>N.J.S.A. 17B:27B-2(b)</td>
<td>Extend by 90 days</td>
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<tr>
<td>Bank &amp; Insurance, Division of Insurance</td>
<td>N.J.S.A. 17B:27E-10(b)</td>
<td>The affected statutory provision states that a long-term care insurance policy, contract or related form filed with the Commissioner for approval pursuant to this section shall be deemed approved upon the expiration of 60 days after the submission of the form unless disapproved in writing by the Commissioner within that time. This extension will extend the time for the Commissioner to take action under this statute by 90 days.</td>
</tr>
<tr>
<td>Bank &amp; Insurance, Division of Insurance</td>
<td>N.J.S.A. 17B:27E-10(d)</td>
<td>The affected statutory provision states that any form or schedule of premium rates pertaining thereto filed with the Commissioner for approval pursuant to this subsection shall be deemed approved upon the expiration of 60 days after the submission of the form unless disapproved in writing by the Commissioner within that time. This extension will extend the time for the Commissioner to take action under this statute by 90 days.</td>
</tr>
<tr>
<td>Bank &amp; Insurance, Division of Insurance</td>
<td>N.J.S.A. 17B:29-7(g)(2)</td>
<td>The affected statutory provision states that a form or schedule of premium rates, resubmitted in response to the Commissioner’s objections pursuant to paragraph (2) of this subsection, shall be deemed approved upon the expiration of 90 days after its resubmission unless disapproved in writing by the Commissioner within that time. This extension will extend the time for the Commissioner to take action under this statute by 90 days.</td>
</tr>
<tr>
<td>Bank &amp; Insurance, Division of Insurance</td>
<td>N.J.S.A. 18A:18B-40(b)(b)</td>
<td>The affected statutory provision states that if a carrier notifies a provider that the carrier considers a claim to be excessive, the carrier and provider shall have 30 days from the date of this notification to negotiate a settlement, and that if no settlement is reached after the 30 days, the carrier, provider, or covered person, as applicable, may initiate binding arbitration to determine payment for the services. This extension will extend the time for the Commissioner to disapprove a contract, evidence of coverage or related form, filed with the Commissioner for approval pursuant to this section.</td>
</tr>
<tr>
<td>Bank &amp; Insurance, Division of Insurance</td>
<td>N.J.S.A. 18A:18B-7(a)</td>
<td>The affected statutory provision states that a school board insurance group's bylaws or risk management program, or both, shall be deemed approved if the Commissioner neither approves nor disapproves the amendment within 60 days of receipt. This extension will extend the time for the Commissioner to take action under this statute by 90 days.</td>
</tr>
<tr>
<td>Bank &amp; Insurance, Division of Insurance</td>
<td>N.J.S.A. 18A:64-91(a)</td>
<td>The affected statutory provision states that a health maintenance organization's bylaws or plan of risk management program filed by the trustees of a self-funded plan shall be deemed approved if the Commissioner neither approves nor disapproves the amendment within 60 days of filing. This extension will extend the time for the Commissioner to take action under this statute by 90 days.</td>
</tr>
<tr>
<td>Bank &amp; Insurance, Division of Insurance</td>
<td>N.J.S.A. 26:23J-4(b)</td>
<td>The affected statutory provision states that any health maintenance organization contract, evidence of coverage or related form filed with the Commissioner for approval pursuant to this section, shall be deemed approved upon the expiration of 60 days after the submission of the form unless disapproved in writing by the Commissioner within that time. This extension will extend the time for the Commissioner to take action under this statute by 90 days.</td>
</tr>
<tr>
<td>Bank &amp; Insurance, Division of Insurance</td>
<td>N.J.S.A. 26:23J-4(d)</td>
<td>The affected statutory provision requires that if attempts to negotiate reimbursement for services between an out-of-network health care provider and a member of a self-funded plan do not result in a resolution of the payment dispute within 30 days after the plan member is sent a bill for the services, the plan member may initiate binding arbitration to determine payment for the services. This extension will extend the time for the Commissioner to take action under this statute by 90 days.</td>
</tr>
<tr>
<td>Bank &amp; Insurance, Division of Insurance</td>
<td>N.J.S.A. 26:23S-11(a)</td>
<td>The affected statutory provision states that if a carrier notifies a provider that the carrier considers a claim to be excessive, the carrier and provider shall have 30 days from the date of this notification to negotiate a settlement, and that if no settlement is reached after the 30 days, the carrier, provider, or covered person, as applicable, may initiate binding arbitration within 30 days of the final offer. This extension will extend two time periods, each by 30 days: (a) the time for the carrier and provider to negotiate a settlement; and (b) the time for the carrier, provider, or covered person, as applicable, to initiate binding arbitration.</td>
</tr>
<tr>
<td>Bank &amp; Insurance, Division of Insurance</td>
<td>N.J.S.A. 26:23S-14(b)</td>
<td>The affected statutory provision requires the Department to annually report to the Governor and the Legislature on the savings to policyholders and the healthcare system that result from the provisions of the Out-of-network Consumer Protection, Transparency, Cost Containment and Accountability Act. This extension will extend the time by which the Department must submit its annual report until December 28, 2020.</td>
</tr>
<tr>
<td>Bank &amp; Insurance, Division of Insurance</td>
<td>N.J.S.A. 26:23S-10(c)</td>
<td>The affected statutory provision states that if a carrier notifies a provider that the carrier considers a claim to be excessive, the carrier and provider shall have 30 days from the date of this notification to negotiate a settlement, and that if no settlement is reached after the 30 days, the carrier, provider, or covered person, as applicable, may initiate binding arbitration within 30 days of the final offer. This extension will extend two time periods, each by 30 days: (a) the time for the carrier and provider to negotiate a settlement; and (b) the time for the carrier, provider, or covered person, as applicable, to initiate binding arbitration.</td>
</tr>
<tr>
<td>Bank &amp; Insurance, Division of Insurance</td>
<td>N.J.S.A. 40A:10-41(a)</td>
<td>The affected statutory provision states that the bylaws or plan of risk management of any joint insurance fund shall be deemed approved if the Commissioner shall fail to either approve or disapprove the bylaws or plan of risk management within 30 working days of receipt. This extension will extend the time for the Commissioner to take action under this statute by 90 days.</td>
</tr>
<tr>
<td>Bank &amp; Insurance, Division of Insurance</td>
<td>N.J.S.A. 40A:10-41(c)</td>
<td>The affected statutory provision states that any amendment to the bylaws or plan of risk management of any joint insurance fund shall be deemed approved if the Commissioner shall fail to either approve or disapprove the amendment within 30 working days of receipt. This extension will extend the time for the Commissioner to take action under this statute by 90 days.</td>
</tr>
</tbody>
</table>
Education, Division of Finance

N.J.S.A. 18A:4F-41(c)(3) The affected statutory provision states that a board of education may appropriate federal impact aid funds to establish or supplement the reserve account in the district's annual budget, or through a transfer by a two-thirds affirmative vote of the authorized membership of the board between June 1 and June 30, for withdrawal in any subsequent school year. This extension will extend the June 30, 2020 deadline by three months, until September 30, 2020, but does not affect the June 1, 2020 start date. Extend by 3 months

Education, School Ethics Commission

N.J.S.A. 18A:12-26 The affected statutory provision requires all school officials to file with the School Ethics Commission an annual financial disclosure statement by April 30. This extension will extend the deadline for school officials to file annual financial disclosure statements to July 31, 2020. Extend until July 31, 2020

Health, Division of Employment, Environmental, and Occupational Health

N.J.S.A. 34:5A-10(b) The affected statutory provision requires every employer to update the workplace survey for his facility every five years. This extension will extend until November 15, 2020, the deadline for public employers whose surveys for the 2019 reporting year are due on July 15, 2020. Extend until November 15, 2020

Health, Environmental, Epidemiology, and Occupational Health

N.J.S.A. 24:10-57.2 The affected statutory provision states that permits for milk plants and bulk milk haulers shall expire on June 30 of each year unless an earlier date is specified by such permit. This extension will extend current, expiring milk plant and bulk milk hauler permits by 90 days. Extend by 90 days

Health, Environmental, Epidemiology, and Occupational Health

N.J.S.A. 4:19-15.3 The affected statutory provision requires dog licenses, registration tags and certificates of ownership to expire on the 30th day in the month stated on the license. This extension will extend by 90 days the expiration date of dog licenses, registration tags, and renewals. Extend by 90 days

Health, Environmental, Epidemiology, and Occupational Health

N.J.S.A. 4:19-15.3(b) The affected statutory provision states that all licenses to operate a kennel, pet shop, shelter or pound shall expire on the last day of June of each year. This extension will extend the expiration date of current, expiring licenses to operate a kennel, pet shop, shelter or pound by 90 days. Extend by 90 days

Health, Division of Medicinal Marijuana

N.J.S.A. 24:6I-7(a)(1) The affected statutory provision authorizes the first six alternative treatment centers that were issued permits to sell or transfer the permit to a for-profit entity within one year of the effective date of P.L. 2019, c. 153, or on July 2, 2019. This extension will extend the deadline for such sales or transfers by 90 days for submissions received prior to July 1, 2020. Extend by 90 days

Human Services

P.L. 2019, c.499 The affected statutory provision requires the Commissioner to issue a report on the nature and frequency of social isolation occurring in the State, and the resources that are available to combat social isolation, by October 17, 2020. This extension will extend the deadline for the report by 6 months. Extend by 6 months

Human Services, Division of Family Development

N.J.S.A. 44:10-51(c) The affected statutory provision requires the Division of Family Development to compile identifying information for all individuals who receive emergency assistance in connection with Work First New Jersey and Supplemental Security Income, and to submit that information to the Legislature on an annual basis no later than January 1 of the current calendar year for expenditures in the prior calendar year. This extension will extend by 6 months the time by which the Division must submit its report to the Legislature. Extend by 6 months

Human Services, Division of Family Development

N.J.S.A. 44:10-51(i) The affected statutory provision requires the Commissioner to annually report to the Legislature the number of recipients deemed eligible for emergency assistance in connection with Work First New Jersey and Supplemental Security Income on the grounds that the individual has reached the maximum period of emergency assistance allowed, and the total number of months of emergency assistance provided by the Department. This extension will extend by 6 months the time by which the Commissioner must submit the annual report to the Legislature. Extend by 6 months

Human Services, Division of Family Development

P.L. 2019, c.429 The affected statutory provision requires the Department to establish guidelines and make available certain health care and social service resources during a Code Blue Alert. This extension will extend by 6 months the June 1, 2020 deadline by which the Department must establish and make available the specific guidelines and resources. Extend by 6 months

Human Services, Division of Medical Assistance and Health Services

N.J.S.A. 30:4D-3c(b) The affected statutory provision requires the Division of Medical Assistance and Health Services to permit to sell or transfer the permit to a for-profit entity within one year of the effective date of P.L. 2019, c. 153, or on July 2, 2019. This extension will extend the deadline for such sales or transfers by 90 days for submissions received prior to July 1, 2020. Extend by 90 days

Human Services, Division of Medical Assistance and Health Services

P.L. 2019, c.343 The affected statutory provision requires health benefits and Medicaid coverage for breastfeeding support, effective July 11, 2020, stating that the Department shall, contingent on maintaining or receiving necessary federal approvals, ensure that benefits for comprehensive lactation support, counseling, and consultation, and the costs for renting or purchasing breastfeeding equipment, in conjunction with each birth, for the duration of breastfeeding shall be provided with no-cost sharing to eligible persons under the Medicaid program. This extension will extend by 6 months the effective date of the expanded Medicaid coverage. Extend by 6 months

Human Services, Division of Medical Assistance and Health Services

P.L. 2019, c.473 The affected statutory provision provides for coverage of comprehensive tobacco cessation benefits in Medicaid, and states that information regarding the availability of such tobacco cessation services shall be provided to all individuals authorized to receive such tobacco cessation services no later than 90 days after the effective date of the provision; upon the establishment of an individual’s eligibility for medical assistance; and upon the determination of an individual’s eligibility for medical assistance. This extension will extend by 6 months the effective date of the expanded Medicaid coverage. Extend by 6 months

Human Services, Division of Medical Assistance and Health Services

P.L. 2019, c.87 The affected statutory provision prohibits Medicaid reimbursement for non-medically indicated early elective deliveries performed earlier than 39 weeks gestation, effective September 1, 2019 and July 1, 2020 for education and implementation, respectively. This extension will extend the July 1, 2020 deadline by six months, after the last day of the public health emergency. Extend until 6 months after last day of PHE

Human Services, Division of Mental Health and Addiction Services

P.L. 2019, c.391, s.2 The affected statutory provision requires the Commissioner to designate one or more mental health agencies or facilities in each geographic area of the State as a screening service, effective August 1, 2020. This extension will extend the effective date of this provision until 3 months after the last day of the public health emergency. Extend until 3 months after last day of PHE
<table>
<thead>
<tr>
<th>Agency</th>
<th>Statutory Provision</th>
<th>Effective Date</th>
<th>Extension to</th>
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</thead>
<tbody>
<tr>
<td>Human Services, Division of Medical Assistance and Health Services</td>
<td>N.J.S.A. 52:14-7(a)</td>
<td>Extend until 90 days after last day of PHE</td>
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<tr>
<td>Labor and Workforce Development</td>
<td>N.J.S.A. 34:15-95.6(d)</td>
<td>Extend by 90 days after last day of PHE</td>
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<tr>
<td>Labor and Workforce Development, Employee Residency Review Committee</td>
<td>N.J.S.A. 52:14-7(a)</td>
<td>Extend by 90 days after last day of PHE</td>
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<td>N.J.S.A. 52:14-7(d)</td>
<td>Extend by 90 days after last day of PHE</td>
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</tr>
<tr>
<td>Labor and Workforce Development, Division of Workers Compensation</td>
<td>N.J.S.A. 34:15-95.6(d)</td>
<td>Extend by 60 days after last day of PHE</td>
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<tr>
<td>New Jersey Economic Development Authority</td>
<td>N.J.S.A. 34:1B-7.42a(8)(5)</td>
<td>Extend until September 30, 2020</td>
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<tr>
<td>State, Division of Elections</td>
<td>P.L. 2019, c.317</td>
<td>Extend by 6 months</td>
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<tr>
<td>State, Division of Elections</td>
<td>P.L. 2019, c.382</td>
<td>Extend by 45 days</td>
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<td>State, Division of Elections</td>
<td>P.L. 2019, c.487</td>
<td>Extend by 90 days</td>
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<td>Agriculture, State Agriculture Development Committee</td>
<td>N.J.S.A. 4:1C-10.1(b)</td>
<td>The affected statutory provision requires a county board or the Committee to conduct a public hearing and issue findings and recommendations within 60 days of receipt of a complaint by a person aggrieved by the operation of a commercial farm. This extension will extend the time to act under this provision until 60 days after the last day of the public health emergency.</td>
<td>Extend until 60 days after last day of PHE</td>
</tr>
<tr>
<td>Agriculture, State Agriculture Development Committee</td>
<td>N.J.S.A. 4:1C-10.1(c)</td>
<td>The affected statutory provision requires the Committee to hold a public hearing and issue its decision within 60 days of receipt of a complaint forwarded by a county board for a determination of whether the disputed agricultural operation constitutes a generally accepted agricultural operation or practice. This extension will extend the time to schedule a hearing and issue a decision by 60 days.</td>
<td>Extend by 60 days</td>
</tr>
<tr>
<td>Agriculture, State Agriculture Development Committee</td>
<td>N.J.S.A. 4:1C-10.1(d)</td>
<td>The affected statutory provision requires that the Committee schedule a hearing and make a determination within 90 days of receipt of a petition for review filed by a person aggrieved by a decision of a county agriculture development board. This extension will extend the time for the Committee to take action under this provision by 60 days.</td>
<td>Extend by 60 days</td>
</tr>
<tr>
<td>Agriculture, State Agriculture Development Committee</td>
<td>N.J.S.A. 4:1C-19(b)</td>
<td>The affected statutory provision requires the county board and the Committee to review, within 30 days of receipt, a notice of intent filed by a public body or public utility which intends to exercise the power of eminent domain for the acquisition of land included in an agricultural development area, or which intends to advance a grant, loan, interest subsidy or other funds within an agricultural development area for the construction of dwellings, commercial or industrial facilities, transportation facilities, or water or sewer facilities to serve nonfarm structures. This extension will extend the deadline for action by the board or Committee until 30 days after the last day of the public health emergency.</td>
<td>Extend until 30 days after last day of PHE</td>
</tr>
<tr>
<td>Agriculture, State Agriculture Development Committee</td>
<td>N.J.S.A. 4:1C-21(c)</td>
<td>The affected statutory provision requires a municipal planning board to review and report to the municipal governing body the potential effect of a proposed municipally approved program upon the planning policies and objectives of the municipality within 60 days of receipt of a petition to enter a farm into an 8-year or 16-year term farmland preservation program easement. This extension will extend the deadline for action by a municipal planning board until 60 days after the last day of the public health emergency.</td>
<td>Extend until 60 days after last day of PHE</td>
</tr>
<tr>
<td>Agriculture, State Agriculture Development Committee</td>
<td>N.J.S.A. 4:1C-21(d)</td>
<td>The affected statutory provision requires that a municipal governing body shall, after public hearing and within 120 days of receipt of a municipal planning board's report on the potential effect of a proposed municipally approved program upon the planning policies and objectives of the municipality, recommend to the board, by ordinance duly adopted, that the municipally approved program boundaries be approved, conditionally approved with proposed geographical modifications, or disapproved. This extension will extend the time for the municipal governing body to act under this provision by 60 days.</td>
<td>Extend by 60 days</td>
</tr>
<tr>
<td>Agriculture, State Agriculture Development Committee</td>
<td>N.J.S.A. 4:1C-21(i)</td>
<td>The affected statutory provision states that the provisions of this section to the contrary notwithstanding, if any municipal governing body fails to act on a petition to create a municipally approved program within 180 days of the receipt by the municipal planning board of the petition, the municipal planning board or the landowner may appeal to the Committee to intervene, and the Committee may approve or disapprove the petition. This extension will extend the time for the municipal governing body to act by 90 days.</td>
<td>Extend by 90 days</td>
</tr>
<tr>
<td>Agriculture, State Agriculture Development Committee</td>
<td>N.J.S.A. 4:1C-26(c)</td>
<td>The affected statutory provision requires a county board to seek to facilitate the resolution of a dispute within 30 days of receipt of a petition for the board to act as an informal mediator in the event that any person wishes to file a complaint to modify or enjoin an agricultural operation or activity under the belief that the operation or activity violates the provisions of subsection a. of this section. This extension will extend the deadline for action by a county board until 30 days after the last day of the public health emergency.</td>
<td>Extend until 30 days after last day of PHE</td>
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<tr>
<td>Agriculture, State Agriculture Development Committee</td>
<td>N.J.S.A. 4:1C-32.4(c)</td>
<td>The affected statutory provision requires that the Committee shall, within 90 days of receipt, approve, disapprove, or approve with conditions an application submitted for the purposes of subsection a. of this section, concerning the construction, installation, and operation of biomass, solar, and wind energy generation facilities, structures, and equipment on preserved farmland. This extension will extend the time for the Committee to take action on an application by 60 days.</td>
<td>Extend by 60 days</td>
</tr>
<tr>
<td>Agriculture, State Agriculture Development Committee</td>
<td>N.J.S.A. 4:1C-39(a)</td>
<td>The affected statutory provision grants the Committee the first right and option to purchase certain land enrolled in a municipally approved program or other farmland preservation program, and provides that if the Committee chooses to exercise the first right and option, the Committee shall give notice of that intent to the landowner within a period of 30 days following the date of receipt of the notice of executed contract of sale, and shall submit its offer to match the terms and conditions of the executed contract of sale to the landowner within the 60 days following the expiration of the 30-day period. This extension will extend each deadline for the Committee to act by 60 days.</td>
<td>Extend by 60 days</td>
</tr>
<tr>
<td>Community Affairs, Codes and Enforcement</td>
<td>N.J.S.A. 46:3B-5</td>
<td>The affected statutory provision requires new home builders to renew their registrations every two years. This extension will extend current registrations scheduled to expire by 3 months.</td>
<td>Extend by 3 months</td>
</tr>
<tr>
<td>Community Affairs, Fire Safety</td>
<td>N.J.S.A. 52:27D-201(g)</td>
<td>The affected statutory provision requires owners of life hazard use or high-rise structures to pay an annual fee within 30 days of issuance of the invoice. This extension will extend the time by which owners of life hazard use or high-rise structures must pay their annual fee until 30 days after the last day of the public health emergency.</td>
<td>Extend until 30 days after last day of PHE</td>
</tr>
<tr>
<td>Community Affairs, Fire Safety</td>
<td>N.J.S.A. 52:27D-206</td>
<td>The affected statutory provision requires persons aggrieved by a ruling, action, order or notice of the commissioner or local enforcement agency to file an appeal within 15 days after receipt of the notice. This extension will extend the time by which business owners must file an appeal until 45 days after receipt of the notice.</td>
<td>Extend 30 days</td>
</tr>
<tr>
<td>Community Affairs, Fire Safety</td>
<td>N.J.S.A. 52:27D-25u(a)</td>
<td>The affected statutory provision requires fire protection equipment businesses to file applications for renewal of their certifications at least forty-five days prior to the expiration date. This extension will extend the expiration date of fire protection equipment business certifications until December 31, 2020.</td>
<td>Extend until December 31, 2020</td>
</tr>
<tr>
<td>Corrections, State Parole Board</td>
<td>N.J.S.A. 30:4-123.58(c)</td>
<td>The affected statutory provision allows a board panel to suspend any parole release date certified pursuant to section 11 or 13 of the act for a period of not more than 60 days in order to conduct a rescission hearing to determine whether parole release on the original parole release date should be denied or delayed, if information comes to the attention of the board panel which bears upon the likelihood that the inmate will commit a crime but which was not considered pursuant to sections 11, 12, and 13 of the act. This extension will extend by 30 days the period for which a board panel may suspend a parole release date.</td>
<td>Extend by 30 days</td>
</tr>
<tr>
<td>Corrections, State Parole Board</td>
<td>N.J.S.A. 30:4-123.62(b)</td>
<td>The affected statutory provision states that a parolee retaken under this section shall within 14 days be granted a preliminary hearing to be conducted by a hearing officer not previously involved in the case, unless the parolee, the hearing officer, or the parole officer requests postponement of the preliminary hearing, which may be granted by the appropriate board panel for good cause, but in no event shall such postponement, if requested by the hearing officer or the parole officer, exceed 14 days. This extension will extend by 16 days the deadline for holding a preliminary hearing in the absence of an extension request.</td>
<td>Extend by 16 days</td>
</tr>
<tr>
<td>Corrections, Research and Evaluation Unit</td>
<td>N.J.S.A. 30:4-91.15(c)</td>
<td>The affected statutory provision requires the Commissioner to prepare and disseminate semi-annual reports summarizing recidivism rates, patterns, and other findings and analyses resulting from information gathered by the Commissioner and the Juvenile Justice Commission and the State Parole Board. This extension will extend by 6 months the time by which the Commissioner must complete and transmit the report.</td>
<td>Extend by 6 months</td>
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<tr>
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<tr>
<td>Law &amp; Public Safety, Division of Consumer Affairs, Legalized Games of Chance Control Commission</td>
<td>N.J.S.A. 5:8-37</td>
<td>The affected statutory provision requires an organization, association, church, congregation, society, club, fire company, or first-aid or rescue squad which held, operated or conducted a bingo game, and its members who were in charge thereof, to furnish to the Legalized Games of Chance Control Commission a verified report no later than the fifteenth day of the calendar month immediately following the calendar month in which the game was held, operated or conducted. This extension will extend the deadline for verified reports by 90 days.</td>
<td>Extend by 90 days</td>
</tr>
<tr>
<td>Law &amp; Public Safety, Division of Consumer Affairs, Legalized Games of Chance Control Commission</td>
<td>N.J.S.A. 5:8-64</td>
<td>The affected statutory provision requires an organization, association, church, congregation, society, club, fire company, first-aid or rescue squad, or senior citizen association or club which held, operated or conducted a raffle, and its members who were in charge thereof, to furnish to the Legalized Games of Chance Control Commission a verified report no later than the fifteenth day of the calendar month immediately following the calendar month in which the raffle was held, operated or conducted. This extension will extend the deadline for verified reports by 90 days.</td>
<td>Extend by 90 days</td>
</tr>
<tr>
<td>Law &amp; Public Safety, Division of Consumer Affairs, Office of Consumer Protection</td>
<td>N.J.S.A. 56:8-96(c)</td>
<td>The affected statutory provision requires local health authorities with jurisdiction over pet shops to review any reports concerning the sickness or death of animals purchased from pet shops and make recommendations by May 1 to the municipality for the revocation of the pet shops' licenses. This extension will extend the May 1, 2020 deadline until 60 days after the last day of the public health emergency.</td>
<td>Extend until 60 days after last day of PHE</td>
</tr>
<tr>
<td>Law &amp; Public Safety, Division of Consumer Affairs, Office of Weights and Measures</td>
<td>N.J.S.A. 51:1-121</td>
<td>The affected statutory provision states that licenses and registrations for repairpersons of weighing and measuring devices shall be issued for a term of one year from the date of issue and shall be renewable upon their expiration. This extension will extend the expiration date of expiring licenses and registrations until 60 days after the last day of the public health emergency.</td>
<td>Extend until 60 days after last day of PHE</td>
</tr>
<tr>
<td>Law &amp; Public Safety, Division of Consumer Affairs, Office of Weights and Measures</td>
<td>N.J.S.A. 51:1-74</td>
<td>The affected statutory provision states that all appointments of public weighmasters and certified weighers shall last for a term of three years. This extension will extend the expiration date of expiring licenses until 60 days after the last day of the public health emergency.</td>
<td>Extend until 60 days after last day of PHE</td>
</tr>
<tr>
<td>Law &amp; Public Safety, Division of Consumer Affairs, Regulated Business Section</td>
<td>N.J.S.A. 34:8-45.1(c)</td>
<td>The affected statutory provision states that a health care service firm shall obtain within 12 months of registration accreditation from an accrediting body that is recognized by the Commissioner as an accrediting body for homemaker agencies participating in the Medicaid program, as set forth at N.J.A.C.10:60-1.2. This extension will extend the time for a health care service firm to obtain accreditation until 60 days after the last day of the public health emergency.</td>
<td>Extend until 60 days after last day of PHE</td>
</tr>
<tr>
<td>Law &amp; Public Safety, Division of Criminal Justice</td>
<td>P.L. 2019, c.304</td>
<td>The affected statutory provision establishes asset forfeiture reporting and transparency requirements. This extension will extend the effective date of the affected statutory provision until 3 months after the last day of the public health emergency.</td>
<td>Extend until 3 months after last day of PHE</td>
</tr>
<tr>
<td>Law &amp; Public Safety, Division of State Police</td>
<td>N.J.S.A. App.A:9-40.1</td>
<td>The affected statutory provision requires municipal emergency management coordinators to complete the approved course of study and the Emergency Management Workshop within one year of appointment. Further training for municipal emergency management coordinators is described in NJOEM Directive 102, which requires 24 hours of continuing education to be completed each year thereafter. This extension will extend by 6 months the time within which municipal emergency management coordinators must complete the approved course of study and the Emergency Management Workshop.</td>
<td>Extend by 6 months</td>
</tr>
<tr>
<td>Law &amp; Public Safety, Division of State Police</td>
<td>N.J.S.A. App.A:9-42.1</td>
<td>The affected statutory provision directs each county to appoint a county emergency management coordinator for a term of three years. This extension will extend the term of county emergency management coordinators by 6 months.</td>
<td>Extend by 6 months</td>
</tr>
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<td>Law &amp; Public Safety, Division of State Police</td>
<td>N.J.S.A. App.A:9-43.4</td>
<td>The affected statutory provision requires the State Office of Emergency Management to approve, conditionally approve, or disapprove each county and municipal emergency operations plan within 60 days of receipt of the plan or else it shall be considered approved. This extension will extend by 30 days the time by which the State Office of Emergency Management must approve, conditionally approve or disapprove a county or municipal emergency operations plan.</td>
<td>Extend by 30 days</td>
</tr>
<tr>
<td>Law &amp; Public Safety, Division on Civil Rights</td>
<td>N.J.S.A. 10:5-14</td>
<td>The affected statutory provision requires the Division on Civil Rights to conduct conciliation efforts within forty-five days of a finding of probable cause by the Director. This extension will extend by 90 days the time within which the Division must engage in conciliation efforts.</td>
<td>Extend by 90 days</td>
</tr>
<tr>
<td>Law &amp; Public Safety, Division on Civil Rights</td>
<td>N.J.S.A. 10:5-18</td>
<td>The affected statutory provision requires aggrieved parties to file complaints with the Division on Civil Rights or a municipal office alleging a violation of the Law Against Discrimination within 180 days of the alleged act of discrimination. This extension will extend the time by which individuals must file complaints alleging acts of discrimination until 30 days after the last day of the public health emergency.</td>
<td>Extend until 30 days after last day of PHE</td>
</tr>
<tr>
<td>Law &amp; Public Safety, Juvenile Justice Commission</td>
<td>N.J.S.A. 30:4-123.53a</td>
<td>The affected statutory provision requires that the Juvenile Justice Commission provide written notice to the county prosecutor at least 30 days prior to the anticipated release of youth adjudicated delinquent of certain serious crimes. This extension will extend the deadline for providing such notice by 15 days, so that notice must be provided at least 15 days prior to the anticipated release.</td>
<td>Extend by 15 days</td>
</tr>
<tr>
<td>Law &amp; Public Safety, Victims of Crime Compensation Office</td>
<td>N.J.S.A. 52:4B-18</td>
<td>The affected statutory provision requires the Victims of Crime Compensation Office to make its determination regarding an application for compensation for criminal injuries within six months of acknowledgement of receipt of a completed application and any and all necessary supplemental information. This extension will extend by 60 days the time within which the Office must make its determination.</td>
<td>Extend by 60 days</td>
</tr>
<tr>
<td>Law &amp; Public Safety, Victims of Crime Compensation Office</td>
<td>N.J.S.A. 52:4B-18</td>
<td>The affected statutory provision states that no order for the payment of compensation for a personal injury or death may be made under N.J.S.A. 42:4B-10 unless the personal injury or death was the result of an offense which was reported to the police or other appropriate law enforcement agency within 9 months after its occurrence or reasonable discovery. This extension will extend the time within which an offense must be reported to the police or other appropriate law enforcement agency, to establish eligibility for payment of compensation, until 90 days after the last day of the public health emergency.</td>
<td>Extend until 90 days after last day of PHE</td>
</tr>
<tr>
<td>Motor Vehicle Commission</td>
<td>N.J.S.A. 39:10-11(A)</td>
<td>The affected statutory provision requires that any purchaser of a motor vehicle in this State, other than a dealer licensed pursuant to the provisions of R.S. 39:10-19, shall, within 10 working days after its purchase, submit to the director evidence of the purchase. This extension will extend the deadline for submitting evidence of a purchase to the director until 60 days after the last day of the public health emergency.</td>
<td>Extend until 60 days after last day of PHE</td>
</tr>
<tr>
<td>Motor Vehicle Commission</td>
<td>N.J.S.A. 39:4-206</td>
<td>The affected statutory provision states that vehicle identification placards issued in conjunction with a person with a disability identification card shall be valid until the last day of the 36th calendar month following the calendar month in which the placard was issued, and that placards issued following the date on which the chief administrator issued the applicant a person with a disability identification card shall be valid up until the date on which the person with a disability identification card is invalid. This extension will extend the time by which individuals must apply for renewed placards until 90 days after the last day of the public health emergency.</td>
<td>Extend until 90 days after last day of PHE</td>
</tr>
<tr>
<td>Transportation, Transportation Trust Fund Authority</td>
<td>N.J.S.A. 27:1B-22(d)</td>
<td>The affected statutory provision requires the Commissioner to submit a Transportation Trust Fund Authority Financial Plan on or before March 1 of each year. This extension will extend the March 1, 2020 deadline for the financial plan until August 1, 2020.</td>
<td>Extend to August 1, 2020</td>
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<td>Treasury, Division of Revenue &amp; Enterprise Services</td>
<td>N.J.S.A. 52:7-11</td>
<td>The affected statutory provision states that notaries public shall hold their respective offices for the term of five years, unless removed at the pleasure of the State Treasurer. This extension would extend expiring terms of office for notaries public until 90 days after the last day of the public health emergency.</td>
<td>Extend until 90 days after last day of PHE</td>
</tr>
<tr>
<td>Treasury, Division of Revenue &amp; Enterprise Services</td>
<td>N.J.S.A. 52:7-14</td>
<td>The affected statutory provision requires each notary public to take and subscribe an oath before the clerk of the county in which the notary public resides within 3 months of the receipt of the notary public's commission. This extension will extend the time period to take and subscribe the oath to 90 days after the end of the Public Health Emergency.</td>
<td>Extend until 90 days after last day of PHE</td>
</tr>
<tr>
<td>Treasury, Lottery</td>
<td>N.J.S.A. 5:9-17</td>
<td>The affected statutory provision states that prize money for the prize on a winning ticket or share must be claimed by the person entitled thereto within 1 year after the drawing in which the prize was won. This extension will extend the time by which persons must claim prize money by 30 days.</td>
<td>Extend by 30 days</td>
</tr>
<tr>
<td>Treasury, Property Management &amp; Construction</td>
<td>N.J.S.A. 52:34-9.3</td>
<td>The affected statutory provision states that a professional firm which wishes to be considered qualified to provide professional architectural, engineering, or land surveying services to an agency seeking to negotiate a contract or agreement for the performance of such services shall file or shall have filed with the agency a current statement of qualifications and supporting data, and that for purposes of N.J.S.A. 52:34-9.3 and -9.5, no statement which shall have been filed more than two years prior to the publication of an advertisement pursuant to the provisions of N.J.S.A. 52:34-9.4 shall be deemed to be a current statement with respect to qualification of the firm which shall have filed the statement to provide professional architectural, engineering, or land surveying services under any contract or agreement of which notice is given through that advertisement. This extension will extend the period for which such a statement is deemed to be a current statement by 90 days.</td>
<td>Extend by 90 days</td>
</tr>
<tr>
<td>Treasury, Property Management &amp; Construction</td>
<td>N.J.S.A. 52:35-8</td>
<td>The affected statutory provision states that no person shall be qualified to bid on any contract who shall not have submitted a statement as required by N.J.S.A. 52:35-2 within a period of 24 months preceding the date of opening of bids for such contract. This extension will extend by 90 days the period for which a person may be deemed qualified after having submitted the required statement.</td>
<td>Extend by 90 days</td>
</tr>
<tr>
<td>Treasury, Taxation</td>
<td>N.J.S.A. 54:32B-20</td>
<td>The affected statutory provision allows for refunds or credits of any sales tax, penalty, or interest erroneously, illegally or unconstitutionally collected or paid if application to the director for such refund is made within four years from the payment thereof. This extension will extend the time for applying for a refund until 90 days after the last day of the public health emergency.</td>
<td>Extend until 90 days after last day of PHE</td>
</tr>
<tr>
<td>Treasury, Taxation</td>
<td>N.J.S.A. 54:49-14</td>
<td>The affected statutory provision requires that a taxpayer file a claim under oath for refund of certain taxes within 4 years after the date of payment, other than paid audit assessments. This extension will extend the time for filing a claim for a refund until 90 days after the last day of the public health emergency.</td>
<td>Extend until 90 days after last day of PHE</td>
</tr>
<tr>
<td>Treasury, Taxation</td>
<td>N.J.S.A. 54A:9-8</td>
<td>The affected statutory provision requires that a claim for credit or refund of an overpayment of gross income tax be filed by the taxpayer within 3 years from the time the return was filed or 2 years from the time the tax was paid, whichever of such periods expires the later, or if no return was filed, within 2 years from the time the tax was paid. This extension will extend the time for filing a claim for a refund until 90 days after the last day of the public health emergency.</td>
<td>Extend until 90 days after last day of PHE</td>
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<tr>
<td>Banking and Insurance, Division of Banking</td>
<td>N.J.S.A. 17:11C-12</td>
<td>The affected statutory provision states that any sale or transfer of a controlling interest in a consumer lender or sales finance company licensee's or applicant's business shall be deemed approved if the Commissioner does not deny a completed application within 90 days after its receipt. This extension will extend the time the Commissioner has to deny a completed application by 90 days.</td>
<td>Extend by 90 days</td>
</tr>
<tr>
<td>Banking and Insurance, Division of Banking</td>
<td>N.J.S.A. 17:11C-69</td>
<td>The affected statutory provision states that the sale or transfer of a controlling interest in a residential mortgage lender or residential mortgage broker applicant's or licensee's business shall be deemed approved if the Commissioner does not deny a completed application within 90 days after its receipt. This extension will extend the time the Commissioner has to approve or deny a completed application by 90 days.</td>
<td>Extend by 90 days</td>
</tr>
<tr>
<td>Banking and Insurance, Division of Banking</td>
<td>N.J.S.A. 17:12B-24(A)(1)</td>
<td>The affected statutory provision states that an application by a savings association to upgrade a previously operated branch office shall be deemed approved on the 30th day after receipt by the Commissioner, unless approved or denied earlier by the Commissioner in writing. This extension will extend the time by which the Commissioner has to approve or deny a completed application by 90 days.</td>
<td>Extend by 90 days</td>
</tr>
<tr>
<td>Banking and Insurance, Division of Banking</td>
<td>N.J.S.A. 17:12B-24(F)(2)</td>
<td>The affected statutory provision states that an application by a savings association which has been in business for at least three years, and which is well capitalized, adequately managed, and, if applicable, has received in its most recent examination under the Community Reinvestment Act of 1977 a rating of not less than &quot;satisfactory record of meeting community credit needs,&quot; or its equivalent, may apply for expedited branch office approval, and such application shall be deemed approved on the 30th day after receipt by the Commissioner, unless approved or disapproved earlier by the Commissioner in writing. This extension will extend the time by which the Commissioner has to approve or deny a completed application by 90 days.</td>
<td>Extend by 90 days</td>
</tr>
<tr>
<td>Banking and Insurance, Division of Banking</td>
<td>N.J.S.A. 17:12B-250(c)</td>
<td>The affected statutory provision states that a filing by a capital stock association to amend its certificate of incorporation shall be deemed approved on the 30th day after receipt by the Commissioner, unless approved or disapproved earlier by the Commissioner in writing. This extension will extend the time by which the Commissioner may approve or disapprove a filing by 90 days.</td>
<td>Extend by 90 days</td>
</tr>
<tr>
<td>Banking and Insurance, Division of Banking</td>
<td>N.J.S.A. 17:12B-264(c)</td>
<td>The affected statutory provision states that a certificate of amendment filed with the Commissioner under this provision shall be deemed approved on the 30th day after receipt by the Commissioner, unless approved or disapproved earlier by the Commissioner in writing. This extension will extend by 90 days the time by which the Commissioner must act.</td>
<td>Extend by 90 days</td>
</tr>
<tr>
<td>Banking and Insurance, Division of Banking</td>
<td>N.J.S.A. 17:12B-312</td>
<td>The affected statutory provision states that a filing by a subsidiary capital stock state association to amend its certificate of incorporation shall be deemed approved on the 30th day after receipt by the Commissioner, unless approved or denied earlier by the Commissioner in writing. This extension will extend the time by which the Commissioner may approve or deny a filing by 90 days.</td>
<td>Extend by 90 days</td>
</tr>
<tr>
<td>Banking and Insurance, Division of Banking</td>
<td>N.J.S.A. 17:12B-39</td>
<td>The affected statutory provision states that no by-law nor any change in the by-laws of a savings association shall become effective until it shall have been submitted in writing to the Commissioner and the Commissioner shall either have approved it in writing, or have failed to take any action thereon for a period of 30 days after it shall have been submitted to him. This extension will extend the time for the Commissioner to approve or take action by 90 days.</td>
<td>Extend by 90 days</td>
</tr>
<tr>
<td>Banking and Insurance, Division of Banking</td>
<td>N.J.S.A. 17:16G-5(d)</td>
<td>The affected statutory provision requires that a debt adjuster licensee file a copy of its annual report with the Commissioner on or before April 1 of each year. This extension will extend the time for filing a copy of the annual report until August 1, 2020.</td>
<td>Extend until August 1, 2020</td>
</tr>
<tr>
<td>Banking and Insurance, Division of Banking</td>
<td>N.J.S.A. 17:9-43(a)</td>
<td>The affected statutory provision requires public depositories to file certain financial information on a quarterly basis. This extension will extend the filing deadline by 90 days.</td>
<td>Extend by 90 days</td>
</tr>
<tr>
<td>Banking and Insurance, Division of Banking</td>
<td>N.J.S.A. 17:9A-117</td>
<td>The affected statutory provision states that amendments to certificates of incorporation filed with the Commissioner by capital stock savings banks shall be deemed approved on the 30th day after receipt by the Commissioner unless approved or denied earlier by the Commissioner in writing. This extension will extend by 90 days the time within which the Commissioner must approve or deny an amendment to a certificate of incorporation before it is deemed approved.</td>
<td>Extend by 90 days</td>
</tr>
<tr>
<td>Banking and Insurance, Division of Banking</td>
<td>N.J.S.A. 17:9A-198(A)</td>
<td>The affected statutory provision states that amendments to certificates of incorporation filed with the Commissioner by savings banks shall be deemed approved on the 30th day after receipt by the Commissioner unless approved or denied earlier by the Commissioner in writing. This extension will extend by 90 days the time within which the Commissioner must approve or deny an amendment to a certificate of incorporation before it is deemed approved.</td>
<td>Extend by 90 days</td>
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<tr>
<td>Banking and Insurance, Division of Banking</td>
<td>N.J.S.A. 17:9A-20</td>
<td>The affected statutory provision states that an application by a bank to establish a full branch shall be deemed approved on the 30th day after the receipt by the Commissioner, unless earlier approved or denied by the Commissioner in writing. This extension will extend by 90 days the time by which the Commissioner must act before an application is deemed approved.</td>
<td>Extend by 90 days</td>
</tr>
<tr>
<td>Banking and Insurance, Division of Banking</td>
<td>N.J.S.A. 17:9A-254(A)</td>
<td>The affected statutory provision requires that within 60 days after the completion of an examination of a bank by the Commissioner, a report thereof, in such form as the Commissioner may prescribe, certified by the person by whom or under whose supervision the examination was made, shall be presented to the directors at a meeting of the board. This extension will extend the deadline for such reports by 30 days.</td>
<td>Extend by 30 days</td>
</tr>
<tr>
<td>Banking and Insurance, Division of Banking</td>
<td>N.J.S.A. 17:9A-254(B)</td>
<td>The affected statutory provision requires directors to file in the Department, within a 60-day period after a bank examination, certified copies of the report of the examination and the prepared statement showing in detail such of the assets of the bank, other than loans, which, in the judgment of the board, have a value less than the value at which they are carried on the books of the bank, and stating the value, in its judgment, of such assets. This extension will extend the filing deadline for such certified copies by 30 days.</td>
<td>Extend by 30 days</td>
</tr>
<tr>
<td>Banking and Insurance, Division of Banking</td>
<td>N.J.S.A. 17:9A-402</td>
<td>The affected statutory provision states that amendments to certificates of incorporation filed with the Commissioner by subsidiary capital savings banks shall be deemed approved on the 30th day after receipt by the Commissioner unless approved or denied earlier by the Commissioner in writing. This extension will extend by 90 days the time within which the Commissioner must approve or deny an amendment to a certificate of incorporation before it is deemed approved.</td>
<td>Extend by 90 days</td>
</tr>
<tr>
<td>Banking and Insurance, Division of Banking</td>
<td>N.J.S.A. 17:9A-414(a)</td>
<td>The affected statutory provision requires the Commissioner to decide whether to approve an acquisition under sections 28 through 36 of P.L. 1996, c.17 (C.17:9A: 409 through C.17:9A:417) within 60 days after receipt of a completed application, provided, that if the Commissioner requests additional information from the applicant following receipt of a completed application, the time limit for decision by the Commissioner shall be the later of: (1) 60 days after receipt of a completed application, or (2) 30 days after the Commissioner's receipt of the requested additional information. This extension will extend the time by which the Commissioner must take action by 90 days.</td>
<td>Extend by 90 days</td>
</tr>
<tr>
<td>Banking and Insurance, Division of Banking</td>
<td>N.J.S.A. 17:9A-52(c)</td>
<td>The affected statutory provision states that a certificate filed in the Department for the approval of the Commissioner, concerning payment of certain dividends, shall be deemed approved on the 30th day after receipt by the Commissioner, unless approved or denied earlier by the Commissioner in writing. This extension will extend by 90 days the time by which the Commissioner must act before a certificate is deemed approved.</td>
<td>Extend by 90 days</td>
</tr>
<tr>
<td>Banking and Insurance, Division of Banking</td>
<td>N.J.S.A. 17:9A-6.2</td>
<td>The affected statutory provision states that amendments to certificates of incorporation filed with the Commissioner by subsidiary capital savings banks shall be deemed approved on the 30th day after receipt by the Commissioner unless approved or denied earlier by the Commissioner in writing. This extension will extend by 90 days the time by which the Commissioner must act before a certificate is deemed approved.</td>
<td>Extend by 90 days</td>
</tr>
<tr>
<td>Banking and Insurance, Division of Banking</td>
<td>N.J.S.A. 17:9A-79(A)</td>
<td>The affected statutory provision requires the annual meeting of the stockholders of every bank to be held on such day in January, February, March or April in each year as the bylaws shall provide; or, if there be no governing bylaw, then on the fourth Tuesday in March; or, in the case of a savings bank operating on a fiscal-year basis, the annual meeting shall be held no later than 120 days after the closing of the fiscal year. This extension will extend the deadline for such annual meetings by 30 days.</td>
<td>Extend by 30 days</td>
</tr>
<tr>
<td>Banking and Insurance, Division of Banking</td>
<td>N.J.S.A. 17:9A-8.5(b)</td>
<td>The affected statutory provision states that a certificate of amendment filed with the Commissioner under this provision shall be deemed approved on the 30th day after receipt by the Commissioner, unless approved or disapproved earlier by the Commissioner in writing. This extension will extend by 90 days the time by which the Commissioner must act.</td>
<td>Extend by 90 days</td>
</tr>
<tr>
<td>Banking and Insurance, Real Estate Commission</td>
<td>N.J.S.A. 45:15-11.3</td>
<td>The affected statutory provision requires qualifying salespersons, in the event of the death or incapacity of the broker of record, to apply for a temporary broker license within 30 days from the death or incapacity of the broker of record. This extension will extend the time within which the qualifying salesperson must apply for a temporary broker license by 30 days.</td>
<td>Extend by 30 days</td>
</tr>
<tr>
<td>Banking and Insurance, Real Estate Commission</td>
<td>N.J.S.A. 45:15-16.30(a)(c)</td>
<td>The affected statutory provision requires the Commission to provide secondary registration subdivisions with a notice of completion or notice of deficiency of applications within 30 days of receipt of a substantially completed application. This extension will extend by 6 months the time within which the Commission must issue notices of completion or deficiency before the application is deemed complete.</td>
<td>Extend by 6 months</td>
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<tr>
<td>Banking and Insurance, Real Estate Commission</td>
<td>N.J.S.A. 45:15-16.33</td>
<td>The affected statutory provision states that the Commission shall enter an order registering subdivisions or subdivided lands or rejecting the registration within 90 days from the date of the notice of filing, and that subdivisions or subdivided lands shall be deemed registered unless an order of rejection is entered within 90 days from the date of the notice of filing or the applicant has consented in writing to a delay. This extension will extend the time for the Commission to take action under this statute by six months.</td>
<td>Extend by 6 months</td>
</tr>
<tr>
<td>Banking and Insurance, Real Estate Commission</td>
<td>N.J.S.A. 45:15-16.62(a)</td>
<td>The affected statutory provision requires the Commission to issue an order of registration as to a comprehensive registration filed by a timeshare developer within 60 days after receipt and issuance of a notice of filing, or to provide a list of deficiencies in the application within 60 days of the issuance of the notice of filing, and provides that a timeshare plan shall be deemed registered unless a list of deficiencies is provided to the applicant within 60 days of the issuance of the notice of filing, unless the applicant has consented in writing to a delay. This extension will extend by 6 months the time within which the Commission must issue an order of registration or a list of deficiencies.</td>
<td>Extend by 6 months</td>
</tr>
<tr>
<td>Banking and Insurance, Real Estate Commission</td>
<td>N.J.S.A. 45:15-16.62(b)</td>
<td>The affected statutory provision requires the Commission to issue an order of registration filed by a timeshare developer within 30 days after receipt and issuance of a notice of filing, or to provide a list of deficiencies in the application within 30 days of the issuance of the notice of filing, and provides that a timeshare plan shall be deemed registered unless a list of deficiencies is provided to the applicant within 30 days of the issuance of the notice of filing, unless the applicant has consented in writing to a delay. This extension will extend by 6 months the time within which the Commission must issue an order of registration or a list of deficiencies.</td>
<td>Extend by 6 months</td>
</tr>
<tr>
<td>Law &amp; Public Safety, Division of New Jersey Racing Commission</td>
<td>N.J.S.A. 45:15-16.62(c)</td>
<td>The affected statutory provision requires that licenses for security officer companies be renewed every two years. This extension will extend the time for the Commission to take action under this statute by six months.</td>
<td>Extend by 6 months</td>
</tr>
<tr>
<td>Law &amp; Public Safety, Division of New Jersey Racing Commission</td>
<td>N.J.S.A. 5:5-64</td>
<td>The affected statutory provision requires persons holding winning parimutuel tickets to claim the funds within six months from the time such tickets are issued. This extension will extend the time by which persons holding winning tickets must claim the funds associated with the winning ticket until 90 days after the last day of the public health emergency.</td>
<td>Extend until 90 days after last day of PHE</td>
</tr>
<tr>
<td>Law &amp; Public Safety, Division of New Jersey Racing Commission</td>
<td>N.J.S.A. 5:5-67</td>
<td>The affected statutory provision requires permit holders conducting horse race meetings to, within 60 days after the conclusion of every race meeting, file a complete audit of the total amount of money contributed to every parimutuel pool on each race; provided that no reports be filed later than December 1 of the year in which the race meeting is held, unless such meeting is held after November 1, in which case the report must be filed not later than December 15 of the same year. This extension will extend the time within which permit holders must submit audits of the monies contributed to every parimutuel pool on each race until 60 days after the last day of the public health emergency.</td>
<td>Extend until 60 days after last day of PHE</td>
</tr>
<tr>
<td>Law &amp; Public Safety, Division of New Jersey Racing Commission</td>
<td>N.J.S.A. 5:5-68.1</td>
<td>The affected statutory provision states that amounts resulting from parimutuel tickets remaining unclaimed after six months which are paid to the Racing Commission for deposit in the general fund shall be appropriated each fiscal year to the Racing Commission to be used for the expenses of the Commission. This extension will extend the deadline for claiming parimutuel tickets before the funds are appropriated to the Commission.</td>
<td>Extend until 90 days after last day of PHE</td>
</tr>
<tr>
<td>Law &amp; Public Safety, Division of State Police</td>
<td>N.J.S.A. 45:19-33</td>
<td>The affected statutory provision requires renewal of bounty hunter licenses every two years. This extension will extend the expiration dates of expiring bounty hunter licenses until 60 days after the last day of the public health emergency.</td>
<td>Extend until 60 days after last day of PHE</td>
</tr>
<tr>
<td>Law &amp; Public Safety, Division of State Police</td>
<td>N.J.S.A. 45:19A.3(d)</td>
<td>The affected statutory provision requires that licenses for security officer companies be renewed every two years. This extension will extend expiring licenses for security officer companies until 60 days after the last day of the public health emergency.</td>
<td>Extend until 60 days after last day of PHE</td>
</tr>
<tr>
<td>Law &amp; Public Safety, Division of State Police</td>
<td>N.J.S.A. 45:19A.4(f)</td>
<td>The affected statutory provision states that a certificate of registration as a security officer shall be renewed every two years by an applicant for an unarmed security officer position and each year by an applicant for an armed security officer position. This extension will extend the expiration date of registrations until 60 days after the last day of the public health emergency.</td>
<td>Extend until 60 days after last day of PHE</td>
</tr>
<tr>
<td>AGENCY</td>
<td>STATUTORY PROVISION</td>
<td>DESCRIPTION</td>
<td>EXTENSION</td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>---------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>Law &amp; Public Safety, Division of State Police</td>
<td>P.L. 2019, c.269, ss. 2, 3, 5, 7</td>
<td>The affected statutory provision, with an effective date of June 15, 2020, amends the State's laws concerning expungement eligibility and procedures. This extension will extend the effective date until February 15, 2021.</td>
<td>Extend by 9 months</td>
</tr>
<tr>
<td>Administrative Office of the Courts</td>
<td>P.L. 2019, c.269, s. 6</td>
<td>The affected statutory provision requires the Administrative Office of the Courts to develop and maintain a system for sealing records from the public, upon order of a court, pertaining to offenses or delinquent acts involving marijuana or hashish, by September 15, 2020. This extension will extend the deadline until February 15, 2021.</td>
<td>Extend by 5 months</td>
</tr>
<tr>
<td>Office of the Secretary of Higher Education</td>
<td>N.J.S.A. 18A:3B-82(a)</td>
<td>The affected statutory provision requires each institution of higher education to submit to the Office of the Secretary of Higher Education, by May 1, 2020, plans to expand the use of open textbooks and commercial digital learning materials. This extension will extend the submission deadline by 6 months.</td>
<td>Extend by 6 months</td>
</tr>
</tbody>
</table>
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RUTGERS ACTIONS IN RESPONSE TO CDC GUIDANCE-
HEATING, VENTILATING, AIR CONDITIONING (HVAC) SYSTEMS

The Centers for Disease Control and Prevention (CDC) provides guidance to employers and employees related to workplace health and safety in their web page Coronavirus Disease 2019 (COVID-19) last updated July 9, 2020. Guidance includes, among other items, engineering controls intended to isolate workers from the hazard. Engineering controls include providing physical separation of employees and building ventilation suggestions. The following are measures that Rutgers has taken, and will continue to take, to mitigate risk while continuing its core missions.

There are five basic yet critical concepts that will have the greatest effect on minimizing a Rutgers employee’s exposure to SARS-CoV-2:

1. Reduce building population
2. Maintain social distance (six feet minimum)
3. Wear face coverings
4. Wash hands often
5. Stay home if sick

Our community’s adherence to the five critical pillars of health and safety will make the biggest difference in controlling the spread because as noted by both CDC and the World Health Organization, the spread of the virus is primarily person-to-person, through droplets exhaled or expelled. Management of Heating, Ventilations, and Air Conditioning (HVAC) systems is part of our overall risk mitigation approach that supports these critical pillars.

Rutgers maintenance staff has and will, through the University Facilities preventative maintenance and repairs program, ensure that HVAC systems operate as intended. Maintenance staff will ensure that ventilation in systems continues to operate, and will not take steps that could cause the system to operate out of appropriate temperature, humidity, or ventilation ranges. It should be noted that there are many different types of HVAC systems on campus and all were designed to meet professional standards at the time of installation. Because of the variances in design, capabilities and adjustments will vary.

Within the CDC webpage, there are several references and links to industry standards, specifically ASHRAE. According to the ASHRAE website, ASHRAE leadership has approved
two statements regarding transmission of SARS-CoV-2 and the operation of HVAC systems during the COVID-19 pandemic:

“Transmission of SARS-CoV-2 through the air is sufficiently likely that airborne exposure to the virus should be controlled. Changes to building operations, including the operation of heating, ventilating, and air-conditioning systems, can reduce airborne exposures.”

“Ventilation and filtration provided by heating, ventilating, and air-conditioning systems can reduce the airborne concentration of SARS-CoV-2 and thus the risk of transmission through the air. Unconditioned spaces can cause thermal stress to people that may be directly life threatening and that may also lower resistance to infection. In general, disabling of heating, ventilating, and air-conditioning systems is not a recommended measure to reduce the transmission of the virus.”

In accordance with this guidance, Rutgers has changed building operations by reducing the number of occupants while at the same time NOT causing a reduction in ventilation. Also in accordance with this guidance, Rutgers will not disable HVAC systems as a measure to reduce transmission of the virus. Rutgers will pursue the guidance from both ASHRAE and CDC as noted in the following in response to specific CDC recommendations (recommendations shown in italics):

GUIDANCE

• Consider taking steps to improve ventilation in the building, in consultation with an HVAC professional, based on local environmental conditions (temperature/humidity) and ongoing community transmission in the area:
  
  o Increase the percentage of outdoor air, (e.g., using economizer modes of HVAC operations) potentially as high as 100% (first verify compatibility with HVAC system capabilities for both temperature and humidity control as well as compatibility with outdoor/indoor air quality considerations).

ACTION

Many HVAC systems in Rutgers buildings are designed to maximize outdoor air percentage based on environmental conditions. To ensure proper temperature and humidity controls and maintain building conditions, Rutgers will operate HVAC systems in accordance with its design and normal capabilities. This practice will avoid excessive ventilation would have deleterious effects on the ability to control temperature and humidity, especially in a typical New Jersey summer season. Systems will be checked to verify the systems are operating.

GUIDANCE

• Increase total airflow supply to occupied spaces, if possible.

ACTION
The reduction in population – through remote education and telecommuting – will significantly reduce the person-to-person contact in buildings. While ventilation rates may remain constant, the number of people being served by the HVAC will be significantly reduced.

**GUIDANCE**
- Disable demand-control ventilation (DCV) controls that reduce air supply based on temperature or occupancy.

**ACTION**
Rutgers will make these adjustments where control controls have the capacity to adjust based on occupancy.

**GUIDANCE**
- Consider using natural ventilation (i.e., opening windows if possible and safe to do so) to increase outdoor air dilution of indoor air when environmental conditions and building requirements allow.

**ACTION**
Occupants have the option of opening windows to provide ventilation if they find the resulting indoor temperature and humidity acceptable. Occupants must ensure that the windows are closed at end of workday to avoid freezing, condensation, security issues, etc.

**GUIDANCE**
- Improve central air filtration:
  - Increase air filtration to as high as possible without significantly diminishing design airflow.

**ACTION**
Many of the buildings constructed within the past two decades were designed with MERV-13 or higher filtration, and within the past decade buildings have been constructed to meet LEED Silver requirements. Filters changes will not be made where the change will cause a decreased performance in the system. Filter changes will continue on a regular basis, in accordance with preventative maintenance schedules. Again, the primary measures to reduce exposure are the five pillars described earlier.

**GUIDANCE**
- Inspect filter housing and racks to ensure appropriate filter fit and check for ways to minimize filter bypass.

**ACTION**
University Facilities maintenance staff has, and will continue to, inspect filter installations and replace according to the preventive maintenance schedule.
GUIDANCE
• Consider running the HVAC system at maximum outside airflow for 2 hours before and after occupied times, in accordance with industry standards

ACTION
Where the control systems permit, occupancy mode will be enabled two (2) hours prior to building opening. Other systems are run continuously.

GUIDANCE
• Generate clean-to-less-clean air movements by re-evaluating the positioning of supply and exhaust air diffusers and/or dampers and adjusting zone supply and exhaust flow rates to establish measurable pressure differentials. Have staff work in “clean” ventilation zones that do not include higher-risk areas such as visitor reception or exercise facilities (if open).

ACTION
This technique can be considered on a case by case basis, though given the size of the Rutgers footprint, a system wide approach is infeasible. The best approach remains limiting occupancy.

GUIDANCE
• Consider using portable high-efficiency particulate air (HEPA) fan/filtration systems to help enhance air cleaning (especially in higher-risk areas).

ACTION
Occupancy in rooms must be limited to ensure that there are no “high-density spaces,” and keep certain spaces completely unoccupied to reduce person-to-person contact. With almost 120,000 individual rooms at Rutgers, it is not feasible to add local devices.

GUIDANCE
• Ensure exhaust fans in restroom facilities are functional and operating at full capacity when the building is occupied.

ACTION
University Facilities maintenance staff has, and will continue to ensure proper operation.

GUIDANCE
• Consider using ultraviolet germicidal irradiation (UVGI) as a supplemental technique to inactivate potential airborne virus in the upper-room air of common occupied spaces, in accordance with industry guidelines.

ACTION
As noted above, the number of rooms prevents consideration of this as a universal approach throughout Rutgers.
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COMPUTER LABS

Recently revised guidance permits the opening of computer labs. A description of pertinent safety steps follows. Departmental computer labs may be opened at the discretion of a dean or chancellor and all steps described in the following pages must and will be followed. Additionally, requirements of Return to Rutgers How-To Guide and pertinent Executive Order(s) must be followed.
This plan comes in response to Administrative Order 2020-17, issued by the State of New Jersey on August 10, 2020, permitting the reopening of those college and university computer labs that follow rules and regulations contained within the order.

Rutgers, The State University of New Jersey, plans to reopen the following computer lab locations when students begin returning to its campuses for the Fall 2020 semester:

New Brunswick / Piscataway:
- Alexander Undergraduate Library Computer Lab, 169 College Avenue, New Brunswick
- Library of Science and Medicine Computer Lab, 165 Bevier Road, Piscataway
- Carr Library Computer Lab, 75 Avenue E, Piscataway

Newark / RBHS:
- Dana Library Computer Lab, 185 University Avenue, Newark
- University Computer Lab, Medical Science Building, 185 South Orange Avenue, Newark

Camden:
- Robeson Library Computer Lab, 300 Fourth Street, Camden

In addition to these locations, the university is designating potential alternate or additional computer lab locations that may be pressed into service based on demand for services:

New Brunswick / Piscataway:
- Livingston Computer Center, Tillett Hall, 53 Avenue E, Piscataway
- Rutgers Academic Building Computer Lab, 15 Seminary Place, New Brunswick
- Allison Road Classroom Building Computer Lab, 618 Allison Road, Piscataway

If demand warrants the opening of these additional facilities, the university will submit whatever additional information the state requires to approve those openings at the appropriate time.

The Administrative Order lists eight conditions that computer labs must meet in order to open their doors and remain in operation. The Rutgers Office of Information Technology (OIT) is prepared to meet all eight of those conditions as follows:
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.

The Office of Information Technology (OIT) will operate all of these facilities in accordance with the physical distancing guidelines set forth in the administrative order. Signage inside the labs (along with additional tactics such as removing keyboards and/or chairs) will ensure that users maintain distance, both when they are sitting at computers and utilizing printers.

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

All computer labs will designate certain times of day, generally the first hour(s) of operation, solely for high-risk individuals, as defined by the Centers for Disease Control and Prevention.

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

All labs will contain signage advising users of the facility about best practices for hand washing and for minimizing the risks associated with coughing, sneezing, and tissue usage. Computer lab staff have received additional training on these topics.

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

The university has been purchasing supplies of sanitization materials for several months and now has sufficient supplies to make such products readily available to both computer lab workers and users. If shortages of such materials recur and supplies dwindle, OIT will shut its computer labs until it can re-establish adequate supplies.

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.

OIT will require that all staff and users in these computer labs wear face coverings and make those mandates clear via signage and, if necessary, spoken reminders. OIT has also acquired substantial supplies of disposable masks to offer any user who comes to one of our facilities without a mask. In labs that are co-located in RU Libraries in New Brunswick and Piscataway, RU security staff will assist in the enforcement of the face covering guidelines.

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

OIT will follow required sanitization protocols in all of our facilities. OIT staff will oversee cleaning before and after each use of computers and printers.

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.
OIT is working with Rutgers University Institutional Planning and Operations to install physical barriers in locations where staff members must interact with others, and it is deploying signage that helps people to maintain appropriate distance in places where such barriers are impractical.

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

OIT staff will oversee the sanitization of equipment after each use. Additionally, we will provide our users sanitizing materials for cleaning each device immediately before use.

In addition to the steps listed above, OIT is employing many other strategies to ensure the safety of staff, patrons and the community at large at the reopened computer labs. Among the most important of those steps are the creation of visitor logs that will help contact tracing efforts and the creation of protocols for lab closure and cleaning if labs are visited by people who later test positive for COVID-19.

OIT will also stay current on the evolving guidance provided by the state and agencies such as the Centers for Disease Control to keep enhancing safety procedures.

If there are questions about OIT’s plan for reopening its computer labs, please contact me directly at frank.reda@rutgers.edu or 848-445-1760.

Respectfully,

Frank J. Reda, Associate Vice President and Deputy CIO
Rutgers University Office of Information Technology
frank.reda@rutgers.edu
848-445-1760
Appendices: Floor plans of properly distanced labs

Appendix A: Dana Library Computer Lab, Rutgers University, Newark

Appendix B: University Computer Lab, Rutgers Biomedical and Health Sciences
Appendix D: Allison Road Classroom Building, Rutgers University, Piscataway
Appendix E: Robeson Library Computer Lab, Rutgers University, Camden
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STAGE 1 PLANNING

New Jersey Governor Phil Murphy has developed a multi-stage approach to execute a responsible and strategic economic restart to put New Jersey on the road back to recovery from COVID-19. While Rutgers is optimistic that the state continues to make progress toward Stage 3 (restrictions are relaxed on most activities with significant safeguarding), it stands ready to meet requirements of the stricter Stage 1.

If the State moves back into Stage 1, Rutgers will repeat its actions undertaken in March 2020. Generally, populations on campus will be even further reduced than the current plans. If a return to Stage 1 occurs:

- Rutgers would continue its campaign of General Safeguarding, as described in Returning to Rutgers. Specific measures would continue, enhanced or updated if driven by new public health information.
- Rutgers would continue its program of Screening, Testing, and Contact Tracing Protocols. The program may be changed if clinical leadership determines that an updated approach is required.
- Instruction would once again move to completely remote, except for essential clinical instruction.
- Population in On-Campus Residential Housing would be reduced by having those students who can move back home do so. On-campus housing would be limited to those meeting narrowly defined extenuating circumstances.
- Libraries and Computer Labs would close.
- Research operations would be curtailed, allowing only essential research, with appropriate safeguards.
- Student Services would continue, although services would move to completely remote.
- Transportation operations would be curtailed, providing only transportation needed to support the reduced on-campus population, with appropriate safeguards.
- Dining services would be offered to those few remaining on campus, but all options will be grab-and-go or similar, not allowing for congregation or direct contact.
- Study Abroad and International Travel would be prohibited.
- Athletics programs be modified, to permit only the activities allowed by conference, university, state, and public health guidelines. Guidelines may in fact preclude Athletics activities.
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INTERNATIONAL STUDENTS RETURNING TO CAMPUS

Rutgers Global – International Student and Scholars has developed the following message for international students.

International students planning to return to campus for the fall 2020 semester must review the following information for COVID-19 testing and quarantine requirements. Detailed information on testing can be found at: http://health.rutgers.edu/general-resources/covid-19-testing/

All students traveling from international locations, as well as those from the states designated as restricted by the NJ State authorities, will be required to quarantine for 14 days upon arrival in New Jersey.

Students intending to live in on-campus housing:

- Must have COVID-19 PCR testing done 1-3 weeks prior to arrival on campus. You must upload your PCR test at go.rutgers.edu/COVID-19-Testing.
- An additional test will be administered at move-in. Complete the questionnaire found at go.rutgers.edu/COVID-19-Testing, print a copy of the form and bring this form with you at move-in. Students who will be living on campus for the fall will be able to quarantine in designated quarantine rooms on campus upon move-in. Students should be prepared for the two-week quarantine by preparing a bag with enough clothing, personal items (including a thermometer) to last for their full quarantine time – up to 14 days. Food will be brought to your room during quarantine. You may not leave your room during quarantine, except to seek medical attention.
- Students should also bring any items needed for remote learning, especially if their quarantine time extends beyond the first day of classes. You will not be allowed to attend any in-person classes while under quarantine.

Students living off-campus but returning to the Rutgers campus for some in-person activities in the fall:

- Students traveling from international locations, as well as those from the NJ restricted travel states are strongly advised to quarantine for 14 days upon arrival in NJ.
• As with students in on-campus housing, student in off-campus housing should also bring any items needed for remote learning if the quarantine time goes beyond the first day of classes. Students will not be allowed to attend any in-person classes while in quarantine.

Additional testing information can be found at: http://health.rutgers.edu/general-resources/covid-19-testing/

If you are part of a student group identified as requiring testing (e.g. students desiring to live in on-campus housing), you will be contacted via email.
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WAIVER PROCESS

Governor Murphy’s Executive Order (EO) 175 effectively obviated the need for submission of waiver requests for in-person instructional activities to the New Jersey Office of the Secretary of Higher Education. However, to promulgate community health and safety measures, and to ensure consistency and that on-campus activities are coordinated and executed in a safe manner, Rutgers will enact its own internal waiver request process for in-person instruction.

Although flexibility was granted to institutions of higher education by the EO, Rutgers chose to maintain its planned course for instruction. Rutgers determined that it will continue with the underlying principle that if a class can be taught remotely, it must be taught remotely.

Understanding that there are circumstances where in-person instruction is critical to the success of a program and/or a program’s students, Rutgers will consider waiver requests for in-person instructional activities.

Waiver requests are to be prepared by an instructor or program director and submitted to the appropriate dean. The dean will review, and if supportive of the request, will submit to the chancellor’s office. The chancellor’s office will consult with EVP/COO to ensure that there is compliance with all OSHE guidance, Executive Orders, Administrative Orders, and Returning to Rutgers – Institutional Plan for Restart requirements.

A waiver request must address the following components:

- List the academic programs that the waiver will apply to.
- For each program of study, describe the compelling rationale for in-person instruction and potentially exposing individuals at the institution to COVID-19.
- For each program of study, describe why the instruction cannot be provided through either online instruction or distance education in an effective manner.
- For each program of study, describe other options explored as an alternative to in-person instruction, including alternate forms of instruction or the postponement of academic programming, and provide an explanation for why these options were not adopted.
- For each program of study, estimate the number of students affected by the proposed waiver.
• Include an infection control plan that addresses how the instructor or responsible individual will protect the health and safety of students and staff affected by the proposed waiver.
• For each program of study, identify the individual responsible to ensure that all measures of the infection control plan and applicable provisions of Returning to Rutgers are complied with.

Waiver requests are not required for in-person instruction in labs, clinical instruction, hands-on instruction, or studio arts where special equipment is needed for the studio art instruction. Waiver requests are required for all other in-person instruction, including performing arts.

Note that approval of a waiver does not eliminate the need for remote instruction of the course. As per the NJ Office of the Secretary of Higher Education, students must be provided with the option of participation via remote instruction to the extent practicable.
EVENTS

This section provides guidance for planned events on campus or on Rutgers property (i.e. extensions), whether in Rutgers buildings or on university grounds. Note that quantities of people at gatherings is, as of the date of this document, governed by one or more Executive Orders. Rutgers may, at its discretion, be more restrictive than requirements of Executive Orders but at no time shall limits described in Executive Orders be exceeded.

After careful consideration of public health trends related to COVID-19, the health and safety of the members of the Rutgers community, and operational and logistical issues associated with events on campus, the University will prohibit all indoor and outdoor events until January 4, 2021. Existing events already scheduled must be canceled or postponed. The situation and date will be reassessed toward the end of the calendar year.

The prohibition of events does not prevent people from gathering for purposes directly related to academic instruction, critical student support functions, or essential business-related operations of the university, provided that the number of people gathered does not exceed limits established by Executive Order – as of August 27 this is twenty-five (25) or 25% capacity of the room (whichever is less) - and comports with social distancing specifications. Any in-person events must have ticketing or registration to enable the collection of RSVPs ahead of events, and the event organizer must maintain records of attendance for at least thirty (30) days after the event for contact tracing purposes. Essential events are defined as any indoor gathering of ten (10) or more people who are gathering on University property, or on University-affiliated properties, for essential business purposes that include but are not limited to the continuity of operation, or training-based needs. This includes events sponsored by the university, colleges, schools, departments, or units.

To mitigate transmission of COVID-19, all student-sponsored programs and events are prohibited.

By way of example, the following would be permitted:

- Departmental or team meetings that do not exceed limitations of current Executive Order(s), but note that these should be held virtually whenever possible.
- Administrative gatherings/meetings convened due to a pending crisis or emergency.
- Training sessions requiring in-person skill development (CPR, RA training, etc.)
- Any gathering of nine or fewer persons in one room, provided that room capacity limits and social distancing requirements are met.
In all circumstances, social distancing must be observed, and face coverings must be worn. Further, compliance with room occupancy limits described by Executive Order is mandatory. Currently, Executive Order 173 restricts gatherings to 25% of room capacity or 25 persons, whichever is less.

All intercollegiate athletics events will follow NCAA, conference rules, and/or Executive Order guidelines. Thus, they are not expressly prohibited.

Standard business operations such as retail and childcare operations permitted on campus are not considered events. A regularly scheduled farmers market at Rutgers Gardens, for example, is not considered an event, nor is shoppers’ activity at Barnes and Noble. Daily operations at an on-campus day childcare center do not constitute an event.

Questions regarding events or requests for clarification may be sent to covid19@rutgers.edu.

Ver 1.1 8/27/20
Contact Information
MaryAnne McMillan (Volunteer Coordinator, Rutgers Gardens)  mcmillan@sebs.rutgers.edu
Rutgers Gardens, 112 Ryders Lane, North Brunswick, NJ 08902, (732) 932-8451

The following has been developed in compliance with ORED's 'Return to Research' protocols and 'Returning to Rutgers Guidebook'. This is considered a living document that may be revised as more information becomes available.

1. Location and description of program
Rutgers Gardens volunteers work primarily outdoors within the Rutgers Gardens property. Locations include any of the areas located within Rutgers Gardens, including ornamental gardens, Cook’s Market, Student Farm, Helyar Woods, Greenhouses, and the Main Office. Occasionally (not currently due to COVID-19), volunteers will work during Rutgers SEBS campus at community events and at community locations (ex. New Brunswick Art Festival).

Volunteers provide valuable help to staff in management of garden areas and collections, propagation and growing of plants in greenhouses while gaining important experiences and learning new skills. The volunteer program is run by a volunteer coordinator and additional Gardens staff.

Volunteer teams will be no larger than 8 people total until further notice, and this includes the volunteer supervisor (which is either a staff member or an experienced volunteer with special responsibilities). Youth volunteers (under 18 years old), corporate volunteer groups are currently suspended. Undergraduate volunteers from Rutgers (over 18 years old) are accepted. Assignment to teams will be done by the Volunteer Coordinator, who will also do scheduling of work times for teams.

Volunteer supervisors will be provided with special training in COVID-19 policies and rules. All volunteers are required to sign a waiver of liability, show proof of health insurance on an annual basis, and be assigned to a team with a specific schedule to ensure that group sizes are not too large.

2. PPEs and safe practices for individuals
Within Rutgers Gardens, all volunteers (as well as staff) are required to wear masks indoors in shared areas, and outdoors if social distancing of six feet is not possible. Volunteers should bring their own masks and gloves. Hand sanitizer and disinfecting wipes is available in each building; handwashing is available in the Main Office. All COVID-19 building protocols at Rutgers Gardens as approved by SEBS/NJAES applies to volunteers.

Social distancing at 6 feet is mandatory in lunch and break areas, and volunteers are therefore encouraged to eat lunch outdoors. Disinfecting wipes should be used to wipe down the lunch area space after each person, and each individual will be wiping down table and chairs when finished. Commonly touched items will be wiped down with disinfectant at the beginning and end everyday by staff. Items and objects such as doorknobs, kitchen sink, refrigerator handle, microwave, etc., will be sanitized with wipes at least daily by staff. Individuals are also encouraged to wipe these items down when finished with lunch or work in these areas.

Single-use restrooms are available in the Main Office and at the Composting Bathroom building. Please see Building Plans for cleaning procedures for these. All volunteers are required to use hand sanitizer or wash their hands for at least 20 s with soap and water.

3. Procedures for Volunteer Work
- Volunteers need to apply to become volunteers at Rutgers Gardens, and after acceptance they will be
A volunteer supervisor (assigned staff, intern or volunteer) will oversee the workday tasks and be responsible for the team’s adherence to safety procedures. Volunteer supervisors are assigned and given special training by the Volunteer Coordinator.

Initial training for volunteers will be provided through webinars until further notice. Additional training will be provided by the volunteer supervisors when the teams meet.

General procedures and precautions will be posted on the Volunteer Facebook page and also sent out on a regular basis using e-mail (Constant Contact) to all active volunteers.

Scheduled date and time for volunteer teams will sent out via email by the Volunteer Coordinator or Volunteer Supervisors.

No ‘open-house’ volunteer days or corporate volunteer days will be arranged until further notice; only pre-approved people may currently volunteer at Rutgers Gardens.

Volunteers will be required to sign up ahead for team workdays with the volunteer coordinator.

Each team is limited to a maximum of eight individuals (including supervisor).

Volunteers will need to sign in and sign out with the workday supervisor on a clipboard, noting date and times to aid in contact tracing if it becomes necessary.

Volunteers will give a contact phone number and e-mail where they can be reached.

All volunteers have to provide current health insurance information on an annual basis and this will be kept on file in a secure cabinet in the Main Office.

Signed waiver must be completed by volunteers and kept on file at Rutgers Gardens before any volunteer work is started.

Volunteers must follow the rule and precautions that are in place (see below) for all buildings on the grounds, as well as all posted signage and rules for outdoor areas in Rutgers Gardens.

4. Injury, Illness or Accident

All volunteers will be provided by CDC’s list of COVID-19 symptoms and do a self-check of their health before their assigned shift (see Self-Check list for Volunteers).

If a volunteer feels sick he/she/they should stay home and not come to Rutgers Gardens. They should report their absence to the Volunteer Coordinator.

Any injury or accident involving a volunteer should be immediately reported to the volunteer supervisor or volunteer coordinator overseeing the workday.

The form entitled ‘Injury report form for Students and Public’ from Dept. of Risk Management must be filled out by a volunteer supervisor and/or a Garden staff member for any such incidents, and the completed form must be returned to Risk Management (a copy of the form to be provided to the Volunteer Coordinator for internal records).

Any illness developed during the volunteer shift should be reported to the volunteer supervisor or volunteer coordinator. If able to do so, the volunteer should immediately leave the workday and the Gardens.

5. Signage

Volunteers have to abide by all rules posted on signs at Rutgers Gardens.

Signage on building doors and inside buildings will indicate:

- Self-check medical symptoms list.
- Wear a face covering when more than 1 person is in a building.
- Social distancing of 6+ feet at all times.
- Wash your hands frequently for at least 20 seconds.
- Disinfect your work or lunch area after you are done using disinfecting wipes.
- Lunch area limited to 2 people at the time, with 6+ feet distancing.
- Building is closed to the public, only staff and volunteers are allowed inside.
Only 2 persons allowed in the Welschman’s building at each time.
Knock before entering (for Welschman’s building).
Sanitize hands when entering and exiting.
Enter/Exit 1 person at a time, with a 6’ distance between individuals.
All bathrooms are single-occupant.

Signage for greenhouses will indicate:
Wear a face covering when more than 1 person is in the greenhouse.
Social distancing of 6+ feet at all times.
Enter/Exit 1 person at a time, with a 6+ feet space between individuals.
Sanitize hands frequently.

6. Violations
In case of an emergency, call 9-1-1. If you believe you have observed staff or volunteers not following the safety protocols in a non-emergency situation, report this episode to the Volunteer Coordinator, who will discuss the case with relevant staff and the Director. If the group decides the case requires further attention by the University, the Rutgers Gardens Faculty director will communicate the committee’s findings to the administration (i.e., SEBS, REHS, and Public Safety) for remedial action. Volunteers that are not abiding by safety rules at Rutgers Gardens will be notified, and may be removed as volunteers. To report anonymously, you may go through the University Ethic and Compliance reporting system at https://uec.rutgers.edu/compliance-hotline.
RETURNING TO RUTGERS

A HOW-TO GUIDE TO REPOPULATING RUTGERS SPACES
ACADEMIC YEAR 2021

OFF-CAMPUS UNIVERSITY ACTIVITIES

This section provides guidance for planned events off-campus but sponsored by the university or one of its schools or units, as well as for off-campus activities associated with university programs where the normal activities may take employees to off-campus locations. Note that these events and activities may be governed by one or more Executive Orders in addition to covered by Returning to Rutgers. Rutgers may, at its discretion, be more restrictive than requirements of Executive Orders but at no time shall limits described in Executive Orders be exceeded.

After careful consideration of public health trends related to COVID-19, the health and safety of the members of the Rutgers community, and operational and logistical issues associated with control and monitoring of events off-campus, the University will prohibit all off-campus sponsored events until January 4, 2021. Existing events already scheduled must be canceled or postponed. The situation and date will be reassessed toward the end of the calendar year. This includes events sponsored by the university, colleges, schools, departments, or units.

To mitigate transmission of COVID-19, all off-campus student-sponsored programs and events are prohibited as well.

There are many instances where Rutgers employees and students may have reason to undertake activities and perform duties not on campus, but off-campus and in the community. For example, medical providers may be visiting off-campus locations, staff could be training special needs adults in navigation of public transporting, students may serve as translators for immigrant community members seeking services, and ROTC training may be scheduled on a military base. These non-event activities are not prohibited, but require approval of a chancellor, senior vice president, or executive vice president in order to proceed.

Requests for off-campus university (non-event) program activities are to be prepared by the appropriate party (i.e. instructor, project leader, program director) and submitted to the appropriate dean. The dean will review, and if supportive of the request, will submit to the chancellor’s office. The chancellor’s office will consult with EVP/COO to ensure that there is compliance with all OSHE guidance and Returning to Rutgers requirements.
Given the wide range of activities that may occur, any number of Executive Orders (EOs) might govern the proposed activities. Each department head or program head must familiarize themselves with the requirements of the applicable EOs and ensure that employees involved meet those requirements.

In all circumstances, *Return to Rutgers* requirements must be met. For example, daily self-screening must be undertaken, an employee must stay home if sick, social distancing must be observed, frequent hand washing and/or use of hand sanitizer must occur, and face coverings must be worn.

Questions regarding off-campus university activities or requests for clarification may be sent to covid19@rutgers.edu.

*Ver 1.0 9/15/20*
RUTGERSCINEMA
September 2, 2020
Reopening Plan
Guidelines for Reopening
Rutgers Cinema is preparing to open its doors for the first time since the Covid-19 Pandemic shutdown in March 2020. We are taking every step to assure a safe, healthy atmosphere for our guests. With a re-trained staff, new approach to scheduling movie times, and relentless commitment to practicing social distance and deep cleaning every area of our building, we will create a safe environment for students, faculty, staff and families when returning to Rutgers Cinema.

Governor Murphy signed Executive Order No. 183 on September 1, 2020 allowing movie theaters in New Jersey to open at 25% of stated maximum capacity, effective September 4, 2020. Below you will find an extensive list of strict guidelines that allow us to adhere to the requirements laid out in EO No. 183 and the Returning to Rutgers How-to Guide to Repopulating Rutgers Spaces. We also used the CinemaSafe Health & Safety Guidelines for United States Movie Theater Owners (attached at the end of this plan) as a resource in our planning.

Rutgers Cinema proposes a reopening date no earlier than September 24, 2020 as approved by Rutgers University.

**Operational Guidelines:**

- Capacity capped at 25 percent of each individual theater seat count. Theater 1 will reduce from 155 to 39, theaters 2 and 3 will reduce from 84 each to 21. Total capacity in the building 81 down from 323.
- Staggered screen times 30 minutes apart to reduce overcrowding in common areas and allow staff to clean/disinfect between showings.
- Plexiglas barriers are installed at concession stand and in front of each register.
- Reservations, cancellations, and pre-payments can be made via electronic or telephone reservation system to limit physical interaction.
- All guests will be tracked by way of the Rutgers Visitor Log app: https://visitorlog.rutgers.edu/
- Arcade, photo booth, and other gaming equipment are disabled and not available for use.
- Water fountains are shut down.
- Outside doors will be left open whenever possible to promote airflow.
- Staff trained on university procedures and safety protocols that will help reduce the spread of the COVID-19 virus.
Concession:

- Plexiglas installed at concession.
- Cash transactions discouraged, contactless payment whenever possible.
- Self-serve concession not available.
- Cup, straw and napkin dispensers removed from public areas. Necessary utensils will be provided with each purchase.
- Utensils used by staff at concession stand will be cleaned after each use.
- No food or beverage will be consumed in any area that does not allow for proper social distancing.
- No guest will be permitted to bring in outside food or drink.

Disinfection and Maintenance:

- Hand sanitizer dispensers are installed in each theater, lobby area, hallway, office, break room and restroom. Sanitizer contains at least 60% alcohol. Dispensers will be checked/refilled daily.
- Sanitizing wipes are available to staff and guests.
- Customer credit card terminals will be sanitized regularly using sanitizing wipes and/or UV-C sanitizer.
- Restrooms, hallways, counter surfaces, door handles, handrails, and any other high-touch areas will be cleaned and disinfected by appropriately trained staff every 2 hours in accordance with DOH and CDC guidelines using CDC approved cleaning products. Theater seats will be disinfected between movie screenings.
- Overnight Custodial Staff will deep clean and disinfect the building every early morning before we open using CDC approved products. In addition, trash and recycling cans will be emptied and liners replaced. Floors will be swept/ vacuumed and mopped nightly.
- Projectors and other digital equipment will be disinfected after each use.

Face Coverings/Hygiene:

- All guests are required to wear face coverings to enter the cinema and required to keep it on for the duration of their stay. Exception: while eating or drinking, when doing so would inhibit their health, or where the individual is under two years of age. Extra face coverings are available in the event that a guest does not have one.
- Any guest not compliant with the mandatory face covering policy will be asked to leave by the cinema manager or assistant manager.
- All staff are required to properly wear disposable or cloth face coverings for
the duration of their time in our location. Disposable masks may only be worn for one day and then discarded; cloth coverings must be cleaned daily using clothing detergent. Cloth coverings will be replaced if stained or damaged. Extra face coverings are available in the event the employee does not have one.

- Staff are required to practice infection control practices, such as regular hand washing, coughing and sneezing etiquette, and proper tissue usage and disposal.
- Employees are required to wash their hands upon arrival at the cinema and every 30 minutes thereafter.

**Physical Distancing:**

- COVID-19 infection control practices posted in common areas, office space and on the Rutgers Cinema website.
- Signage to encourage social distancing that denote six feet of spacing is placed at the entry, inside lobby, hallway, theaters and restrooms. Signage on theater doors reminding guests to leave two seats to the left and right between them and the closest party and not to sit directly in front of or behind another person or group. Floor markers are set up spaced six feet apart where people should stand while waiting in line to pay or use the restroom.
- Social distancing rules are enforced at all times between guests. Individuals who purchase or reserve tickets together may be seated together, but will be seated six feet away from all other groups or individuals in all directions. Seating compliance will be monitored prior to and during each showing.
- Limited occupancy in restrooms to avoid over-crowding and maintain social distancing are encouraged by using signage and floor decals.
- Staff break time staggered to ensure proper social distancing can be maintained. Seating strategy in place to support social distancing in work spaces.
- There is a designated rest area behind the concession stand and away from the public where staff can remove their masks for periods of time, should they need a break, as long as they are 6 feet away from other staff members.
Workplace Policies:

- Staff are required to review Rutgers Daily Self Check app prior to coming to work each day. If the app generates a red response the employee will contact their healthcare provider for guidance to determine if testing is warranted. If the app generates a green response the employee is cleared for work on that specific day.
- Staff are prohibited from eating together in the break area.
- Workstations must be wiped down upon arrival and prior to departure each day.
- Cinema management will promptly notify workers of any known exposure to Covid-19 at the workplace, consistent with the confidentiality requirements of the HIPAA and any other applicable laws.
- Any staff member who’s been in contact with someone that tested positive for Covid-19 will be sent home and asked to contact their healthcare provider.
- Any staff member who travels to a state listed on the NJ State travel advisory list https://covid19.nj.gov/forms/njtravel must, upon return, quarantine for 14 days before returning to work.
- In the event an employee is diagnosed with COVID-19 the entire space will be shut down and Rutgers Environmental Services called to disinfect in accordance with CDC guidelines.
- Any staff member diagnosed with COVID-19 (physician-diagnosed or laboratory-confirmed positive), or sick with symptoms of the virus, the employee will be required to notify Rutgers Occupational Health. Prior to returning to work the employee must have medical clearance, Rutgers Occupational Health clearance, and provide such proof to University Human Resources. Any questions relating to an employee’s return to work should be directed to Rutgers Occupational Health.
- We will continue to follow guidelines and directives issued by the NJDOH, CDC and OHSA for maintaining clean, safe and healthy work environments.

The theater industry is challenged as it attempts to achieve a new normal during the Covid-19 Pandemic recovery. The most important challenge is adjusting business and work flow to make the guests feel as safe as possible. Rutgers Cinema has taken every step to ensure the safety of the community and looks forward to welcoming them back to a clean safe environment. Rutgers Cinema is ready to open and offer the community a fun, safe place for entertainment.
<table>
<thead>
<tr>
<th>Capacity Limits</th>
<th>Executive Order No. 183 and CDC Guidelines</th>
<th>Additional Steps &amp; Guidelines taken by Rutgers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capacity must be capped at 25% percent max allowance and never larger than 150 persons. Limit occupancy in restrooms to avoid over-crowding and maintain social distancing.</td>
<td>Point of Sale system allows us to free up a specific amount of tickets for each show, this amount will be capped at 25% permitting for a total of 81 guests spread out among 3 theaters. Staggered show times will allow for lobby area, concession and restrooms to be compliant with occupancy restrictions and social distancing protocols. Signage promoting social distancing is placed in all common areas.</td>
<td></td>
</tr>
<tr>
<td>Payment Methods</td>
<td>Reservations, cancellations, and pre-payments be made via electronic or telephone to limit physical interactions. Such policies shall, wherever possible, consider populations that do not have access to internet service or credit cards.</td>
<td>Reservations, cancellations, and pre-payments can be made via website or telephone reservation to limit physical interaction. Guests can scan ticket via a bar code to alleviate any physical contact with staff. Guests who wish to buy tickets upon arrival will be encouraged to purchase them via the Cinema website using their phones. Staff will wear gloves while conducting cash transactions. Customer credit card terminals will be sanitized regularly using wipes and/or UV-C sanitizer.</td>
</tr>
<tr>
<td>Physical Barrier</td>
<td>Install barrier, such as a shield guard, between visitors and staff or ensure six feet of distance between those individuals, except at the moment of payment.</td>
<td>Plexiglass barriers are installed at concession stand and in front of each register. Six foot markers are placed on the floor at the concession and register to encourage distancing.</td>
</tr>
<tr>
<td>Equipment Use</td>
<td>Limit the use of equipment to one person at a time, excluding immediate family members, caretakers, household members, or romantic partners, and sanitize such equipment before and after each use.</td>
<td>All equipment necessary to run films and take payment are limited to one person at a time usage. Equipment is sanitized before and after each use. Arcades, photo booth and water fountains are disabled.</td>
</tr>
<tr>
<td>Signage</td>
<td>Post signage that denotes six feet spacing in all commonly used and other applicable areas or where people may form a line.</td>
<td>Social distancing signs are hung at the front door, lobby, hallway, restrooms, and in front of the auditoriums. Floor markers are set up spaced six feet apart at sidewalk entry, concession, registers and restrooms. Signage on theater doors reminding guests to leave two seats to the left and right between them and the closest party and not to sit directly in front of or behind another person or group.</td>
</tr>
<tr>
<td>Infection Control</td>
<td>Require infection control practices, such as regular hand washing, coughing and sneezing etiquette, and proper tissue usage and disposal. Provide break time for handwashing. Provide sanitation materials to staff and customers. Frequent sanitation of high-touch areas in accordance with DOH and CDC guidelines.</td>
<td>Staff are required to wash their hands upon arrival and every 30 minutes thereafter. Staff are required to assess their health using the Rutgers Daily Self-Checklist app prior to coming to work each day. If the app generates a red response the employee will contact their healthcare provider for guidance to determine if testing is warranted. If the app generates a green response the employee is cleared for work on that specific day. Any staff returning from travel to a state listed on the NJ State travel advisory list must quarantine for 14 days before returning to work. Designated space available for breaks, break times are scattered to ensure proper social distancing. Hand sanitizers are placed in the lobby area, hallway, theaters, office and restrooms. Sanitizing wipes are available. High touch areas will be cleaned every 2 hours in accordance with DOH and CDC guidelines. Theater seats will be disinfect between movie screenings. Deep cleaning and disinfecting nightly by trained Environmental Services staff; trash and recycling cans emptied and liners replaced nightly. Floors swept/vacuumed or mopped nightly.</td>
</tr>
<tr>
<td>Staff Outbreak</td>
<td>Train and equip staff to perform protocols effectively and in a manner that promotes the safety of the guest and staff immediately separate and send home workers who appear to have symptoms of COVID-19. Promptly notify workers of any known exposure consistent with the ADA and other applicable laws. Clean and disinfect worksite in accordance with CDC guidelines when a worker at the site has been diagnosed with COVID-19.</td>
<td>All staff trained on university procedures and safety protocols that will help reduce the spread of the COVID-19 virus. In the event a staff member tests positive the cinema will be shut down and Rutgers Environmental Services called to disinfect in accordance with CDC guidelines. Cinema management will promptly notify workers of any known exposure to COVID-19 consistent with ADA laws. Any staff diagnosed with COVID-19 cannot return to the workplace without clearance from their medical provider and Rutgers Occupational Health. Any questions relating to an employee’s return to work should be directed Rutgers Occupational Health.</td>
</tr>
<tr>
<td>Face Covers</td>
<td>Workers and guests are required to wear face coverings while inside except where doing so would inhibit that individual’s health, the individual is under two years of age or when consuming food or drink. If a customer refuses to wear a covering the business must decline entry except for reasons mentioned above.</td>
<td>All staff and guests are required to wear a face covering while in the building. Disposable masks worn by staff may only be used for one day and then discarded; cloth coverings must be laundered daily using clothing detergent. Cloth coverings will be replaced if stained or damaged. Staff will be trained on the proper way to put a face covering on, remove, and wear it. There will be a rest area behind the concession stand away from guests if staff needs to take their mask off for a break, as long as social distancing from other employees is possible. Extra face coverings are available in the event a guest or employee does not have one.</td>
</tr>
<tr>
<td>CDC Guidelines on Ventilation</td>
<td>CDC recommends that buildings are properly ventilated with proper indoor HVAC systems working at their highest capability.</td>
<td>HVAC system is functioning properly. Evaluation of filtration systems to minimize distribution of airborne particles complete. Circulation throughout each theater has been upgraded through Aircutty units and ventilation to pump more air and circulation into each theatre complete. Outside doors will remain open whenever possible to increase air flow.</td>
</tr>
<tr>
<td>Other</td>
<td>Collection of all guest contact information using the Rutgers Visitor Log App/Self-serve food not available/No outside food or drink allowed/No personal items allowed in staff break room.</td>
<td></td>
</tr>
</tbody>
</table>
CinemaSafe
Voluntary Health & Safety Guidelines for United States Movie Theater Owners
21 August 2020

NATO Executive Board

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Medical Consultants

Dr. Lisa Saiman, MD, MPH, FSHEA
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Dr. Daniel Z. Uslan, MD, MS, MBA, FIDSA, FSHEA
Co-Chief Infection Prevention Officer, UCLA Health
The following is intended to provide guidance related to reopening of movie theaters during the COVID-19 pandemic.

Given the rapidly evolving situation with COVID-19, the following recommendations are likely to be subject to change. Moreover, certain changes are expected based on the phased reopening guidance issued by the Centers for Disease Control and Prevention (CDC).

THIS DOCUMENT IS NOT LEGAL ADVICE. Local and state public health guidance should be followed as relates to timing of reopening, specific protocols, and modifications to this guidance. This will depend on the state and region’s phased reopening plan. Consult with local counsel to ensure that your reopening plans are consistent with all federal, state and/or local guidance.

Exhibitors committing to meet or exceed the CinemaSafe protocols may display the CinemaSafe badge on their website and physical locations.

### PROTECTING EMPLOYEE HEALTH

**PERSONAL PROTECTIVE EQUIPMENT (PPE)**

1. **All employees will be trained on the proper way to wear face coverings and required to wear a face covering or mask.** Face coverings or masks should be provided to the employee at no cost to them. **The face covering must be worn at all times when interacting with the public or other employees.**

2. **If washable, employees will be instructed to wash their face covering daily.**
3. Gloves should be provided and available to employees. They should be used when contact with potentially contaminated surfaces is unavoidable. Gloves do not substitute for hand hygiene and may provide a false sense of security. Hand hygiene should be performed after removing (doffing) gloves.

4. PPE should never be shared between employees.

**HAND HYGIENE**

1. Employees should avoid touching their eyes, nose, and mouth with unwashed hands.

2. Handwashing facilities with running water, soap, and paper towels (dispensed using a non-touch system when available) should be easily accessible.

3. Handwashing facilities should be kept clean and well-stocked.

4. Hand sanitizer with at least 60% alcohol (EPA approved ethanol or isopropyl) should be strategically placed around work areas and easily accessible, especially in ticket booths or other enclosed spaces.

5. Supplies of soap, paper towels, and hand sanitizer should be stocked and maintained to ensure they do not run out.

6. Employees who work in areas without ready access to handwashing facilities or hand sanitizer stations should be provided with pocket-sized hand sanitizer.

7. All employees should be trained on hand hygiene practices (20 seconds of duration, scrubbing all surfaces).

8. Hands should be washed or sanitized:
   - Upon arriving at work.
   - After blowing one’s nose, coughing, or sneezing.
   - After using the restroom.
   - Before eating or drinking.
   - After handling equipment or objects that may carry COVID-19.
   - After cleaning or disinfecting equipment, tools, or workspaces; and
   - At other appropriate times throughout the workday.
9. Signage should be posted prominently with instructions on how to stop the spread of COVID-19, including hand hygiene and PPE instructions.

WORKPLACE POLICIES

1. All employees should be trained on the signs and symptoms of COVID-19 as well as local theatre policies and procedures. Training should be mandatory for all employees as a condition of employment.

2. Employees should be instructed to self-monitor for fever or other symptoms of COVID and not to come to work if sick or if they have been in close contact with someone with COVID-19. This should be part of training and reinforced with posted signage and frequent reminders.

3. The workplace should have a plan in place for what to do in case of an employee who develops symptoms while working as well as an employee who tests positive for COVID-19. This must include the employee isolating themselves at home. Any other employees who had a close contact workplace exposure will need to self-quarantine. All employees should be familiar with this plan, and it should be part of training.

4. Symptom checks should be performed prior to employees entering the workplace. This should, at a minimum, include questions about cough, shortness of breath, diarrhea, loss of smell, loss of taste, and fever. This check can be done in person or remotely (such as electronic survey). If feasible, temperature checks should also be done upon arrival to work.

5. Employees should be given breaks to wash their hands. Stagger break times to ensure appropriate physical distancing can be maintained in employee restrooms and breakrooms. Employees should not congregate in break rooms.

6. Vulnerable employees, for example those over age 65 or with certain chronic health conditions, should discuss any concerns with their physician.

PROTECTING PATRON HEALTH

PPE

1. Patrons must wear a face covering at all times, except as noted by the CDC and herein. Those who are unwilling to wear a face covering will be denied entry.
2. **Signage should be prominently posted at entrances notifying patrons of this requirement, as well as signs and symptoms of COVID-19. Patrons should be notified of this requirement prior to arrival, such as on the theatre website during ticket purchasing.**

3. **Theatres should develop protocols to handle non-compliant patrons, and all employees who interact with patrons should receive training on this protocol.**

4. **Patrons should be asked to bring a face covering with them to the theatre. Individual theatres should decide whether they will provide disposable face coverings if a patron arrives without one.**

5. **With limited exceptions, patrons must wear a face covering at all times while in the auditorium and common areas of the theatre. Exceptions to this policy include those unable to wear face coverings such as children under 2 years of age and individuals with certain medical/physical conditions that inhibit their ability to safely wear face coverings. In addition, face coverings may be removed for the limited purpose and limited time period necessary to consume food and beverages, if approved by state or local health authorities. If so approved, no food or beverages will be consumed in any area that does not provide sufficient space to ensure physical distancing can be maintained.**

**HAND HYGIENE**

1. **Hand sanitizer with at least 60% alcohol (EPA approved ethanol or isopropyl) will be liberally placed in easily accessible public areas and patrons will be encouraged by staff and appropriately placed signage to practice hand hygiene.**

2. **Ensure public restrooms are clean, well-stocked, and have adequate supplies for hand washing. Touchless faucets, soap, and paper towel dispensers should be used when available.**

**POLICIES**

1. **Explore novel options to minimize the number of patrons in an auditorium, for example allowing families or those that attend together to rent out an entire auditorium.**

2. **Appropriate physical distancing must be maintained at all times between patrons, except members of the same household or those that attend together.**
3. With limited exceptions, patrons must wear a face covering at all times while in the auditoriums and common areas of the theatre. Exceptions to this policy include children under 2 years of age and individuals with certain medical/physical conditions that inhibit their ability to safely wear face coverings. In addition, face coverings may be removed for the limited purpose and limited time period necessary to consume food and beverages, if approved by state or local health authorities. If so approved, no food or beverages will be consumed in any area that does not provide sufficient space to ensure physical distancing can be maintained.

4. Provide ample announcements of the theatre’s policies to patrons. Options could include instructions on the theatre’s website and social media, prominent signage, floor markings, and on-screen announcements prior to screening.

**GENERAL INFECTION PREVENTION ISSUES**

**DISINFECTION AND MAINTENANCE**

1. High-touch surfaces should be wiped down periodically with EPA-registered disinfectant, following the manufacturer’s instructions (e.g., safety requirements, protective equipment, contact time). Examples of high-touch surfaces are countertops, doorknobs, faucets, etc. These surfaces should be wiped down at frequent intervals during operating hours.

2. Manufacturer’s instructions for cleaning should be followed for sensitive electronic equipment (e.g. ticket machines, projectors).

3. Appropriately trained employees will be assigned to perform high touch wipe down, with an emphasis on shared spaces and equipment. Surfaces should be disinfected on a predetermined schedule and monitored by management to ensure compliance.

4. Auditoriums should be carefully disinfected between movie screenings. Seat maps of patrons can be used after a screening to help target this activity. This enhanced cleaning will necessitate increased intervals between screenings.

5. If employees are required to wear equipment such as radios, headsets, or earpieces, these should be designated for a particular employee and not shared between multiple employees. If sharing this equipment is unavoidable, protocols will be developed to ensure they are cleaned between each employee use as per manufacturer’s suggested cleaning instructions.
6. Alternatives to paper tickets should be used whenever feasible. If paper tickets are used, the staff person collecting them should wear appropriate personal protective equipment (face covering) and disposable gloves. Hand hygiene should be performed after doffing gloves.

7. If items are handed out to patrons, such as 3D glasses, these should either be single use or protocols established to ensure disinfection between uses. Assisted audio devices should be thoroughly disinfected between uses according to manufacturer’s suggested cleaning instructions.

8. Minimize personal items left in commons areas such as employee breakrooms.

9. Theatres that have been closed should be thoroughly disinfected prior to reopening to the public. If a theatre has had a prolonged shutdown, hot and cold-water fixtures should be flushed per CDC guidelines to ensure water systems are safe to use.

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**FOOD AND BEVERAGES**

1. With limited exceptions, patrons must wear a face covering at all times while in the auditoriums and common areas of the theatre. Exceptions to this policy include children under 2 years of age and individuals with certain medical/physical conditions that inhibit their ability to safely wear face coverings. In addition, face coverings may be removed for the limited purpose and limited time period necessary to consume food and beverages, if approved by state or local health authorities. If so approved, no food or beverages will be consumed in any area that does not provide sufficient space to ensure physical distancing can be maintained. Consider identifying additional designated areas for eating/drinking outside of auditoriums that have adequate space to permit appropriate physical distance.

2. Those responsible for preparing and distributing food must clean their hands with soap and water or hand sanitizer prior to beginning food preparation or distribution and regularly thereafter.

3. All local public health regulations regarding preparing and distributing food must be followed, including use of appropriate food service PPE (hairnets, gloves), safe food temperatures, etc.

4. Minimize the number of people involved in preparing and distributing food.
5. **Communal food, condiments, condiment caddies, straws, napkins etc.,** that require shared serving utensils or equipment should be eliminated, offered via touchless technology or provided by appropriately trained employees. Examples include popcorn butter dispensers, saltshakers, popcorn flavoring, straws, etc.

6. Consider options for patrons to place orders ahead of time, such as mobile ordering, to minimize the amount of time they must wait in line.

7. If patrons must wait in line to place orders or receive their food, they must maintain appropriate physical distancing. Visual reminders should be prominently placed to assist.

8. Handwashing facilities and/or hand sanitizer dispensers should be readily accessible at the entrance of any designated eating area and should be used when entering and leaving the area.

9. Consider addition of plexiglass (or similar) barriers between cashiers and patrons.

10. Minimize cash transactions and encourage credit cards or contactless payments whenever possible.

**PHYSICAL DISTANCING**

1. Ticket lines should be configured to ensure appropriate physical distancing is maintained at all times. Options include visible markers, barriers, tape, etc.

2. Tickets sales should be available online or via phone whenever feasible to reduce the need to stand in line for tickets.

3. Lines to enter a theatre should be minimized whenever possible. If lines are unavoidable, appropriate physical distancing must be maintained.

4. Adequate numbers of employees should be available to direct patron traffic and enforce physical distancing in lines.

5. Ensure that, at a minimum, the amount of physical distance defined in all applicable federal, state, and local guidance is maintained in all directions inside auditoriums, except for members of a household or those that attend together. Configure ticket sales systems to facilitate appropriate physical distancing. Occupancy will need to be individualized based on state and local public health guidance and the phased reopening plan.
6. Limit and stagger screening times to reduce overcrowding between screenings, particularly in common areas, restrooms, and concession areas.

7. To the extent possible, reconfigure restrooms, for example by blocking stalls or urinals, to ensure appropriate physical distancing can be maintained at all times. As patrons may need to line up to enter restrooms, use visual indicators such as tape to identify appropriate physical distancing.

8. Use of employee breakrooms should be limited. As face coverings cannot be worn during eating/drinking, limit the number of employees in a breakroom at any one time to ensure distancing can be maintained. Clean countertops and tables between uses.

9. If there is an elevator, capacity should be limited to four (4) individuals at a time, families or others that attend together only.

10. Unless permitted and protocols in place consistent with local and state public health guidance consistent with each state and region’s phased reopening plan, close any on-site lounges, play areas, or other areas where people may congregate.

HVAC

1. All HVAC systems should be in working order with increased ventilation whenever possible.

2. Upgrade the building’s air filters consistent with CDC, state and local health guidance to the extent possible.

3. Whenever possible, increase the quantity of outside air.

4. Consider use of portable high-efficiency air cleaners.

5. Considering hiring an HVAC expert, such as an industrial hygienist, to assess and optimize airflow and air exchange.
RETURNING TO RESEARCH AT RUTGERS
Returning to Research at Rutgers University

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Emergency Operations Committee Research Team
August 12, 2020
Introduction
On March 25, Rutgers University restricted research to programs deemed “critical” as the COVID-19 pandemic rapidly spread through the tristate area. The ramp-down of research was necessarily rapid and was highly disruptive of important ongoing research. Herein is the plan to restore and repopulate research at Rutgers University as rapidly as feasible in a safe, sustainable and adaptable process. The guidelines below are specific for research; more general guidance has been provided in the Returning to Rutgers document (https://ipo.rutgers.edu/sites/default/files/2020%200618%20Returning%20to%20Rutgers.pdf), published June 18, 2020.

Research is foundational to Rutgers University’s mission, reputation and future. A commonality of shared values, effort and willingness to sacrifice for the greater good is likewise a cornerstone of our vigorous academic research culture. It has been inspiring to see these shared values and goals in practice during the urgent and discontinuous process of ramping down the research engine at the university. As eager as we all are to be back at full capacity, it will be critical that everyone exercise patience and flexibility because we cannot simply return to the way things were before COVID-19. We will almost certainly have to make changes to our plans as the process evolves, and will have to abide by the decisions made at the dean and chancellor levels that will allow us to gear up research as rapidly as possible.

Repopulating research must start from a grassroots level, taking into account the detail and context of individual research settings, laboratories, and facilities. The process has involved an online Return to Research survey to collect requests from individual investigators to ramp up their research activities, in an effort to provide sufficient information to enable the chair and research dean to review and assign priority. The prioritization from each campus is shared with the Office of Research and Economic Development for purposes of coordination.

The Research Team of the Emergency Operations Committee, convened by President Barchi, organized faculty advisory groups to identify and flesh out issues specific to research settings in social and behavioral sciences, humanities, agriculture, biomedical sciences, physical sciences, animal research and clinical research. Return to Research plans collected from the Principal Investigators have provided detailed insight into specific conditions in their research setting that will inform how research administrators within schools manage the safe return to research by disciplines from the humanities to clinical trials at affiliated hospitals.

The phased approach to returning to research, and overall considerations for returning to laboratories and other research environments at the university are below.
**Guiding Principles**

The resumption of full-scale research at Rutgers University will be guided by:

- Compliance with relevant federal, state and local laws and Executive Orders
- Attention to the specific health conditions and risk factors of all individuals
- Desire to return all researchers to full capacity as soon as possible in a safe and sustainable manner
- Strategic use of scarce resources in staffing and operations to maximize impact for research and attract external funding
- Ability to respond effectively to new developments in the COVID-19 pandemic
- Action in a coordinated way across the university chancellor units

**Safety**

- **Safety is a shared responsibility across the entire university community.** Meticulous community adherence to public health practices including hand hygiene, physical distancing, proper cough/sneeze etiquette, disinfection of common and high traffic areas, symptom assessment and face covering in public will be the new normal at Rutgers University.
- COVID-19 safety training, equipment use and procedure training will be completed by all personnel.
- Protective equipment commensurate with COVID-19 exposure risk is mandatory regardless of pre-pandemic safety protocols in each lab. Protective equipment includes the following:
  - Researchers will wear a face covering at all times while on campus
  - Lab coats will be required while in the laboratory
  - Gloves and other appropriate protective equipment that is fit to purpose for the specific research will be provided by the individual laboratories
  - Gloves, masks and lab coats are required to enter the vivaria
  - Wipes and disinfectant will be available in university research buildings.
  - Disinfection of common equipment and benches must follow each use.
- Social distancing will be strictly enforced:
  - During the Phase B and C of repopulation, guidance is set at one researcher per 150 square feet in order to maintain a minimum 6 foot spacing between individuals
  - Scheduling may be required to avoid high density in laboratories
  - Scheduling will be enforced for high density areas such as common rooms and core facilities
  - Appropriate protective equipment and distancing between researchers and human subjects must be strictly enforced
Personnel

- During Phase B (“50%”) and Phase C (“75”), return to campus is voluntary.
- Personnel should stay home as much as their responsibilities allow; when on-site, strict interpersonal distancing is required. All research activities that can be done remotely, must be done remotely (lab meetings, data analyses, etc.).
- Personal factors should be considered in initial return-to-work scheduling: need for public transportation, family responsibilities (dependent care, etc.), personal health, etc. The following factors have been identified by the CDC to place individuals at higher risk for severe illness from COVID-19: 65 years and older, chronic lung disease or moderate to severe asthma, serious heart conditions, immunocompromised, body mass index > 40, diabetes, chronic kidney disease with dialysis, and liver disease. Colleagues at risk are strongly advised to avoid on-campus research if possible during phases B and C of repopulation (“50%” and “75”).
- Special consideration should be given to the career needs of Early Stage Investigators and late stage pre- and postdoctoral trainees.
- Return of research personnel will be staggered to assure no more than a 25% at each stage, with 2-4 weeks separating stages.

Managing potential CoV-2 infection

- Testing and Tracking
  Researchers will be evaluated for active SARS CoV-2 infection using RUCDR’s saliva test; researchers with a negative test result who have fulfilled other requirements (safety training video; attestation for trainees) will be permitted to return to campus. The test kits are sent to researchers’ home addresses following completion of the Return to Research survey form (which also has a link to the safety video).
  Researchers should practice daily symptom self-monitoring. Symptoms of potential COVID-19 infection include: fever, cough, shortness of breath, sore throat, loss of taste or smell, congestion, chills, muscle pain, runny nose.
- Active illness management should follow CDC guidelines and advice of an employee’s physician. See the “Employee Screening” paragraphs in the Administrative Functions portion of Returning to Rutgers.
Returning to Research in a safe and phased manner

Phase A (lockdown mode)
Essential personnel have been on site since Phase A, and designated critical on-site research studies including COVID-19 research, clinical trials and maintenance have continued during this phase. All other non-critical research activity has been conducted remotely. During this period the State of New Jersey and University “Stay-At-Home” advisories were in place.

Phases B-C (thoughtful repopulation of research settings)
Existing basic science, social science, humanities and new clinical research will be permitted to restart as associated non-essential personnel are scheduled to return on-site during this phase of workforce re-entry. Covid-19 testing will be available for all personnel returning during these phases

Phase D (new normal)
All research may recommence without restriction and all personnel may return to campus when we reach this final phase of workforce re-entry. Research performed remotely may now continue on-site; including all research involving direct interaction with human subjects and community outreach; out-of-state and international research may resume as dictated by university and individual state/country regulations.

Implementation Process and Timelines
In evaluating specific requests to return to research, prioritization by the chairs and deans should consider a number of factors: early stage investigators, research required for 2020 grant submissions and/or near complete manuscripts, graduate student and postdoctoral fellow needs, availability and need for animal care, access to core facilities, etc.

Timelines for critical activities:
Return to Research form sent to faculty
Complete prioritization by chairs and deans
Phase B: Repopulate research to ca. 50% capacity begins
Phase C: Repopulate research to ca. 75% capacity begins
Phase D: Repopulate research to 100% capacity begins

May 29th
June 12th
week of June 22nd
July-August
TBD - requires sustained safety at Phase C
• Principal Investigators begin to develop their plans for resuming research and submit to their chairs through the Return to Research survey distributed the week of May 25th.
• Principal Investigators develop a plan for ordering and receiving supplies and reagents necessary for sustaining research before ramping up.
• Designated academic leadership (i.e. Chairs, Institute Directors, Research Deans) evaluate ramp-up plans for laboratories, common areas and cores; ongoing operations and compliance for assigned labs and for common use must be managed locally.
• Schools develop plans to control population density, pedestrian flow and social distancing as per Rutgers guidelines. In parallel, facility administrators contact IP&O and REHS to coordinate staffing, cleaning and disinfecting and any modifications necessitated by the new university guidelines.
• Ramp-up plans must take relevant dependencies into account (security, core facilities, support infrastructure, shared spaces, etc.).

Conditions for Return of Research to Campus
Our actions affect not only ourselves, but our colleagues and the communities in which we live. These guidelines have been designed to protect each researcher individually, and also the health and safety of the entire university and of the state. Failure to comply with these guidelines could result in local surges of infection, which may in turn necessitate the ramping down of research within that local department or building.

• **Wear face coverings whenever inside a university building or other research facility, except when alone in a private office.** See the “Face Coverings” paragraphs in the Administrative Functions portion of this document.

• **Maintain 6-foot physical separation between all individuals.** In the rare cases in which this is not possible, those situations should be kept to the shortest time possible

• **Work together to de-densify research facilities to no more than one person per every 150 square feet in the initial phase of repopulation.** Steps to achieve this include limiting the number of people permitted in a facility at any one time, working in shifts, and scheduling shared facilities and equipment. Sometimes a density of no more than one person per every 150 square feet cannot be maintained. Incidental encounters with other people (e.g., passing in a hallway) are unavoidable, but should be reduced whenever possible, for example, by not sharing passenger elevators and limiting the number of people in restrooms and other common areas.

• **Use appropriate protective equipment as required by the specific nature of the research activity.**

• **Clean research equipment and “high-touch” surfaces in shared spaces.** Shared equipment should be cleaned by each user, using appropriate disinfectants provided by the university, both before use begins and after it is completed. Similarly, researchers
should frequently clean “high-touch” surfaces (e.g., door handles, drawer handles, faucets, etc.) in shared spaces. The university will increase regular cleaning of common areas, but not scientific or other specialized equipment.

- **Maintain good personal hygiene.** This includes washing hands for at least 20 seconds with antibacterial soap upon entering and before exiting all buildings regularly throughout the day and, using hand sanitizer when hand-washing facilities are unavailable, and covering coughs and sneezes.

- **Ensure symptomatic colleagues stay or return home as soon as symptoms (e.g., fever, cough, difficulty breathing) develop.**

- **Comply with the daily symptom check protocol** as described in *Returning to Rutgers.*

- **Comply with the university’s policy and applicable law on testing for COVID-19, tracing people who may have been exposed to it, and quarantining people who test positive for COVID-19 or who are likely to have been exposed to it.**

- **Participate in a “buddy” safety system** so that any researcher working alone in a research facility in which dangerous chemicals, equipment, or other material are used has an identified “buddy” working elsewhere in the building or who is in contact electronically and is aware of the researcher’s presence in the facility.

- **For field work and other research conducted in facilities under the control of an entity other than RU, researchers must comply with the policies of that third party and with applicable law in that jurisdiction, in addition to these guidelines.**

- **Changing COVID-19 conditions may require re-activation of ramp-down measures.**

**Trainees**

Students are critical to research at Rutgers, and research plays an important role in their education, especially for graduate students. However, students also pose special concerns.

*Original:* Undergraduate students are not permitted on campus during Phase B&C. Guidelines for Phase C will be sent out prior to initiation of the Phase. **UPDATE AS OF AUGUST 28:** Following discussion with subject matter experts the following guidelines for undergraduate research in Fall 2020 will be:

- Undergraduate Junior or Senior students may work in a research laboratory if they meet all of the following criteria and are approved by the Research Advisor:
  - Laboratory research credits are necessary to avoid a delay in time to degree or thesis completion,
The student’s academic advisor or undergraduate program director endorses participation on the research activity, and

- The research can be conducted safely as endorsed by the Research Advisor and department chair.

- No student should be required or pressured to participate in on-campus research during the COVID-19 pandemic.

- Graduate students may participate in on-campus research consistent with these guidelines. Graduate students should consult as appropriate with their faculty supervisors and/or graduate program advisors. Permission to participate in on-campus research is requested and granted as part of the Principal Investigator’s Return to Research request.

- Graduate students returning in Phase B must complete the attestation provided in the Return to Research email.

- During the summer of 2020, undergraduates will not be permitted to participate in on-campus research.

Visitors

- Visiting scholars are permitted in university research facilities provided they comply with these guidelines.

- Visitors who are performing specialized services such as repairing equipment or providing training are permitted in university research facilities provided they comply with these guidelines.

- Visitors who are making deliveries should remain outside of labs or other research spaces to the greatest extent possible; buildings housing research facilities should designate spaces to receive deliveries and from which researchers may collect those deliveries.

- Casual visitors and researcher friends and family members are not permitted in university research facilities.

Research Involving Human or Animal Subjects

Research involving animal or human research subjects must also comply with the requirements of Institutional Animal Care and Use Committee (IACUC), Institutional Review Board (IRB), and Institutional Biosafety Committee (IBC) protocols, and any special guidelines that those committees issue.

Travel
Travel related to research is controlled by the Rutgers University travel policy, which currently does not permit either out-of-state domestic or international travel. This policy is reviewed periodically.

Local (in-state) travel to field sites or other research facilities is permitted, provided that these guidelines are followed to the extent possible.

**Research Pause or Wind-down Plans**
Researchers should be aware that there may be a need to pause or wind down on-campus research in the future in response to new information about COVID-19, new outbreaks, or changes in the capacity of our communities to respond. Principal Investigators resuming research under the current guidelines should have in place a plan for the orderly reduction or cessation of on-campus research on a temporary or long-term basis.

**Awareness and Training**
All researchers conducting research on campus should be familiar with the requirements of these guidelines. PIs bear responsibility for compliance with these guidelines throughout their research teams and facilities, and academic units (e.g., schools, departments, centers, institutes) also have additional responsibility for oversight and support.

Training materials and sessions for the safe post-COVID return to research will be provided by REHS.

Up-to-date information will be available at the REHS website (https://ipo.rutgers.edu/rehs).

**Enforcement**
Rutgers University expects all researchers to comply fully with these guidelines to protect the health of each other and our broader communities. Principal Investigators bear additional responsibility for compliance with these guidelines throughout their research teams and facilities, and must lead by example.

Persons observing noncompliance with these guidelines should address it as appropriate and possible, either with the individual(s) involved, the department chair, Dean, Vice Chancellor for Research or Senior Vice President for Research. Complaints may be made anonymously through the University Ethics and Compliance reporting system at https://uec.rutgers.edu/compliance-hotline/
Primary Goal
The primary goal of this document is to provide general guidance for the resumption of clinical and field-based research at Rutgers University while protecting the health and well-being of all Rutgers faculty, students, staff, research participants, collaborators, and community.

Guiding Principles

Safety First: The responsibility for the safety, health and wellbeing of all research faculty and staff at Rutgers University, and the communities we serve, is shared among all University personnel across all schools and research facilities. During COVID-19 the health and safety of researchers, staff, and research participants is served by adherence to a minimum of five guidelines:

- **Wear a Facial Mask** – Use facial covering when coming into contact with any other person in an office, building, lab, and/or the field.
- **Practice Personal Hygiene** – Do not touch your face, wash hands regularly, wear gloves and/or regularly use a hand sanitizer that contains at least 60% alcohol. Wash one’s hands when coming into contact with another person.
- **Maintain Protective (Social) Distance** – Maintain six feet distance from all other people.
- **Perform Health Monitoring** – Do not come to work when sick (including when suffering from an elevated temperature); Send people home if they exhibit symptoms.
- **Disinfect Work Areas** – Using appropriate cleaners and regularly disinfecting one’s workstation, lab, office, supplies, books, and equipment.

Remote Operations: During the initial ramp-up, all research activities that can be done remotely, will be done remotely. For example:

- Trials where in-person visits can be eliminated or conducted remotely via telemedicine and investigational meds can be delivered to the participant’s home.
- Non-interventional research where research participants do not need to come on campus and research staff can effectively execute the research activities remotely without direct contact with participants.
- Non-laboratory studies that can be performed remotely.

On-Going Changes: Please expect these guidelines to evolve in response to changes in science and circumstances.
**Training:** All involved personnel, including external monitors, must take COVID-19 safety training (https://myrehs.rutgers.edu/online_training/covid19/) prior to resuming on-site activities.

**Research Ramp-Up Phases A-D:** Ramp-up is based on the nature of the research protocol and current public health conditions; reviews and approvals will be made by Department Chairs/Institute Directors, then Research Deans (or equivalent) and the research regulatory office for final determination/validation.

**Local Governance and Decision Making:** Ongoing operations and compliance activities for all offices, labs, clinics, hospitals, and other on-site space used for research (including clinical labs and common areas) will be managed locally (i.e. by PIs, Clinical Department Chairs/Institute Directors) under appropriate safety guidelines.

**Voluntary Nature of Resumption of Research:** Faculty, students, and staff must not be compelled to engage in research activities that they are not comfortable with until restrictions on research are removed (Phase D). Rutgers faculty researchers will inform their staff that they have the right to refuse to engage in activities that could expose them to the public and obtain positive consent of their willingness to assume the risks involved.

**Questions or Concerns:** Researchers with questions or concerns associated with the resumption of research should consult with the principal investigator. In the event this is not satisfactory, s/he may also contact the Chair of the Department, Dean of the School, Director of the Research Center, University Human Relations, REHS, University Ethics & Compliance and/or the Office of the Senior Vice President for Research and Economic Development.

**Potential Disruption:** All research faculty and staff should keep in mind that an increase in COVID-19 infections may require rapid ramp-down of certain research activities with relatively short notice.

**Tools**
The primary defense against COVID-19 infection and spread include education, personal hygiene (especially proper hand-washing), disinfection, the use of appropriate personal protective equipment (PPE) and/or facial covering, and social distancing.

**Scope**
This document provides only general guidelines for the resumption of clinical, social, behavioral, and humanities research at Rutgers University during the COVID-19 pandemic. *This guidance does not and cannot address all of the activity-specific and location-specific challenges, circumstances and scenarios that Rutgers’ research teams will encounter. These guidelines are provided as general guidance intended to help research faculty and administration develop project-specific strategies to undertake research in a manner that protects the health and safety of all involved during the COVID-19 pandemic.* Such strategies should seek the highest level of compliance with the guidance provided in this document. Faculty must work with their department chairs and deans to ensure that for each research project they develop strategies that ensure the highest possible compliance with the requirements of these general guidelines. These guidelines cover all persons involved in Rutgers research including but not limited to
faculty, post-doctoral students, undergraduates, graduate students, research participants, Community-Based Participatory Research (CBPR) members, vendors and collaborators. Research personnel across each of the four campuses are expected to follow the requirements and guidelines in this document.

These requirements and guidelines are to complement and read consistent with the University’s Policy for Human Subjects Protection and the Institutional Review Board (https://policies.rutgers.edu/90211-currentpdf).

Venue
These general guidelines will govern all clinical, social, behavioral, and humanities research that is conducted in-person at Rutgers University researchers including field research (research that takes place wholly or in part in public spaces, community agencies, schools other than Rutgers, archives, libraries, museums, hospitals and clinics, and private homes), Rutgers’ labs and offices, as well as research that is out-of-state and international. University researchers include faculty, staff, and graduate and undergraduate students.

Implementation
In collaboration with their department chairs and deans, faculty must develop strategies specific to their research that ensure the highest possible compliance with the requirements of these guidelines. When changes occur to the research/circumstances that impact compliance with these guidelines, these strategies should be changed accordingly and in a timely manner. Such strategies should be formally discussed with department chairs and/or deans. Issues that cannot be resolved (or questions that cannot be answered) at the department or school level should be escalated to the campus Vice Chancellor for Research and/or the Office of the Senior Vice President for Research and Economic Development.

Governance
Everyone engaged in the conduct of research is responsible for adhering to these requirements and guidelines. This includes but is not limited to all individuals who are defined as principal investigators and key personnel on a research protocol (https://orra.rutgers.edu/researchroles). It additionally includes department chairs and deans, who also bear responsibility for ensuring that these guidelines are adhered to.

Questions:
- Questions related to these guidelines or their implementation (such as the application of facial covering, the use of PPE, appropriate social distancing, monitoring of health, and disinfection of workspace, supplies and/or equipment) should be forwarded to the Rutgers Environmental, Health and Safety Office.
- Questions related to the ethical impact that adherence to these guidelines may have on research participants or changes to the research protocol should be forwarded to the Rutgers Institutional Review Board. See also the memo issued by the IRB (below)
entitled *Guidance to Human Subjects Researchers on Ramping-Up Research: When to Submit Protocol Modification to the IRB and When Not To.*

All other questions or issues can be forwarded to the Office of the Senior Vice President for Research and Economic Development, who has the final authority to interpret these guidelines and judge the effectiveness of their implementation.

**Human Subject Research - Ramp-Up Phases**

**Phase A**

Critical on-site research and remote research activity performed with essential personnel. Please note that during this period the State’s and the University’s “Stay-At-Home” general advisories remain in place.

1. **Essential Clinical Trials and Research**
   a. New and existing clinical trials and research that have the clear prospect of benefit for patients or research participants with life threatening or serious conditions.
   b. In-person study visits required to assess safety of patients who were enrolled in clinical trials or research prior to the pandemic.
   c. New and existing clinical trials where enrollment into the trial is the only available treatment option for the patient.

2. **COVID Clinical Research**
   Includes treatment trials, observational trials, and data collection protocols.

3. **Ramped-Up Clinical Care Generated Trials** – New and existing clinical trials and non-interventional clinical research can occur during inpatient stays and during patients’ regularly scheduled outpatient visit if only essential personnel are performing the research activities. Non-essential personnel may not return to campus to perform this research at this time, but this might change in the future. The PI and the Department Chair/Institute Director must also confirm that all other research-specific services are available to execute the trial.

**Phases B-C**

Existing and new clinical research will be permitted to restart as associated non-essential personnel are permitted to return on-site during this phase of workforce re-entry.

1. **Existing observational and interventional clinical trials and other clinical studies from all sponsors that do not meet the criteria defined in Phase A.** If an external monitor on-campus site visit is required then the study cannot be initiated or restarted.

2. **Existing research in the social and behavioral sciences and humanities from all sponsors that do not meet the criteria defined in Phase A.**

**Phase D**

All clinical research and all personnel without restriction will recommence during this phase of workforce re-entry. Research performed remotely may now continue on-site. Finally, all out-of-state and international research may resume.
General Policy as Applied to Human Subjects Research

Plans to resume research at Rutgers University should include a combination of work at home and essential research that can only be performed on-site or in the field. All faculty are encouraged to consider changes to their research that will minimize (or if possible, eliminate) face-to-face interactions and maximize on-line, remote activity. Strategies to resume on campus and field research should include:

- **Instructions** that are communicated to all persons involved in the research prior to entering the field. Such instructions will include information on PPE (or facial covering) acquisition and use, the use of disinfectants, social distancing, and the reporting of adverse incidents.

- **Schedules** to help stagger work assignments and work locations to allow for appropriate physical distancing.

- **Specified work spaces**, when possible, to minimize direct contact between staff or contact with materials or surfaces touched by others.

- **Contingency plans** for carrying on research if one or more personnel become sick or is no longer willing to work on site.

Health of Personnel

- Any person who has experienced potential COVID-19 symptoms\(^1\) during the past 14 days should contact their physician and Occupational Health to determine their fitness to return to research.

- All health-related information shared by a Rutgers employee with his/her supervisor or colleagues should be treated as confidential protected health information (PHI) and shared only with the appropriate Rutgers staff on a need-to-know basis.

Personal Protective Equipment (PPE)

- All research staff will use facial covering while they are working in the office, lab, field, or have the possibility of contact with any other human person. (Contact is defined as standing less than 6 feet away from another human being for longer than fifteen minutes; facial covering includes surgical, cloth or dust masks.

- Facial covering will be provided to all Rutgers research staff.

- Researcher may also use their own cloth-based facial covering.

- Disposable masks must be discarded when soiled or damaged. Reusable cloth face covering must be regularly cleaned by the wearer.

- Individuals must ensure that they do not contaminate their face covering by incidental contact with contaminated hands or gloves.

- Individuals must ensure proper hygiene when donning and doffing their face covering.

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\(^1\) Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.
• Individuals should use gloves as required for clinical work or for working with chemicals or other reagents. Gloves must not be used outside of the laboratory or clinical setting, and they must be properly discarded after use.
• A mask, shield, or other form of barrier is required when dealing with research subjects. For example, during interviews - whether on the street or in an office/lab.

Safe Distancing
• Protective (social) distancing is defined as standing 6 to 10 feet away from other people.
  o If interactions need to take place in person, they will be conducted with a minimum separation distance of 6 feet.
  o Within buildings, individuals must work at least 6 feet apart in all directions.
  o In order to minimize direct contact between/among staff or contact with materials or surfaces by more than one person, field staff should be "permanently" assigned to specific work spaces whenever possible.
  o Use appropriate disinfectant to clean your assigned space before, during, and after use.

Hand Washing
  o Wash hands upon arrival, at each break, and at the end of the work day.
  o Wash your hands with soap and water for at least 20 seconds especially after you have been in a public place, dealing with a research participant, or after blowing your nose, coughing, or sneezing. (Cough or sneeze into your elbow as recommended by the CDC.)
  o If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.
  o When using sanitizer cover all surfaces of your hands and rub them together until they feel dry.
  o Avoid touching your eyes, nose, and mouth with unwashed hands.

Disinfection
  o A daily checklist of what needs to be disinfected is highly recommended.
  o Everyone is expected to have hand sanitizer and disinfectant. Hand sanitizer may be used when hand washing is not possible.
  o Daily disinfecting is recommended for commonly touched surfaces, for example, desk tops, telephones, computer and technical equipment keyboards, door handles, toilet handles, tools, steering wheels and hand controls of vehicles/tractors, including farm equipment.
  o Disinfect surfaces following best practices (60% alcohol or other EPA approved disinfectants). Wipe surface with disinfecting wipe or spray disinfectant on paper towel and then wipe on surfaces. Allow surface to air dry for 10 minutes. Discard paper towel in trash.
o Wash hands immediately after disinfecting surfaces and after any potential exposure.
o All research teams should supplement typical janitorial cleaning with additional sanitation of workspaces and equipment.

Field Equipment and Supplies

o Whenever possible, all necessary field research equipment and supplies will be assigned to specific individuals and labeled with that user’s name for the duration of the field season.
o No sharing of equipment or supplies will be permitted once they are distributed and assigned to individuals.
o When not being used, equipment and supplies will be stored in a user’s personal vehicle or personal storage space.
o If possible, all newly acquired supplies will be disinfected (thoroughly cleaned).
o Some field/farm experiments require the use of machinery.
o When possible, a single person should operate the equipment.
o If two individuals are needed, practice physical distancing.
• If physical distancing is not possible, plexiglass shielding will be installed between individuals to provide a physical barrier; personnel will also wear facial covering.

Library Research

• All library research must be conducted in compliance with all safety guidelines including the use of facial covering, personal hygiene, and social distancing.
• While in the library all research staff must maintain at least 6 feet distance from all other library users.
• If physical distancing is not possible, plexiglass shielding should be installed between individuals to provide a physical barrier; personnel will also wear facial covering.
• Any additional COVID-19 related health and safety protocols established by the Rutgers Library must be followed.
• When working in a library/archive other than Rutgers, researchers and their staff are expected to comply with these guidelines.

Facility Maintenance and Usage

• The use of all Rutgers facilities must be coordinated by the principal investigator.
• A daily log must be kept of visitors.
• In facilities where multiple groups, faculty, and students have ongoing operations, the principal investigator is responsible for coordinating with other groups to ensure appropriate social distancing and other health and safety measures.
• No visitors are allowed without the expressed consent of the principal investigator.

Research Participants
(These guidelines govern research not related to COVID-19; for COVID-19 related research, the research participants guidelines will be governed by the IRB approved protocol.)
• Principal investigators and research staff will take all possible precautions to protect the health and safety of all research participants.

• Research participants will be instructed to bring/use facial covering. Research participants will be provided facial covering if they cannot supply it. Research cannot be conducted with participants who do not have facial covering, unless facial covering is not feasible due to the nature of the study and lack of facial covering is specifically approved by the IRB.

• When working with research participants research staff will use facial covering and, if in a clinical setting, gloves.

• If physical contact is required, whenever possible such contact must be minimized. Gloves must be discarded after each use.

• Any equipment used during such contact must be immediately disinfected. If a research subject was in an office or lab, surfaces that were touched should be cleaned and disinfected before such areas are used again.

• Whenever possible, research participants will be pre-screened 24 hours before participating in research activities. (There is a pre-screening protocol for this purpose; please see appendix to this document.)
  ○ If it is not possible to pre-screen the research participant 24 hours before the research activity, research participants will be pre-screened on the day of the research activity.

• If the research participant is exhibiting COVID-19 related symptoms the participant will be instructed to contact his/her preferred medical professional or the nearest hospital.

**Travel**

• It is recognized that research travel is critical for many research faculty. For faculty or research staff who must travel to perform their work function, social distancing guidelines will be followed.

• Two people may drive together in a standard vehicle. They should wear facial covering and sit in opposite corners from each other. The driver can improve the ventilation by opening windows or setting the air ventilation/air conditioning to non-recirculation mode.

• People who live together may travel together in a shared vehicle.

• While traveling with colleagues do not share food or drink.

• If overnight travel is necessary, there must not be more than one person per room, unless two people routinely share a room off-campus.

• While traveling, purchasing of food and supplies and contact with people outside the research team should be limited to minimize interpersonal interactions.

• Travel related to research is controlled by the Rutgers University travel policy, which currently does not permit either out-of-state domestic or international travel. This policy is reviewed periodically.

• Local (in-state) travel to field sites or other research facilities is permitted, provided that these guidelines are followed to the extent possible.
• If a member of the research team presents flu-like symptoms during travel, the following steps are required:
  o The individual must cease field work and self-quarantine. Contingency funds for a separate hotel room or other measures must be considered by the principal investigator before research begins.
  o The individual must be tested for COVID-19 as soon as possible.
  o The remainder of the research team may continue their work but must take extra precautions to isolate the crew from potential sources of infection.
  o The individual can return to work if tested negative or is symptom free for at least 14 days.

Guidelines for Preparation of Materials for Field Studies
• Preparation of materials is to be conducted indoors in an on-campus laboratory or at home.
• It is acceptable to prepare materials at home only with prior approval of the principal investigator and provided it is safe to do so, i.e. non-hazardous.

Field Data Collection
• A minimum of 6 feet will be maintained between individuals while collecting data in the field.
• Some data collection projects involve the deployment and use of equipment such as computers, sensors, lasers, cameras, etc. In all cases the installation and operation of these devices will be conducted in such a way as to maintain 6 feet of separation between individuals.
• Such research processes must be designed to minimize the possibility of cross-contamination (see cleaning guidelines above).

Lab-Based Research
• Some research may require laboratory access, e.g., for the stabilization of collected samples prior to long-term storage or the genotyping of individuals to determine appropriate genetic crossing strategies. In such cases appropriate safety measures must be implemented (see guidelines above).
• See also Rutgers established safety guidelines governing lab-based research.
Off-site Research Activities and Collaborating Organizations

- As stated earlier in this document, this guidance does not and cannot address all of the activity-specific and location-specific challenges, circumstances and scenarios that Rutgers’ research teams will encounter. This is provided as general guidance intended to help research faculty develop project-specific COVID-19 response strategies. Such strategies should seek the highest level of compliance with the guidance provided in this document, especially as it relates to facial covering, social distancing, personal hygiene, workstation sanitation/disinfection, and health monitoring.
- Any research activities conducted at collaborating community-based organizations, schools, hospitals/clinics, etc., must be undertaken in compliance with these guidelines.

Rutgers University Protocol for Pre-Screening Research Participants

Rutgers University recommends that researchers develop a Covid-19 screening procedure and ask research participants to complete this screening before reporting for any study-related visits or engaging in any in-person interactions with Rutgers research staff. *(This type of screening procedure does not require IRB approval.)*

Preparing for Screening

1. Become familiar with study protocol.
2. Establish a formal plan to manage research projects when staff are sick or unavailable.
3. Make sure that you understand the visit flexibility of your protocol(s) and also any safety considerations regarding delaying an investigational treatment visit.
4. Rutgers’ IRB will need to review any protocol modifications (other than this pre-screening); nonetheless, such submissions to the IRB’s will be given priority if you use COVID-19 in the submission title.
5. Research participants with possible exposure or symptoms of illness should be (1) urged to get medical care and (2) scheduled/re-scheduled for a date in the future.

Screening protocol

A designated study staff member should call the participant 24 hours before the appointment and ask the following screening questions:

1) In the past 14 days, have you traveled outside of the United States?
2) In the past 14 days, have you had any of the following symptoms?
   a) Fever or chills
   b) Cough
   c) Shortness of breath or difficulty breathing
   d) Fatigue
   e) Muscle or body aches
f) Headache  
g) New loss of taste or smell  
h) Sore throat  
i) Congestion or runny nose  
j) Nausea or vomiting  
k) Diarrhea  

3) In the past 14 days, have you lived with, visited, cared for, or been in a room for a prolonged period of time with someone who is under investigation for or has been confirmed for COVID-19?

4) If the answer to any question is “yes”, the coordinator should reschedule the visit and direct the participant to seek medical care.

5) If the answer to all questions is “no”, inform the participant that we are restricting entrance of unnecessary visitors, and they can only be accompanied by those individuals essential to the visit. This would include legal guardians or a person who must be present with the participant for health care/research related decisions.

6) Research participants should be provided with face coverings.
Guidance to Human Subjects Researchers on Ramping up Research: When to Submit Protocol Modification to the IRB and When Not To
(This guidance is limited to IRB-related protection of human subjects)

Purpose
This IRB guidance is intended to help researchers working with human subjects determine whether or not they need to submit a protocol modification to the University’s Institutional Review Board (IRB) as part of the ramp-up of research during the COVID-19 pandemic.

Rutgers University has provided formal guidance to research faculty and their teams regarding the safety of researchers, patients, and human subjects during the COVID-19 pandemic. Up-to-date information can be found on the University’s COVID-19 website (coronavirus.rutgers.edu):

- Research specific information can be found at https://coronavirus.rutgers.edu/faqs/#research or at ORED’s COVID-19 website (https://ored.rutgers.edu/coronavirus)
- Matters related to personal and personnel safety can be found on the Rutgers Environmental Health and Safety website: https://rehs.rutgers.edu.

Questions Regarding COVID-19 Guidelines
Rutgers Environmental Health and Safety (REHS): REHS provides comprehensive and professional health, safety, and environmental services to the entire university community. Human subject-related questions regarding guidelines to protect against COVID-19 or their implementation (for example, issues associated with the application of facial covering, the use of PPE, social distancing, monitoring of health, and disinfection of workspace, supplies and/or equipment) should be forwarded to REHS.

The Institutional Review Board (IRB): The IRB’s work, expertise, and mission are limited to the regulatory and ethical protection of human subjects as it relates to: (1) research methods, (2) undue influence, and (3) completeness and candidness of the informed consent process. When such issues arise, the IRB must be consulted.

Scope
What types of human subject research are covered under this guidance?
This guidance applies to all types of human subjects research: field work, humanities, social-behavioral, and/or biomedical research. Not all research with human subjects, however, meets
the legal and University threshold for requiring IRB review. We have developed a quick and easy-to-use tool to aid you in determining whether your study requires IRB review. The tool is available online at Human Subjects Determination Tool. (https://rutgers.ca1.qualtrics.com/jfe/form/SV_0B7ICECsq6uceqx)

Additionally, if you require more information than offered by the quick tool, you can find guidance on when research requires IRB review online at Am I Doing Human Subjects Research? (https://orra.rutgers.edu/irb-review#:~:text=Once%20an%20activity%20is%20determined,be%20reviewed%20by%20Rutgers%20IRB.) You may also call and consult the IRB office.

What about protocols directly involving research on the COVID19 pandemic (biomedical, social-behavioral, or humanities research exploring the impact of COVID19 or finding treatments)?

Protocols or modifications to protocols that specifically address the COVID19 pandemic are prioritized above other submissions and receive rapid attention and review. Please see the end of this document for instructions on submitting such protocols for a pre-review by the COVID19 IRB Rapid Response Team.

Is this the final guidance on IRB protocol modifications?

Please expect these guidelines to evolve in response to changes in science and circumstances. Therefore, continue to regularly check this site for updates. Notices regarding updates to the document will be emailed to all human subjects researchers with accounts in eIRB.rutgers.edu and will be posted on the IRB’s website: https://orra.rutgers.edu.hspp. Make sure that your email address in eIRB is up-to-date; you should have on record an email that you check regularly.

What if I have questions about this guidance or about protocols?

The IRB staff stand ready to answer your questions. You may contact them directly via email or phone: IRB HSPP Staff Directory (https://orra.rutgers.edu/hspstaff). Additionally, we have created two centralized email addresses:

- For general inquiries: irb@ored.rutgers.edu
- For COVID19-related IRB questions only: covidirb@ored.rutgers.edu

When a modification is NOT needed

If I am changing the research to include wearing masks, protective (social) distancing, and other health protection measures, do I need to submit a modification?

No. Because health and safety requirements and guidance are university-level requirements, they do not need to be included in a protocol, nor do they need to be submitted as modifications to existing protocols.
In other words, no modification is needed for changes to study procedures that will include wearing masks when interacting with subjects, protective distancing, plastic or other barriers, meeting outdoors instead of indoors, etc. However, researchers should consult with their department chairs and research deans to determine whether the safety measures put in place are sufficient to guarantee that the benefit of the study outweighs the risk to the participant. Researchers will still need to ensure that appropriate confidentiality or privacy measures continue to be in place to protect research subjects.

Health and safety units within Rutgers University are responsible for guidance related to the health and welfare of University personnel surrounding the COVID19 pandemic. Up-to-date information can be found on the University’s COVID19 website.

- Research-specific information can be found on: https://coronavirus.rutgers.edu/faqs/#research and at ORED’s COVID19 site.

- Matters related to personal and personnel safety can be found on the Rutgers Environmental Health and Safety website: https://rehs.rutgers.edu.

Which types of human subject studies do NOT need to submit modifications to the IRB?

You do NOT need to submit a modification if your study has been deemed “Exempt” AND is not supported by external funding. Exempt studies with federal funding must follow the guidelines for submitting changes as outlined further below.

- What is meant by a study with no external funding (i.e. an unfunded study)?
  An unfunded study is one that is not funded by any of the following entities: federal, state, or local governments; non-profit organizations; for-profit or industry sponsors. An unfunded study is financed (paid for) with Rutgers resources (e.g. internal award, departmental grant, etc.) or the personal funds of the researcher. Please note, if in the future your study becomes externally funded, you will then need to submit a modification within 30 days of funding award and describe the changes to the consent process.

- What is meant by approved as an “exempt” protocol?
  “Exempt” research is a regulatory term that means that the research is in fact human subjects research, but is exempt from many, but not all, of the regulatory requirements. Your approval notice will indicate if your research is exempt.

  You can find more information on exempt protocols online: https://orra.rutgers.edu/reviewtype#Exempt.

What if I am changing from a written consent form to an online or oral consent form for an exempt study with no external funding (e.g. consenting remotely, such as online through Qualtrics, over video through WebEx, or over the phone)?
If your study does not receive external funding and was approved by the IRB as “exempt,” then you do not need to submit changes to the IRB if the changes are **only to alter the consent process** and **are solely in response to COVID19 health measures**.

Please note that although limited changes can be made to the consent process, the substantive content of the consent must remain largely as approved.

Changes to the consent form are permitted to the limited degree they explain or address converting from in-person to online video or phone interactions. For example, no modification approval is needed when:

- Transitioning from an in-person written consent to an online consent document, and changes largely are limited to the removal of the signature blocks and replacing it with a check box or text box where the subject indicates their consent to take part in the research.
- The consent document is read to a subject through a WebEx video session or over the phone.
- For research that is not anonymous, the consent document is emailed to the subject prior to the research-based interaction, and confirmation is received during the remote interaction that the subject has read the consent, understands the consent document, and has no questions.
- Moving from in-person focus groups to remote focus groups.

Please see the section below which outlines the circumstances under which changes to the consent form and process will require IRB review.

**If in-person research is later permitted under University policies, must I stop remote consenting for my exempt study and return to in-person consent?**

No. Your protocol can be flexible to include both types of consent processes (i.e. remote and in-person procedures). Remote consenting will remain the preferable consent method for the foreseeable future. If you were approved to do only written consent pre-COVID19, and converted to remote consent, you can continue either consent process. However, you must adhere to the University’s requirements surrounding the health and safety of all persons.

**What if I am doing in-person research but changing from a written consent form to an oral consent script?**

You do NOT need to submit a modification if your study has **no external funding AND your study is “exempt.”**

If your study does not receive external funding and was approved by the IRB as “exempt,” then you do not need to submit changes to the IRB if the changes are **only to alter the consent process** and **are solely in response to COVID19 health measures.**
As with the guidance above on moving from in-person to online, changes to the consent form are permitted to the limited degree they explain or address converting from in-person written consent to consenting a subject verbally. This is referred to as an oral consent process. No modification is needed to the protocol. Guidance on oral consent can be found online under orra.rutgers.edu.

Are there recommended templates for online or phone consent scripts or oral consent scripts?

Yes, the IRB office has published several templates that are available online at: https://orra.rutgers.edu/formsandtemplatesirb. These templates were created with the input of several faculty and IRB members engaged in a variety of human subjects research and can help you with your specific type of research. Templates are also available in non-English languages.

What do I need to document for these changes?

Although you do not need to submit a modification to your protocol, you will need to document all changes in converting from pre-COVID19 consent methods to post-COVID19 methods. You must keep documentation on hand for changes to the consent process. In the event of an audit, such documentation will be used to assess whether subjects were appropriately consented. Please contact the IRB office if you have questions regarding such documentation.

When a modification IS needed

Which types of studies require submission of changes related to restarting research to the IRB for review?

Any studies that meet these two criteria:

Type 1:
- Full Board studies (e.g. studies involving greater than minimal risk to research participants)
- Studies involving vulnerable populations (e.g. children, oncology patients, elderly subjects, prisoners or those on probation or parole, individuals who are otherwise in legally vulnerable status such as undocumented immigrants)
- Expedited studies
- Exempt studies with federal funding
- Ongoing studies for which federal funding has recently been obtained.

Type 2:
Modifications other than the basic COVID-19 protections such as wearing masks when interacting with subjects, protective distancing, plastic or other barriers, meeting outdoors instead of indoors, etc.
What type of modifications must be submitted to the IRB for review?

In general, modifications to protocols are likely necessary when they:

- Impact the aims of the research or research methods, or significant aspects of interactions with human subjects (e.g. moving from focus groups to individual interviews, modifying the recruitment methods);
- Add or modify inclusion of deception or concealment procedures where a debriefing process is needed or needs to be changed;
- Change the location of the research (e.g. moving from one site to another, but no modification is needed if a room is changed within the same site such as a room change within a school); or
- Directly increase the risk to human subjects related to the research design.

What if I am changing from a written consent form to a remote consent form for an expedited or full-board study?

You will need to submit a modification, regardless of whether your study receives external funding or has no funding. There are two time periods during which you must submit a modification:

A. Have you changed from a written consent process to a remote consent process and recruited new subjects anytime from March 16th up to June 29, 2020?

If you made temporary changes to the consent process in your protocol to avoid immediate COVID19-related health hazards to subjects, and your protocol is a minimal risk study with no vulnerable populations, then you must submit a modification to your study at either the time of your continuing review or by September 30th, whichever date is earlier.

If your study is greater-than minimal risk or has vulnerable populations and you have recruited new subjects through an online or phone consent, you must submit a modification to your non-exempt protocol by July 13, 2020.

B. What if I have not yet recruited subjects under an online or phone consent?

If by June 29th you have not recruited any new subjects since March 16th, and you want to move from a written and in-person consent process to a remote consent process, then such a modification will be treated as any modification prior to the COVID19 pandemic. You need to submit a modification prior to starting the work described in the modification by submitting such modification to the IRB through the eIRB platform.

You can determine whether your study is “expedited” or full-board on your approval notice, or in eIRB. Further information can be found online at: https://orra.rutgers.edu/reviewtype#Expedited.
Are there recommended templates for online or phone consent scripts or short documents?
Yes, the IRB office has published several templates that are available online at: https://orra.rutgers.edu/formsandtemplatesirb. These templates were created with the input of several faculty and IRB members engaged in a variety of human subjects research and can help you with your specific type of research. Templates are also available in non-English languages.

What if I am changing both the consent process as well as other aspects of the study?
You need to submit a modification prior to starting the work described in the modification. Changes sought to the study other than to the consent process need to be submitted to IRB. More information is available at: https://orra.rutgers.edu/modifications.

For example, modifying a survey instrument or focus group guide, adding additional research sites, adding additional types of subjects, adding other avenues of subjects recruitment, adding key personnel to help with the research, etc., each require that the researcher submit a modification for IRB review prior to commencement of the work.

(Please note: if you need to submit a modification through eIRB related to changes such as those described in the above paragraph, you should also describe the changes you have made regarding the consent form or process. In this way, the protocol in eIRB will be brought up to reflect the actual state of the research.)

What if I am seeking to do in-person research but it is not yet permitted by the University?
If you are seeking an exception from the University’s safety requirement, then that exception will have to be routed through the appropriate academic and administrative leadership channels prior to seeking the approval of the IRB.

This process is described in more detail online at: https://ored.rutgers.edu/sites/ored.rutgers.edu/files/03.17.2020-Communication_to_Rutgers_Researchers.pdf (see page 2).

Only after those academic and administrative safety approvals are secured may you submit the modification to the IRB. The IRB will consider the request within the narrow confines of its mission: the regulatory and ethical protection of human subjects as it relates to (1) research methods, (2) undue influence, and (3) completeness and candidness of the informed consent processes.

What about FDA regulated work, such as HUD, INDs, and IDEs?
In the majority of instances, you will need to submit a modification to the protocol. Please additionally note that for research conducted under INDs or IDEs, sponsor reporting requirements and FDA reporting requirements are different from IRB reporting requirements. Please consult with the FDA’s guidance on COVID-19 and clinical trials (https://www.fda.gov/media/136238/download). Check with your study sponsors to be sure you have met all reporting requirements.
What if I am working with a Single IRB, Multisite IRB, or External IRBs like WIRB?

A. For WIRB: Submissions must be created and submitted through eirb.rutgers.edu. Please refer to the “How to Submit” section for further guidance on WIRB submissions: https://orra.rutgers.edu/westernirb.

B. I am relying on an external IRB. What are the instructions to complete such a review?
1) Log into https://eirb.rutgers.edu/.
2) Create new study with the Rutgers lead investigator listed as “Principal Investigator” and list any Rutgers personnel only.
3) Select “Administrative Review” under the application type.
4) Upload the External Institution’s IRB approval.
5) Upload all the External Institution’s IRB-approved study documents (i.e. protocol, consent, etc.) in the appropriate sections of the Administrative Review application.
6) The Rutgers lead investigator will need to complete the Local Context Supplement form (available at https://orra.rutgers.edu/hsp).
7) Upload the Reliance/Authorization Agreement from the Reviewing IRB. *If the Reviewing IRB does not have an Authorization Agreement document, Rutgers University template can be used.* Please send an email to irbrelianceadmin@ored.rutgers.edu.
8) All ancillary reviews (biosafety, conflict of interest, radiation safety, etc.) must be completed by all sites consistent with their own institution’s requirements.

C. What if the Single IRB, External IRB, or Relying IRB requested changes to my protocol at Rutgers?
1) If Rutgers University is the Reviewing IRB: All documents will be approved and stamped on the Rutgers template. If the external site has stated in their Local Site information sheet that they have specific language that is required to be added to the consent form, this can be done after the review process is complete. The external site may change the letterhead to match their own site, if applicable. All these changes are part of their own Administrative Review process at the external site.
2) If Rutgers University is the Relying Site: You should submit an administrative review application with all the External IRB’s approved documents (IRB approval, protocol, consent form, etc.) and follow the instructions as stated under the Reviewing IRB bullet above. Please note that the Rutgers IRB does not need to stamp these revised consent forms.

D. Rutgers University is the single IRB (sIRB) for my multisite study. Do relying sites have to follow Rutgers University restrictions?
Rutgers University restrictions on human subjects research apply to Rutgers University research only. For multisite research where Rutgers University serves as the single IRB for other Non-Rutgers sites, the Rutgers University/lead site PI should take inventory of
each relying sites’ local policies/procedures and assess whether activities can continue at those sites.

If a relying site decides that research activities at that site must stop or be limited, the Rutgers IRB cannot override that decision. The site only needs to report their local restrictions if their local IRB requires submission to Rutgers IRB.

In addition, we understand that some relying sites do not have local IRBs. In those instances, the relying sites’ leadership is responsible for setting the guidelines governing participant safety.

Although local circumstances may vary, PIs involved in multisite research are encouraged to consider implementing restrictions that accommodate circumstances at all sites whenever possible. As local circumstances may change on a daily basis, developing a study-wide plan that accommodates all site restrictions may be easier to manage.

Research on COVID-19

Protocols or modifications to protocols that specifically address the COVID19 pandemic are prioritized above other submissions and receive rapid attention.

Since March 16th, the IRB has established a COVID-19 IRB Rapid Response Team comprised of expert IRB reviewers and regulatory staff who are knowledgeable in a range of human subjects research. The Team often provides a preliminary review and comment on COVID19 research within a 48-hour period. After that preliminary review, the researcher makes modifications and submits the study to the IRB.

How do I let the IRB know that I have a COVID19 study or modification?
Please email our dedicated COVID19 IRB Rapid Response Team at covidirb@ored.rutgers.edu. This email is checked every day, including weekends, so that we can be as responsive as possible. The team will respond to you with instructions on how to provide study documents for a pre-review (e.g. through OneDrive or Box). Again, the pre-review is conducted outside of eIRB, so please do not submit through the eIRB system until you have received initial feedback from the COVID19 IRB Fast Response Team.

How do I stay up-to-date on these changes?
Please check the University’s COVID19 website. Research-specific information can be found on that website at https://coronavirus.rutgers.edu/faqs/#research and also on ORED’s COVID19 webpage. If you have any questions, please contact the IRB at: irb@ored.rutgers.edu.
Returning to Research Process Explanation

1. Returning to research begins with every Principal Investigator (PI) completing the Return to Research Survey. This survey was designed to provide health-risk based data that will help inform a process of consultation between PIs and their Department Chairs, Deans, and Center Directors.
   a. At this initial stage issues associated with operational capacity, or the distinctiveness of risks associated with the project (such as health-related vulnerability of a research participant population, the venue of research, etc.) should have been addressed by the PI with their department/school research leadership.

2. In the rare instances where the risk of the project are deemed significant by the department/school research leadership, such leadership can consult with the IRB and REHS before making a final decision.

3. To assist research faculty and their teams we have also published The Resumption of Research Guidance which provides answers to four fundamental questions:
   a. **What principles should guide PI’s in designing strategies to secure the health, safety and wellbeing of all persons involved in their research project.** There are essentially five guiding principles:
      o **Facial Mask** – Use facial covering when coming into contact with any other person in an office, building, lab, and/or the field.
      o **Personal Hygiene** – Not touching one’s face, washing hands regularly, wearing gloves and/or regularly using a hand sanitizer that contains at least 60% alcohol. Washing one’s hands when coming into contact with another person.
      o **Protective (Social) Distance** – Maintaining six feet distance from all other people.
      o **Health Monitoring** – Not coming to work when sick (including when suffering from an elevated temperature); sending people home when they get sick.
      o **Disinfecting Work Areas** – Using appropriate cleaners and regularly disinfecting one’s workstation, lab, office, supplies, books, and equipment.
   b. **Where to go to with questions related to these principles or their implementation:** Questions such as the application of facial covering, the use of PPE, appropriate social distancing, monitoring of health, and disinfection of workspace, supplies and/or equipment should be forwarded to the Rutgers Environmental, Health and Safety Office (REHS).
   c. **Where to go with questions related to the research ethics or research methods impact that adherence to these guidelines may have on research participants**
or research protocols: Such questions should be forwarded to the Rutgers Institutional Review Board (IRB).

d. What protocol changes will require IRB approval and what changes do not?
   - Rutgers University will govern COVID-19 related guidelines in the same manner it manages all other health and safety guidelines associated with research (i.e., by complying with REHS and other requirements by related offices). All protocols requiring IRB approval will undergo the appropriate IRB review (e.g., those where the research methods have changed or the research ethics have been altered). The IRB will consult with REHS on all technical questions (questions related to the health, safety, and environmental welfare) arising from the implementation of the COVID-19 guiding principles.
   - Once approved by REHS and the IRB, and their department chairs/deans, PIs will be able to resume their research.
   - Any questions related to this process can be forwarded to the Rutgers Institutional Review Board (IRB).

4. The Vice Chancellors for Research or their designees reserve the final right to withhold approval for the resumption of any specific research project.
### Frequently Asked Questions for the Return to Research Process

1. **What is the survey and why should faculty fill it out?**
   The return to research survey is nothing more than a **tool** to provide Chairs/Deans across the University with the information they need to start the process of repopulating research in a safe and phased manner. The survey attempts to capture a broad swath of information that can help the Chairs/Deans evaluate and prioritize their units as whole in planning for a safe repopulation into the research environment. Research should be brought back up to speed in a manner that will minimize the impact of any future outbreak of COVID-19 infection.

2. **How does the “return to research” process work?**
   The Research Deans will formulate plans for a safe return to the research environment relying on discussion with chairs, PIs and deans, and as necessary, using information supplied by the Return to Research Survey. That plan is triggered by listing the researchers currently on campus (Phase A) and those approved to return in June (Phase B) on a SharePoint spreadsheet. Phase A and B researchers will receive a test code that will allow them access to at-home collection for the RUCDR CoV-2 saliva test.

3. **Who is covered by the Return to Research process?**
   Researchers have been identified as a group at increased risk of viral transmission, due to the nature and physical spaces they occupy in the course of their work. The objective of the Return to Research process is to manage the safe and phased ramp up of research efforts on campus, while avoiding any flare up of COVID-19. This pilot initiative is specific to the research environment and researchers, and does not involve on-campus teaching, students or staff not directly involved in the research efforts.

4. **My lab was permitted to function during the ramp down due to critical work. Do we need to fill out the survey?**
   Yes, this survey is necessary for continuing the work and to ensure everyone that is working on campus is getting tested for COVID 19.

5. **What happens if my Chair rejects my proposal?**
   The survey is needed to start the dialogue between the Chair and the faculty member. We understand that this will be an **iterative process** and there should be a back and forth communication between the concerned parties.

6. **I don’t need to be onsite to continue my work. Do I need to fill out the survey?**
   Anyone that can work from home and continue their work unimpeded must do so in Phases B and C. If you do not intend to work on campus or do field studies before September, 2020, you do not have to fill out the survey.

7. **What is the deadline for approval and when will I know I can return to research?**
Research Deans have been asked to submit their first batch of approvals by June 12th so that test kits can be mailed to researchers the following week. However, test codes for Phase B will continue to be distributed until Friday, June 19th.

8. **Information on the COVID-19 test:**
   a. **What type of testing is being done?**
      The type of test used is the saliva test from RUCDR, which has been approved by the FDA under an Emergency Use Authorization.
   b. **Who will be tested- faculty, students and staff?**
      At this point in time the test is being administered only to faculty and research staff (post-docs, graduate students, research associates) who are returning to campus or field research. Testing of undergraduate students or non-research staff is out of scope. If research support staff are required for the return of researchers, and are working in the same environment, then they may also be considered as part of the research team and will receive testing.
   c. **Is having a negative test pre-requisite to work in the lab? If not, how soon after we return to work will someone be tested?**
      Yes, it is our shared responsibility to ensure a safe working environment for our staff that are returning and ensure that there are no asymptomatic spreaders within the community. No one should return to campus without being tested; researchers already on campus may continue their research and will also receive testing.
   d. **How will tests be scheduled and where will they be administered?**
      Once research plans (list on SharePoint XL) are submitted, ORED will approve the test codes that will link the researcher to the telemedicine provider and the diagnostic lab. Test kits with instructions will be sent to the staff members home by priority mail. Staff will collect the sample at home as per the instructions and ship samples back using a pre-paid UPS envelope that can be dropped off at any UPS location.
   e. **How will the test results be shared or communicated?**
      The test results are Protected Health Information and will be shared with the individual and Occupational Health only. If you test positive for the virus, Occupational Health will follow up with you to inform you when you may retake the test, and when you may return to work. In this instance, your supervisor will be notified in confidence, so your work responsibilities may be managed. Separately, the health department will work with you to identify others in your social network who may have been exposed as part of the standard contact tracking program.
      An individual can always share their results voluntarily, but there is no requirement to do so beyond sharing with Occupational Health. The COVID status of an individual who is not cleared to return should not be shared. Failure to return to research labs in a timely fashion could be due to a failed test, positive COVID result, or other issues. The researcher, chair and research dean will be notified when they are able to return.
   f. **What happens if someone tests positive?**
      Anyone that is positive for the test will need to be in contact with Occupational Health immediately as per University policy. Occupational health will provide the necessary
guidance to individuals about returning to work. Anyone who tests positive will be retested at the appropriate interval as determined by Occupational Health.

g. Should a PI communicate to other lab members about a positive test from a lab member?
NO!! Due to privacy concerns and HIPAA regulations no public disclosure should be made about a positive test except by the individual themselves. If anyone has been exposed to an affected individual Occupational Health or the health department will contact team members as part of contact tracing to identify potential exposure and provide instructions on how or whether to self-quarantine.

9. Our lab has been working during the ramp down due to critical research exception will our lab get tested for COVID 19?
Yes, all “Phase A” research personnel working on campus will be tested. Everyone identified in the survey as currently conducting research on campus will be considered as Phase A researchers and will receive test codes.

10. I am a chair and I need to fill this survey out for my lab. Who is my first level approver and second level approver?
The Chair can approve their own labs plans and forward to the Dean for approval.

11. Will the planned return to research dates be affected in case of future spike in cases?
The phases of research return are meant to be reversible. While we expect that the measures we are taking will contain and isolate any flare up of viral infection, it may become necessary to ramp down if new infections spike within the community.

12. I understand that return to research during phase B is voluntary. What happens if a PI requests that an employee returns to work, but the employee does not agree to return?
All return to research is voluntary during Phase B. However, depending on the position and ability to perform the necessary duties remotely, an employee who opts to stay home during some of all of the work week may be required to utilize vacation time during this period. Please consult with your local HR office for more information.

13. How can PI’s prioritize one research project over another?
The purpose of the survey is to provide data to inform the decisions made by the research deans in consultation with other academic leadership. While it cannot be prescriptive, based on guidance that has been shared by some of our peer Institutions some factors driving prioritization might be:

- COVID 19 related projects
- Short term studies (2-3 weeks) that can be terminated early if situation warrants
- Studies needed for timely completion of student or Post-doctoral candidate tenure in lab
- Hard deadlines from project sponsors
Pilot data to support new grant applications due in next 2 months

14. **When can research with human subjects begin?**
   Please refer to the Guidelines for Clinical and Field based research for details (above). Clinical and Field research plans must be reviewed and approved at the local level by the Chairs and Deans. Additionally, attention must be paid to any **changes that might require IRB approval.**

15. **Is the engagement of undergraduate students envisioned in the plan?**
   **ORIGINAL:** During Phases B and C of research restart undergraduate students will not be working on campus. As we gain experience in managing the safety of researchers, we may revisit this policy with university leadership. **UPDATE AS OF AUGUST 28:** Following discussion with subject matter experts the following guidelines for undergraduate research in Fall 2020 will be:
   - Undergraduate Junior or Senior students may work in a research laboratory if they meet all of the following criteria and are approved by the Research Advisor:
     - Laboratory research credits are necessary to avoid a delay in time to degree or thesis completion,
     - The student’s academic advisor or undergraduate program director endorses participation on the research activity, and
     - The research can be conducted safely as endorsed by the Research Advisor and department chair.

16. **Are there any guidelines regarding the needed safety measures for the fieldwork and work in the open space?**
   REHS may be contacted with specific questions regarding environmental issues. Field work involving human subjects will be addressed in guidance that will be available the week of June 22nd.

**Revision of Guidelines**

These guidelines will be reviewed regularly to respond to changing conditions and new information. Researchers will be advised of any significant changes. These guidelines may be revised, suspended, or terminated as soon as the COVID-19 pandemic permits. Suggestions for revisions and questions may be sent to EOC@Rutgers.edu, with Research Feedback in the Subject line

**Members of the EOC Research Team:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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Updated 9/15/20 for inclusion in Return to Rutgers
Undergraduate requirements added
Rutgers-New Brunswick Academic Planning for Fall 2020

The academic plan for the flagship campus of Rutgers New Brunswick (RU-NB) in Fall 2020 is designed to protect the health and well-being of our students and to allow them to make progress towards their academic goals. Given the dispersed geography of the campus and the need to markedly limit the number and density of students living on campus, we will be implementing a predominantly remote instructional program with modest on-campus, in-person instruction. All academic support services will also be offered remotely.

Course Instruction

Most undergraduate and graduate courses will be offered through on-line or remote instruction for the Fall. Academic units will offer a mix of synchronous and asynchronous remote instruction courses to accommodate the different needs and preferences of our students. All courses, regardless of their delivery mode, are being designed to be interactive. Even the courses being offered asynchronously will involve opportunities for students to interact with their instructors and classmates in real-time. See FAQs at https://newbrunswick.rutgers.edu/2020status for additional information.

We recognize, however, that some academic programs require in-person or “high touch” experiences. A small number of courses have been approved for in-person instruction for the Fall based on the following general criteria:

- The potential benefit for clinical, practical, or hands-on learning activities that complement on-line instruction.
- Accreditation, professional licensing, etc. requirements for clinical, practical, or hands-on experiences for students
- The potential for delay in students’ progress towards desired degrees if the course is postponed or cancelled.

The approved courses are being re-designed to conform to public health guidelines and the physical constraints required by social distancing protocols.

The courses currently planned for in-person meetings are concentrated in a small number of academic programs:
• The Graduate School of Applied and Professional Psychology is going to use a hybrid model in which most instruction will be offered remotely, but students enrolled in a select number of courses will meet on-campus 2 to 7 times over the course of the semester.

• Mason Gross School of the Arts will offer a small number of its studio courses in-person. The plans for these in-person meetings vary greatly across programs, however. The Dance courses are planning regular in-person meetings whereas the Film-making and Design/Production courses are planning only a few on-campus meetings over the course of the semester.

• The School of Arts and Sciences will offer face-to-face instruction for only a small number of advanced undergraduate laboratory courses in person and some graduate courses that require in-person experiences for accreditation purposes.

• The School of Environmental and Biological Sciences will offer five advanced undergraduate laboratory courses in-person. The enrollment in these courses will be divided into smaller sections that will meet at different times to allow for proper social distancing. In addition, the Animal Science program will be offering its practica courses on-campus.

• The School of Engineering may offer seniors the option of on-premises experiences for capstone design.

The academic programs offering in-person courses have been asked to develop clear plans for training students on safety protocols and behavioral changes aimed at reducing the spread of the COVID-19 virus. They have also been urged to offer remote instruction alternatives for students who are unable or unwilling to come to campus. Our guiding principle is that no student should be delayed in their time to degree due to being unable or unwilling to come to campus this fall.

Preparing Faculty for Remote Instruction

The academic administration at Rutgers New Brunswick has been working since the spring to prepare the faculty for the likelihood of teaching remotely for the Fall semester. Faculty have been participating in training sessions and workshops provided by the University Offices of Teaching and Learning with Technology and the Center for Teaching Advancement and Assessment Research, as well as the teaching and learning teams in the various schools in New Brunswick. The focus has been on teaching faculty to leverage technological tools and design interactive experiences to stimulate student learning and engagement. Courses are being redesigned to be effective in the on-line environment.

Academic Support Services

All academic support services will be offered primarily remotely for the Fall.
Schools and academic departments will offer academic advising through real-time virtual appointments as well as through e-mail. Some schools will be offering “live chat” opportunities so that students can connect immediately to an advisor to have their questions answered.

The Rutgers Learning Centers will offer all its services remotely: tutoring, writing coaching, and academic coaching. The Learning Centers will also be facilitating on-line study groups, so that students can connect and collaborate with their classmates. In addition, the staff of the Learning Centers has prepared resources for students on how to succeed in an on-line course. They are also preparing a tutorial on learning in the on-line environment that will be made available to students during the virtual “Welcome Week.” Instructors are being encouraged to include this tutorial as an assignment during the first couple weeks of class.

The Office of Disability Services will provide its full range of services remotely. The ODS staff has also developed resources for both students and faculty on how to manage accommodations in the on-line environment.

Ver 1.1 8/25/20
The following provides guidance and discussion of topics related to the return of students to the Rutgers University-New Brunswick campus for Academic Year 2021. The guidance and proposals contained herein speak to the provision of modified student services pertaining to on-campus housing, dining, parking, transportation, student life and activities, communications, identification cards, and health, wellness and safety. The planning scenario assumes that with few exceptions, most classroom instruction will be virtual for undergraduate students; that students living on campus will be capped at roughly 20% of capacity, with a range of 2,000 to 3,814 beds occupied; and that there will be a commensurate reduction in services (dining/transportation/student activities) tailored to the reduced student population on campus.

KEY ASSUMPTIONS

- Rutgers higher purpose to help improve the wellbeing of those in New Jersey and around the world through education, research, and engagement has never been as important as it is today.
- The health and wellbeing of the campus community continues to be a top priority.
- Health and wellness issues pertaining to mental health, social isolation, engagement, connectedness and lack of physical exercise may be more pronounced in the aftermath of the global health pandemic.
- The financial landscape moving forward will require greater fiscal responsibility, innovative thinking, creative programming, and entrepreneurship.
- Social distancing measures will continue in some capacity for the foreseeable future.
- Industry standards are evolving and university leadership will need to work with individuals and organizations from across a variety of industries to develop and implement a consolidated plan of action that comports with public health best practices as more is learned about the virus and mitigation strategies.
- The preservation of the overall college experience is paramount to the academic mission of the University and as such will need to be synchronized with short-term public health concerns and long-range mitigation and recovery-based strategic planning.

GUIDING PRINCIPLES

- To ensure a safe working and learning environment for all faculty, staff, and students alike.
- To ensure that all facilities, programs, and services are reimagined to include social distancing measures, personal hygiene practices, and expanded cleaning and disinfecting protocols that are compliant with public safety guidelines.
- To implement measures designed to reduce direct and indirect forms of physical contact between all members of the campus population and to provide training and equipment necessary to ensure continued and ongoing compliance with public safety guidelines.
• To leverage self-service, online, and remote access to instructional resources and academic support.
• To implement additional safety measures for programs and services that traditionally include a component of physical interaction (swipe access for ID’s and other high touch processes). Such measures may include the alteration, suspension, elimination, and/or creation of new processes or services.
• To implement appropriate control measures to identify individuals (employees and students) who exhibit, self-report, or reside with someone who has tested positive or presents with signs and symptoms typically associated with COVID-19 and to ensure protocols are in place to isolate, test, and treat such individuals and mitigate spread of the virus.

GENERAL CAMPUS CHANGES IN RESPONSE TO COVID-19

The following represents a higher-level view of the campus response to COVID-19 with general guidance on return to campus considerations for the fall semester. It is intended to serve as a guiding document that will address critical campus infrastructure needs as they relate to the live, work, learn, play, environment that is a college campus. It is also intended to provide the framework for the development and implementation of area specific and unit-level policies that must address compliance with the objectives stated herein.

The responsibility for compliance will ultimately reside with the department leads, building managers, and those tasked with specific facility or program oversight with a reporting structure that provides for compliance assurance. The health and safety of our campus community is paramount. Each senior leader with oversight for buildings and space must take an active role in partnering with Facilities to ensure the buildings within their purview are equipped with the appropriate plexiglass barriers and PPE to minimize exposure of forward-facing employees in public spaces as noted in the Returning to Rutgers Workplace document.

Interior and exterior spaces will need to account for adequate social distancing measures. As a result, some furniture in classrooms, conference rooms, dining halls, break rooms, computer labs, etc. may be reconfigured, reduced, removed or closed off to maintain social distancing and to reduce crowd gatherings.

Additionally, and to the extent practical, outdoor seating will be increased while also accounting for adequate social distancing to offset the loss of indoor seating that was used for dining, lounges, study rooms, etc.

Activities that might normally be done indoors may be done outdoors if appropriate and can be accommodated.

Consideration should be given to add acrylic or plexiglass partitions or other appropriate barriers or safeguards at customer/assistance interfaces (i.e. information desk, meal card entry, recreation entry, financial aid, libraries, etc.)
Hands-free hand sanitizer stations will be placed at building entrances and at key locations throughout buildings, to the extent possible and all occupants should be encouraged to wash hands upon entering and leaving.

Water fountains will be taken out of service, except bottle filling stations and bottled water units.

Social distancing ground markers will be placed on the floor or on the ground in high-traffic areas like bus stops, to remind people of appropriate social distancing. Markings will be used to direct pedestrian circulation flow in and out of high-density buildings in a manner which reduces crowds and minimizes contact.

Prominent public safety announcements integrated messages across campus, as part of a Rutgers-centric information campaign, will be posted around campus to remind people to take proper precautions (face covering, handwashing, self-screening etc.)

COMMUNICATIONS

A Rutgers-themed information campaign e.g. “RU-6ft Away” “RU-Covered” will be developed and aimed at all members of the campus community (faculty, staff, students, and visitors).

Promotional materials (T-shirts, travel hand sanitizers, etc.) will be distributed to students to promote social distancing and compliance with guidelines.

Promotional materials regarding the availability of E-bikes, E-scooters and alternate transportation options will be rolled out.

HOUSING CAPACITY, SCENARIOS AND SAFEGUARDS

The housing system at RU-NB has a current capacity of 16,238 student beds. The assumption is that for the Fall 2020 semester, the number of students living on campus will be capped at a max. of 3,814 students. Any planning scenarios beyond 3,814 will make social distancing more difficult while triggering a host of other issues. Operating at roughly a quarter of our bed occupancy will require full-time professional staff in Residence Life and other areas, as well as number of student staff. All of whom put additional pressure on the inter-campus bus system and create the need for greater testing and contract tracing capacity.

Congregant living poses high risk of contagion and plans must be carefully considered to mitigate these difficulties. To safely operate on campus student housing, testing and on-going monitoring is paramount. It is imperative that testing be available and residents be tested at appropriate intervals throughout the semester in accordance with public health guidelines. Students with pre-existing conditions should be informed about the potential risks of living in a residential community and encouraged to proactively take measures to safeguard their health.

There are various types of residence halls at the university, which include traditional residence halls, apartments and suites. The desire to promote social distancing and to maintain separation
of residents suggests that high-rise residence halls, which require the use of elevators and feature community style bathrooms, should not be used at this time. A greater reliance on the use of apartments and semi-private suites, which typically include bathrooms and kitchens, can also serve to reduce dining hall traffic and lower potential exposure.

With greater than half of the beds unoccupied, certain residence halls will be closed and taken out of service. Since the housing inventory is distributed across all parts of the RU-NB campus, identification of which residence halls to occupy or to close must take into account other factors besides their configuration as described above. It will require consolidation of operational residence halls in certain areas of campus, as opposed to having students living simultaneously at Cook, Douglass, Busch, Livingston and College Avenue. It is proposed that student housing be limited to apartments and suites on Livingston, Busch and College Avenue. Doing so will streamline housing maintenance operations, as well as close or minimize operations of at least two dining halls, and reduce reliance on the transit system.

Certain segments of the student population will require housing on campus, including graduate students who perform critical research in labs, in addition to teaching classes. Currently, 185 grad students with families reside in campus housing on the Busch campus. The university will continue supporting this group so as not to disrupt their stable living environment. Prior to the pandemic, another 1,000 beds were earmarked for graduate students. In moving toward a plan to de-densify on campus housing, graduate students are a key constituent group that will be supported. For the Fall 2020 semester, on campus housing would be limited to the following student populations: graduate, international, out-of-state, and those experiencing hardships such as food and/or housing insecurity. Other considerations include the accommodations for a small subset of students enrolled in academic programs that will offer some degree of in-person instruction, and student athletes based on NCAA and BIG guidance and requirements. It is highly unlikely that Special Interest Housing can be accommodated in Fall 2020. Other critical considerations include the following:

- First-year students will not be invited to live in campus housing unless they meet the aforementioned criteria.
- Students with pre-existing conditions that are high risk for covid-19 illness and complications should be informed to carefully consider the risk of residing in campus housing.
- Lease agreements may need to be modified to outline compliance expectations.

**Self-isolation & Monitoring**

Protocols are in place to manage exposed and ill residents. Residents will be required to comply with campus and public health guidelines in order to reside in campus housing. Rutgers- New Brunswick will have well over 10,000 beds unoccupied, and housing space dedicated for quarantine will be established based on need.

- A dedicated area will be set aside to accommodate these students and monitor their symptoms.
- Residents in isolation will be asked to use the REHS web-based program to report their temperature and other symptoms.
Health Services will provide on-call consultation for symptomatic students during the evenings, weekends and breaks as medically necessary.

Meal service and/or grocery delivery will be coordinated with Residence Life and Dining Services.

Students are advised to take ample clothing and supplies to meet their needs for a 14 day isolation period as on-site laundry services may be limited.

**Safeguards for Healthy Congregant Living**

- Protocols will be established to maintain social distancing in hallways and common spaces, to the greatest extent possible.
- Protocols for emergency evacuations that allow for physical distancing must be implemented.
- Training on public health measures and covid-19 symptoms must be provided for all live-in professionals, graduate directors, resident assistants and peer advisors.
- Guidance around face covering in the residence halls need to be clearly articulated to residents and staff.
- Students must have their RUID on their person and produce it upon request of a university official.
- Visitation policies and practices may need to be modified to support social distancing.
- Appropriate PPE must be available for staff and student employees.
- It is recommended that all residential students be given a cloth face covering.
- Lounges & Common Area furniture may be removed or reduced.
- Residential-based fitness rooms may be closed where adequate spacing, social distancing, and cleaning of equipment cannot be maintained.
- When shared bathrooms are used, define the type and frequency of cleaning to support health and hygiene.
- Common Bathrooms cleaning will be increased to twice per day (morning/night) or per the CDC recommendation.
- Outdoor Seating – Where possible, outdoor spaces will have added seating to replace indoor lounge seating that has been removed.
- Laundry – The number of people in laundry rooms will be limited through the removal or decommissioning of some machines. Where feasible, laundry machines are to be modified to a “tap to pay” system.

Finally, it is important to note that reducing the amount of available on campus beds in the Fall 2020 semester, may drive demand for off-campus housing in New Brunswick, Piscataway and surrounding municipalities. Although receiving virtual instruction, students living in nearby off-campus neighborhoods may seek to use recreation, library and dining facilities on campus and plans must be put in place to safely manage student engagement.
See Residence Life COVID-19 Protocols at end of this Chapter for specific information regarding Residence Life Role in Working with Residents in Self-Isolation or Quarantine.

DINING

Most university operated retail dining facilities will be closed during the Fall 2020 semester or operate with reduced hours given the decrease in the number of residential students occupying the campus. Students should refer to university websites and social media channels to determine the hours of operation of dining facilities. Alternatives to traditional “sit down” dining will be expanded or launched, including takeout operations, “Grab n’ Go” from food lockers, expanded availability of Food Trucks as possible and safe to do so, and pre-order for pickup using mobile applications.

Dining facility seating – Tables and seating will be removed from dining halls to promote social distancing among diners. The maximum seating capacity of dining halls and retail operations will be reduced to comply with current Executive Orders. Where possible, outdoor seating areas will be created to supplement indoor seating.

Meal Plans may be modified to reflect changes in All-You-Care-To-Eat board plans to offer the most affordable option to students. RU Express Dollars will continue to be used on and off campus.

Self Service – stations such as salad bars, buffet tables, ice cream bars, etc. will be eliminated.

Open binned utensils will be replaced with pre-packaged dining utensils.

Kitchen staff are to be spread out to the extent possible at every other grill, kettle, oven, etc.

Common use containers for condiments such as ketchup, salt, pepper, etc. will be replaced with single use packets.

In order to reduce the need for a person to physically handle meal cards for each patron entering the dining hall, a virtual card system is being explored.

All non-university food service venues operating on campus must implement modifications to maintain social distancing and comply with public health best practices.

Measures are have been outlined to ensure compliance with statewide health and safety regulations, and our internal protocols exceed state requirements. Floor markings and signage will ensure specific entrances and exits are used to create one-way traffic flow in and out of facilities. Hand sanitizer stations have been installed on the pathways leading into facilities as well as floor markings to support social distancing. Hands-free toe pulls have been installed in restrooms, and a new chemical cleaning agent that is safe to use on surfaces for food handling will be used throughout all facilities.

All Dining Services employees are required to attend a four hour paid Employee Recall Training,
where they are educated on the most current health and safety measures to prevent the transmission of the virus and maintain compliance with all food handling regulations. The University Sanitarian leads this portion of the training and provides in-depth guidelines about the necessary steps to operate safely. On a daily basis, each employee facility will have an ambassador on-site to take employee temperatures, ask a series of health-related questions, and issue a disposable mask. Where possible, an app will be deployed for employees to self-report on the health questions before reporting to work. After each employee clocks in for their shift, the station will be swabbed before the next employee's usage. Plexiglass has been installed throughout to minimize contact with food handlers and patrons. New technology has been purchased to implement a contactless point of sale system. Precautions are taken to ensure the safety of our employees and all patrons.

STUDENT SERVICES, SUPPORT, AND INVOLVEMENT

The Division of Student Affairs will provide critical support for all RU-NB students, in-person, on-campus, and virtually. Specifically, the Dean of Students office will support, advocate, triage, and case manage high need students who are experiencing hardships, crises, and special circumstances. The Student Emergency Assistance Fund is managed by the Dean of Students office, where wrap-around care and resources will be disseminated to support students experiencing struggles with meeting basic needs, including food, shelter, and internet access. The Rutgers Student Food Pantry will continue to serve students and partner with the Rutgers Gardens to the extent possible to provide food and fresh produce to support students in need.

It is imperative that student services such as One Stop, Financial Aid, Disability Services, Learning Centers, Career Exploration and Success, Student Support Services, EOF, and Academic Advising continue to provide limited in-person services as needed and a robust complement of services that can be accessed virtually. Student Centers will be open with modified hours of operation to support campus locations with residential populations, and can be leveraged as classroom space as needed to support mission critical needs. Computer labs and printing stations located in Student Centers, Libraries, and residence hall areas may be operated, providing they comport with social distancing guidelines.

Student life and activities will be significantly impacted by the reduction in the number of students on campus, as well as the need to maintain social distance and to avoid crowds. The Division of Student Affairs will provide an innovative array of virtual programs and experiences for students to remain connected and involved in a COVID-19 environment. Under the direction of Student Affairs, guidelines and protocols will be established for student organizations and events to operate in a manner that complies with social distancing and other public health guidelines.

Programs and Events

In an abundance of caution, a moratorium on large gatherings, events, and socials will be implemented until State and University guidelines stipulate that it is safe to do so. Students may not congregate in groups larger than that permitted by state requirements or university directive and must maintain appropriate physical distancing from each other while doing so. This includes
all student organizations, ranging from RUSA to Greek Life. Religious and cultural gatherings, and corporate prayer spaces are also impacted by this guidance and student leaders must work directly with staff to determine the feasibility of where and how the observances might be held. Similarly, the university will establish guidelines under which clubs and organizations may hold meetings in small groups only. Programming and events that involve gatherings of large crowds such as dances and socials, will not be allowed.

Volunteer and Community Service organizations are also subject to the same guidance as other student organizations.

Outdoor performances for theater and musical productions associated with academic requirements for Mason Gross School of the Arts classes may be considered with appropriate precautions.

**RECREATION FACILITIES, PROGRAMS, AND SERVICES**

Revised and moved to end of this portion of document for 9/29/20 update.

**HEALTH, WELLNESS AND SAFETY**

Student Health Services will operate at one location, most likely Hurtado. Patients will be screened over phone when scheduling and confirming appointments. Students are advised to make online appointments or call to schedule visits. In-person visits will be held by appointment as necessary and appropriate consistent with the guidelines for ambulatory care. Tele-medicine visits are desirable and will be offered for all students residing within the State of NJ.

All patients will be screened upon entry into the facility. Isolation areas for sick patients will be established in each facility. Drs. Laskey and Heath will opine on all appropriate measures.

Efforts to establish physical distancing have resulted in increased isolation and changes in routine that can be unsettling for students and create emotional, financial and impacts that take a toll on both physical and psychological wellness. To combat the anxiety, grief and stress, it is imperative that we offer a variety of in-person and virtual counseling, group therapy, and coping strategies to support wellness. CAPS will continue to engage with students and expand their support via tele mental health appointments, workshops and other skill building programs in a virtual environment. CAPS and Recreation will continue partnering to offer a host of mind body wellness programs in the virtual space. Finally, to support the needs of the residential community, CAPS staff will maintain some in-person presence and on-call services to support crisis management.

RUPD will serve as a key partner in promoting campus safety interfacing with Residence Life, Off-campus Living and Community Partnerships, and managing access controls for all campus facilities. Staffing lists and housing rosters will be provided to RUPD. The University Student Code of Conduct may need to be revised to enforce Covid-19 public health safety guidelines.
The goal of bus and parking operations for the Fall 2020 semester is to minimize bus crowding, to provide permit parking for all permit holders, and to still meet the fall academic calendar without creating unintended negative consequences. A RU-NB bus and parking proposal has been developed, assuming a reduction of at least 50% of the in-person classes offered on campus; a reduction of on-campus residents by at least 30%, and that for any given student, there would be concerted effort to minimize the need to travel to classes on different parts of the campus (Cook/Douglas, College Avenue, Busch, Livingston) on any given day.

Modified Busing Plan

If the current CDC guidelines are in effect for the fall semester, the total occupancy of the buses will be extremely limited. The current Rutgers fleet has 64 transit buses at 40-feet-long with a standard seating capacity of 36 (with 31 standing, for a total capacity of 67). Under current CDC guidelines, buses are allowed to operate at only 50% of seating capacity and be limited to 18 total passengers per bus.

If the CDC current guidelines for social distancing are relaxed, and normal capacities are allowed, the following is recommended for the Rutgers bus system. This is based in part on research into what other mass transit systems will be implementing.

- All passengers will be required to wear masks to use the bus system.
- Only rear doors will be used for loading and unloading to reduce the exposure for the bus driver. If all doors are to be used, bus driver safety-shields and screens can be installed to act as a protective barrier.
- There will be a reduction of stops on each part of the campus to allow for better monitoring of masks and sidewalk crowding by a dispatcher or supervisor.
- Bus routes will be redesigned to make quick round trips between parts of the campus (Busch, Livingston, College Avenue, Cook/Douglas) to increase the frequency of service and to limit the number of passengers waiting at the stops. The increased frequencies will help to reduce crowding on the buses and stops.

The new bus routes and stops would reduce a large amount of student ridership who use the buses for what should be a walk trip. For example, many students use the buses to get from College Ave Student Center to Scott Hall/Yard. There would only be one stop on College Avenue; the existing stop at Scott Hall/Yard.

Proposed Fall 2020 Route and Stops

BUSCH – STOPS: Yard, Hill Center, Engineering Road
AVENUE E – STOPS: Liv Plaza, Liv Student Center, Hill Center
OLD QUEENS – STOPS: Yard, Rockoff, Red Oak, Lipman, College Hall, Liberty St
LIVY – STOPS: Yard, Liv Plaza, Liv Student Center
COOK EXP – STOPS: Liv Plaza, Red Oak Lane, Lipman, College Hall
DOUGLASS EXP – STOPS: Hill Center, Red Oak Lane, Lipman, College Hall
PROPOSED BUS ROUTES - 6 vs 9 typical
PROPOSED STOPS – 10 vs 32

In order to meet the new and unprecedented requirement for disinfecting the buses and facilities on a nightly basis, the university’s vendor, First Transit, has tripled their bus washing staff and facilities cleaning staff and are cleaning on a daily basis.

Modified Parking Plan

The student parking policy at RU-NB that was previously put in place was intentionally designed to restrict students from driving to classes and to create reliance on the bus system to move around campus. The proposed parking plan to be rolled out in Fall 2020 would allow commuters with the proper permit to move freely between all parts of the campus. Resident students who maintain a car on campus and obtain the proper permit will be able to drive between Busch, Livingston, and Cook/Douglass (but not College Avenue) to get to classes. For the Fall 2020 semester only, (typically permits are sold for the full academic year), the university would sell two types of student parking permits– one for College Avenue (only for commuters), and one for all other campuses (available to residents and commuters)

PROS
The ability for students to use their cars much more freely on campus is expected to be very popular.
This would decrease ridership on the buses, alleviate crowding, and could help to reduce the overall service needed.
With the reduction of students living on campus, the resident parking lots on Busch, Livingston, Douglass and Cook should have ample parking capacity.

CONS
Increased use of cars by students during class change times could create traffic volume
Traffic congestion could make the buses run late during class change
The class change on Busch/Livingston could become problematic as a result of traffic congestion causing delays at the traffic signals at Metlars Lane and at Davidson Road.
(Since Busch and Livingston are on the same class schedule, there is only a 20-minute interval between classes)

Bicycling and Scooters

A new E-Scooter and E-Bike share program has been under consideration by the university. The rollout of these programs would reduce crowding on the buses and give students an additional mode choice. A vendor has already been selected and could be ready for September 2020. With an anticipated increase in the use of scooters and bicycles, the university will launch a campaign to promote safety and proper use of these vehicles.

Disability Transport Services – If there is a reduction in mobility impaired students living on campus or students with temporary conditions, these students may require transportation to and from their vehicles to classes with an on-demand service so as to avoid the regular buses. In
addition, the in-house shuttles could be used for more on demand call in service for special circumstances that may arise.

IDENTIFICATION AND MAIL

RUconnection ID Card Services – The university will investigate the implementation of a proximity card reader to eliminate the need to handle ID cards (i.e. rec centers, meal swipes, library borrowing, etc.)

Mail and Package Delivery locations are TBD

OTHER CONSIDERATIONS

Access and hours of operation for public spaces and facilities such as the Zimmerli Art Museum, Kirkpatrick Chapel, Vorhees Chapel, and Rutgers Gardens will also need to be carefully considered and it is likely special events will remain curtailed.

RESIDENCE LIFE COVID-19 PROTOCOL

Residence Life Role in Working with Residents in Self-Isolation or Quarantine

ACTION: A resident is known to be required to self-isolate or quarantine.

LOCATION: Depending on circumstances, Health authorities will have residents go home, stay in current space or move to quarantine housing: Winkler Hall, Thomas Hall or McCormick Hall. Isolation housing will be in Crosby Hall. If numbers exceed these spaces, Richardson Apts will be utilized. One student will be assigned to each suite.

STUDENT: Must stay in suite.

MAIN RESIDENCE LIFE FIRST CONTACT: Mike Tolbert 732-715-5186
SECOND: Dan Morrison 848-209-5419

RESIDENCE LIFE ROLE:

- If Quarantine/Isolation student is identified during regular business hours, the RLC for Busch Suites will be the initial Point-of-Contact until the transition to the Residential Care Coordinator can be made. The student will be provided with a contact number for the Busch Suites RLC.
  - BUSCH SUITES RLC PHONE NUMBER: special duty phone will be used
- If Quarantine/Isolation student is identified after regular business hours or on the weekend, the Professional Staff on Duty will be the point of contact until the transition to the Residential Care Coordinator can be made.
  - PROFESSIONAL STAFF ON DUTY NUMBER: 732-439-2210
- Residence Life staff will have points-of-contact numbers for Dining Services, Dean of Students, Health Services, REHS, etc. In addition, one member of the Residential Care
Team with Residence Life Office of Student Support will be assigned to each quarantined/isolated student.

- Residence Life staff are not expected to physically interact with the affected resident(s), but rather to keep in electronic communication with them. There may be the occasion that they must deliver something to the student. This will be done to the door of the suite, with a knock, a call, or text to student informing them of the delivered item.

**Rutgers Emergency Health Services:**

- This staff will perform all of the face-to-face interactions (or will provide guidance and/or accompany those who must be in contact with the student i.e. medical, family) with affected resident(s).

REHS Contacts: Alex Ruiz 848-565-0168, Mark McLane 732-261-4642
Emergency on Call 848-565-0176

**FOOD DELIVERY:**

- Dining Services will be arranging for all affected resident meals and delivering them to the hall. This will be one delivery a day, with that day’s lunch and dinner and the next day’s breakfast.
- Meal kits will be delivered to suites between 11am-1pm daily. Residents will be notified when their meal kit has been delivered. Delivery services and restaurants should not be used, as this would expose delivery people.
- Role for Residence Life: Assess from student if they have any food allergies. Serve as resource to resident and liaise with Dining Services when needed.
- Dining Contacts: Joe Charette 732 496-5271, Nick Emanuel 732 964-5680, Danielle Nero-Sams 732 522-1067, Kris Solt 732 496-5279

**LAUNDRY:**

Affected residents are asked to take with them two weeks’ worth of clothing. If needed, Custodial or REHS will pick up, launder and return affected resident’s laundry if needed. Gloves will be worn for all material leaving the dwelling. Process for laundering will be provided by REHS – this service will be performed in-house or through the vendor IRS.
- Role for Residence Life: Serve as resource to affected resident and liaison with custodial and REHS when needed.

**TRASH ROOM:** Affected apartments will be supplied with trash receptacles and bags. Students in quarantine may take their trash to the trash room on their floor. Students in isolation will place full trash bags at front door of the suite and Housing custodial will pick up and dispose of them. Gloves will be worn for all material leaving the dwelling.
- Role for Residence Life: Serve as resource to affected resident and liaison with Custodial when trash is ready for pick up.

**CUSTODIAL:** Custodial staff will supply affected students with basic cleaning supplies and dispose of isolated students’ trash. Supplies will be delivered to the door of the suite by custodial staff. The student will then be notified to retrieve them.
- Role for Residence Life: Resource and liaison with custodial or REHS when needed.

Custodial Contacts:
- FIRST CONTACT: Ron Lukowicz 732-374-6671
SECOND: Steve Dubiago 732-558-1643,

EMERGENCIES
In case of emergency, RUES and RUPD are trained and response should not wait for REHS. COVID-19 isolated or quarantined students should identify their status when calling for emergency services.

Ver 1.2  9/29/20
Rutgers New Brunswick Transportation Changes Fall 2020
For Sale Mid-August Online https://rudots.nupark.com/portal/Account/Login

Parking
Three permits will be available for the Fall semester only. They are shown in the three tables

Campus Buses
The campus bus routes will be changed to minimize crowding and reduce the time spent on the bus. To meet these two goals, which helps reduce any possible exposure to COVID, we are creating a system that will be express between the campuses with limited stops. The final system will be on the RU DOTs website with route maps, schedules and frequency of service. The University bus provider is following all current COVID related guidelines and protocols for cleaning and masking. The full details of that is available on our website at rudots.rutgers.edu. Face coverings will be required to ride. There will be personnel on-site monitoring conditions to ensure compliance of drivers and passengers.

E- Scooters
In order to provide another transportation option for the University community there will be 300 E-Scooters be deployed this fall for a pay per ride use. Anyone can sign up; this is a pay per ride service managed by Veo https://www.veoride.com/. Details and pricing will be communicated when finalized.

Daily Parking Options
Livingston Campus parking deck for $3/hour or $5/day in any of the lots listed in the Commuter parking permit table. You can pay for the daily permit or the hourly permit via an app that you can download at this link: https://www.passportparking.com/. The four digit code for Daily parking is 9646 and the four digit code for the Livingston Campus Parking Deck is 9645.
Rutgers University New Brunswick

Campus Recreation COVID-19 Fall 2020 Playbook

1.0 Health and Wellbeing During a Global Pandemic

Research has shown the positive effects of exercise on the immune system and many chronic diseases (including diabetes, obesity, and heart disease) that place individuals into higher risk groups for COVID-19. Exercise has also been proven to have positive impacts on both psychological wellbeing and academic success. However, the associated facilities and programs that serve as gateways to one’s health and wellbeing may carry many of the same enhanced COVID-19 transmission risks that the following procedures will help to mitigate during the fall semester (August 2020 – January 2021).

The Recreation Department fully acknowledges the fluid environment of the COVID-19 Global Pandemic and that information related to transmission spread, public health recommendations and mandates will continue to evolve as more is learned about this disease. It is also understood that the changing landscape will continue to impact the department’s operational status now and through the foreseeable future. As such, the department will stay abreast of the latest and most relevant public health information to inform decisions and best practices for a safe and healthy campus community.

This plan will be reviewed and updated as necessary to maintain compliance with state and university mandates, CDC recommendations, and best practices.

1.1 Key Assumptions

- The health and wellbeing of the campus community continues to be a top priority.
- Health and wellness issues pertaining to mental health, social isolation, engagement and connectedness to the campus community may be more pronounced in the aftermath of the global health pandemic than previously considered.
- The financial landscape in the aftermath of the global health pandemic will require greater fiscal responsibility and creativity moving forward.
- Social distancing measures will continue in some capacity for the foreseeable future.
- While industry standards have not yet been developed, staff will need to work with a variety of individuals and organizations from across a variety of industries and campus to develop and implement a consolidated plan of action.

1.2 Guiding Principles

- To ensure a safe work environment for employees, facility users, and all program participants.
- To ensure that all facilities, programs, and services are reimagined to include social distancing measures that are compliant with public safety guidelines.
• To implement measures designed to reduce direct and indirect forms of physical contact between customer facing employees, facility users, and program participants and to provide training and equipment necessary to ensure continued and ongoing compliance with public safety guidelines.
• To leverage self-service, online, and remote access to recreation resources, program registrations, program offerings, trainings, etc.
• To implement additional safety measures for programs and services that traditionally include a component of physical contact (massage therapy, personal training, swim lessons, contact sports, etc.). Such measures may include the alteration, suspension, or elimination of said program or service should the risk outweigh any potential benefits.
• To implement appropriate control measures to identify individuals (employees, facility users, program participants) who have signs and symptoms typically associated with COVID-19 and to ensure protocols are in place to mitigate spread of the virus.

2.0 The Virtual Landscape

A. Programs and services that can be offered in a digital and on-line environment will continue to be offered regardless of the availability of in-person programming.
B. Individual, group, and team meetings will be scheduled and conducted via digital platforms regardless of the physical work location of employees.
C. The training and certification of employees will be transitioned to digital or hybrid models where practical. Required in-person skills or training sessions will conducted with fewer participants, social distancing, and personal hygiene practices in place.
D. Technology will be leveraged to minimize in-person transactions (self-service card swipe access, DocuSign, on-line reservations and payments, etc.).
E. Metrix associated with participation, engagement, return on investment, and learning outcomes will be collected and used to inform the decision making process.

3.0 Recreation Facilities

The Recreation Department manages 6 indoor recreation facilities with basketball courts, fitness centers, studios, 4 indoor swimming pools, and approximately 25 acres of outdoor fields and courts that operate as both shared facilities with Athletics and as general use facilities for faculty, staff, and students. It is anticipated that outdoor facilities will operate with some restrictions and limitations compliant with State mandates. Indoor facilities will also operate with a strict set of restrictions and limitations compliant with State mandates and include a combination of on-line programming and in-person experiences with a limited and modified schedule described as follows:

3.1 Outdoor Recreation Facilities

The CDC has stated that outdoor environments pose less risk of disease transmission than indoor environments when proper social distancing, crowd size, and personal hygiene practices
are in place. The CDC has also touted the importance of participating in outdoor activities for one’s overall health and wellbeing.

During the summer of 2020 Governor Murphy signed a series of executive orders with a variety of protective measures established to provide for the safe reopening of outdoor parks, trails, beaches, golf courses, and organized sports. These Executive Orders are included as Attachments and incorporated herein by reference.

In addition to the guidelines established by the State and the University, the Recreation Department will:

A. Manage outdoor gatherings on fields and courts through a reservation process that will ensure compliance with the most current public health recommendations and mandates.
B. Limit approved uses of outdoor fields and courts to less than 25 individuals (including participants, coaches, officials, and spectators) for each field, court or outdoor space reserved provided that social distancing can be maintained.
C. Track reservations and approved users through sponsoring organizations and/or the recreation management or Department approved software.
D. Staff outdoor spaces as appropriate to ensure compliance.
E. Provide behavioral signage and hand washing and/or sanitation facilities at scheduled fields and courts.

3.2 Indoor Recreation Facilities

The CDC has noted that indoor recreation facilities can pose an increased risk for disease transmission if targeted mitigation strategies are not implemented and enforced. On August 28, 2020, the Governor issued an Executive Order for the reopening of indoor gyms and fitness centers beginning on September 1, 2020. The guidelines as established by the New Jersey Department of Health have been incorporated into this operational plan and will be included as an Attachment to this document.

In addition to complying with all State and University requirements, the Recreation Department will provide for the following:

3.2.1 Proposed Operational Status of Indoor Recreation Facilities:

In an abundance of caution and to safely and adequately prepare facilities and staff for implementation of all applicable State and University mandates and public health recommendations, a phased approach will be taken to open indoor campus recreational facilities as described below:

3.2.1.1 Opening Phase 2.1 - September 1, 2020

A. Beginning September 1, 2020 in-person activities will be limited to personal training, guided fitness/facility orientations, and Wellness Services as outlined in executive Order 157 and 181 utilizing a reservation only system at the Werblin Recreation Center.
Fusion, the Department’s Recreation Management Software). The facility along with each interior space will operate below the 25% occupancy rate as noted by the “Adjusted Occupancy Limit” column in the chart located below. Facility hours will be as follows to account for traditional user demand and adequate cleaning and disinfecting of spaces:

a. Hours of Operation will be Monday – Friday 6:00 AM – 9:00 AM; 11:00 AM – 2:00 PM; 4:00 PM – 8:30 PM.

3.2.1.2 Opening Phase 2.2 – September 14, 2020

A. Sunny Werblin Recreation Center – Will operate on a modified schedule and by reservation only (via Fusion, the Department’s Recreation Management Software). The facility along with each interior space will operate below the 25% occupancy rate as noted by the “Adjusted Occupancy Limit” column in the chart located below. Facility hours will be:

a. Monday – Friday 6:00 AM – 9:00 AM; 11:00 AM – 2:00 PM; 4:00 PM – 8:30 PM
   Saturday & Sunday 11:00 AM – 2:00 PM.

b. Reservation windows of 90 total minutes in length will be made available on the following schedule: 6:00 AM – 7:30 AM; 7:30 AM – 9:00 AM; 11:00 AM – 12:30 PM; 12:30 PM – 2:00 PM; 4:00 PM – 5:30 PM; 5:30 PM – 7:00 PM; 7:00 PM – 8:30 PM.

c. The Gymnasium, Fitness Center, MPR, Swimming Pools, Spin Room, Racquetball and Squash Courts, and Massage Room will be open by reservation only for a limited number of uses and users.

d. The Werblin Recreation Center will also house the Varsity Swim and Dive Team for scheduled practices and competitions as approved by Athletics Department and the Big10 Conference. The Recreation Department will work with the Athletics Department regarding ingress and egress of visiting participants and officials to ensure that appropriate social distancing will be maintained with members of the Rutgers community.

3.2.1.3 Opening Phase 2.3 – September 22, 2020 or Later Date to Be Determined

A. When the College Avenue Gymnasium opens it will operate on a modified schedule and by reservation only (via Fusion, the Department’s Recreation Management Software). The facility along with each interior space will operate below the 25% occupancy rate as noted by the “Adjusted Occupancy Limit” column in the chart located below. Facility hours will be as follows to account for traditional user demand and adequate cleaning and disinfecting of spaces:

a. Monday – Friday 11:00 AM – 2:00 PM; 4:00 PM – 8:30 PM Saturday and Sunday 11:00 AM – 2:00 PM.
b. Reservation windows of 90 total minutes in length will be made available on the following schedule: 11:00 AM – 12:30 PM; 12:30 PM – 2:00 PM; 4:00 PM – 5:30 PM; 5:30 PM – 7:00 PM; 7:00 PM – 8:30 PM.

c. The College Avenue Fitness Center will only be used for Personal Training. The Rutgers Fitness Center will be utilized for open fitness by reservation only.

d. The College Ave Gymnasium, Annex, Upper Gym, and Dance Studio will be open by reservation only for a limited number of uses and users.

e. The Gymnasium will also house the Varsity Volleyball team for scheduled practices and competitions as approved by Athletics Department and the Big10 Conference. The Recreation Department will work with the Athletics Department regarding ingress and egress of visiting participants and officials to ensure that appropriate social distancing will be maintained with members of the Rutgers community.

f. The College Avenue Pool will be closed.

g. Shower facilities will be closed and locker rooms will be limited to hand washing and restroom use only.

B. Livingston Recreation Center – When the Livingston Recreation Center Opens it will operate as a special-needs facility for high risk populations by reservation only (via Fusion, the Department's Recreation Management Software). The facility along with each interior space will operate below the 25% occupancy rate as noted by the “Adjusted Occupancy Limit” column in the chart located below. Facility hours will be:

a. Monday – Friday 6:00 AM – 9:00 AM; 11:00 AM – 2:00 PM; 4:00 PM – 8:30 PM
   Saturday & Sunday 11:00 AM – 2:00 PM.

b. Reservation windows of 90 total minutes in length will be made available on the following schedule: 6:00 AM – 7:30 AM; 7:30 AM – 9:00 AM; 11:00 AM – 12:30 PM; 12:30 PM – 2:00 PM; 4:00 PM – 5:30 PM; 5:30 PM – 7:00 PM; 7:00 PM – 8:30 PM.

c. The Gymnasium, Fitness Center, MPR, and Massage Room will be open by reservation only for a limited number of uses and users.

C. Rutgers Fitness Center on Easton Avenue – When the Rutgers Fitness Center opens it will operate on a modified schedule and by reservation only (via Fusion, the Department’s Recreation Management Software). The facility along with each interior space will operate below the 25% occupancy rate as noted by the “Adjusted Occupancy Limit” column in the chart located below. Facility hours will be:

a. Monday – Friday 6:00 AM – 9:00 AM; 11:00 AM – 2:00 PM; 4:00 PM – 8:30 PM
   Saturday & Sunday 11:00 AM – 2:00 PM.

b. Reservation windows of 90 total minutes in length will be made available on the following schedule: 6:00 AM – 7:30 AM; 7:30 AM – 9:00 AM; 11:00 AM – 12:30 PM; 12:30 PM – 2:00 PM; 4:00 PM – 5:30 PM; 5:30 PM – 7:00 PM; 7:00 PM – 8:30 PM.
D. Cook-Douglass Recreation Center - Will not be in operation for the fall semester but may be available for external uses necessary to generate revenue in support of departmental initiatives. Such uses will operate in compliance with State mandates and University requirements for the approved activity.

E. Loree Gymnasium – Will not be in operation for a recreational purpose for the fall semester but may be used by Academics as necessary.

### 3.2.2 Occupancy

Assembly occupancies including gymnasiums and fitness centers used for exercise most typically utilize a standard of 50 gross square feet per occupant to determine the interior occupancy of a given space. The Governor’s requirements for indoor fitness classes call for one customer per every 200 square feet of interior room space.

The following chart will be used to determine the occupancy load for each interior space:

<table>
<thead>
<tr>
<th>Facility</th>
<th>Interior Space</th>
<th>Capacity</th>
<th>25% Capacity</th>
<th>Square Footage</th>
<th>200 Sq Ft Per Person Capacity</th>
<th>Exits</th>
<th>Adjusted Occupancy Limit</th>
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<tbody>
<tr>
<td>CAG</td>
<td>Main Gym</td>
<td>1950</td>
<td>489</td>
<td>13023</td>
<td>65</td>
<td>16</td>
<td>20</td>
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<tr>
<td></td>
<td>Annex</td>
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<td>100</td>
<td>11630</td>
<td>58</td>
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<tr>
<td></td>
<td>Basketball Court</td>
<td>94</td>
<td>23</td>
<td>4700</td>
<td>23</td>
<td></td>
<td>(2 per ½ Ct)</td>
</tr>
<tr>
<td></td>
<td>Upper Gym</td>
<td>400</td>
<td>100</td>
<td>4833</td>
<td>24</td>
<td>4</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Fitness Center</td>
<td>71</td>
<td>17</td>
<td>4051</td>
<td>20</td>
<td>6</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Dance Studio</td>
<td>Not Available</td>
<td>Not Available</td>
<td>2131</td>
<td>10</td>
<td>1</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Room 202</td>
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<td>Not Available</td>
<td>615</td>
<td>3</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Pool</td>
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<td></td>
<td></td>
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<td>Off-Line</td>
</tr>
<tr>
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<td></td>
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<td></td>
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<td>93</td>
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</table>

<table>
<thead>
<tr>
<th>Facility</th>
<th>Interior Space</th>
<th>Capacity</th>
<th>25% Capacity</th>
<th>Square Footage</th>
<th>200 Sq Ft Per Person Capacity</th>
<th>Exits</th>
<th>Adjusted Occupancy Limit</th>
</tr>
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<td>WRC</td>
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<td>Not Available</td>
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<td>84</td>
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<td>20</td>
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<td></td>
<td>Basketball Court</td>
<td>94</td>
<td>23</td>
<td>4700</td>
<td>23</td>
<td></td>
<td>(2 per ½ Ct)</td>
</tr>
<tr>
<td></td>
<td>Fitness Center</td>
<td>Not Available</td>
<td>Not Available</td>
<td>4490</td>
<td>22</td>
<td>3</td>
<td>20</td>
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<tr>
<td></td>
<td>MPR</td>
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<td>Not Available</td>
<td>2151</td>
<td>10</td>
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<td>10</td>
</tr>
<tr>
<td></td>
<td>Conference Room</td>
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<td>Not Available</td>
<td>954</td>
<td>4</td>
<td>2</td>
<td>4</td>
</tr>
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<td></td>
<td>Aquatic Center</td>
<td>1,228</td>
<td>307</td>
<td>Not Available</td>
<td>Not Available</td>
<td>25</td>
<td>1 Per Lane</td>
</tr>
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</table>
### 3.3 Aquatic Facilities & Programs

According to the CDC, “there is no evidence that the virus that causes COVID-19 can be spread to people through the water in pools, hot tubs, spas, or water play areas. Proper operation and maintenance (including disinfection with chlorine and bromine) of these facilities should inactivate the virus in the water.”
On June 18, 2020 Governor Murphy signed Executive Order 153 opening public swimming facilities. In addition to the guidelines established by the New Jersey Department of Health in Executive Directive No. 20-022, the Recreation Department will:

A. Designate traffic flow patterns with appropriate signage and directional arrows for each aquatic space.
B. Place lane lines in all bodies of water to provide a physical barrier between facility users.
C. Swim lanes will be limited to one person per lane during open, recreational, instructional, and competitive swimming to ensure adequate social distancing.
D. Springboard Diving, Platform Diving and Scuba Diving must be supervised within a demarcated area and practice social distancing during all in water and on-deck activities.
E. Log rolling, kayak rolling, canoeing, water polo, water basketball, birthday parties, and similar activities will be prohibited until further notice.
F. High-touch contact surfaces including handrails, ladders, and doorknobs will be cleaned and disinfected during each lifeguard rotation (20-minute interval).
G. Pedestal fans that blow air into the facility or across the interior space will be prohibited during operational hours to reduce the risk of propelling droplets through interior spaces. Pedestal fans may be used at appropriate, predetermined and designated locations to pull air out of interior spaces. Employees will need to monitor temperature and humidity and take appropriate steps to prevent heat hazards.
H. Facility users will be required to provide their own personal training aides (Kickboards, Pull Buoys, hand paddles, fins, etc.).
I. Scuba participants will be required to supply their own mask, fins, and snorkel.
Individually loaned scuba equipment (BC, regulator, wet suit) will be cleaned and disinfected after each use or upon return if loaned to a single user for the duration of a particular course of instruction.
J. Deck furniture will be reduced to 1 chair per table with 6 foot spacing between tables.
K. Spectator seating areas will be marked as to identify social distant spacing between patrons.

3.4 Fitness Rooms, Weight Rooms, Studios

According to the CDC, COVID-19 is not spread through perspiration (sweat) however, items touched by many people in a gym could pose a risk for transmission of settled respiratory droplets. The following mitigation measures will be implemented to minimize risk of exposure.

A. Virtual programming will continue to be offered to provide remote offerings of available programs including Live and On-Demand Group Fitness Classes, Virtual Fitness Challenges, Exercise is Medicine Coaching and Personal Training.
B. Indoor programs will be moved outdoors where applicable.
C. Indoor group exercise classes will require a reservation for entry, maintain a 10-foot spatial distance, limit capacity to one customer per 200 Sq Ft, and will not exceed a maximum of 20 in-person participants.
D. Rosters will be maintained for each in-person class.
E. Cardio equipment will be spaced 10 feet apart or closed off as necessary to maintain 10-foot spacing.
F. Equipment that cannot be properly sanitized between users will be placed out of service.
G. Pedestal fans that blow air into the facility or across the interior space will be prohibited during operational hours to reduce the risk of propelling droplets through interior spaces. Pedestal fans may be used at appropriate, predetermined and designated locations to pull air out of interior spaces. Employees will need to monitor temperature and humidity and take appropriate steps to prevent heat hazards.
H. Face coverings will be required during all indoor activities (including while participating in exercise classes and/or utilizing exercise facilities and equipment until further notice.
I. Shared equipment will not be allowed in fitness classes, courts, studios, and MPR’s. Program participants will be required to utilize personal equipment (yoga mats, stretch cords, towels, etc.) for all in-person programs.
J. Hand wipes will be available in all fitness centers and participants will be required to wipe down machines, seats, grips, and touch screens after each use.
K. On-site fitness staff will observe and maintain adequate social distancing and occupancy load of each space as well as spot clean and disinfect throughout all hours of operation and on a rotational schedule.
L. Any departmental equipment (free weights, steps, etc.) used during class shall not be shared and will be cleaned and sanitized upon return.
M. A “before and after” hand washing routine will be encouraged in all fitness spaces for all participants and staff.

3.5 Indoor Courts and MPR’s

A. Indoor Courts, studios, and MPR’s will have restricted access and admittance will be by reservation only with additional measures established based on each type of activity conducted.
B. The universal social distancing standard of 6 feet will be extended to 10 feet in fitness rooms, studios, courts, and gymnasiums while occupants are exercising or otherwise engaged in a recreational program or sport.
C. All contact sports will be prohibited. Groups will be limited to a maximum of two participants per ½ court and be required to maintain social distancing.
D. The Rock Wall will be accessible in rotational sections to allow for 72-hour natural decontamination of the rock wall surface.
E. Pedestal fans that blow air into the facility or across the interior space will be prohibited during operational hours to reduce the risk of propelling droplets through interior
spaces. Pedestal fans may be used at appropriate, predetermined and designated locations to pull air out of interior spaces. Employees will need to monitor temperature and humidity and take appropriate steps to prevent heat hazards.

3.6 Locker Rooms

A. Use of locker rooms will be limited and individual lockers will be placed out of service.
B. Individually portioned showers or communal showers with installed barriers/partitions (at least 6 feet apart) will be used only to support the Department of Health requirements for the operation of swimming pools. Showers will be closed to all other users.
C. Except in support of open swimming pools, locker rooms will be used for hand washing and restroom use only.
D. Saunas and steam rooms will be closed.
E. The use of hand dryers and hair dryers will be prohibited.
F. Soap and paper towel dispensers will be monitored and replenished as necessary.

4.0 Recreation Programs

The ability to operate recreation program following public health guidelines is preferred over informal recreation where social distancing and personal hygiene cannot be easily managed, maintained, or enforced. The following strategies will provide opportunities for one to pursue activities of personal health and wellbeing within the context of managing the risk of disease spread.

4.1 Sports & Outdoor Recreation

A. Virtual programming will continue to be offered to provide remote offerings of available programs including eSports, Virtual Trivia, Adventure Rec, and other virtual programs regardless of the availability of in-person programs.
B. All recreational sports clubs and intramural sports must follow return to training guidelines established for the respective sports by their individual governing bodies as well as any state, university, and departmental requirement for each respective sport or program.
C. Rosters will be maintained for each sport club and intramural activity
D. Rosters and or attendance may be limited and seasons may be adjusted or moved to the spring semester.
E. All contact sports will be prohibited, however individual skills training and contest may be allowed with modifications but must be approved by the Department.
F. Individual or dual participant sports may continue with modifications but must be approved by the Department.
G. Hand sanitizing capabilities and behavioral signage will be required at all outdoor courts and fields.
H. No off-campus travel for tournaments or competitions. Additionally, the University will not host any tournaments or competitions.
I. Intramurals will include socially distant lawn games, eSports, pop-up programming, and/or a series of modifications to traditional sports that incorporate social distancing recommendations and mandates.

4.1.1 Sport Risk Assessment

The CDC, United States Olympic and Para-Olympic Committee, and National Governing Bodies for Individual Sports have worked collaboratively to develop standards for return to play during the aftermath of the global pandemic.

The following chart will be used to assess the return to play status of sport and intramural activities. The Recreation Department will work within the established guidelines and State mandates to establish operational plans for each.

<table>
<thead>
<tr>
<th>Risk Level 1 (Lowest Risk)</th>
<th>Definition</th>
<th>Sports</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Close contact is limited to individuals or members of the same household</td>
<td>General sport conditioning and skill-building drills performed at home; eSports</td>
<td>No restrictions</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Risk Level 2 (Low Risk)</th>
<th>Definition</th>
<th>Sports</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Close contact is not a primary factor in the sport. These sports take place outside or social distancing can be enforced easily indoors</td>
<td>Archery, Badminton, Cycling, Equestrian, Fishing, Golf, Hiking, Parkour, Paintball, Pickleball, Rowing (Singles &amp; Doubles), Running, Sailing, Skateboarding, Ski and Snowboarding, Tennis, Table Tennis, Triathlon</td>
<td>Minor restrictions</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Risk Level 3 (Moderate Risk)</th>
<th>Definition</th>
<th>Sports</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sports have a moderate level of close contact between participants. The ball or playing object would be in contact with all players at some point. Some sports are played indoors.</td>
<td>Baseball, Bowling, Capoeira, Cricket, Fencing, Figure Skating, Kickball, Gymnastics, Powerlifting, Rock Climbing, Softball, Swim, Ultimate, Volleyball</td>
<td>Minor to major restrictions based upon each sport:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Risk Level 4 (High Risk)</th>
<th>Definition</th>
<th>Sports</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sports have a high frequency of close contact</td>
<td>Basketball, Cheerleading, Dance, Dodgeball, Flag Football, Field Hockey, Ice Hockey, Lacrosse, Martial Arts, MMA, Quidditch, Racquetball, Roller Hockey,</td>
<td>Significant restrictions:</td>
<td></td>
</tr>
<tr>
<td>Sports</td>
<td>Definition</td>
<td>Status</td>
<td></td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>----------------------------------</td>
<td></td>
</tr>
<tr>
<td>Rowing (multi-rower boats)</td>
<td>Full practice and competition from teams from the same geographic location</td>
<td>Risk Level 5 (Higher Risk)</td>
<td></td>
</tr>
<tr>
<td>Rugby, Soccer, Street Hockey, Unified Sports, Water Polo, Wrestling</td>
<td>All</td>
<td>Not under consideration for the fall semester</td>
<td></td>
</tr>
</tbody>
</table>

**4.2 Personal Training**

Executive Order 157 signed into law on July 2, 2020 provides specific guidance for the provision of personal training in fitness centers. In addition to the requirements contained therein and incorporated here by reference in the Appendix, the Recreation Department will:

A. Continue providing on-line personal training services to eligible members of the University including students, faculty, and staff regardless of their physical location.
B. Limit on-site services to appointment only
C. Require a temperature check, questionnaire, and self-attestation prior to the session. An addendum to the current Health History Questionnaire will be provided to clients requiring information on symptoms associated with CO-VID19 or known disease. If a client has had CO-VID19, a doctor’s note will be required to insure the client. Clients that present at the time of the appointment with any CO-VID19 symptoms will not be permitted to receive personal training and will have the opportunity to reschedule or receive full refund.
D. Require that both employees and clients wash/sanitize hands prior to appointment and at the completion of the appointment.
E. Require the use of a face covering for both the personal trainer and the client.
F. Require that all staff-client pairs maintain at least 6 feet distance between other staff-client pairs, unless separated by physical barriers.
G. Cleaning and disinfecting all high touch surfaces after each client.
H. Exercise is Medicine Coaching will adhere to all guidelines established for personal training. The Initial EIM coaching will be done virtually through telecommunication.

**4.3 Massage Therapy**
Executive Order 154 was signed into law on June 13, 2020 providing for the operation of personal care services to resume on June 22, 2020 and that such facilities comply with the standards issued by the Division of Consumers Affairs Department of Health. In addition to the requirements contained therein and incorporated here by reference in the Appendix, the Recreation Department will:

A. Limit on-site services to appointment only
B. Require a temperature check, questionnaire, and self-attestation prior to the session. The questionnaire will require information on symptoms associated with CO-VID19 or known disease. Clients that present at the time of the appointment with any CO-VID19 symptoms will not be permitted to receive personal care services and will have the opportunity to reschedule or receive full refund.
C. Require that both employees and clients wash/sanitize hands prior to appointment and at the completion of the appointment.
D. Require the use of personal protective equipment, and requiring clients to wear face coverings at all times, regardless of the service they are receiving, unless face down on a massage table or where doing so would inhibit an individual’s health; forehead, scalp massage, and ear reflexology may be provided
E. Require that all staff-client pairs maintain at least six feet distance between other staff-client pairs, unless separated by physical barriers
F. Cleaning and disinfecting all high touch surfaces after each client.
G. Additional time will be added between appointments to allow for further sanitizing of massage room and all equipment
H. Massage therapists will be required to wear a face mask, face shield and disposable gown during each appointment. Face gown and mask will be changed between appointments and face shield will be properly sanitized between appointments.

5.0 Events

All in-person large scale events have been cancelled for the fall semester. Events that can be moved to a digital format will be. Other events may be moved to the spring semester, postponed to a later date, or cancelled.

6.0 Operations

A. The occupancy capacities of indoor recreation facilities open to the campus community will be reduced to 25% of building occupancy. Interior spaces may be further reduced based on the type of activity, freedom of movement, and on-site supervision within the space.
B. One Fitness Center may be established as a special needs facility and operate at 25% or less occupancy to accommodate individuals considered high risk (people over 65, people with chronic lung disease or moderate to severe asthma, people who have serious heart conditions, people who are immunocompromised, people with severe obesity - BMI of 40 or higher, people with diabetes).
C. A valid University I.D., reservation, approved face covering, temperature check, and a completed daily self-checklist with a “You are Cleared for Entry” designation on the My Campus pass will be required for entry.

D. Lobby furniture will be spaced and/or reduced to minimize gatherings. The Department recognizes that students often use recreational spaces for studying and completing academic assignments and will work to preserve such spaces within the context of social distancing.

E. Recreation Centers will operate on a reservation-based system and all walk-ins will be prohibited to avoid increased risk of disease transmission, unnecessary travel, lines at entrances, and potential customer service issues at the point of entry.

F. A Member Code of Conduct will be established and implemented for all members. Additionally, “House Rules for Health” will be developed, posted, and enforced as a reminder for all to maintain social distancing, proper hygiene, and workout etiquette.

G. Patrons will be advised to refrain from program participation and facility utilization within 72 hours of exhibiting a fever, who is exhibiting symptoms, or who has knowingly been in contact with a suspected positive case of COVID-19 within the past 14 days.

H. No memberships to traditionally eligible individuals will be sold or honored during the fall semester and no guest passes will be sold.

I. A visitor’s log will be maintained at each entrance. University employees with card swipe door access will be logged in via the Access Management System and will otherwise not be required to utilize the visitor’s log.

7.0 Staffing

A. Office and work spaces will be reimagined with social distancing guidelines. There will be no shared work spaces for full time staff.

B. Shared office equipment including phones, copiers, keyboards, touch screens, Two-Way Radios, etc. will be assigned to an individual staff member where appropriate and cleaned and disinfected after each shift change or use.

C. All employees will receive training regarding all requirements of the department’s COVID-19 Operational Plan.

D. The Department will conduct pre-shift staff screening as outlined in the Return to Rutgers document found at https://coronavirus.rutgers.edu/

E. No employee displaying symptoms of COVID-19 may provide services to customers. Symptomatic or ill employees may not report to work as outlined in the Return to Rutgers Document found at https://coronavirus.rutgers.edu/

F. Regular social distancing of six feet, and hygiene protocols, must be followed by staff during necessary non-public facing operations.

G. Face coverings will be worn by all employees within all interior and publicly accessible spaces unless while occupying an individual office with the door closed. Exceptions include: Lifeguards as provided for in Executive Directive No. 20-022.

H. A compliance program will be developed and implemented with ambassadors as a non-confrontational way to ensure staff compliance and quality control.
2.2.4 Social Distancing Requirements:

A. Social distancing of at least 6 feet must be maintained for all occupants. At least ten feet must be maintained between individuals while exercising on cardio equipment.
B. Floor markings will be placed in fitness studios to indicate where each participant should stand or sit to maintain adequate social distance. Workout equipment available for use should be spaced to maintain ten-foot-distancing.

2.2.5 Hygiene:

A. Each facility will provide handwashing capability or sanitizer.
B. Frequent handwashing by employees and an adequate supply of soap, disinfectant, hand sanitizer, and paper towels must be available.
C. Each shift change will provide for touch-point sanitization (e.g. workstations, equipment, screens, doorknobs, restrooms) throughout the work site.
D. Any equipment used must be fully disinfected prior to the activity, between each participant’s use of the equipment, and after the activity.
E. Each programmable interior space will be equipped with a sanitation quick stop for cleaning equipment and hand hygiene. Each quick stop will include: disinfectant wipes, hand sanitizer, paper towels, trash can, directions.
F. All facility users will be encouraged to wash their hands upon entering and leaving the facility.

List of Attachments

A. Executive Order 149 – Outdoor Sports
B. Executive Order 153 – Swimming Pools
C. New Jersey Department of Health in Executive Directive No. 20-022 – Swimming Pools
D. Executive Order 154 – Personal Care Services
E. Division of Consumer Affairs Administrative Order No. 2020-09 – Personal Care Services
F. Executive Order 157 – Indoor Recreation & Personal Training
G. New Jersey Department of Health Guidance for Sports Activities July 20, 2020
H. Executive Order 163 – Face Coverings
I. Executive Order 173 – Indoor Gatherings
J. Executive Order 181 – Gymnasiums and Fitness Centers
Rutgers University New Brunswick Libraries
Plan for Reopening Libraries
September 9, 2020

Contact: Dianna Magnoni, AVP and Director, New Brunswick Libraries
dee.magnoni@rutgers.edu

In accordance with the Rutgers University Institutional Plan for Restart dated August 13th (Returning to Rutgers – Institutional Plan for Restart) and the Restart Standards for all New Jersey Institutions of Higher Education last updated on August 18th (https://www.state.nj.us/highereducation/documents/pdf/index/OSHRestart.pdf), Rutgers University New Brunswick Libraries plan to begin to allow limited seating on September 8th 2020.

Rutgers, The State University of New Jersey, plans to reopen the following New Brunswick area Library Locations. Each location will consist of study space integrated with OIT Computer Labs
• Alexander Library 169 College Avenue, New Brunswick
• Library of Science, 165 Bevier Road, Piscataway
• Carr Library 75 Avenue E, Piscataway

- **Hours of Operation**
  - Limited space at all locations will be open for indoor study Monday Through Thursday, 2:30 – 10 pm and Friday, 12:00 – 6 pm (See Attached Floor Plans)
  - The first hour at all locations will be designated for the “At Risk” population

- **Overview**
  - Combined study and computer space occupancy will be limited to 25 including Staff, Faculty, and Students.
  - Individual study for up to two hours will be permitted. Additional time will be provided with an accommodation from the Dean of Students. Group study will not be permitted.
  - Spaces will be configured in accordance with the (Returning to Rutgers – Institutional Plan for Restart). See attached floor plans.
  - Library stack areas will be closed and library materials (books, DVDs, etc.) will be accessible through the libraries’ delivery services. No circulation services (e.g., book loans and returns) will be available from the circulation desk.
All other library services including reference, consultation, and workshops will be available online. See “Access to Physical Collection and Library Services” below.

- **Staffing**
  - Security guards will be at each location during open hours to assist with entry/exit and patron issues/escalations. The security guards will be tasked with enforcement of all social distancing guidelines.
  - Security Guards will close the buildings each evening.
  - Student ambassadors will join each location when available.

- **Cleaning Procedures**
  - Hygiene and cleaning protocols will follow CDC and University guidelines.
  - Facilities staff will provide regular and deep cleaning schedules for library spaces. A meeting is being scheduled with area managers and library staff to review spaces and schedules.
  - Users will be provided with wipes and sanitizer. Signage will inform patrons that cleaning spaces is required, including their study spaces and computers (keyboard, mouse, desktop, monitor) before and after each use. Signage will provide instructions for cleaning protocols (spraying disinfectant on paper towels and then wiping surfaces).

- **Social Distancing Enforcement**
  - Use of face coverings in University buildings is mandatory, without exception.
  - Security personnel at each location will check identification, record entrance for contact tracing monitoring, and be responsible for enforcing all social distance guidelines.
  - All persons in the library are required to distance a minimum of 6 feet from one another.
  - Social distancing measures will be implemented by removing or modifying available work spaces in study spaces and computing areas as needed (see attached seating plans).
  - Entering, exiting, and circulating traffic in the libraries will be one-way and marked with signage.
  - Some areas of the libraries will remain closed to the public. There will be no use of library spaces for studying or computing outside of designated areas.
  - Plexiglas partitions will separate patrons from library staff members at service desks, such as circulation and reference.

*Face-to-face service desks are not available at this time. Patrons should use click and collect or home delivery for borrowing, and remote online assistance for all other services.

- **Returned items are sanitized wherever possible.**
  - All returned Items will be quarantined for 5 days before re-shelving/re-circulation.
• **Collections access and library services**

  o **Access to physical collections and library services**
    - Library services are available remotely, while borrowing physical materials has been made available via Click and Collect and Home Delivery. Please visit [https://www.libraries.rutgers.edu/using-libraries-during-covid-19](https://www.libraries.rutgers.edu/using-libraries-during-covid-19) for more information.

  o **Click and Collect**
    - Click and Collect, Rutgers Libraries’ curbside delivery service, is a low-contact method for picking up requested materials at the libraries.
    - Pickup times are by appointment only and most pickup locations are outside the entrance to the library. Locations vary based on building configuration.
    - Turnaround time is usually 3-5 business days, but may be extended due to material quarantine.
    - **QuickSearch** is utilized to submit requests and users will receive an email once materials are ready with instructions for making an appointment. Learn more at: [https://www.libraries.rutgers.edu/using-libraries-during-covid-19](https://www.libraries.rutgers.edu/using-libraries-during-covid-19)

  o **Home Delivery**
    - RUL is also offering delivery by mail. Users can select Personal Delivery > Home Address when submitting your request in **QuickSearch**.
    - Users need to confirm or update your delivery address in your **QuickSearch account**.
    - Allow 7 days for delivery.

  o **Reference and Other Services**:
    - Reference and research assistance is available online. You may get help via live chat and email, as well as by video or phone when you book an appointment with a librarian. Visit [https://www.libraries.rutgers.edu/help](https://www.libraries.rutgers.edu/help) to learn more.
    - Other online services like LibGuides and tutorials are available 24/7 on the libraries website.
    - Instructors may continue to request library instruction at: [https://www.libraries.rutgers.edu/schedule_instruction](https://www.libraries.rutgers.edu/schedule_instruction)

• **Institutions must allow employees break time for repeated handwashing throughout the day.**
  - New Brunswick Libraries has communicated to all employees the importance of repeated handwashing and breaks will be allowed to ensure compliance. In addition, hand sanitizer has been ordered and distributed for all employees to use.

• **Post signage encouraging students and employees to recognize symptoms of COVID-19.**
  - In coordination with Facilities, Signage was posted to all library spaces.
• Provide easy-to-access sanitation stations (e.g. handwashing or hand sanitizer stations) at entrances and around the library.
  ○ In coordination with Rutgers University IP&O, hand sanitizer stations were installed in all libraries.
  ○ In additional, hand sanitizer was ordered by the libraries and will be made available throughout all accessible spaces.

Respectfully,

Dianna Magnoni

Dianna Magnoni, AVP and Director, New Brunswick Libraries
Rutgers University Libraries
dee.magnoni@rutgers.edu
This plan comes in response to Administrative Order 2020-17, issued by the State of New Jersey on August 10, 2020, permitting the reopening of those college and university computer labs that follow rules and regulations contained within the order.

Rutgers, The State University of New Jersey, plans to reopen the following computer lab locations, co-located in the RU Libraries, in New Brunswick and Piscataway when students begin returning to its campuses for the Fall 2020 semester:

- Alexander Undergraduate Library Computer Lab, 169 College Avenue, New Brunswick
- Library of Science and Medicine Computer Lab, 165 Bevier Road, Piscataway
- Carr Library Computer Lab, 75 Avenue E, Piscataway

In addition to these locations, the university is designating potential alternate or additional computer lab locations that may be pressed into service based on demand for services:

- Livingston Computer Center, Tillett Hall, 53 Avenue E, Piscataway
- Rutgers Academic Building Computer Lab, 15 Seminary Place, New Brunswick
- Allison Road Classroom Building Computer Lab, 618 Allison Road, Piscataway

If demand warrants the opening of these additional facilities, the university will submit whatever additional information the state requires to approve those openings at the appropriate time.

The Administrative Order lists eight conditions that computer labs must meet in order to open their doors and remain in operation. The Rutgers Office of Information Technology (OIT) is prepared to meet all eight of those conditions as follows:

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.

The Office of Information Technology (OIT) will operate all of these facilities in accordance with the physical distancing guidelines set forth in the administrative order. Signage inside the labs (along with additional tactics such as removing keyboards and/or chairs) will ensure that users maintain distance, both when they are sitting at computers and utilizing printers.
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

All computer labs will designate certain times of day, generally the first hour(s) of operation, solely for high-risk individuals, as defined by the Centers for Disease Control and Prevention.

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

All labs will contain signage advising users of the facility about best practices for hand washing and for minimizing the risks associated with coughing, sneezing, and tissue usage. Computer lab staff have received additional training on these topics.

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

The university has been purchasing supplies of sanitization materials for several months and now has sufficient supplies to make such products readily available to both computer lab workers and users. If shortages of such materials recur and supplies dwindle, OIT will shut its computer labs until it can re-establish adequate supplies.

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.

OIT will require that all staff and users in these computer labs wear face coverings and make those mandates clear via signage and, if necessary, spoken reminders. OIT has also acquired substantial supplies of disposable masks to offer any user who comes to one of our facilities without a mask. In labs that are co-located in RU Libraries in New Brunswick and Piscataway, RU security staff will assist in the enforcement of the face covering guidelines.

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

OIT will follow required sanitization protocols in all of our facilities. OIT staff will oversee cleaning before and after each use of computers and printers.

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.

OIT is working with Rutgers University Institutional Planning and Operations to install physical barriers in locations where staff members must interact with others, and it is deploying signage that helps people to maintain appropriate distance in places where such barriers are impractical.

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

OIT staff will oversee the sanitization of equipment after each use. Additionally, we will provide our users sanitizing materials for cleaning each device immediately before use.
In addition to the steps listed above, OIT is employing many other strategies to ensure the safety of staff, patrons and the community at large at the reopened computer labs. Among the most important of those steps are the creation of visitor logs that will help contact tracing efforts and the creation of protocols for lab closure and cleaning if labs are visited by people who later test positive for COVID-19.

OIT will also stay current on the evolving guidance provided by the state and agencies such as the Centers for Disease Control to keep enhancing safety procedures.

If there are questions about OIT’s plan for reopening its computer labs, please contact me directly at frank.reda@rutgers.edu or 848-445-1760.

Respectfully,

Frank J. Reda
Associate Vice President and Deputy CIO
Rutgers University Office of Information Technology
frank.reda@rutgers.edu
848-445-1760
FURNITURE IN THIS ROOM IS TO MATCH THIS DIAGRAM. PLEASE DO NOT MOVE FURNITURE OR REARRANGE THE ROOM.

DIAGRAM IS REPRESENTATIVE OF AVAILABLE SEATING COMPLIING WITH THE RETURNING TO RUTGERS GUIDELINE. REFER TO THE CURRENT EXECUTIVE ORDER FOR MAXIMUM ALLOWABLE OCCUPANCY LIMITS.

MAXIMUM OCCUPANCY = 25 SEATS
(7 STUDY + 15 COMPUTER LAB + 3 ATTENDANTS)
OPEN STUDY ROOM

AVAILABLE SEAT FOR STUDENT
ATTENDANT/STAFF
6'-0" DIAMETER CIRCLE

FURNITURE IN THIS ROOM IS TO MATCH THIS DIAGRAM. PLEASE DO NOT MOVE FURNITURE OR REARRANGE THE ROOM.

SOCIAL DISTANCING SEATING DIAGRAM:
JAMES DICKSON CARR LIBRARY
FIRST FLOOR PLAN

REQUESTED SEATING = 25 SEATS
(2 STUDY + 18 COMPUTER LAB + 5 ATTENDANTS)

DIAGRAM IS REPRESENTATIVE OF AVAILABLE SEATING COMPLYING WITH THE RETURNING TO RUTGERS GUIDELINE. REFER TO THE CURRENT EXECUTIVE ORDER FOR MAXIMUM ALLOWABLE OCCUPANCY LIMITS.
STAFF/ATTENDANT 6'-0"
OPEN STUDY ROOM
SECURITY
OIT SPACE
OIT ATTENDANT 6'-0"
OIT ATTENDANT 6'-0"

SYMBOL LEGEND:
AVAILBLE SEAT FOR STUDENT
ATTENDANT/STAFF
6'-0" DIAMETER CIRCLE

FURNITURE IN THIS ROOM IS TO MATCH THIS DIAGRAM. PLEASE DO NOT MOVE FURNITURE OR REARRANGE THE ROOM.

MAXIMUM OCCUPANCY = 25 OCCUPANTS
(7 STUDY + 13 COMPUTER LAB + 5 ATTENDANTS)
DIAGRAM IS REPRESENTATIVE OF AVAILABLE SEATING COMPLYING WITH THE RETURNING TO RUTGERS GUIDELINE. REFER TO THE CURRENT EXECUTIVE ORDER FOR MAXIMUM ALLOWABLE OCCUPANCY LIMITS.
Returning to Rutgers University – Newark: A Working Plan for Fall 2020

Revised August 13, 2020
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INTRODUCTION
The highest priority of this working plan is the health and safety of faculty, staff, students, and community partners. It also reflects acute awareness that Rutgers-Newark is an exceptionally mobile university community with an overwhelming majority of people who commute to and from our campus from widely varied locations and local circumstances, including nearly 90% of our students. It is informed by the detailed Rutgers-wide plan, “Returning to Rutgers: A How-To Guide To Repopulating Rutgers Spaces,” sent to all members of the Rutgers community on June 19, 2020 and the guidelines of the New Jersey Office of the Secretary of Higher Education, our plan prioritizes the health and safety of our campus and community members.

While this working plan focuses on instruction, academic support, research, and student life, it reflects ongoing partnership with colleagues across Rutgers as we continue to develop more extensive, context-sensitive plans that require further consideration. Among the critically important areas still under development, but not addressed in detail here, are: student, faculty, and staff training; self-monitoring and health protocols; preparing workspaces and classrooms with equipment and signage to meet hygienic and social distancing guidelines; calibrating transportation plans with anticipated levels of students, faculty and staff expected on campus; and developing individualized management plans for all administrative offices to assure the health and safety of all community members while assuring that services will continue to be provided without interruption through tele-commuting and staggered in-person staffing, as needed. Of course, all plans must remain contingent on continued progress being made across our community and our state in mitigating the effects of COVID-19.
ACADEMIC PLAN

Our academic practices for the Fall 2020 semester must balance both our desire to teach and learn together and the reality of an extended recovery period in which we will only be able to gradually transition from remote to in-person instruction. Our transition will be guided by our highest priority, which is the health and safety of our Rutgers-Newark family members. We are acutely aware that under normal circumstances, we are an exceptionally mobile university community with an overwhelming majority of people who commute to and from our campus from widely varied locations; we know that our students, faculty, and staff will continue to face a wide range of personal and localized challenges for months to come. We also remain acutely attuned to the recommendations of federal, state, and local healthcare officials, and will adjust all of our plans in the coming months to follow social distancing, testing and tracing guidelines.

Courses Usually Held on Campus

For Fall 2020, we will utilize a 3-component model for courses that are usually held on campus: (1) instruction and materials delivered remotely for asynchronous learning, (2) synchronous remote interaction, and (3) in-person instruction where feasible.

Most of our undergraduate and graduate courses will be delivered remotely, with faculty trying their best to interact directly with the students as much as possible. Thus, instruction and materials may be asynchronously delivered but, wherever possible, synchronous "live" (but still remote) sessions may be held to enhance the learning experience (using WebEx and other tools). In addition, faculty will endeavor to have direct contact with students in other ways (email, phone, etc.) in order to maintain a strong connection with students.

For in-person instruction, we are prioritizing those courses in which use of the university's physical infrastructure can most benefit instruction (e.g., some laboratory sciences), and in which it is feasible to adhere to the strict precautions of public health officials. But even for the limited in-person interaction that we are planning, we are well aware that these plans may get disrupted if students or faculty members are unable to come to campus because of health and related considerations. If such circumstances arise for classes expected to run in-person, students will be provided alternate opportunities for asynchronous or synchronous remote instruction so that the academic progress of our students continues.

In close collaboration with the deans, at this time, in light of revised guidelines from the Governor and Office of the Secretary of Higher Education, we are planning for in-person instruction in all schools and colleges at both the undergraduate and graduate levels to be reserved for classes such labs and clinics, and those that require technical and hands-on instruction, while assuring that all state-established restrictions and other safety measures are heeded.

- The School of Arts and Sciences-Newark is prioritizing in-person instruction for social work and urban education internships and graduate courses that involve experimental work in laboratories.
- Rutgers Business School, the School of Criminal Justice, and the School of Public Affairs and Administration will conduct all classes remotely.
- Rutgers Law School is prioritizing in-person instruction for clinical work.
• The Graduate School-Newark is prioritizing graduate coursework relying on hands-on training and specialized equipment for in-person interactions, while virtual tools will continue to be available for dissertation and proposal defenses, qualifying exams, professional development, and job search preparation such as mock job talks. Graduate students will gradually return to laboratories for their research, depending on public health guidance and university guidelines.

**Technology Support for Faculty and Students**

Assuring that faculty and staff have the technology and support needed to implement instructional plans and that students have the technology, connectivity, and support needed to participate fully and robustly in courses regardless of the mode of instruction are among our very highest priorities. Throughout the spring, we surveyed faculty, students, and staff to identify individuals who may not have the hardware or bandwidth to engage fully in remote teaching, learning, and support and have found solutions for them through expanded equipment loan programs, connection with service providers, and the dissemination of less technically demanding tools and practices. We will continue this work, but we also look forward to enabling faculty, students, and staff who may have less than ideal work environments at home, or for whom access to disability accommodations and services are important, to return to campus to access services and use offices, libraries, and computing labs once again. During Spring 2020, we had extensive one-on-one consultations with students to provide technological support needed to enable full participation in remote coursework; we will continue this for Fall 2020, including discounted purchases of equipment and software, as well as making computers available on loan when needed.

RU-N is fully equipped to deliver remote instruction at a high level. We have a range of tools (Blackboard, Collaborate, Canvas, Kaltura, Webex, RUN4Success/EAB Navigate), expanded training available to our faculty through the RU-N Academic Technology Services and our P3 Collaboratory. We are also ably supported by Rutgers’ offices such as Teaching and Learning with Technology, and the Center for Teaching Advancement and Assessment Research. Moreover, we have able external partners such as the Association of College and University Educators with whom we have an established cooperative agreement offering relevant workshops and course training modules to enhance pedagogy, including remote instruction.

Computing support services for students like the helpdesk and computing labs will adjust their services to accommodate social distancing policies. For the fall we are expecting to utilize the university’s new ‘Virtual Computer Lab’ service that will allow students to access lab software remotely. On campus printing and copying services will be made available in the residence halls, libraries and computing labs based on the overall campus openness. Social distancing and rigorous cleaning protocols will be used so that the services the labs provide can be available based on capacity restrictions (e.g., operated via a reservation system).

While heeding state guidelines, the computer labs in Dana Library and, based on need, Rutgers Business School at 1 Washington Park will be open to students on a drop-in basis. Based on social distancing, the capacity will be reduced. Cleaning supplies will be provided so that students can clean the keyboards and mice before and after they use the computer. Staff will clean all computers at the end of the day. Students will be encouraged to use the new ‘Virtual
Lab’ Service that will allow them to access the facilities' computers remotely. Information about the labs, the virtual labs, and seat availability maps can be found here: https://runit.rutgers.edu/labs/.

As we continue with a remote and hybrid environment for Fall 2020, students may be in need of technical assistance. The university has outlined recommendations for the laptops that will meet the majority of students’ needs. Students may choose to purchase the needed equipment from Rutgers Kite+Key Tech Store. Systems that meet or exceed these specifications can be found at the Rutgers Kite+Key Tech Store. Students can access and review the discounted systems that may be available by logging in with your NetID. The university provides software for free or at a greatly discounted rate on the University Software Portal (https://software.rutgers.edu/). Students should review the software available on that page before making purchasing decisions. Required software like anti-virus and Microsoft Office 365 can be downloaded and installed at no charge. The university has also compiled a list of providers that are offering free Wi-Fi during COVID 19. You can find those providers by visiting the myRUN technological resources page.

In support of these efforts, Rutgers-Newark is providing incoming undergraduate students—first-year and transfer—with a new Apple iPad Air 256GB to each of them who is enrolled and taking classes at Rutgers-Newark for the first time in Fall 2020. We are arranging to have the iPads delivered to their home addresses. When they arrive, they already will have been programmed with Rutgers-approved technology to help ensure that the students can stay connected in virtual classrooms, participate in interactive discussions and experiential courses, maintain contact with peers, and join us for virtual events.

We also have augmented our student technology support efforts, organizing them under the RU-N Student Technology LaunchPad, a hub that students may call upon for guidance in navigating the technological aspects of transitioning to Fall 2020, when a majority of teaching and learning will occur remotely. Among the key supports that the LaunchPad offers are:

- Strategies for success: guidance in understanding resources available, how to optimize their use to support learning in the context of a student’s particular academic program and circumstances, and how to leverage technology to stay organized for effective study.
- Support: from text documentation and video tutorials to customized advice on which apps may be best to help get done what needs to be done, whether that’s managing a group project, convening a student organization, or improving health and wellness.
- Connectivity: whether students want to connect to Rutgers resources from on or off campus, the LaunchPad is where they can find the information they need to access the software and hardware to do that, including virtual computer labs, loaner programs, getting access to high-speed internet service, the RU software portal, and Kite+Key.
Faculty and staff members who know or learn of students in need of technological support in any aspect of academic or student life may refer them to the LaunchPad through their [website](#), by [email](mailto:atshelp@newark.rutgers.edu) or phone at 973-353-5083.

Faculty and staff members who have questions about how to take optimal advantage of these new initiatives in interacting with students are encouraged to contact [Academic Technology Services](mailto:atshelp@newark.rutgers.edu).
STUDENT ACADEMIC SUPPORT

The university community managed well the rapid transition in mid-March to remote academic advising, tutoring, and other academic support, aided by the extensive use of appointment scheduling and appointment reporting via RU-N4Success; virtual meetings via Webex, Blackboard’s Collaborate, and phone calls; additional student communication and support via email; and staff meetings and communication via Webex, email, and phone. Students and tutors are reporting satisfaction with one-to-one sessions, advising offices are meeting drop-in needs with open, all-day Webex “meetings,” and students and advisors have recognized the broad availability of and high attendance at advising appointments.

We plan to continue to offer academic support services in these ways through the summer and through the fall semester as instruction for most undergraduate courses remains remote. In addition, we will expand service hours in most of our advising and tutoring offices, relying on overlapping coverage of staff to ensure as much access to these critical supports as possible. To this end, we also will be hiring more tutors and be providing dedicated training to tutoring and advising to improve proficiency with remote group skills workshops, tutoring, and supplemental instruction.

**Tutoring**

Staff members at the RU-N Learning Center, Writing Center, and Accounting Tutoring Center are eager to continue to support undergraduate students in achieving academic success. To ensure that students have safe access to the full range of support opportunities, both Centers will offer services exclusively remotely in the Fall 2020 semester. Students and tutors will meet for "real time" virtual appointments.

- The Learning Center will provide remote one-on-one and group tutoring to support students' performance in their math, science, business, and technology courses. Students can also register for academic coaching, in which students work individually with an academic coach to develop critical learning skills and strategies for performing with greater insight, efficiency and effectiveness. Writing Center tutors will provide remote one-on-one tutoring that is designed to strengthen students' reading, writing, and research skills.
- The Writing Center also offers writing workshops that provide instruction and practice to foster students' confidence and ability in achieving the demands of writing at and beyond the University.
- The Accounting Tutoring Center provides extensive support of all kinds for RU-N students enrolled in Managerial or Cost Accounting, Intermediate Accounting I and II, Federal Taxation, and Advanced Accounting courses

**Advising**

For the Fall, academic advisors primarily will use a mix of appointments and workshops held remotely, together with a rich array of online tools and resources to provide a variety of venues for students to connect with their advisor(s). Additionally, some scheduled, in-person meetings and guidance for students will be available as needed.
Live Appointments and Workshops Held Remotely
Appointments and workshops, both scheduled and drop-in, will take place on a variety of platforms including Zoom, WebEx, and MicroSoft Teams. These platforms will allow for each event to be accessible to students with disabilities, and for breakout rooms for smaller discussions when needed.

Online Tools and Resources
- **RUN4Success** is used by academic and other student support staff across the RU-N campus and will continue to provide the means for effective and efficient communication among staff and students, and across offices.
- Websites: [The website for each advising office](#) will be updated regularly. Customized email updates will be used to share news registration information, advising resources, and other relevant information.
- **Navigate-Student mobile app**: Academic planning and advising ‘to-do’s’, and related events are promoted through the app. Students can use the app to schedule appointments with advisors, sign up for Study Buddies in their courses, explore majors, and see their course schedule. Additional resources campus-wide, such as career development, health and wellness, campus safety, and other academic support (library, disability services) are accessible through the app.
- **Degree Navigator**: This application enables students to check quickly which of their degree requirements they have satisfied, which remain unfulfilled, and which courses would satisfy their currently open requirements.

On campus, in-person appointments for students will be available by appointment where needed. The need for in-person meetings will be determined in conjunction with the student, staff member, and staff supervisor. Any in-person appointments will take place in larger office spaces to allow for social distancing.
RESEARCH
As has been communicated to the Rutgers-Newark research community, the research plan involves increasing research capacity/density in 25% increments, then assessing the results. Currently we are operating at approximately 75% of our research capacity. Appropriate signage and increased density of hand sanitizer stations have been provided in the research buildings. The necessary PPE and disinfection materials have been secured. We will advance toward full restoration as state guidelines and additional factors such as the reliability of the supply chains, building maintenance, housing and transportation permit. A 4-week long period of satisfactory stability at each level with be a prerequisite for embarking onto the next step. Field work that does not require extensive in person interactions is also allowed at this stage, subject to university and state travel restrictions.

A negative test for the COVID-19 virus and REHS training are required for researchers to return to on campus or off-site field and human subject research. Faculty advisory groups have been established to inform campus leadership on issues specific to research settings in social and behavioral sciences, arts, humanities, biomedical sciences, physical sciences and field work. Return to Research plans developed by the Principal Investigators provide information regarding the demands of the specific projects. The plans present the measures that will be taken in order to ensure the safety of the personnel and participants, as well as the compliance with the overarching RU guidelines regarding social distancing, face coverings and public hygiene. This information will allow research administrators to manage safe return to research at the level of departments, centers, schools, and the campus. It will allow to coordinate the rise in research activity with the support facilities to ensure that the enhanced cleaning and disinfection needs in the research buildings are met. In order maintain the occupancy at the desired level, administrators will institute staggered shifts of laboratory personnel.

Recognizing the complexity and heightened health risks associated with research projects requiring in-person interaction, additional guidelines and protocols are being developed for human subject research both on and off campus. Review by the REHS and IRB approval will be required. The IRB will consult with REHS on all technical questions (questions related to the health, safety, and environmental welfare) arising from the implementation of the COVID-19 guidelines. Particular attention and scrutiny will be given to projects involving participation of vulnerable populations such as the elderly and children.

The resumption of full-scale research will be guided by:
- Compliance with relevant federal, state and local laws and Executive Orders
- Striving to return all researchers to full capacity as soon as possible in a safe and sustainable manner
- Strategic use of scarce resources in staffing and operations to achieve maximum impact from research and attract external funding
- Ability to respond effectively to new developments in the COVID-19 pandemic
- Attention to the specific health conditions and risk factors of all individuals
- Action in a coordinated way across all Rutgers locations.
STUDENT AFFAIRS
In keeping with its core mission and values and utilizing the guiding principles of: a) preserving student support services; b) maintaining campus community/student engagement; and c) creating opportunities for student learning, Student Affairs will collaborate with our colleagues across the university and in the local community to continue to provide a high level co-curricular student experience to new and returning RU-N students both remotely and in-person for the fall.

Athletics and Recreation

Intercollegiate Athletics
The New Jersey Athletic Conference (NJAC)—of which Rutgers-Newark is a member—has announced that Fall 2020 athletic competitions will not proceed as scheduled during the Fall, with considerations now under way to determine whether sport by sport postponements to Spring 2021 will be possible. Neither practices nor games will be held in the Fall.

Recreation
Recreation opportunities will be available remotely and in person for the fall 2020 semester. Our highly successful remote class offerings will continue in the fall, allowing for fitness classes including meditation, yoga and a variety of workouts to be available to students online.

Career Development
The Career Development Center will continue and expand its successful slate of virtual events for students for the fall. The Center will provide career coaching, guidance and support for students in addition to panels and employer information sessions virtually. For the fall, the CDC will use a mix of live, synchronous events, pre-recorded or asynchronous events, and a regularly updated presence in online spaces to provide a variety of venues for students to connect with the office and pursue career exploration. Additionally, some scheduled, in-person meetings and guidance for students will be available.

Live, synchronous events
Panels, workshops, drop-ins, appointments will take place on a variety of platforms including Zoom, WebEx, and Google Meet. These platforms will allow for each event to be accessible to students with disabilities, and for breakout rooms for smaller discussions when needed. The Fall Career Fair will take place virtually, as it did in the Spring 2020 term.

Pre-recorded or asynchronous events
To support students who may access CDC resources at times outside of office hours, or for those who may have missed a live event, there will be various opportunities to participate via:

- Archived events (some events, as relevant, will be recorded and transcribed) and made available on the CDC website;
- Videos: Short videos to support key concepts will be added to CDC website;
- Instagram: Contests and other interactive opportunities to engage students.
Online presence, updated regularly

Additional online presence will be provided through information channels:

- Website: The website will be updated weekly with new articles. Customized email updates will be used to share news articles, resources, relevant jobs, etc.
- Rutgers-Newark Handshake: Employers, opportunities, and events are approved daily and posted through the platform. Additional resources, such as career development tools for mock interviews (InterviewStream), career exploration (Focus2, Vault), preparation (GoinGlobal), and others, will also be accessible through the platform.
- Instagram: This will be used primarily to share reminders, announcements, and brief information to students on a regular basis.

In-person

- On campus, in-person meetings for members of the campus community (RU staff, faculty, students) will be available by appointment. External guests (employers, recruiters, alumni) will participate in CDC events, services, programs, etc. virtually until further notice.
- Appointments will take place in larger CDC spaces to allow for social distancing. Small size (maximum 4 attendees) workshops for students will be offered.

Health and Wellness

Health and Wellness departments (Student Health Services, the Counseling Center, Disability Services, The PantryRUN, Violence Prevention and Victim Assistance, and the Health Promotion Division) will continue to be available to students remotely. Additionally, these services will provide in person services to students, as appropriate and possible while adhering to health restrictions.

Student Health Services will lead in providing COVID 19 testing for students, education and training on preventing the spread of the virus and monitoring the health status of those students who present with COVID 19 symptoms. Student Health Services will continue to provide medical support and advice via telemedicine for students and in-person services by appointment.

The Counseling Center will continue to provide students with a full array of accessible mental health treatment including 1:1 therapy appointments, psychiatry, alcohol and drug assistance, sexual assault and interpersonal violence treatment and support, and a variety of themed groups to support the student experience. Groups and most therapy appointments will be available virtually, and in-person services will be provided by appointment.

The Office of Disability Services will work collaboratively with students and faculty to ensure that students with disabilities will receive the necessary accommodations for classes. The office has the ability to provide support for students virtually, but will be available in person for exam proctoring and assistive technology loans, as needed.

The PantryRUN will continue to be physically open to Rutgers University community members three days per week. Food will be distributed in pre-packed grocery bags as has been the practice since the start of the pandemic.
The virtual environment does not negate the need for awareness and education with respect to interpersonal violence. *Violence Prevention and Victim Assistance* (VPVA) successfully launched a text-based helpline for students during 2019-20. The chatline will operate fully in the fall with trained peer advocates and the normal violence prevention education and training for student organizations and departments, etc. will be offered. VPVA will utilize its social media platforms to amplify its message and periodic in-person meetings will take place.

The *Health Promotion Division*’s social media presence will be utilized, as is customary, to share and encourage healthy living. The collaborative and expressive nature of HPD’s work – Unity Theater, health peers, awareness campaigns - will support all of the health and wellness departments and join with other departments at RU-N to offer students a comprehensive and challenging view of health, wellness, and diversity.

**Residence Life and Dining**

**On Campus Housing**
Approximately 25% of campus housing will be available to students in the fall. In order to comply with hygienic and social distancing guidelines:

- Each student approved to live in a Rutgers-Newark residence hall will be tested for COVID-19, following the Rutgers-wide protocols.
- Housing has been made available to student populations who may need to live on campus, graduate and professional students, and international students. Undergraduate and graduate students who applied for consideration have been notified of the decision on their application and initial room assignments have been made.
- Students have been assigned single rooms.
- Move-in is being coordinated by appointment so as to assure implementation of appropriate hygienic protocols and social distancing.
- Residence hall lounges will be closed and floor events and group meetings will not take place.
- Guests will be limited; no overnight guests will be allowed.
- On campus residents will be required to wear masks, social distance, and participate in periodic preventive screenings, as needed.

Rutgers-Newark will have approximately 500 beds occupied, out of approximately 2,100. This includes Rutgers Biomedical and Health Sciences (RBHS) housing in Newark, which is managed by Rutgers-Newark Housing and Residence Life. Within the 1,500 unoccupied beds are floors dedicated for quarantine, and the exact number of quarantine beds/rooms will be established based on need.

The local health department, working closely with Student Health and Wellness, will ensure that appropriate notifications are made timely, and Student Health and Wellness will observe all applicable HIPAA, FERPA, and New Jersey Department of Health rules governing privacy.
**Dining**

While in-person dining at this time is not planned for Fall 2020, dining locations will offer “Grab-and-Go” and carry-out options as follows.

- **Robeson Grill, Paul Robeson Campus Center**
  - Monday through Friday 8 a.m. – 7 p.m., Saturday and Sunday 11 a.m. - 7 p.m.
  - Services: Rotating Full Menu, Carry-Out Only, Mobile Ordering-Only

- **Starbucks in the Paul Robeson Campus Center and at 1 Washington Park/RBS**
  - Monday through Friday 8 a.m. – 5 p.m., Saturday and Sunday closed
  - Services: Limited Menu, Carry-Out Only

- **On the RUN Convenience Store, Paul Robeson Campus Center**
  - Monday through Friday, noon – 3 p.m.

- **Law School–Avenue C**
  - Open 24 hours

- **Bistro @RBS:** Closed

Students, faculty and staff will have the option of eating in outdoor campus spaces or in socially distanced spaces that have been designated for eating and studying.

Additional information from Gourmet Dining, Rutgers University- Newark’s foodservice vendor, follows this document.

**Student Life, International Student Services & The Paul Robeson Campus Center**

All major programs and events will be facilitated virtually through digital platforms including WebEx, Zoom, and Instagram. Students will also receive communication through email, text message, and phone calls. Veteran Affairs, Undocumented Student Services, LGBTQ Student Services, Community Standards, Title IX and ADA Compliance, International Student Services, the Dean of Students and CARE Team will offer in-person 1:1 advising meetings, by appointment only, using social distancing guidelines. Virtual office hours will also be provided. Selected spaces will be made available for student use, again, adhering to all appropriate hygienic and social distancing guidelines.

Virtual programs and services will be offered throughout the Fall semester:

- New students will experience a virtual Convocation in August and will be acclimated to the University during a variety of activities during Welcome Weeks online.
- Office of Student Life & Leadership will continue to advise student organizations, and virtual meetings and events will take place throughout the semester; a virtual event planning guide will be created and distributed to student organization leaders during Club Recharge in August 2020.
- Undocumented Student Services, LGBTQ Student Services and the Office of Veteran Affairs will provide virtual lounges for students to drop-in and build community with others from shared identities.
- Large scale events such as Resource Fair and Student Organization Showcase will take place virtually on Blackboard Collaborate.
- No large, in-person events will take place.
• The Office of International Student and Scholar Services will provide virtual and in-person services, allowing international students to complete visa documents and receive support for a variety of concerns. Students will also have regular opportunities for social engagement online.
• The Office of Community Standards will continue to investigate and adjudicate student conduct cases as per the University Code of Student Conduct. The process will be facilitated through online virtual meetings and limited 1:1 in-person meetings schedule by appointment and adhering to social distancing guidelines.
• The University’s Title IX & ADA Compliance Director will hold virtual and in-person office hours.
• Some event spaces will be designated and arranged for social distancing to allow for studying, eating, and small meetings.
• Hand sanitizing, cleaning of high touch surfaces, clear spatial designations, and PPE will be incorporated into all spaces that are open for community use.
ENROLLMENT SERVICES & EXPERIENCE

The Division of Enrollment Services & Experience includes the following offices: Office of the Associate Vice Chancellor (Blumenthal Hall); Office of Undergraduate and Graduate Admission (Engelhard Hall); Office of Financial Aid (Blumenthal Hall); Office of the Registrar (Blumenthal Hall); Offices of Student Accounting, Billing and Cashiering (Blumenthal Hall); myRUN call center (Blumenthal Hall); and the Center for Pre-College Programs (Bradley Hall).

The Offices of within the Division of Enrollment Services & Experience are open and here to support RU-N students. Offices will continue to operate primarily remotely. Meetings with students will be held virtually via WebEx and phone calls. There will be the opportunity to schedule in-person appointments for the Offices of Financial Aid, the Office of the Registrar and Student Accounting and Cashiering.

Hours of Operation
The Office of Undergraduate and Graduate Admissions and the Center for Pre-College Programs will operate during regular business hours from 8:30 a.m. – 4:30 p.m. The One Stop offices—Financial Aid, Registrar, Student Accounting and Cashiering—located on the third floor of Blumenthal Hall will have extended hours of operation for the Fall 2020 semester.

- For the first two weeks of the semester (September 1 through September 10, 2020), the offices will be open from 8:30 a.m. – 6:00 p.m.
- On September 11, 2020, the operating hours for the offices will move to regular business hours and be open from 8:30 a.m. – 4:30 p.m.
- On the 2nd Saturday of each month during the Fall 2020 semester (September 12, October 10, November 14, and December 12), One Stop offices will be open 9:00 a.m. – noon. All Saturday hours will occur remotely.

Request for In-Person Appointments
For the limited in-person business conducted by ESE offices, the following protocols will be in place.

- Students needing to physically visit the offices of Financial Aid, the Office of the Registrar, Student Accounting and Cashiering will need to make an appointment through an online process; this includes making a payment at the cashier window. The method for securing in-person appointments will be added to the myRUN website by mid-July.
- All visitors to the offices will need to wear masks to maximize safety for all members of the RU-N community. A student physically visiting the ESE offices and buildings will need to check-in with a staff member positioned at the building front door.

Virtual One-Stop Counter
The One-Stop Offices will launch a Virtual One-Stop for students to access and speak directly to a member of staff within the offices of Financial Aid, Registrar and Student Accounting and Cashiering. The Virtual One-Stop Counter will launch in mid-July and details will be published on myRUN website.
**Registration**

All student registration services (adding/dropping a class; cross-registration; unemployment tuition plans; adding a major/minor; etc.) will be virtual for Fall 2020. As with all student registration items, students should speak with their academic advisor to ensure that they have an academic plan. Students can add/drop through the webreg system. Students can declare majors by completing the new fillable PDFs located on myRUN. Students who will need to complete cross-registration with NJIT will need to follow the directions on the RU-N Office of the Registrar website. All students utilizing the unemployment tuition waiver should follow the directions on the RU-N Office of the Registrar website.

**Term Bill and Financial Aid**

Students can access their fall financial awards and term bills via myRutgers and clicking on the “dashboard” tab. The tab provides a personalized breakdown for each student. To access more information related to a particular area, students can click on the specific information they are seeking to access. Students can also access the above information by visiting the myRUN website. Students expecting any type of refund are also encouraged to sign up for direct deposit.

**Rutgers University ID Cards**

Students seeking to obtain a new or replacement student ID will need to follow the directions on the RU ID website. All newly produced student RU IDs will be mailed to the student’s mailing address.

Students may reach all ESE offices directly through the myRUN website or by calling 973-353-1766 ext. 1 during business hours.
ACADEMIC SPACES: DANA LIBRARY & EXPRESS NEWARK

Dana Library
Effective the beginning of the Fall semester, John Cotton Dana Library will be open to the RU-N community only, with sign-in procedures as required by the University, along with the usual requirement of patrons showing their Rutgers ID. Hours of operation will be 10 a.m. – 6 p.m. Monday through Friday and closed on weekends. The first floor, third floor, and lower level will be available for use by library patrons, including computer labs and open study spaces for undergraduate and graduate students. Hygiene and cleaning protocols will follow CDC and University guidelines, along with best practices in librarianship; a Plexiglas screens will be installed at the Circulation Desk. The stacks will be closed and areas cordoned off to avoid foot traffic. Patrons will place holds on materials through QuickSearch and schedule appointments for pick up. Reference and instruction services will continue to occur online. Group study rooms will be closed as they do not allow for social distancing.

Access Services has instituted new, low- or no-contact services to facilitate research and study.
- Click and Collect, our version of curbside pickup, is a little- or no-contact method for retrieving requested materials at the libraries. Submit a request through QuickSearch and you’ll receive an email when your items are ready with information for booking a pickup time and other location-specific instructions.
- Personal Delivery is an alternative option for users who are not able to retrieve their materials on campus. Select “Personal Delivery” in QuickSearch, confirm your mailing address with us, and we will have the items shipped directly to you.
- In alignment with best practices in our field, all physical materials will be quarantined for 5 days between circulations, so please allow a minimum of 7 days for delivery.
- In addition, some Interlibrary Loan services are beginning to resume so that we can provide access to physical materials from our partner libraries. However, as libraries in our networks are in various stages of reopening, users should expect delays through at least the end of the month.

The libraries offer a host of other resources and services to support faculty members in teaching and research, all of which can be accessed remotely:
- Article & chapter scanning: Fulfillment of requests for digitization of articles and book chapters has begun. Requests can be submitted from within QuickSearch.
- Electronic course reserves: Faculty members may request additions to their reserves list or set up an online reading list.
- Online resources: Search millions of ebooks and journals through QuickSearch or access our hundreds of databases.
- Consultations and instruction sessions: Contact one of our subject experts.

Group study rooms will be closed as they do not allow for social distancing. The Institute of Jazz Studies/RU-N Archives will be accessible in-person but by appointment only (following University/local/state guidelines). We anticipate that poster printing services will be available.
Dana is also working on installing a self-checkout machine that will significantly lessen interactions between the staff at the circulation desk and patrons.

The occupancy of the library will be monitored by security personnel and library staff to ensure that state indoor occupancy guidelines are followed. Should there be high demand for study space/computer usage in the library, we will implement staggered schedules with set time limits in order to maximize the number of patrons who need access to the building. Movement of furniture and/or seating will not be allowed as furniture will already be situated in order to promote social distancing. Patrons will be strongly encouraged to search library holdings/collections remotely prior to entering the library, but should they require computer terminals to do so, they will be available and regularly disinfected throughout the day. Signage will direct patrons to disinfect computer keyboards and terminals before and after usage, and sanitation dispensers will be easily accessible throughout the first, third floors, and lower level of the library. Please note that returned materials will also be disinfected.

Express Newark
Express Newark (EN) will be open to Rutgers faculty, staff, students, and artists in residence, via swipe access. Otherwise the building will have regular business hours of Monday – Saturday 8:00 a.m. – 6:00 p.m. Entering visitors must wear a mask, display ID, and sign in at the reception desk. Plexiglas will be installed at the reception desk. Security personnel will monitor and limit the number of visitors in order to ensure that the indoor gathering guidelines are followed.

EN staff will encourage and facilitate the use of conference rooms in order to allow for social distancing for staff (and student workers) who usually work in smaller spaces. EN will only host programs that comply with the most current State of New Jersey guidelines at the time, can accommodate social distancing, and where wearing a mask is required. All EN programs with resident community partners need to be vetted and signed off on by the EN director so that a schedule can be developed to ensure social distancing throughout the space.

The Paul Robeson Gallery will limit the number of people in the space to allow for social distancing, and may establish time limits on visitors in the gallery in order to allow for more people to move through the space. The EN Community Media Center will install Plexiglas at the desk and pause lending out equipment due to disinfecting concerns.

EN staff will telecommute where possible, and when in the office, will observe social distancing requirements. They will alternate work days and stagger their arrival and departure, with the understanding that there cannot be more than two people in the office at a time in order to allow for social distancing.
TRANSPORTATION

Shuttles
RU-N shuttle buses will run on their normal schedules and routes for the Fall 2020 semester. The shuttle fleet may be increased for social distancing and occupancy requirements, if needed but for now we believe we have sufficient resources to manage the expected ridership and an increase won't be required. The shuttle app, TransLoc, will have advanced functionality and will allow riders to see GPS location information and occupancy loads. Instructions for downloading the app can be found here: https://ipo.rutgers.edu/dots/newark (put in chat). All shuttles will be cleaned regularly according to updated cleaning protocols and a COVID-19 testing protocol will be employed for all drivers and RUPD transportation officers. More details regarding testing and cleaning of the buses is forthcoming.

Parking
For Fall 2020, all parking lots on campus will be open with previous operating hours. Parking rates will be as follows:

- **Resident Permit.** Deck 1&2. Half year same as 2019- $575 (no change in price)
- **Commuter Permit.** For students ease we will only sell a fall permit instead of a full year as in the past. Half year same as 2019 - $209 (no change in price).
- **Daily Permit (NEW).** Students will be able to purchase daily parking at a rate of $12/day. (The parking rate is based on the Newark regional market, specifically, and may differ from NB and Camden rates.)

Parking passes can be purchased online and via a mobile app. More details to come; in the meantime, please visit the https://ipo.rutgers.edu/dots (in the chat).

Transportation of Sick Students
The university will not provide non-emergency transportation for sick students. If there is an urgent medical need, Rutgers University Police Department and local EMS will be contacted by calling 9-1-1.
WE’RE HERE FOR YOU

Swipe to see how we are caring for our people and our guests when you return this fall.
For Your Safety
We Are...

Adhering to
Stringent
Food Safety Standards

Wearing Masks
For Your Safety
We Are...

Continuing to use gloves and wash hands regularly.

Practicing social distancing.
For Your Safety
We Are...

Conducting Daily Wellness Checks on our people

Cleaning, Sanitizing and Disinfecting all high contact areas regularly
For Your Safety
We Are...

Installing Plexiglass Barriers at all points of ordering/interaction

Providing Contactless Service and Pick Up Options
COVID-19 Safety Training

1. Log into your LMS account to access the Compassion COVID-19 Safety and Hospitality Training courses.
   a. Follow the link of https://www.compassmylms.com/course/view.php?id=1369
   b. OR on the COVID-19 training banner, click the “Click Here To Learn More” button.

2. Click the “Enroll me” button to be able to access the courses.

3. You can access the courses individually by clicking the GO button to the right of each one. The COMPASSION COVID-19 Safety Training course has been updated with all the most recent policies and procedures since June 25, 2020.
4. Once you access the Safety Training, you will receive the option to take the course in either English or Spanish:

**e-Learning**

This e-Learning is available in English and Spanish. Click a link below to launch the training.

Este e-Learning está disponible en inglés y español. Haga clic en un enlace a continuación para iniciar la capacitación.

- Coronavirus (COVID-19) Safety Training - English
- Coronavirus (COVID-19) Safety Training - Español

5. Once you have completed the **Safety Training**, you will be able to access your Certificate of Completion.

**Certificate of Completion**

Once you have completed the e-Learning, click the button below to access your certificate of completion.

GROUP TRAINING AND FAQ’S:

How do you conduct group trainings of 10 or more associates?

Follow the instructions above, then:
- Have each attendee sign in on a sign-in sheet.
- The manager completes the Group Tracking Spreadsheet,
- Saves as a .CSV file,
- and email to MyLMS@compass-usa.com on **Fridays**.

Do I send in the file each time I complete a training? **No**, combine your trainings and send your file once a week on **Friday**.
Can you pause the training and continue at a later time? Yes. It will bookmark where they left off.

How long is each training? About 20 minutes each.

Is there a way to download the training instead of accessing it through MyLMS? Yes, you can download a .pdf version of the training through the Safety Page on MyCompass. Warning: the files are very large!

- [English COVID-19 Safety Training](#)
- [Spanish COVID-19 Safety Training](#)

Do all employees need to complete the Quiz? Yes, in group training every employee must have a documented passing score of 80% (8 correct questions out of 10 total) to qualify for completion.

Does each person need an entry on the .CSV file to receive credit? Yes, please see the Group Tracking Spreadsheet template.
CASH-FREE
This is a preventative measure to protect the community and ensure the safety of our guests and associates. Please contact the dining manager if you do not have an alternative form of payment.
Thank you for your understanding.

NEED A REFILL?
REACH FOR A FRESH CUP.
While we remain committed to sustainability, we are temporarily pausing the use of personal reusable cups and asking guests to use a fresh cup with each fill up. This is a preventative measure to protect the community and ensure the safety of our guests and associates. Thank you for your understanding.

NOW OFFERING
FULL SERVICE ONLY.
Until further notice, self-serve options in the dining hall will be served by a dining team member. This is a preventative measure to protect the community and ensure the safety of our guests and associates. We will continue to offer our wide variety of dining options. Thank you for your understanding.

REUSABLE TO-GO CONTAINERS AND MUGS
To help keep you healthy and safe, the use of reusable cups and to-go containers is being temporarily discontinued at this time.
Thank you for your understanding.

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STATION UTENSILS
In an effort to keep you healthy and safe, we are replacing all station utensils every 30 minutes.
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SEATING AREA IS CLOSED
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SAFETY PRIORITY
IS MY
YOUR
SAFETY TRAINING COMPLETE

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WALK THIS WAY
To better enable social distancing, please follow the path of arrows. Thank you for your cooperation.

WALK THIS WAY
To better enable social distancing, please follow the path of arrows. Thank you for your cooperation.
To better enable social distancing, please follow the path of arrows.
Thank you for your cooperation.
STOP THE SPREAD

WASH YOUR HANDS Often With Soap And Water For At Least 20 Seconds.

AVOID TOUCHING Your Eyes, Nose, And Mouth.

AVOID CLOSE CONTACT With People Who Are Sick.

AVOID CROWDS And Keep 6 Feet Of Space Between Yourself And Others.

CLEAN AND DISINFECT Surfaces You Often Touch, Such As Cellphones, Computers, Countertops, Handles And Light Switches.

GOURMET DINING

Masks Are Required

FOR YOUR SAFETY, ALL GUESTS ARE REQUIRED TO WEAR A MASK.

Thank You

GOURMET DINING

Curbside Pick Up Here

Order Ahead?

PICK UP HERE

GOURMET DINING

Order Ahead?

PICK UP HERE

GOURMET DINING

Order Ahead?

PICK UP HERE

GOURMET DINING

Order Ahead?

PICK UP HERE

GOURMET DINING

Curbside Pick Up Here

GOURMET DINING

Order Ahead Pick Up Bevs.pdf

Order Ahead Pick Up Meals.pdf

Curbside Pick Up.pdf
FOR YOUR SAFETY

6ft SOCIAL DISTANCING PRACTICING

Conducting DAILY WELLNESS CHECKS
GLOVES USING and WASHING HANDS REGULARLY

Adhering to Stringent FOOD SAFETY STANDARDS

MASKS WEARING

we are FOR YOUR SAFETY PLEASE MAINTAIN A BETWEEN YOU AND YOUR NEIGHBOR

DID YOU KNOW? SAFE DISTANCE
This Table Is Cleaned X Times A Day
CLEANING, SANITIZING AND DISINFECTING ALL HIGH CONTACT AREAS REGULARLY

For your safety we are limiting occupancy in the dining hall to help maintain social distancing.

Thank you for practicing social distancing.

Please wait for the next sign to clear before proceeding.
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Golden Dome Athletic Center Fitness Center Re-start Operational Plan

Rutgers University-Newark

September 2020

These guidelines and policies are prepared in accordance with New Jersey Department of Health Guidance for Health Clubs/Gyms/Fitness Centers (August 27, 2020), OSHE Restart Standards for all New Jersey Institutions of Higher Education (August 31, 2020), NJ Executive Order 181 governing gyms (August 27, 2020), and NJ Executive Order 153 governing pools (June 9, 2020), as well as accepted medical advice provided by the CDC. These guidelines and policies represent best practices to prevent the spread of the COVID-19 virus and allow for safe usage of the Golden Dome Athletic Center (GDAC) by members of the Rutgers University-Newark community. These guidelines and policies are subject to change depending on current circumstances.

The GDAC reserves the right to enforce the following and to refuse entry or service to anyone exhibiting COVID-19 symptoms, or not following guidelines or policies detailed herein. The guidelines and policies set forth in this document are designed to:

- To protect Rutgers University-Newark students, faculty and staff from COVID-19 while utilizing the GDAC;
- To assure GDAC patrons that we are doing all we can to protect them from the spread of COVID-19;
- To minimize the risk of disease transmission;
- To communicate procedures if a GDAC staff member or patron is sick or not following the guidelines or policies.

General Information

Rutgers University and the GDAC are actively taking measures to reduce the risk of transmitting COVID-19 from person-to-person spread through respiratory droplets. This plan incorporates proper disinfectant and cleaning techniques, the practice of social distancing, the wearing of personal protective equipment, appropriate educational signage, temperature screening and symptom checking questionnaire, approved ventilation and air flow, and minimizing the number of patrons in the gym at one time, etc., in order to minimize the potential for exposure and the spread of the virus.
Facility Access & Requirements

All patrons entering the GDAC will adhere to the following guidelines and policies in order to access the facility:

- Touchless entry: anyone entering the facility will swipe his or her own card at the front desk.
- Screening for symptoms and temperature checks will be completed on entry for all students, faculty, and staff. Those who have any of the following characteristics will NOT be allowed to enter:
  - Have returned from travel states, cities or countries, or overseas within the last 14 days;
  - Have been diagnosed with or had a positive COVID-19 test in the last 10 days;
  - Have you been asked to isolate or self-quarantine by a medical professional or public health official due to NJ state travel advisories;
  - Have had a fever of 100.4°F or greater in the last 2 days;
  - Have a cough, difficulty breathing, sore throat, or loss of taste or smell;
  - Had close physical contact within the previous 14 days with a person known to be infected with COVID-19 or who has COVID-19 symptoms;
  - Have compromised immune systems and/or have chronic diseases;
  - Staff and visitors must have their temperature checked by digital thermometer prior to entry. No one with a temperature greater than 100.4°F or with any of the above symptoms will not be allowed to entry.

- When the app method of screening becomes available, we will implement it as a part of the screening process in lieu of the above questionnaire along with required the temperature check as people come into the building, in order to comply with NJDOH requirements.

- Professional staff members/Facility Manager will administer COVID-19 temperature checks and screening questionnaire.

- Signage will be placed at GDAC entrance to instruct patrons of stated restrictions for entry and COVID-19 protective procedures.

- We will use an online reservation system for all parts of the facility in use.

- Only students/faculty/staff with a gym reservation will permitted to access the facility unless meeting with a staff member.
• We will limit the occupancy of the GDAC to no more than 25% of maximum capacity in each area, excluding staff.

Hours and Reservations

• The Golden Dome Athletic Center will be operational in September 2020.
• Building days/hours: Monday-Friday, 10am-6pm, with the following daily schedule:
  
  10a-1p  open
  1-2p   closed for cleaning
  2-5p   open
  5-6p   closed for cleaning

• The **Golden Dome Athletic Center** will be open for individual play in the **Main Gym** ((1) person per basket (Total: 6 baskets – well below 25% capacity)), and the use of the **Fitness Center**. Intramurals will be suspended for the fall 2020 semester. Group fitness classes and personal training will take place in a digital format only during Fall 2020. The GDAC pool is currently closed for maintenance with an expected opening date of late September 2020.
• All reservations for use of open areas of the GDAC will be done in advance, online, prior to coming to the Golden Dome. Walk-up reservations may be permitted if space is available.
• Reservations can be made at [www.rutgersnewarkathletics.com](http://www.rutgersnewarkathletics.com). Click on **Facilities**, go to **Recreation**, scroll down to **Capacity Management** click on **My Reservation**, and follow the prompts: #1 Select space. #2 Select timeslot.

Capacity and Space Management: The Fitness Center

• The Fitness Center will be operated by **2 full time staff members**. One will be inside the facility ensuring that procedures are followed; the second will stationed outside the entrance. This second staff member will keep a log of when and who uses the facility with names and phone numbers. **Three (3) student workers** will be stationed in the fitness center at all times.
• All staff will be required to wear face coverings at all times unless doing so would jeopardize the employees’ health.
• The Fitness Center will operate on a 3-hour cycle; the 1st two hours, the student workers along with a professional staff member will spot clean all cardio and weight machines. Every 3rd hour the Fitness Center will be shut down for a complete cleaning. Students and staff will be provided with PPE (masks, gloves) and cleaning supplies to be worn and utilized at all times.
• Students will be provided break time for repeated handwashing throughout their shift. Hand sanitization materials, such as hand sanitizer and sanitizing wipes, will be provided to staff and customers and will be available in close proximity of all equipment.
• All Fitness Center users will be required to sign a statement indicating that they understand the operational procedures for the gym.
• One-hour time blocks can be reserved for Fitness Center usage; a maximum of 20 patrons per hour will allowed in the Fitness Center at one time.
• The Fitness Center will utilize designated one entry and designated exit door to the facility. This will allow for control of access to the facility. Traffic in the hallway will flow in one direction only in order to eliminate patrons crossing paths.
• All patrons, student workers and professional staff members will log in when they start and end their shift and when all equipment has been cleaned.
• Pedestal fans that blow air into the facility or across the interior space will be prohibited during operational hours to reduce the risk of propelling droplets through interior spaces. Pedestal fans may be used at appropriate, predetermined and designated locations to pull air out of interior spaces. Employees will need to monitor temperature and humidity and take appropriate steps to prevent heat hazards.

Equipment Usage

• Every other piece of equipment in the fitness center will be closed off for usage with caution tape and signs. Usable machines will be spaced 6 feet apart.
• Greater distancing (7-8 feet) will be used for treadmills and other aerobic fitness equipment where high exertion is common.
• Patrons must adhere to floor markings for appropriate social distancing and directional arrows for traffic flow throughout the Fitness Center and the entire Golden Dome.
• Signage will be posted to instruct patrons regarding sanitizing equipment.
• Patrons must wipe off all equipment before and after use with disposable sanitizing wipes and spray provided by the University.
• Patrons must wash their hands or use hand sanitizer before and after their workout.
• Facemasks/Coverings must be worn in the fitness center at all times (including while using all cardio equipment).
• Patrons will not be permitted to share equipment; "working in" (two people using the same equipment at the same time alternating between sets) will NOT be permitted.
• Patrons are to take sets of dumbbells to a bench or workout area, do all sets, wipe off dumbbells and return to rack.
• There will be no equipment (i.e., medicine balls, machine ropes, lifting belts, etc.) checkout. Patrons will be required to bring their own personal athletic equipment.
• All workout mats and medicine balls will be removed.

Aquatic Facilities & Programs

Pool closed until further notice due to mechanical issues.
Proposed opening date: Sept 28, 2020
*These guidelines will be revised, as needed, upon pool opening
According to the CDC, “there is no evidence that the virus that causes COVID-19 can be spread to people through the water in pools, hot tubs, spas, or water play areas. Proper operation and maintenance (including disinfection with chlorine and bromine) of these facilities should inactivate the virus in the water.” The GDAC pool exists within the GDAC facility and all social distancing, sanitizing and PPE requirements applicable to the use of the facility apply to the pool. Additionally, the following will be in place for pool operations:

- Designate traffic flow patterns with appropriate signage and directional arrows for the pool.
- Place lane lines in the pool to provide a physical barrier between facility users.
- Swim lanes will be limited to one person per lane during open, recreational, instructional, and swimming to ensure adequate social distancing.
- High-touch contact surfaces including handrails, ladders, and doorknobs will be cleaned and disinfected during each lifeguard rotation (20-minute interval).
- Facility users will be required to provide their own personal training aides (Kickboards, Pull Buoy, hand paddles, fins, etc.).
- Use of showers – individually used and 6 feet apart – will be permitted for pool users only.

Non-credit Recreation Classes/Personal Training

- All non-credit Recreation Classes/Personal Training will be offered in a digital and on-line environment and will continue to be offered as such regardless of the availability of in-person programming.
- Students/Faculty/Staff will use an online sign-up registration system for all classes.

Intramurals/Recreation

- Suspended for the Fall 2020 semester

Staffing

- Office and work spaces will be realigned to adhere to social distancing guidelines. There will be no shared work spaces for full time staff.
- Shared office equipment including phones, copiers, keyboards, touch screens, etc. will be assigned to an individual staff member where appropriate and cleaned and disinfected after each shift change or use.
- All employees will receive training regarding all requirements of the department’s COVID-19 Operational Plan.
- The Department will conduct pre-shift staff screening (Language and format still to be determined).
• No employee displaying symptoms of COVID-19 may provide services to customers. Symptomatic or ill employees may not report to work (Language and format still to be determined).
• Regular social distancing of six feet, and hygiene protocols, must be followed by staff during necessary non-public facing operations.
• Face coverings will be worn by all employees within all interior and publicly accessible spaces unless while occupying an individual office with the door closed. Exceptions include: Lifeguards as provided for in Executive Directive No. 20-022.

General Facility Hygiene
• The GDAC will provide handwashing capability and hand sanitizer.
• Frequent handwashing by employees and an adequate supply of soap, disinfectant, hand sanitizer, and paper towels will be available.
• Each shift change will provide touch-point sanitization (e.g. workstations, equipment, screens, doorknobs, restrooms) throughout the facility.
• Any equipment used must be fully disinfected prior to the activity, between each participant’s use of the equipment, and after the activity.
• Each programmed interior space (athletic and office locations) will be equipped with a sanitation quick stop for cleaning equipment and hand hygiene. Each quick stop will include: disinfectant wipes, hand sanitizer, paper towels, trash can, directions.
• All facility users will be encouraged to wash their hands upon entering and leaving the facility.
• Patrons exhibiting signs of COVID-19 will not be permitted to enter the GDAC; staff members showing signs of COVID-19 will be required to stay home or separated and sent home should illness develop during the course of a shift.
• In keeping with NJDOH guidelines, the facility will be closed for 24 hours before it is cleaned or disinfected. CDC guidance will be followed regarding facility cleaning.

Amenities
• Use of locker rooms will be limited and individual lockers will be placed out of service; patrons will need to arrive dressed to workout.
• Except in support of open swimming pools, locker rooms will be used for hand washing and restroom use only.
• The use of hand dryers and hair dryers will be prohibited.
• Soap supply and paper towel dispensers will be monitored and replenished as necessary.
• Hand sanitizer will be provided.
• Individually portioned showers or communal showers with installed barriers/partitions (at least 6 feet apart) will be used only to support the NJ Department of Health requirements for the operation of swimming pools. Showers will be closed to all other users.
• Patrons must bring their own water.
• Personal bags will be permitted in the facility along the walls for personal belongings.
The GDAC will follow guidelines and directives issued by the New Jersey DOH, the Governor of the state of NJ (OSHE and Executive Orders), the CDC and the Occupational Health and Safety administration of the state (NJ) and the University, as applicable, for maintaining a clean, safe, and healthy work environment. These guidelines will be revised in keeping with directives from these authorities.

DRAFT UPDATED: 9/11/2020
Rutgers University–Camden is planning for a fall 2020 semester that will combine a majority of remotely delivered courses with a limited number of in-person classes, with the in-person classes being those allowed under Executive Order 155, and with appropriate safety measures. Offices and units that directly serve students will provide some level of in-person services; all Rutgers–Camden academic and administrative units will be open and will continue to provide their services through remote and/or in-person delivery. At all times, our top priority is to safeguard the health of our campus community, and we will adapt our plans as needed based on federal, state, and university guidelines.

Visit here for information about current and planned operating statuses of offices at Rutgers University–Camden.

Academics

The Rutgers University–Camden academic plan has been designed to allow all students to pursue any degree without interruption in their academic schedules. Among the approximately 1,000 courses we offer each semester, approximately 900 of them will be offered digitally during fall 2020. The remainder will be taught with hybrid formats to encourage face-to-face instruction where possible and online instruction as conditions warrant. These courses will feature clinical, lab, technical, or studio arts experiences. These hybrid and face-to-face classes will be taught in rooms prepared for social distancing; in some cases, technology will allow students to participate remotely if they choose or as conditions require.

Digital instruction will be offered asynchronously (online courses) and synchronously (live video courses) as appropriate.

The foundation for digital instruction at Rutgers University–Camden has been built by the Instructional Design and Technology (IDT) unit and the Office of Information Technology (OIT). IDT has offered – and continues to deliver – a series of workshops and seminars to prepare the faculty for online teaching. In August, IDT and OIT will collaborate on workshops to prepare faculty for synchronous digital instruction. IDT and OIT have developed new procedures to respond to the increased demand for support, including training members of OIT to staff an instructional technology help desk that can respond immediately to problems.

Class sizes have been adapted for fall social-distancing requirements and the demands of online teaching. For face-to-face instruction, particularly for lab and studio experiences, this has meant the creation of additional sections, some offered in the evenings, to ensure that social distancing is appropriate. We have restructured large lectures that can be taught effectively in person into online
classes that have small, synchronous, recitation sections to promote student engagement and community.

Student Life

All student resources – including, but not limited to the library, academic advising, student health, student success, the dean of students office, the Career Center, the Raptor Pantry, student involvement, and tutoring – will be available to all students online and face-to-face on campus. The greatest demand will be online, and extensive preparations are underway to ensure that students continue to receive high-quality and personalized services.

Rutgers University–Camden is recognized within Rutgers as the campus where a profound sense of community is prevalent and strengthened by personalized interactions among students, faculty, and staff. Sustaining that sense of community – which is intrinsic to the Rutgers–Camden experience – is a priority for the institution. The campus will engage heavily in such digital resources as video, social media, and student interaction platforms maintained by the Division of Student Affairs to present a consistent series of activities designed to boost social interactions among students and engagements with Rutgers–Camden's portfolio of student services. Those activities will begin this summer as Rutgers–Camden welcomes its new students and will expand throughout the year, including digital engagement opportunities with Pulitzer Prize-winning author Nikole Hannah-Jones, the 2020 Rutgers Reads author.

Only when the State of New Jersey allows for the reopening of gyms, will the Athletic and Fitness Center will be available to students. It will be closed in the meantime.

Many offices serving students will offer in-person, on-campus meetings by appointment only, in settings appropriate for social-distancing requirements. See below for more information on staffing plans.

Approximately 250 students will live in the on-campus residences in single rooms. Occupancy will provide housing for all student who require housing for an equitable education; out-of-state students, international students, and students with housing insecurity. No out-of-state, international, or housing insecure student will be denied housing.

Student housing will be accomplished in 330 Cooper. Each student will have a private bedroom within an enclosed suite. Each suite contains at least two bathrooms, a kitchen, and a common living area accessible only to the members of the suite. State guidelines and Rutgers safety plans will be in effect in utilizing the kitchens. 330 Cooper will operate under a “no visitor” policy for the fall semester, which a security guard on duty 24/7 to enforce the “no visitor” policy.

Rutgers- Camden will have approximately 250 beds occupied, out of approximately 830. Within the almost 600 unoccupied beds are floors dedicated for quarantine, and the exact number of quarantine beds/rooms will be established based on need.
The local health department, working closely with Student Health, will ensure that appropriate notifications are made timely, and Student Health will observe all applicable HIPAA, FERPA, and New Jersey Department of Health regulations.

Rutgers – Camden Office of Resident Life will follow all the same protocols for ensuring infection prevention measures are flowed in shared or common areas as student housing in New Brunswick and Newark as outlined by Student Health and the EOC health committee:

- Student sign an addendum to the housing contract with all rules and regulation of the safety plan.
- Most common areas are closed, but where they exist furniture has been arrange to meet social distancing requirements and will be checked on a regular basis to ensure they have not been rearranged.
- Signage, directional signage for elevators/stairs, and hand sanitizers have been placed.
- Plans for move-in have been adopted that ensures timed appointments for move in, social distanced space for families to wait, no guests/families allowed in rooms.

Rutgers – Camden Office of Resident Life will quarantine exposed or ill resident students in the Apartment Dorm, with an inventory of over 200 individual beds, which has suites with four individual bedrooms, two baths, a kitchen and a common area accessible only to the members of the suite. The Office of Resident Life will follow the same protocols for ensuring the timely reporting of exposed or ill residential students while upholding confidentiality as student housing in New Brunswick and Newark as outlined by Student Health and the EOC health committee:

- Resident Life developed a plan with Student Wellness to isolate student who are exposed or test positive and report those students using the confidentiality and public health notification procedures established by the Camden County Department of Public Health.
- These protocols include plans for food delivery, trash removal, etc.
- The plan also have protocols for students who arrive from out-of-state and must undergo a 14-day quarantine period.

Rutgers – Camden will not transport sick students. Sick students can communicate with the Student Wellness Center using Telehealth. If it is an urgent situation, Student Wellness will contact 911 for an ambulance.

Dining services will offer takeout services for dorm residents as well as students and staff on campus. Additional information from Gourmet Dining, Rutgers University- Camden’s foodservice vendor, follows this document.

All buildings on the Rutgers – Camden campus will remain locked and not accessible to the general public. Major buildings have a swipe lock system and are accessible to currently employed Rutgers – Camden faculty and staff and currently enrolled Rutgers – Camden students during designated hours. Rutgers – Camden can provide all and will provide most student services remotely. Those students who wish to have on-site, face-to-face student service meetings may do so, but through appointment as most offices do not provide space for a social-distance waiting area. There is no “walk-in” delivery of service. All students attending on-site, face-to-face
meetings are required to wear a mask and offices have a supply of additional masks in case a student arrives without a mask. All on-site, face-to-face meeting will be held either in a common room (conference room) that allows for social distancing or in an office that allow for social distancing or has the appropriate splash guards/splash shields to allow for safety. The surfaces of the common room or the individual office will be sanitized after each visit.

If an office has a reception area that might encourage student waiting for an appointment, the furniture in the waiting area will be arranged for social distancing and the area will be equipped with sanitizing materials.

Rutgers University–Camden competes in **NCAA Division III intercollegiate sport**. The athletic programs have been suspended for the fall semester, with no competitions and no practices.

### Research

In accordance with Rutgers’ returning-to-research calendar, research activity at Rutgers University–Camden is returning to full speed. Faculty and graduate research assistants are beginning to return to their laboratories and scholarly settings. The provost and the vice chancellor for research are overseeing the orderly reactivation of these spaces on campus and at the Joint Health Sciences Center, where Rutgers shares research space with Rowan University and Camden County College.

Rutgers–Camden is working with Rutgers University Libraries to ensure that book deliveries and interlibrary loan services, particularly necessary for research in the humanities, will be available in early August.

### Staffing

Every academic and administrative unit on campus has submitted plans detailing how their units will ensure the continuous and effective delivery of their services to the campus community. These plans are designed to meet the service needs of the projected student density for the fall. Each staffing plan is reviewed by the senior vice chancellor for administration and finance and will be reviewed and revised as needed in order to meet campus needs and to be consistent with staffing guidelines in the [Returning to Rutgers document](#) (PDF).

Once staffing plans are approved, offices and workspaces will be evaluated for social distancing. For some functions, staff will be relocated to other spaces (for example, in-person meetings with students might be moved from a staff member’s office to a much larger conference room). In other instances, safety will require modifications to workspaces (moving furniture, installation of plastic dividers, and so on). IPO will be consulted in these instances.

**All faculty, staff, and students who are onsite are required to have face coverings while in public or while meeting.** Face coverings are not required within an office unless there is a face-to-face meeting in the office, which will be conducted with face coverings and social distancing.
Rutgers–Camden will repopulate the campus starting with student-facing departments, which will be the first units to be repopulated in August in order to prepare those offices to assist students at the start of the semester. Non-student facing departments will follow. Repopulation, whether student-facing or non-student-facing, does not envision all employees onsite every day. Even student-facing departments have functions that are non-student-facing. The student-facing function can be conducted in a location where social distancing is possible, while the non-student-facing function can be conducted in the employee’s office as under normal conditions, with appropriate sanitizing protocols and safety supports installed as necessary. All student services will be provided onsite and virtually.

Non-student-facing offices will repopulate gradually and as needed. All non-student-facing activities that can be conducted remotely should continue to be conducted remotely. If there is occasion for an employee of a non-student-facing office to report onsite to conduct business, the employee is required to wear a face covering while in public onsite. If the employee’s workspace is a group workspace, the face covering must be worn in the workspace and social distancing is required. Department heads are encouraged to provide flexible scheduling to allow for social distancing within group workspace.

Facilities and police/public safety are essential departments. Their staffing plans will be prepared by Institutional Planning and Operations in collaboration with Rutgers–Camden leadership to ensure that their service to our campus meets demand. Dining hall workers are employed by the third-party vendor Gourmet Dining, which will submit to Rutgers–Camden its plan for the safety of our campus community.

There will be no transportation on campus offered. Given the significant reduction in-on campus population, on-campus parking will be adequate and therefore no shuttles will be running.
Rutgers Camden Student Parking Fall 2020
For Sale Mid-August Online https://rudots.nupark.com/portal/Account/Login

<table>
<thead>
<tr>
<th>Permit Type</th>
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<th>After 4pm and Fridays</th>
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<tbody>
<tr>
<td>Resident Permit</td>
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<td>C12, C13</td>
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<tr>
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<td>Commuter Permit</td>
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<tr>
<td>$90</td>
<td>C14 &amp; C18</td>
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</table>

$5 Daily Parking Option
You can pay for the $5 daily permit via an app that you can download at this link: https://www.passportparking.com/. The four digit code for Daily parking is 9646.

Buses
The University bus provider is following all current guidelines and protocols for cleaning and masking. The full details of that is available on our website at rudots.rutgers.edu.
Guide Contents:

Safety Procedures Across Campus  
• Cleaning standards  
• Social distancing modifications  
• Associate requirements and training

Service Modifications - Residential and Retail  
• Campus ‘mapping’ of safety and service enhancements  
• Meal plan campaign innovation

Catering Modifications  
• Introducing new: Drop-off catering & contactless service model

Communications, Digital and Marketing Plans
In order to support re-opening with a range of options for appropriate distancing, we’ve classified solutions into a three-tier model.

We have created this plan for Rutgers Camden with social distancing approached within tier 1, and retain the ability to evolve as necessary.

The impact to service models, required equipment, hours of operation, safety enhancements, menu modifications and a plan for student and parent communications is outlined.

The basic safety standards will not vary, but will be used across all campus venues.
Safety Across the Business

The safety of the campus community, our guests and our associates remain our top priority. In this time of social distancing, we have adapted our procedures to include associate wellness checks. We have also increased the frequency of sanitization procedures, introduced new PPE and implemented social distancing signage.
Safety Procedures Across Campus

At all locations, the following enhanced safety standards will be in place daily.

ASSOCIATE SAFETY

Daily Wellness Checks
✓ Every associate will receive a wellness check to include self-reported illnesses and a contactless temperature check.

Personal Protective Equipment
Face coverings will be provided and expected to be worn at all times by associates.

We will require guests wear masks as well, except when eating.

Gloves are worn at all times when handling food.

Plexi health shield barriers used at all registers and points of service.

What is the difference between cleaning, sanitizing, and disinfecting?

Cleaning is the removal of debris. This is done with our standard surface cleaners to remove the presence of food and beverage particles.

Sanitizing is the removal of pathogens, such as those known to cause foodborne illnesses.

Both cleaning and sanitizing protocols exist within the USDA Food Code guidelines Gourmet Dining has always followed.

Disinfecting is the killing of specific pathogens, such as COVID-19. CDC guidelines were updated May 20, 2020 to reflect new COVID-19 transmission understanding that high contact surfaces are not a primary source of infection.
CLEANING AND SANITIZING

✓ Associates wash hands and change gloves every 30 minutes, or less.

✓ Associates continuously cleaning tables, chairs and all high-touch surfaces with sanitizer.

✓ Sanitizer stations are available for guests to use at the entrances and exits and in the production areas for associates.

✓ Upon closing for the day, the team 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 areas.

✓ Restrooms will be sanitized every 30 minutes.

“Normal routine cleaning with soap and water will decrease how much of the virus is on surfaces and objects, which reduces the risk of exposure.”

CDC Guidelines for Reopening

EVERY 30 MINUTES

- Diversey Suma Pan Clean or Suma Light Detergent
- Diversey J 512 Sanitizer

DAILY / DOWNTIMES

#1

- Diversey Virex II 256 J-fill 10 min

OR

- Diversey Virex RTU Spray 3 min

OR

- Oxivir Wipes 1 min
SOCIAL DISTANCING AND ASSOCIATE TRAINING

Social Distancing

✓ One-way traffic management to help guests navigate dining and seating areas.
✓ Social distancing in our kitchens and other back of the house areas.
✓ New capacity thresholds for each dining location.
✓ Reduction or elimination of cash handling.
✓ Signage visible at all hand washing sinks and time clocks.
✓ Floor decals and signs for guests to follow proper distancing and flow of service.

Trainings

ServSafe COVID-19 safety training for both managers and food handlers.

Ongoing trainings will be covered at pre-shift meetings and provide the most up-to-date procedures.

Close coordination with local health departments on best practices.

Working through its purchasing company, FoodBuy, Gourmet Dining will ensure that vendors follow similar safety protocol for their drivers and other associates and, delivery drivers will be discouraged from entering buildings and required to wear masks.

Plan associate training to cover all COVID-19 policy changes including:
- Mask, hand wash and glove requirements
- Tobacco & cell use policies
- Cell phone use policy
- Cough and sneeze etiquette
- Guest interactions
- Cleaning policies and procedure changes
- Social distancing expectations of associates
- Symptoms/temperature checks process
SUPPLIER RISK MANAGEMENT

Monitoring the Supply Chain

Gourmet Dining is closely monitoring the supply chain for potential disruptions due to COVID-19. Our 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 product arrives to each unit safely. We have established COVID-19 specific distributor and manufacturer policies that ensure pandemic preparedness in our supply chain and distribution systems. Regular supply chain updates will be shared as the situation evolves.

ADDITIONAL OPTIONS FOR CLEANING

- Full disinfection 2-3 times per day which may require closures
- Available through SSC:
  - Electrostatic Spray Disinfection
  - Hygenia EnSURE Sanitation Verification – using a hand-held device, samples from high-contact areas are processed in a few minutes to determine efficacy of sanitation.
- Gourmet Dining has multiple options for facility deep cleaning if the operations require it.
Location-Specific Plans

The following pages provide a plan specifically designed for Rutgers Camden, with special considerations and a customized approach.
Rutgers Camden Mapping Plan

We are pleased to present our COVID-19 specific and customized plan of service following CDC, local and state guidelines.

The Basics
Rutgers Camden – Tier 1 Approach
Anticipated guest capacity campus-wide at this time is 35%
Number of total associates - both full time and part time: 25
Location COVID-19 Safety Manager is Kathryn DuPlessis

Front of the House

The Dining Spaces

✓ Pick up location(s):
  ✓ All You Care to Eat Dining Hall
  ✓ Butcher & Baker
  ✓ Sono
  ✓ Market Street Pizza
  ✓ Starbucks

✓ Dine-In
  ✓ At this time there will be no dine in seating.
  ✓ We will revisit seating accommodations as NJ State regulations dictate
Guest Entrance Requirements

All Dining Locations

✓ Sanitizer stand
✓ Plexi health shield barrier for cashier
✓ In an effort to reduce unnecessary crowd sizes, each location will have a “greeter” at the entrance; students will be asked to show their order pick up confirmation to the associate to gain entrance into the venue. If a guest has not received a confirmation for order pick up they will not be permitted to remain in the pick up line
✓ Associates in gloves and mask
✓ Signage for guests that masks are required
✓ Sanitizing hands is required for entrance to facility (guests and associates)
✓ Payment methods (options)
  • Mobile Ordering
  • Self Swiping where applicable

Service ware Solutions

Residential Dine In

✓ Cutlery
  • Pre-wrapped kit
✓ Dishware
  • Disposable

Retail Take Out

✓ Cutlery
  • Pre-wrapped kit
✓ Dishware
  • Disposable to-go packaging
Residential Dining – A.Y.C.T.E. Dining Hall

All dining will be for pick up only at this time; guests will order in advance using the Grubhub mobile ordering app.

In the event restrictions are reduced and dine in options become available the following operational changes have been put into place to support the safety of the community:

- Salad Bar – no self service; staff will build to order and additional composed salads will be available for speed of service
- Pizza Station – no self service
- Diner - no self service; staff will build to order
- Gourmet Kitchen – no self service; staff will build to order
- Deli – no self service; staff will add condiments and appropriate accompaniments upon request
- Ice cream – not available; Dessert to be served
- Single Serve Cereals and Milk available upon request
- MyPantry-breakfast breads, cream cheese, etc to be serviced out of Salad station during breakfast period
- Hand fruit will be individually wrapped
- No unprotected food available for self serve, all items will be served or individually packaged
- Milk-can remain self-serve if cups are distributed by associates
- Beverages can remain self-serve if cups are distributed by associates from behind the line
- Single serve condiments and appropriate accompaniments will be offered by staff

Pick Up orders
- Orders to be placed via mobile app
- During “check out” Grubhub Campus will provide an acknowledgement step to users indicating they may not arrive at the venue until they have received a notification that their order is ready
- Dedicated pick up area for dining hall meals

Beverages
- To go only model bottled water and canned soft drinks will be offered
- At time of dine in guests to self serve at fountain with single use cups
Seating

As of July 16, 2020 indoor dining is restricted per NJ state regulations, therefore all dining will be for pick up / take out only. In the event these restrictions are reduced Gourmet Dining will incorporate seating in line with current regulations.

The guest mobile ordering platform will be moving from Dishout To Go to Grubhub Campus. Students that already have a Grubhub account will be able to easily add Grubhub Campus to their existing profile including adding their campus card (meal plan); students that do not have an existing Grubhub account will be directed to download the app and create a user profile at which time they will be able to add their campus card. Communication should go out to students prior to move in that will provide clear instruction on how to change over to the new service. In addition we will have print materials in the locations, a strong website and social media presence and staff available to support during opening week.

In the event indoor dining is permitted Gourmet Dining will utilize the Grubhub Reservation system for the All You Care to Eat Dining Hall. This system will allow students to reserve a seat in the location prior to arrival. If the seating is booked they will be required to select another time or opt for take out dining. Our initial dine in seating model will be for no more than 25% capacity (104 seats max) however to accommodate social distancing this may be reduced (74 minimum). We will adjust this model based on NJ state regulations.

Students will make a reservation, upon arrival at the Dining Hall their reservation will be confirmed and a meal deducted from their plan. Students will proceed to their seats where they will place their order via the mobile app, they will be notified to come to the station and pick up once their plate has been completed. This system will allow for us to maximize the space with the necessary 6’ social distancing.

To ensure students have ample opportunity to dine in there will be time limits in place. When a student checks in at the location the clock will start and they will be sent a push notification at the time they are to finish up and leave the space so that sanitation can be completed for the next group of dine in students. Gourmet Dining recommends 60 minute reservation blocks (45 for student dining, 15 for staff to sanitize)
Note diagram shows initial conceptual drawing for space; actual final seating full capacity = 416
Dining Hall Mapping

Take Out Only (model in place as of 7/24)

**6’ distancing floor dots
**students to have self swipe capability
Dining Hall Mapping

Layout with Traffic Flow & Reduced Seating

*6’ distancing floor dots
*students to have self swipe capability
Starbucks Mapping

Mobile Ordering Only Layout

Overflow Mobile Pick Up Waiting. Stanchion off, use in case of over crowding in Campus Center hallway

Merchandizer

Overflow Mobile Pick Up Waiting. Stanchion off, use in case of over crowding in Campus Center hallway
Retail Locations Plan

To support safety, the operation of the following stations have been altered and the following practices have been put into place:

- All condiments will be provided by associates as part of order

All Campus Retail Locations will be for Pick Up Only with the ability to introduce seating as restrictions are reduced:
- All orders for Sono, Market Street Pizza, Butcher & Baker will be placed via the mobile app.
- In an effort to reduce unnecessary crowd sizes, each location will have a "greeter" at the entrance; students will be asked to show their order pick up confirmation to the associate to gain entrance into the venue. If a guest has not received a confirmation for order pick up they will not be permitted to remain in the pick up line
- During "check out" Grubhub Campus will provide an acknowledgement step to users indicating they may not arrive at the venue until they have received a notification that their order is ready
- Pick up locations will continue to be in the specific venues that orders are placed

Beverages
- Canned Soft Drinks for speed of service needs
- Bottled water
# Hours of Operation

<table>
<thead>
<tr>
<th>Location</th>
<th>Previous Hours</th>
<th>Proposed Hours</th>
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</thead>
<tbody>
<tr>
<td>Retail Food Court**</td>
<td>Mon-Fri 11AM-6PM</td>
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<tr>
<td>AYCTE Dining **</td>
<td>Mon-Fri 7AM-10PM Sat-Sun 10AM-8PM</td>
<td>Mon-Fri 7AM-8PM Sat-Sun – Pick up only 10AM-8PM</td>
</tr>
<tr>
<td>The Market</td>
<td>Mon-Fri 8AM-8PM</td>
<td>Closed</td>
</tr>
<tr>
<td>Starbucks**</td>
<td>Mon-Thurs 7:30AM-9PM Fri 7:30AM-4PM Sat-Sun Closed</td>
<td>Mon-Fri 8AM-4PM</td>
</tr>
<tr>
<td>Nursing Building</td>
<td>Mon-Thurs 7AM-6PM Fri 7AM-1PM</td>
<td>Closed</td>
</tr>
<tr>
<td>Law School</td>
<td>Mon-Thurs 7AM-6PM Fri 7AM-2PM</td>
<td>Closed</td>
</tr>
</tbody>
</table>

**mobile ordering available**
**Guest Ordering**

**Residential**
- To Go orders available via mobile app
- During “check out” Grubhub Campus will provide an acknowledgement step to users indicating they may not arrive at the venue until they have received a notification that their order is ready
- At this time dine in will not be permitted
- As NJ State regulations dictate, Gourmet will introduce dine in using the Grubhub Reservation system and an extension of mobile ordering
- 6-ft distance, plexi health shield barrier

**Retail**
- Mobile ordering available for Starbucks, Sono, Market Street Pizza, Butcher & Baker, and Starbucks
- Retail Food Court venues will utilize food lockers for pick up
- During “check out” Grubhub Campus will provide an acknowledgement step to users indicating they may not arrive at the venue until they have received a notification that their order is ready

**Service Styles and Menus**

**Residential**
- 3 day part Cycle Menu offered
- In an effort to increase speed of service made to order options will be limited
- Full meal solutions available at each station to reduce traffic
- Special events as restrictions permit

**Retail**
- Minimal reduction in menu offerings to address speed of service
- Limited Time offers to be available for increased variety
STEP 9: Plexi Health Shield Barriers
Plexi health shield barriers will be placed at all registers and points of service.

Size and Style may vary slightly depending upon available space at location

Seating Modifications

Residential
✓ Limited seating (as of July 1, 2020 – indoor seating is prohibited; Gourmet Dining will adjust as restrictions are lifted)
✓ Storage of furniture to be coordinated with the University
✓ Signage to be present in locations and communications via social media / website
✓ Outdoor seating TBD in coordination with the University

Retail
✓ Limited seating (as of July 1, 2020 – indoor seating is prohibited; Gourmet Dining will adjust as restrictions are lifted)
✓ Signage to be present in locations and communications via social media / website
✓ Storage for furniture to be coordinated with the University
**Hand Sanitizer Stations**
Freestanding touchless sanitizer stations for guests to use will be available at all entrances and exits and in the production areas for associates.

**Guest Signage**
Our signage package is designed to communicate important safety information throughout the guest experience.

**Labor**

**Residential & Retail**
- Cleaning Concierge
- Greeters/Ambassadors at entrances/exits
General and Back of House Requirements:
- Identify a back of house cleaning porter for each location
- Completed daily BOHQA Checklist
- Completed daily FOHQA Checklist
- Back of House disinfection will occur 3 times (must occur at least 1 x/day with Diversey Oxivir TBCleaner Disinfectant)
- Training to be completed include:
  - Cleaning high-touch surfaces
  - Cleaning process and differences between disinfection processes.

Back Dock/Receiving:
- Sanitizer station for back door
- Dock cleaned and organized
- Visitor alert signage posted with manager contact for deliveries
- All delivery personnel must be wearing a mask
- Identify receiving spaces
- Follow vendor/supplier/visitor guidelines
- Identify associates for product delivery handling
- Trainings completed include:
  - Product delivery handling
  - COVID-19 Receiving Procedures Policy

Equipment:
- A detailed list of additional specialty equipment and resources required has been developed for University finance for review.
  - Items include additional stanchions, plexi-glass shields, contactless catering equipment, marketing

Back of the House
All back of the house items will be implemented in all dining locations on campus.
**Back of the House**

**Time Clock:**
- Manager on Duty to conduct wellness checks of associates clocking in.
- Review process/train managers to conduct wellness checks.
- Rear hallway / dock (where appropriate use for wellness checks to maintain associate privacy.
- Implementation of Manager Decision Tree for any associate showing symptoms of illness.

**Signage Posted:**
- Cough/sneeze etiquette
- Mask Use SOP’s
- Tobacco/nicotine product use policies
- Cell phone use policies
- Glove and handwashing policies
- Designated workspaces
- Social distancing requirements

**These items will be consistent through all locations on campus including residential, retail and catering spaces.**

**Associate Break Room/Locker Room:**
- Sanitizer in associate rest rooms, break rooms and locker rooms.
- Cleaning of Associate Rest Rooms every 60 minutes.
- Modify table/chair arrangements in break rooms and/or locker rooms to facilitate social distancing.

**Food Prep Areas:**
- Rearrange and organize workstations to facilitate social distancing as possible.
Meal Plans

**BLOCK 70**  
$800  
Includes 70 Anytime Meals & $50 Raptor Dollars

**ADD ON**  
**BLOCK 25**  
$237.50

2020 plans have been modified due to current public health restrictions

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**Meal Exchanges**  
Implemented throughout Retail Venues (except Starbucks)

**Pop-up Special Events**  
We will find creative ways to engage students in dining while maintaining social distancing

**Student catering**  
New menu launch fall 2020. Available for Student Groups. RA looking to have a floor party, we have contactless catering available

**Mobile ordering**  
Now available for Dining Hall pickup orders
National Brands

Gourmet Dining is working directly with each brand partner to develop a safe solution for your campus. Together, we are putting plans in place to support:

- Timelines and a process for reopening
- Menu modifications
- Reduced labor needs to support social distancing
- Potential reduced hours
- Signage and social distancing requirements for each brand
- Virtual training requirements

National & Regional Brand Partners at Rutgers Camden include Starbucks
Contactless Catering

NEW Drop-off and contactless catering options are available on your campus to help promote safety and social distancing practices.
CONTACTLESS CATERING

We proudly introduce drop-off and contactless catering. This menu allows for flexibility to provide catering solutions for a wider variety of service levels.

How to order contactless catering

Orders can easily be placed online through E-Cater and dropped off at a designated space with no contact required.

Have specific questions, the catering office will be fully staffed to support you.
Menu and Ordering

The menu has been designed to accommodate various styles of events and appeal to a wide range of customers.

Sample Menus

MenuWorks Recipe Card
CONTACTLESS CATERING

The Packaging Approach

All menu items in the contactless catering service will be packaged individually in disposable packaging. The packaging was selected to keep foods at the proper temperatures during delivery and drop off.
CATERING SERVICE CHANGES

Re-opening Tier 2
All buffets will be attendant-served using disposables. Buffets will have the addition of portable sneeze guards or protective dome covers. Guests will be encouraged to maintain 6ft social distancing. We still recommend offering the contactless menu approach in this tier. **PLEASE NOTE ALL PIZZA ORDERS WILL REQUIRE AN ATTENDANT TO SERVE OR BE ORDERED AND PACKAGED AS SINGLE SLICES**

<table>
<thead>
<tr>
<th>Servers</th>
<th>Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gloves change every 30 minutes</td>
<td>Buffet with portable sneeze guards</td>
</tr>
<tr>
<td>Must wear mask</td>
<td>All disposables</td>
</tr>
</tbody>
</table>

As restrictions begin to be lifted Tier 3
In tier 3, self-serve buffets and service ware service will become available for all events. Portable domes and covers are still recommended and all serving utensils will need to be changed out every 30 minutes. Guests will be required to use hand sanitizer and put on gloves prior to going through the buffet.

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Conveying Confidence

With so many elements of the student experience changing to adapt to new safety measures, a strong communication plan is key to conveying our message. The following tools will be implemented to help generate excitement and instill confidence as students return to campus.
A complete guest communication package will be implemented in all our locations to offer a cohesive look and feel and effectively communicate the new safety measures.

**CUSTOMER COMMUNICATION**
REQUIRED SIGNAGE

Our communication approach is designed to provide instructions to our guest while providing a sense of security. Below outlines the required approaches for each area of our dining facility.

**Required at Dining Venue All Entrances**

- Mask Required Reminder
- Hand Sanitizer Callouts
- Dining Safety Commitment

**Required at All Dining Stations or Cues**

- Station Front Indicator
- Clings for All Areas
- Place This Every 6 ft In Station Line Cue

- The horizontal indicator sign is designed to communicate social distancing in front of station.
Social Safety

Line Cueing Management Retail Venues

Wait Prior to Proceeding  
Wait Prior to Moving Ahead  
Limitation of Occupancy

Digital Ordering Pickup Zone Communication

Mobile Order Pickup

Mobile ordering for Holly Pointe Dining Hall will be critical to driving satisfaction while exercising social distancing. These tools will assist with communicating pickup locations to our guests.
OPTIONAL SIGNAGE

Campus Specific Situations

**Cashless Campus**

**CASH-FREE**

This is a preventative measure to protect the community and ensure the safety of our guests and associates. Please contact the dining manager if you do not have an alternative form of payment.

Thank you for your understanding.

**Closed Seating Area**

**SEATING AREA IS CLOSED**

Until further notice, the seating area will be closed.

This is a preventative measure to protect the community and ensure the safety of our guests and associates.

Thank you for your understanding.

**Contactless Feedback**

**HOW DID WE DO?**

Scan this QR code to provide your feedback.

Or visit us at DINEONCAMPUSSCHOOL.COM/SCHOOL

Thank you for dining with us!

Beverage and Reusable Communication (all locations)

**Refill Policy**

**NEED A REFILL? REACH FOR A FRESH CUP.**

While we work to convert to reusables, we are temporarily offering free refills of personal reusable cups and taking guests to-go when available with each refill.

This is a preventative measure to protect the community and ensure the safety of our guests and associates.

Thank you for your understanding.

**No Reusables**

**REUSABLE TO-GO CONTAINERS AND MUGS**

To help keep you healthy and safe, the use of reusable cups and to-go containers is temporarily discontinued at this time.

Thank you for your understanding.

Full Service Communication (AYCETE Dining Hall)

**Full Service Only Notice**

**NOW OFFERING FULL SERVICE ONLY.**

Until further notice, staff will officials in the dining hall when we are unable to offer service. This is a preventative measure to protect the community and ensure the safety of our guests and associates. We will continue to offer a wide variety of dining options.

Thank you for your understanding.
COMMUNICATIONS AND DIGITAL TOOLS

For Students and Parents
- Production of a Dining video outlining dining options, meal plan value and new safety measures.
- Branded newsletters for students and parents outlining dining commitments and a new student experience.
- Virtual dining committee meetings.
- Participation in virtual orientation(s).
- Guest text, email and private social messaging options.
- Virtual office hours for guests.
- Student surveys administered via social media.

Dining Website
- Interactive dining map.
- Homepage banners to convey important information.
- Dedicated pages on our safety response.
- Up-to-date information on location hours and levels of service.
- Live chat.

Videos
- Orientation video(s).
- Welcome back video(s).
- Message from the team video(s).
- Virtual teaching kitchen.
- Instagram videos and
  - social takeovers.
DIGITAL MARKETING PLAN

Communicating Gourmet Dining’s plans to provide a safe and healthy dining experience for the Rutgers Camden community will be critical to building consumer confidence. On the following pages we have outlined our approach to communicating to parents, students and the campus community.

Building Parents Confidence

Creating consumer confidence starts with ensuring parents that their students will dine in a safe and healthy environment. Additionally, parents will need to understand dining’s plans on a regular cadence. The following vehicles will be included in our approach to communicating with parents.

- Dining newsletter
- Dining video
- Dining Facebook site

A Gourmet Dining @ Rutgers Camden video will showcase new elements of the program that students will experience upon their return to campus. The target audience of this dynamic video will be parents and the campus community.

Timeline: 1 month prior to arrival

Dining Video

Facebook will be a part of our social strategy in communicating with parents. @RUCamdenDining will post at least 3 times per week. The post will highlight added-value initiatives and showcase students great dining experience.

Timeline: 1 month prior to arrival

Dining Video

The Monthly Newsletter is designed to provide a regular cadence of high-level communication to parents and the campus community. This monthly publication will outline specific details of the COVID-19 dining plan at Rutgers Camden.

Timeline: Monthly, starting 7/1

Facebook Platform

Dining Newsletter
DIGITAL MARKETING PLAN

Ways to Make Students Feel Safe

Our strategy of communicating daily with students via multiple platforms is designed to maximize reach and make them feel safe. The following vehicles will be included in our approach to communicate with students and building their confidence in dining.

- Student Ambassadors
- Social Platforms
- Onsite Communications
- Dining Website
- Mobile Messaging
- Dining Video

**Student Ambassadors**

Peer-to-Peer communication via Student Ambassadors and interns serves as an effective platform for disseminating dining events and periodic messaging. Once students return we will recruit a student ambassador team.

**Timeline:** 3 weeks into semester

**Multiple Social Platforms**

Connecting on multiple social platforms provides the ability for Gourmet Dining to meet students where they are. Our social strategy will lead with Instagram as it has the most engagement. However, Twitter, YouTube and TikTok will be deployed as well.

**Timeline:** (7/1) minimum 4 posts per week

**Communicating Safety**

Once students arrive on campus, communicating health and safety within dining will be critical. Gourmet Dining will have a full communication strategy that provides specific overviews and instructions on how we are keeping diners safe.

**Timeline:** Day 1 of service

**Dining Website and Live Chat**

Our website, [www.Camden.RUDining.com](http://www.Camden.RUDining.com), will be the one stop for all things dining. Additionally, students will have the option of accessing dining via Text2Chat with any questions or concerns; 856-485-3556

**Timeline:** Immediately

**Mobile Messaging**

Connecting on mobile devices with students through GrubHub and Social Media will provide real-time messaging. Event details, dining feedback and information on campus dining venues will be a consistent offer for students on mobile.

**Timeline:** (6/15) 4 per week

**Dining Video**

Gourmet Dining will create a video showcasing the highlights of the program that students will experience upon their return to campus. The target audience of this dynamic video will be parents and the campus community.

**Timeline:** 1 month prior to arrival
MARKETING PLAN

Communicating with Intention

Gourmet Dining will support Rutgers Camden with the goal of driving confidence in dining and assist by communicating what diners will experience upon their return.

- Orientation videos
- Virtual dining committees
- Virtual office hours

Orientation Video

An orientation video is currently live. A secondary video will be produced to introduce students to the changes they can expect to see when the return to campus.

Timeline: 1 month prior to arrival

Virtual Dining Committee

Connecting with students will be an important part of building value and diner confidence. A virtual dining committee in collaboration with SGA can provide key details to dining and answer pertinent questions.

Timeline: 1 month prior to arrival

Virtual Office Hours

Once per week at the start of the semester we will host a Virtual Office Hours series. This will be an opportunity to answer questions with regard to dining and make parents and students feel safe.

Timeline: Fridays @ 10AM starting September 11

Associate Training

Prior to students returning to campus, associates will have access to multiple training options. Three methods of preparing our associates include the following tools.

- Welcome Back Orientation
- Food Safety and new COVID-19 specific enhanced training
- Employee Engagement

Welcome Back Orientation

Associate Welcome Back Orientation will be carefully scripted to include all of the required COVID-19 training. During orientation associates will act out different scenarios to prepare for opening.

Timeline: week of August 3

YOUFIRST

Relaunch of the YouFirst platform, our recognition program designed to recognize high performers and key players for their efforts to keep our team engaged. We have developed some new initiatives to re-engage associates returning from the extended layoff.

Timeline: Upon associates return

Safety Training

The safety of our guests and associates is our top priority. Staff will be provided with Food Handler training, Allergen training and enhanced COVID-19 training along with traditional occupational safety training. We will also be launching some new safety engagement initiatives to continually drive this message throughout the semester.
YOUR SAFETY is our PRIORITY
Per Governor Phil Murphy’s Executive Order 181, health clubs/gyms or other fitness centers, as well as recreational businesses that offer fitness classes and activities, must follow the criteria listed below based on the New Jersey Department of Health Guidance for Health Clubs/Gym/Fitness Centers (08/27/2020). Rutgers Camden will comply with these guidelines as stated below.

In addition, the Rutgers Camden Fitness Center will open only the Fitness Center portion of the building at this time to Rutgers Camden students, faculty and staff with active valid ID cards. This is in line with the Return to Rutgers University wide plan. All of those with active ID’s and members of the Rutgers community will have access to the symptom tracker APP which will also be required for entry. The gymnasium, pool and recreational classrooms will be closed to start. An addendum to the plan will be filed at such time these areas are ready to open and guidelines to be followed.

1. The workforce and customer presence must be limited to no more than 25% of the maximum occupancy for a particular area set by the certificate of occupancy, exclusive of staff, who must maintain 6 ft. of space from others.
   - RUC: Reservations will be required in the fitness center through an online system created by RCIT - workout areas will be limited to no more than 30 people in the facility at one time (under 25% of capacity).

2. In addition to capacity restrictions, indoor group activities (e.g., classes) can occur but must limit to no more 1 individual per 200 square feet of accessible space or less, AND all individuals must be able to maintain a minimum of 6 feet of distance from other individual during the entire class.
   - RUC: Group exercise classes will only be available virtually – they will not occur in person.

3. Outdoor group activities can occur but all individuals must be able to maintain a minimum of 6 feet of distance from other individual during the entire class. If individuals attending outdoor classes enter the center premises, whether to use a restroom or otherwise, they must be included in the capacity limit indicated above.
   - RUC: Group exercise classes will only be available virtually – they will not occur in person

4. One-on-one personal training can occur assuming 6 feet of distance can be maintained for the majority of the training session.
   - RUC: We do not offer personal training in our facilities.

5. Individual or pair activities which do not involve contact (e.g., racket ball, handball) can also occur.
   - RUC: No individual or pair sport activities will occur inside of our facilities at this time. An updated report will be filed when we are ready to implement additional activities or open additional spaces in the facility.
6. Only equipment that can be thoroughly sanitized before and after use by clients should be allowed.
   • RUC: No rental equipment will be issued to clients. Clients are permitted to bring their own equipment if it is used for the fitness center workout areas only. For example, a workout belt or stretching band is allowed, however, no sport equipment is allowed.

7. Activities such as swimming in an indoor pool, tanning, outdoor dining, pick-up of food or beverage, and retail sales, which may be otherwise permitted but which are not governed by this document, remain subject to standards outlined in applicable Executive Orders, Executive Directives and guidance.
   • RUC: The indoor pool will be closed at this time. No other services are offered within our facilities. An updated report will be filed when we are ready to implement additional activities or open additional spaces in the facility.

Health clubs/gyms and other fitness centers are to adhere to the protocols listed below.

1. Capacity and entrance requirements
   I. Each facility must monitor visitor entries and exits, ensure social distancing, and limit occupancy at all times to:
      A. 25% of the facility’s maximum permitted occupancy as documented in its occupancy permit on record with the municipal building department or other municipal record holder.
         • RUC: Use an internal reservation system within Rutgers-Camden's IT allowance and guidance. No entry will be permitted without a reservation, and reservations in the fitness center workout areas will be limited to no more than 30 people in the facility at one time (under 25% of capacity). One hour blocks will be available to reserve. A maximum to two (2) one hour reservations are permitted, for a maximum of two hours in the facility per day.
      B. Facilities for which no permitted occupancy limitation is on record may allow 125 square feet per person of accessible indoor or outdoor space
         • RUC: n/a

II. Place signage at facility entrances to instruct patrons that they cannot enter if they have been diagnosed with or suspected to have had COVID-19 and are still within the required isolation period as defined by CDC at: https://www.cdc.gov/coronavirus/2019-ncov/hcp/duration-isolation.html, if they currently have symptoms of COVID-19 as defined at https://www.cdc.gov/coronavirus/2019-ncov/symptomtesting/symptoms.html or if they have been in close contact with an individual diagnosed with COVID-19. Close contact is defined at https://www.state.nj.us/health/cd/documents/topics/NCOV/NCOV_chapter.pdf.
         • RUC: Signage is printed out from above CDC/state of NJ links and placed in front of Fitness Center doors on a “sandwich board” style display.

III. Safety reminder should be provided at the beginning of each authorized activity or session to reemphasize the protective measures for everyone to include maintaining social distancing, sanitation protocols, and pre-session screening.
         • RUC: Staff at front desk sign-in/temperature check station will be reiterating the protective measures.

IV. Close or limit waiting areas and, for class-based activities with distinct session times, ask customers to wait outside or in cars until 10 minutes prior to their class.
• RUC: The lobby and furniture in the lobby of our facility is set up for social distancing. If a member arrives early to their reservation time, they can still check in with a temperature check and swipe in but will be required to wait in the lobby until their designated time. If the lobby is full, they will be required to leave the facility and come back at their reservation time.

V. To limit the use of shared locker room facilities, clients should be informed to arrive dressed to workout/train and bring their own hand towel, water, yoga mat, boxing gloves, and any other equipment.

• RUC: All locker rooms will be closed. Sweat/hand towels will not be issued. No shared equipment (yoga mat, boxing gloves, etc.) will be issued. An updated report will be filed when we are ready to implement additional activities or open additional spaces in the facility.

VI. A facility shall conduct a temperature screening and questionnaire of staff and clients upon entrance to the facility. Any individual who is found to have a temperature of 100.4 or above, or who answers yes to any of the following or similar questions, shall be denied entrance to the facility:

A. Within the last 10 days have you been diagnosed with COVID-19, had a test confirming you have the virus, or been advised to self-isolate or quarantine by your doctor or a public health official?

B. Have you had any one or more of the following symptoms today or within the past 24 hours, which is not new or not explained by another reason?

C. Fever, chills, cough, shortness of breath, sore throat, fatigue, headache, muscle/body aches, runny nose/congestion, new loss of taste or smell, or nausea, vomiting or diarrhea?

D. In the past 14 days, have you had close contact as defined at https://www.state.nj.us/health/cd/documents/topics/NCOV/NCOV_chapter.pdf with an individual diagnosed with COVID-19?

• RUC: Rutgers University will require a self-health screening survey that every student, faculty, or staff member must complete each day prior to visiting campus. The above questions will all be asked on the screening survey, and their
“pass status” (cleared/not cleared) will determine their allowance for entry.

VII. Limit access to the facility through the front door. Other access points should be kept closed, except where required to remain open by law or where it is otherwise necessary that another access point remain open for safety reasons.

- RUC: Access to the Athletic and Fitness Center will only be allowed through one set of the front doors, and exiting the facility will only be allowed through one set of the front doors, different than the entry doors.

VIII. Install physical partitions in areas where physical distancing is not possible, such as service counters. Contactless payment and sign-in methods are encouraged.

- RUC: Partitions are in place at the front desk for athletics staff to check in members.

2. Social Distancing and Face Coverings

I. Masks/Face coverings are required to be worn by all clients while in the facility at all times except when doing so would inhibit the individual’s health, such as when in the water and in other situations where the presence of a mask would pose a risk to the individual’s health, or where the individual is under two years of age.

- RUC: All members entering the facility must wear a mask/face covering regardless of activity they are performing in the designated workout areas. No individuals under the age of two years old will be in the facility.

II. Social distancing guidelines of at least six feet of separation must be maintained by every person in the facility at all times to the greatest extent possible.

- RUC: Extra signage will be placed around the facility, and athletics staff will ensure that members are adhering to the 6 feet with verbal reminders.

III. Each facility will have a social distancing plan that explains where clients can be at a given time in lobby or waiting areas, private offices, and the training area.

- RUC: If a member arrives early or outside of their reservation time, or if a member wants to sit in the lobby area, all furniture is set up for social distancing. Private offices are only accessible to the individual who works out of that office. The training area will
include signage that reminds members to wait for a machine at the appropriate social
distance.

IV. Place signage at entrances, on floors, and throughout the facility to instruct clients of the
enhanced social distancing requirements.
   • RUC: All signage is in place throughout the facility.

V. Training equipment will be adjusted or access restricted in order to maintain proper social
distancing standards.
   • RUC: Equipment has been roped off that does not allow for proper social distancing (i.e.
every other cardio machine is closed).

VI. Arrange all equipment (weights, machines, treadmills, bikes, etc.) so exercise areas are spaced
out at least 6 feet apart. Installation of barriers between machines should be considered where
practicable.
   • RUC: Current floor plan allows for proper social distancing, except for one cluster of
machines (see below).

VII. If spacing of equipment is not possible, equipment should be blocked off (e.g., every other
machine) to maintain 6 feet distancing.
   • RUC: This is applied for the cardio equipment setup, and signage is put in place for a
cluster of machines that we cannot move but requires proper social distancing.

VIII. Close or reconfigure other common spaces where customers are likely to congregate or where
social distancing is not possible, such as lobbies and waiting areas.
   • RUC: Lobby and lobby furniture has been reconfigured for proper social distancing.

IX. Training sessions must be staggered to maintain social distancing and limited capacity in a
facility.
   • RUC: Reservations for workout space will be limited to 30 people per hour to ensure
capacity limits are met.

X. Close or mark lockers to enforce 6 feet social distancing, especially in locker rooms. Lockers
should be sanitized after each use. Gyms should provide sanitizing wipes near the lockers or in
the locker room.
   • RUC: Locker rooms and lockers will not be available at this time.

3. Cleaning
   I. Ensure access to handwashing facilities on site, including soap and running water; alcohol-
      based hand sanitizers with at least 60% alcohol may be used as an alternative.
      • RUC: Both kinds of stations are available throughout the facility (handwashing in
        bathrooms and strategically placed hand sanitizers).

   II. Distribute hand sanitizer and disposable wipes abundantly throughout the space for workers
and customers to disinfect their hands and equipment before and after use.
      • RUC: Strategically placed hand sanitizer stations are in the areas where members will be
working out. Towels and spray bottles are available at every piece of equipment for
      cleaning prior to usage and after usage (this is a requirement).

   III. Disposable wipes should be placed next to each piece of large equipment (such as treadmills,
bikes, rowing machines) and next to each area containing smaller equipment (such as free
weights).
      • RUC: Towels and spray bottles have been approved by REHS for usage on all equipment.
IV. Facility must post signage and review with clients proper procedures for sanitizing equipment.
   • RUC: Signage is posted around equipment and will be reviewed with clients prior to arriving.

V. Frequently (a minimum of three times daily) clean and disinfect high-touch surfaces, such as handrails, doorknobs, and restrooms. If these areas cannot be cleaned and disinfected frequently, these locations shall be shut down until such measures can be achieved and maintained.
   • RUC: Custodial services will be assisting in this process. Our 3 times daily schedule is as follows: one time prior to opening at 10am, one time during a midday shutdown (1-2pm on M/W/F, 2-3pm on T/R), and one time after closing at 6pm.

VI. Require trainers to wash hands before and after each training session and sanitize frequently during each session.
   • RUC: No trainers (group exercise instructors) will be available at this time.

VII. All equipment must be sanitized between uses. No equipment should be used by another customer or returned to the storage rack / container without being sanitized.
   • RUC: Towels and spray bottles have been approved by REHS for usage on all equipment. This will be mandated for every member with appropriate signage near equipment.

VIII. Encourage customers to use one piece of equipment at a time (e.g., limit circuit training or “super sets” with multiple pieces of equipment) in order to facilitate required sanitizing.
   • RUC: Signage will be posted that “super sets”/circuit training will not be permitted.

IX. Facilities must provide sanitization supplies at each piece of equipment in order for customers to clean in between each use.
   • RUC: Towels and spray bottles have been approved by REHS for usage on all equipment.

X. If sanitation (or the monitoring thereof by employees) of any piece of equipment is not possible or practical, this equipment should be closed off.
   • RUC: n/a

XI. Schedule 30-minute windows between classes to allow for thorough cleaning and appropriate ventilation of the fitness room, and to discourage congestion.
   • RUC: Group exercise classes will not be offered in person at this time – only virtually.

XII. Clearly designate staff responsible for sanitizing, cleaning, and supervision during each shift.
   • RUC: Schedule will be set with athletics staffing hours and responsibilities.

XIII. Ensure restrooms are frequently cleaned during each shift and appropriately disinfected throughout the day.
   • RUC: Custodial services will be responsible for these spaces and will assist in the cleaning and sanitation.

XIV. In the event of a positive case of a worker, customer or vendor shut down site and wait 24 hours before cleaning and disinfecting of the workplace in accordance with current CDC guidance.
   • RUC: This policy will be implemented if a worker, customer or vendor tests positive.

XV. Keep cleaning logs that include date, time, and scope of cleaning.
   • RUC: Custodial services will assist in these logs.

4. Staff Wellness and Safety
I. Require staff to wear masks/face coverings at all times, except when doing so would inhibit the individual’s health, such as when in the water and in other situations where the presence of a mask would pose a risk to the individual’s health. Operators/owners will provide staff face coverings to wear while in the facility, at no cost to the staff.

   • RUC: Masks/face coverings will be required at all times when inside the facility. Rutgers-Camden offers free face masks on campus if an individual forgets their mask/face covering.

II. Ensure access to handwashing facilities on site, including soap and running water, and allow enough break time for workers to wash hands frequently; alcohol-based hand sanitizers with at least 60% alcohol may be used as an alternative

   • RUC: Both types of stations are available throughout the facility (handwashing in bathrooms and strategically placed hand sanitizers).

III. Stagger lunch and break times for workers, regulate the maximum number of people in one place and ensure at least 6 feet of physical distancing between workers.

   • RUC: Lunch times will be during shutdown of the facility and staggered shifts will be implemented.

IV. Close or reconfigure common spaces and high-density areas of facilities where workers are likely to congregate (e.g., break rooms and eating areas) to allow 6 feet of physical distancing.

   • RUC: Reconfiguration of break room in Skybox has allowed for proper social distancing for any staff member that enters the space.

V. Personal trainers should maintain six feet of distance from clients to the extent possible and should minimize any prolonged close contact. Personal trainers must wear face coverings. Any equipment used during the personal training session must be sanitized after each use, or at the end of the session if the client was the only person who used the equipment during the session.

   • RUC: Personal trainers (group exercise instructors) will not be offered at this time.

VI. Provide training to workers on up-to-date safety information and precautions including hygiene and other measures aimed at reducing disease transmission, including:

   A. Social distancing, handwashing, proper use of face coverings
   B. Self-screening at home, including temperature and symptom checks
   C. Reinforcing that staff should not come to work if sick
   D. When to seek medical attention if symptoms become severe
   E. Which underlying health conditions may make individuals more susceptible to contracting and suffering from a severe case of the virus

   • RUC: All of the above bullet points will be consistently reinforced to staff prior to and during assigned shifts. Rutgers University will require a self-health screening survey that every student, faculty, or staff member must complete each day prior to visiting campus. The above questions will all be asked on the screening survey, and their “pass status” (cleared/not cleared) will determine their allowance for entry.

VII. Adjust workplace hours and shifts (working teams with different schedules or staggered arrival/departure) to minimize contact across workers and reduce congestion.

   • RUC: Staggered shifts throughout the day will be put in place and varied work schedules for in-office work and telecommuting will be implemented.

I. Limit employees to discrete work zones where possible to minimize overlap.
• RUC: Only one employee will be allowed in the front desk area for checking in members. When a second employee is on shift, they will be required to "roam" when not in the second designated workspace area.

II. Facilities must screen workers at each shift as required above for customers (see Capacity and entrance requirements).
  • RUC: Employees will be screened exactly the same way members will be screened (Rutgers screening survey, temperature check, mask/face covering required).

III. Maintain a log of workers and customers to support potential contact tracing (name, date, time in and out, contact information).
  • RUC: All employees shifts and time in facility will be logged by Chris Edelschein, Assistant Director of Athletics.
  • RUC: All customers will be logged in through an online reservation system for their workout time and will be confirmed at the desk for check in – which will give Rutgers contact information for the students, faculty and staff who use the facility.

IV. If the employer is notified of a positive case of a worker or client at the workplace, the employer shall notify the local health department (LHD) in the city or town where the workplace is located and assist the LHD as reasonably requested to advise likely contacts to self-quarantine. Testing of other workers may be recommended consistent with CDC or NJDOH guidance and/ or at the request of the LHD.
  • RUC: Department will follow the “Return to Rutgers” approved process and notify occupational health for employees and student wellness for students who will then work with, cooperate with and communicate with the local health department in their process.

V. Operators/owners should cooperate with the investigation of a suspected or confirmed case.
  • RUC: Department will follow the “Return to Rutgers” approved process and notify occupational health for employees and student wellness for students who will then work with, cooperate with and communicate with the local health department in their process.

VI. Staff and clients should be advised to cooperate with the LHD investigation and/or recommendation for testing.
  • RUC: Department will follow the “Return to Rutgers” approved process and notify occupational health for employees and student wellness for students who will then work with, cooperate with and communicate with the local health department in their process.

5. Indoor Air/Ventilation
   I. Keep doors and windows open where possible and utilize fans to improve ventilation.
     • RUC: Breezeway doors are open where possible granted that they are not firesafe.
   II. Inspect and evaluate the heating, ventilation and air conditioning (HVAC) unit to ensure that the system is operating within its design specifications.
     • RUC: Rutgers Facilities has evaluated the HVAC units.
   III. Conduct routine maintenance as recommended by the manufacturer or HVAC professional.
     • RUC: Rutgers Facilities provides routine and daily maintenance.
   IV. Within the design specification of the HVAC unit:
A. Increase the volume of outdoor air to the maximum capacity while the gym is occupied.

B. Reduce the volume of recirculated air being returned to the indoor spaces or increase the volume of air being delivered to the indoor spaces to the maximum capacity.

C. Select maximum filtration levels for the HVAC unit.

D. Ensure that the HVAC unit runs continuously while the gym is occupied.

E. Ensure that the HVAC unit runs for at least two hours before and two hours after the gym is occupied.
   - RUC: Rutgers Facilities has adjusted the HVAC specifications.

V. Consider installing portable air cleaners equipped with a high efficiency particulate air (HEPA) filter to increase the amount of clean air within the gym.
   - RUC: Rutgers Facilities maintains the systems and will continue to follow HVAC guidelines as published in Return to Rutgers.

VI. Review and follow the latest CDC guidance for ventilation requirements.
   - RUC: Rutgers Facilities has followed the CDC guidance for above.

6. General Operations

I. Consider setting aside specific hours of operation exclusively for high-risk clients, which may include, for example, individuals with serious underlying medical conditions like chronic lung disease, moderate to severe asthma and people who are severely immunocompromised.
   - RUC: There is no plan to implement this as we start operating. Should there be a need for this, we will submit an addendum to this plan.

II. Facility provided towel service should be discontinued.
   - RUC: Sweat towels will not be provided.

III. Individually partitioned showers or communal showers with installed barriers/partitions (at least 6 feet apart) are permitted in gyms with pools (in accordance with the NJAC 8:26, Public Recreational Bathing). Showers are not otherwise permitted.
   - RUC: All shower facilities and locker rooms will be closed.

IV. Locker room use will be limited to hand washing and restroom use only.
   - RUC: All shower facilities and locker rooms will be closed.

V. Shared saunas and steam rooms are not permitted.
   - RUC: No saunas or steam rooms located in facilities.
Repopulating RBHS
Operating Plan: Summer/Fall 2020
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Executive Summary and Introduction

Rutgers Biomedical and Health Sciences (RBHS) is a unique component of Rutgers University, distinguished by its health care delivery mission, a statewide geographic breadth of its campuses, and vast network of health care sites and affiliates. RBHS has educational programs located in Newark, New Brunswick, Piscataway, and Blackwood. Clinical programs and affiliates operate in 17 of New Jersey’s 21 counties. Educational and clinical activities occur in a wide variety of off-campus settings including hospitals, ambulatory facilities, private practices, and state institutions.

In the weeks since March 11, when the World Health Organization officially declared COVID-19 a global pandemic, RBHS has been actively engaged in all of its mission areas as an academic health center. RBHS clinicians are on the front lines caring for patients across our wide spectrum of clinical sites and providing essential mental and physical health care across New Jersey. Our researchers are leading scientific investigations into a wide variety of subjects including but not limited to SARS-CoV-2 testing, fundamental biomedical questions, treatment, etiology, epidemiology, and public health. Our educational programs migrated to a mostly online platform with limited in-person simulation and clinical training with affiliates and partners when safe. RBHS obtained, created, and deployed personal protective equipment. In addition, we disseminated timely and accurate information to individuals, the media, community-based organizations, and local, state, and federal leaders.

During this initial response, RBHS migrated our education and clinical services to online platforms wherever possible, strictly limited in-person clinical education and research, and curtailed many other on-campus activities entirely. Now that we have met the primary goals of the mitigation phase - slowing the spread of the virus, reducing the infection rate, and decreasing hospitalizations - we are planning a phased repopulation of the RBHS campuses. Our short-term repopulation goals are to:

- Resume clinical office hours for acute and preventive care across the academic health system;
- Schedule operating rooms for essential and elective surgeries;
- Ramp up clinical, wet-, and dry-lab research back to 100% capacity by September; and
- Continue the full resumption of our educational program combining online didactics with limited on-campus, in-person simulations and clinical rotations in the summer and fall across our eight schools.

A set of five core principles supported by public health interventions will guide this approach to repopulating our campuses and meeting this challenging phase in our pandemic response:

**Safety**
The safety of our students, trainees, faculty, and staff is our paramount concern; therefore, all in-person activities such as patient interactions, clinics, labs, and simulations will be conducted using situation-appropriate personal protective equipment, social distancing, and low density. RBHS will postpone or cancel individual or programmatic activities if they cannot be done safely.

**Testing**
RBHS has developed a COVID-19 testing protocol. A thoughtful and strategic testing protocol will provide timely information to assess the safety of ongoing operations.

**Contact Tracing**
RBHS will utilize contact tracing as implemented through state and local health departments to identify and inform those individuals with potential exposures. In partnership with these public-health authorities, this technique will be used to surveil, assess, and evaluate the level and rate of infection across our campuses in coordination with state and local health departments.

**Flexibility and Adaptation**
Each RBHS school, institute, and center will have the flexibility to adapt and meet the needs of their students and accrediting bodies to meet their educational mission. Our goal is to help students complete their programs, graduate, and obtain professional licenses as expeditiously as possible, always mindful of our commitment to safety. We will need, however, to adapt our plans—whether clinical, research, or education—to the realities of the pandemic as it evolves.

**Guided by Science**
As a leading academic health center, RBHS endeavors to resolve the challenges posed by COVID-19 with evidence-based best practices that are informed by current scientific research. We are committed to advancing science across the variety of disciplines at RBHS while we work to provide exceptional educational experiences and clinical care.
By definition, the RBHS operating plan will be matrixed into the operating plans developed by Rutgers Central Administration, Rutgers University—Newark, and Rutgers University—New Brunswick. In addition, the five core principles and interventions articulated will necessarily be further matrixed into the complex series of interactions and relationships RBHS has with our hospital partners and third-party clinical affiliates that we partner with to serve our students and patients and fulfill our missions.

Regarding the provision of clinical care at Rutgers Health sites, this document and the Returning to Rutgers plan will provide the high-level strategic and operational guidance for COVID-19 pandemic recovery across RBHS. Recovery planning for and updates to clinical activities at Rutgers Health will be guided by compliance with relevant federal, state, and local laws and New Jersey State Executive Orders. To reduce confusion, Rutgers Health clinical guidance will be coordinated with our health care system partners and across Rutgers University to provide as much consistency and alignment as possible to our providers. Faculty and staff safety and resiliency in the work environment is paramount to maintaining excellent service delivery to our patients. Sufficient supplies of the appropriate PPE, as warranted by the situation, must be available for faculty, staff, and patients. Our ability to procure sufficient quantities of supplies may at times severely limit our ability to sustain high-risk procedural areas of ambulatory operations and may affect guidance due to ongoing resource availability. Telehealth visits will continue to be a primary mode of care delivery except in circumstances where benefit to the patient outweighs the risk of an in-person visit, or in instances where care cannot be delivered adequately via telehealth.

The COVID-19 shutdown has significantly impacted the RBHS research mission, in particular wet-lab bench research which cannot be conducted outside of our laboratory facilities and clinical research that does not include life-saving trials. Currently, only critical research and maintenance are permitted. While the patience and resiliency of the RBHS research workforce has been exemplary, ongoing delays potentially jeopardize the progress of this important work and put NIH and other funding at risk. The RBHS operating plan envisions a gradual and carefully monitored incremental repopulation of the 525,000 square feet of lab space across 17 separate buildings to full capacity by the fall semester of 2020. In addition, the ability to carry out research that has been disrupted will be ramped up.

Our educational mission is conducted across eight schools and numerous clinical affiliate sites with over 7,000 students enrolled for the spring semester. Given the breadth of programs offered and the divergent needs for clinical, simulation, lab, and other student experiences, the RBHS deans and directors will be further articulating and calibrating the RBHS operating plan as needed to meet the needs of their schools, research institutes and centers, clinical units, and constituencies. While our portion of the nation has weathered an initial surge in SARS-CoV-2-related hospitalizations and we have “flattened the curve,” we cannot anticipate that the future progression of COVID-19 will be linear or clearly predictable. We must anticipate future periodic spikes in infection rates and be prepared to mitigate accordingly. State and local government responses may vary across New Jersey in intensity and duration with rolling lock downs, non-essential business closings, or travel restrictions imposed at different times.

The RBHS operating plan is by intention flexible and adaptable to meet these circumstances as they evolve, and designed to complement the University-wide planning as it relates to the schools, centers, and institutes within RBHS. Our goal is to provide guidance to RBHS faculty, staff, and students and highlight strategic next steps critical to a successful transition to Academic Year 2021. Representatives from across RBHS have worked collaboratively to identify areas of concern and priorities that will require attention as we repopulate our campuses, buildings, laboratories, etc. Similar to the University’s Returning to Rutgers document, this is intended to be a living document which will evolve with input from RBHS constituents and as circumstances change.

The leadership, faculty, and staff of RBHS will further articulate and calibrate this operating plan as needed to meet the needs of their schools, research institutes and centers, clinical units, patients, students, and community constituencies.

Operating guidelines and plans for each of the RBHS core mission areas and pertinent support services are provided in greater detail below.
The following actions/initiatives have been taken in response to, or during the time since, the beginning of the COVID-19 pandemic:

- In April 2020, an extension to timelines for tenure-track faculty and RBHS Instructors and RBHS Lecturers was announced.
- The university announced a new academic integrity policy that included procedures for RBHS and for the rest of the university. This included a set of recommendations for educating the university community about academic integrity. The procedures and recommendations may be found at: [https://academicaffairs.rutgers.edu/academic-integrity-policy-and-procedures](https://academicaffairs.rutgers.edu/academic-integrity-policy-and-procedures)
- WE MEET (WebEx, meeting everyone, exchanging topics) virtual get-togethers began in early April. These meetings were initiated as a way to build community during this crisis and beyond. RBHS Academic Affairs and Research leadership started hosting these drop-in hours for faculty. To date, we have offered over 60 sessions and will continue to do so. We hope to extend these options to the staff during this academic year.
- The Vice Chancellor for Diversity and Inclusion launched the Virtual Café as a way for us to connect with each other, build community, and discuss resilience, balance, and recharging during the disruptive COVID-19 crisis. Additional sessions are planned monthly during the summer.
- The Vice Chancellor for Diversity and Inclusion launched the HERE4U website as a way to share the experiences of health care providers and their heartwarming stories.
- Emergency Funding: In the early weeks of April, the RU Foundation and RBHS leadership provided emergency funding support to students across the schools of RBHS. Nearly 300 students were awarded more than $83,000 in funding. Additional CARES Act funding exceeding $800,000 was disbursed by the Office of Financial Aid to over 1,100 RBHS students.
- Heroes’ Pay: Additional compensation was provided, with funds raised from extramural sources, to our faculty and staff practitioners who were at the front lines and most at risk during the peak of the pandemic. Similar compensation was also provided to all our residents and fellows, as a token of our appreciation for their efforts.
- Disability Services: The RBHS Office of Disability Services responded to COVID-19 with support and creative solutions for students who were unaccustomed to virtual learning. They saw a need for additional captioning of lessons and alternative-format materials, and assisted students experiencing stress and anxiety. More about how their services can assist students and faculty can be found [here](https://academicaffairs.rutgers.edu/academic-integrity-policy-and-procedures).

In addition, an oversight committee will be established that interfaces with three critical subcommittees highlighted as follows to continue planning and anticipate potential challenges given the fluid nature of the pandemic:
Committee for Reimagining Education at RBHS

Keeping at the forefront the student/learner experience, this committee is responsible for:

- Working with the three education-related committees (below), assuring consistency (where appropriate) across the committees, and helping to avoid duplicative efforts;
- Considering how to position RBHS to continue to be a premier institution for faculty and learners;
- Fostering innovation in education delivery; and
- Reporting RBHS recommendations to University-level education committees.

Participants: Bishr Omary (Chair), Meredith Mullane, Susan Hamilton, Gwen Mahon to represent IPAC, a representative of the Committee for Postdoctoral Trainees, at least one participant who is engaging with New Brunswick and Newark undergraduate education committees, and two to three additional faculty with broad representation across RBHS schools and mission areas. This committee will be staffed by Denisse Caban-Santiago.

Committee for Postdoctoral Trainees

The focus of this group is to make recommendations regarding the requirements and needs for postdoctoral trainees. Among other duties, the subcommittee will:

- Recommend approaches to building a RBHS postdoc “community”
- Consider a “faculty-advisory committee” for postdocs
- Revise the postdoc policy considering guidelines for vacation/parental leave (already in progress)
- Communicate with central postdoc office
- Assist with visas for postdoc recruits.

Participants: Kathy Scotto (Chair) and representatives from the schools, centers, and institutes. This committee is staffed by Nancy Frazier.

Interprofessional Program Advisory Committee (IPAC)

As a subcommittee of the Health Education Executive Council (HEEC), the IPAC committee was founded in 2017 to develop educational connections between RBHS and RWJBarnabas Health (RWJBH). As the IPAC is already established and addresses critical issues around Clinical Education, we will not create a new clinical education sub-committee. Instead, the IPAC will serve this purpose. As the RBHS Chair of IPAC, School of Health Professions Dean Gwendolyn Mahon will participate on the Committee for Reimagining Education at RBHS.

The IPAC is responsible for the coordination of clinical-education experiences that occur within the RWJBH system for all students in health-professions programs at Rutgers University. While the committee’s initial activities have focused on solving clinical education supply and demand issues within the RWJBH system for all learners at Rutgers, and on developing a Rutgers/RWJBH community that is knowledgeable of all health profession educational requirements and clinical scopes of practice, its ultimate goal is to advance, enhance, and innovate interprofessional clinical practice in a partnership between Rutgers and the RWJBH system, both for learners as well as for faculty and staff.

Among other aspects relating to Reimaging Education, the subcommittee will consider:

- Time-to-completion disruption
- Completion of performance courses including any in-progress lab-based research required for degrees
- Access to clinical sites for teaching
- Access to appropriate PPE
- Substitution for clinical sites for teaching
- Accreditation requirements
- Interprofessional education.
Participants: Gwen Mahon & Greg Rokosz (Co-Chairs). IPAC is comprised of representatives across RBHS, including at least one member from each school and RWJBH.

Committee for Recruitment and Marketing

This subcommittee will consider unique approaches to recruitment and marketing in light of the COVID-19 pandemic.

- For programs that have the ability to recruit additional students and/or see a drop in enrollments, how can we find creative ways to recruit both traditional and non-traditional students?
- What are the financial-aid considerations?
- How do we explore social media and other marketing avenues?
- How do we enhance the Academic (faculty and student) Affairs website?

Participants: Sangeeta Lamba (Chair), Jennifer Hollingshead, and representatives from each school who represent either recruitment or marketing. Each dean shall nominate 1-2 candidates so that the committee can be comprised of an appropriate mix of recruitment and marketing expertise. This committee is to be staffed by Peter Falk.

Note: Because the undergraduate programs at RBHS are so closely aligned with New Brunswick or Newark, a separate undergraduate committee will not be convened but we will assure that our schools with undergraduate programs have adequate representation on the committees convened in Newark and New Brunswick. Those representatives will participate on the Committee for Reimagining Education at RBHS.

Note: There are a number of general topics which cut across all areas (research, clinical, and education) which are best included in the clinical committees such as testing and testing frequency, student and behavioral health, and vaccination compliance (once available). Those committees include members who are able to consider and represent all aspects of RBHS operations, specifically those engaged in education and student experience.
Phased Return to Research

The major emphasis for this committee during the summer and fall will be efforts related to return-to-work for the research workforce. However, additional important aspects will be addressed concurrently as outlined below. A Research Recovery committee will be established that works closely with the Deans of Research and Institute/Center directors. Key aspects that will be addressed include:

Return-to-Work Rutgers Office of Research and Economic Development (ORED)

Plan for the Research Workforce

Led in RBHS by the Senior Vice Chancellor for Academic Affairs and Research, the ORED research “return-to-work” plans (see Appendices from May 29 and June 29, 2020) will be executed in partnership with ORED, Rutgers Animal Care Office, the Strategic Planning and Operations Office, RBHS Senior Vice Chancellor for Clinical Affairs, the deans of research for the RBHS schools, and department chairs and institute/center directors as needed. Among the aspects that will be carefully followed and assessed are:

Implementing the central ORED plan

The need for infrastructure support
(e.g., cores, veterinary care, safety measures and supplies, sanitary needs)

The plan for undergraduate student involvement in wet-lab research

The plan for return to 100% activity of clinical, wet-, and dry-lab research.
**Research Space and Facilities**

Review and assess RBHS wet- and dry-lab research space to assure appropriate utilization and determine needs for expansion.

Partner with Facilities to determine whether upgrades/renovations/new facilities are needed to support prioritized research (recognizing that major renovations will be postponed due to loss of reserve funds).

**Research Funding Opportunities**

Continue to monitor external funding opportunities, including federal and non-federal (e.g. state, foundation, industry) funding sources.

Work with ORED to optimize the dissemination of funding opportunities to faculty and learners.

Pursue strategic partnerships with pharma and industry.

Work with Will Green, RBHS’s Vice President of Development, and his team to enhance development opportunities to support research, learners (scholarships, fellowships), and faculty (endowed professorships, directed research support).

Develop and expand, as needed, standard data systems and dashboards to monitor grant applications and awards in order to forecast and follow grant expenditure flow as impacted by COVID-19. Establish strategic internal funding mechanisms to support pilot grants that lead to institutional grants related to research, career development, and training.

**Research Collaborations**

Work with the newly established Center for COVID-19 Response and Pandemic Preparedness (CCRP2) to promote its success.

Promote collaborations across RBHS schools, institutes, and centers.

**Communication and Visibility**

Promote the research accomplishments of our faculty and learners.

Improve the RBHS website related to research.

Establish a quarterly research newsletter.

Set up workshops to highlight grant-writing tools and select core offerings.
Administration

RBHS is working collaboratively with the Rutgers Emergency Operations Committee (EOC) and other senior leaders on the plans for returning to what is being referred to as a “reimagined Rutgers.” These efforts are focused on safely re-entering Rutgers and repopulating the campuses cautiously and thoughtfully. From an administrative perspective, RBHS will partner with and follow the guidance outlined in the Returning to Rutgers document drafted and implemented by the EOC.

Liaising with Rutgers Central Services

Given the financial constraints resulting from the pandemic, RBHS will work collaboratively with the Office of Information Technology, University Human Resources, Institutional Planning and Operations (IPO), and other central units to discuss any anticipated operational impacts and will work through solutions to accommodate the needs of faculty, staff, and students.

Institutional Planning and Operations

The Returning to Rutgers document addresses preparing buildings on our campuses for re-entry, including ensuring working systems, preventative maintenance, grounds tours, improved signage for social distancing, decontamination, and cleaning. Responsibilities of each school, center, and institute are outlined in this document.

RBHS will work with IPO to implement a sustainable resolution for mail and other deliveries critical to the research, clinical, and educational missions. RBHS and IPO will work together to implement a solution for mail delivery on the many RBHS campuses and deliveries to and from loading docks. This includes how to distribute misdirected mail to correct locations, how to handle large boxes, contaminated materials, etc. We will need to take into consideration restrictions on access to various buildings. Deliveries in different geographic locations (e.g., Newark, New Brunswick, Piscataway) will be considered as well as addresses for general delivery in the Procurement system in RBHS. Each campus will have specific needs and will require a process. Generally speaking, RBHS will follow the guidelines outlined in the Returning to Rutgers document which includes a How-to-Guide to Repopulating Rutgers Spaces.

With respect to Environmental Services, RBHS will follow the Returning to Rutgers document on appropriate guidelines for entering and using restrooms, elevators, stairs, hallways, and shared conference rooms. With respect to cleaning and sanitizing, IPO will make supplies available and RBHS will help clean and disinfect its own areas. Training and communication on proper technique and safety will be required and Rutgers Environmental Health and Safety (REHS) will be responsible for decontaminating research laboratories and other spaces.
Rutgers Transportation

RBHS will follow the Returning to Rutgers document with respect to safely traveling on Rutgers transportation.

Reconfiguring Employee Spaces

Guidelines on workspaces are addressed in the Returning to Rutgers document. Each unit is to abide by physical distancing guidelines and will be asked to identify work areas in need of plexiglass and other such items for administrative and other stations. The Returning to Rutgers document also deals with utilization of busy stairwells, elevators, and food areas.

Personal Protective Equipment (PPE)

RBHS will be required to follow the guidelines in the Returning to Rutgers document with respect to PPE, including the disposal of PPE. Trash receptacles will be required to eliminate the number of masks and gloves being left in the streets and parking lots. For more on PPE, please refer to the Personal Protective Equipment in Clinical Settings of this document as well as the Returning to Rutgers document.

Employee Screening and Testing

Please refer to the Testing Strategy and Operations of this document as well as the Returning to Rutgers document.

Staffing/Workforce

RBHS will abide by all federal, state and University policies and procedures, including Rutgers’ Office of Human Resources. RBHS will follow Rutgers-wide policies on phased and alternative staffing, telecommuting, and flexible staff hours. Policies and procedures may be found at the University website. Some policies and procedures may require updating, and updates will be distributed as necessary.
Finance

The COVID-19 pandemic has had a major financial impact on both the revenue and expenses at RBHS. With respect to health-care revenue, the suspension of non-emergent and elective clinical care resulted in reduced volume across the enterprise, resulting in enormous financial stress to RBHS and to our clinical partners.

RBHS continues to monitor the financial impact for FY2020 and FY2021. As a result of partnering with the State of New Jersey to restore appropriations, securing external funding for "hero pay" for health care workers dealing with COVID-19, successfully obtaining external funding for research and clinical trials, and deans implementing alternative ways to deliver education, RBHS is hoping to remediate much of the deficit. In addition, all entities across RBHS will continue to abide by the moratorium on institutional spending. We have implemented the hiring and personnel action freeze in accordance with direction from the President. However, the finances for FY21 remain very uncertain, especially given the uncertainties in the state's budget.

RBHS is actively engaged with the Office of Government Relations in monitoring all of the relief funds available and working to secure as much funding as possible. A summary of some of the programs is as follows:

**CARES Act and the Paycheck Protection Program**

**and Health Care Enhancement Act**

The CARES Act provides $175 billion in relief funds to hospitals and other health care providers, including those on the front lines of the coronavirus response. This funding supports health care-related expenses of up to 60% of lost revenue attributable to COVID-19 and ensures uninsured Americans can get treatment for COVID-19.

Fifty billion dollars of the Provider Relief Fund is allocated for general distribution to Medicare facilities and providers impacted by COVID-19, based on eligible providers' net patient revenue. The remaining $50 billion is allocated to providers in areas particularly impacted by the COVID-19 outbreak, rural providers, and providers who serve low-income populations and uninsured Americans.
Governor’s Emergency Education Relief (GEER) Fund

- $68.8 million will be available to New Jersey's public colleges and universities
- This funding is not part of the health provider relief fund, rather it is from the GEER fund, which was created under the Education Stabilization Funds and includes approximately $3 billion for education stabilization.
- GEER funding is being sent by the Education Department directly to governors, who can use the funds how they wish for both K-12 and postsecondary education.
- Funding from the U.S. Department of Education gives governors flexibility through an emergency block grant to allocate these funds to education-related organizations.
- The Governor’s Office directed the money to colleges and universities, citing the significant impact of COVID-19 on their operations.
- The funds will be made available through emergency assistance grants.
- Rutgers Government Relations along with the state government affairs team successfully lobbied Governor Murphy to reserve NJ’s full GEER amount for higher education.

Other Funding

- Interim CARES’s Act Supplemental Package – FEMA
- FCC COVID-19 Telehealth Program
Another central role of the AHC is building community. This community includes our internal constituencies of students, faculty, and staff, and many RBHS initiatives to build and maintain community are discussed in earlier sections of this report. It also bridges to important external populations including our patients, the wider health care provider network, professional and learned societies, and our host communities. RBHS is continuing to explore options for experiences and other programming to commemorate recent events and build an intentional and inclusive community including coordinated moments of silence, roundtables, and other activities.

The mitigation and management of the spread of COVID-19 requires physical distancing, low density, and smaller-than-usual gatherings to succeed. While these measures clearly enhance safety, they risk increasing social isolation. RBHS has taken significant measures to combat social isolation, including enhanced counseling services available to all members of the RBHS community, wellness and self-care initiatives, efforts to enhance contact and connections between employees, provision of online administrative office hours, etc.

Through direct fundraising and government funding, RBHS has secured emergency financial support for RBHS students who have expressed immediate and urgent needs. Assessment of student insecurity in food, housing, and other needs will be ongoing throughout the summer and fall semesters. These efforts will be coordinated with Rutgers–New Brunswick and Rutgers–Newark, particularly for Ernest Mario School of Pharmacy (EMSOP) and Rutgers School of Nursing students.

With the deluge of information, rumors, and uncertainty, a key role of RBHS has been to communicate coherent, consistent, and accurate information to all constituencies about SARS-CoV-2 and COVID-19 and the impact on our broader community. Information is readily available on the university website and RBHS experts have regularly appeared at online community-accessible public fora and provided advice to decision-makers. The hotline established by New Jersey Poison Information and Education System (NJPIES) provided information to over 15,000 callers on a case-by-case basis. RBHS will continue to serve as an information resource for the University community, our host communities, and government officials as needed.

Our experiences since March have underscored the importance of our health-care infrastructure to the collective well-being of society and the centrality of academic health centers (AHC) like RBHS as critical resources for research innovation, health professional education and training, and direct patient care.
Clinical Care

Recovery Action Plan Outline for Clinical/Patient Care including Graduate Medical Education (last updated 7/13/20)

This Clinical Care section describes guidance and instruction for patient care and clinical settings. Reference material has also been prepared for use in clinical settings and is provided in Appendix 3.

Contributing Source Documents: Rutgers Robert Wood Johnson Medical School (RWJMS) Ambulatory Guidelines for Time-Sensitive Clinical on-Site Services; RWJBH Medical Group Practice Site Operating Model Transition and Stabilization Plan; RWJBH Precautions and Testing Plans Post COVID-19 Surge; RWJBH COVID-19 Briefings; EOC Health Care-External and Health Care-Internal Recovery Planning Documents

Guiding Principles and Limitations for Clinical Services:

- This document is intended to provide high-level strategic and operational guidance for COVID-19 recovery across Rutgers University and RBHS.
- Recovery planning for and updates to clinical activities at Rutgers Health will be guided by compliance with relevant federal, state, and local laws and executive orders.
- To reduce confusion, Rutgers Health clinical guidance will be coordinated with our health care system partners and across Rutgers University to provide as much consistency and alignment as possible to our providers.
- Faculty and staff safety and resiliency in the work environment is paramount to maintaining excellent service delivery.
- Sufficient supplies of appropriate PPE must be available for faculty, staff, and patients as guidance dictates.
- Ability to procure sufficient quantities of supplies may severely limit our ability to sustain high-risk procedural areas of ambulatory operations and affect guidance due to resource availability.
- Telehealth visits should continue to be a primary mode of care delivery except where benefit to the patient outweighs the risk of an in-person visit, or care cannot be delivered adequately via telehealth.

1. Health Care Delivery/Patient Encounters/Impact of Social Distancing on Patient Care

Telehealth

- Rutgers Health should incorporate and plan for hybrid telehealth and in-person ambulatory clinical services as patients resume seeking health care to meet patient demands.
- Telemedicine will continue to be emphasized as a primary patient care delivery model whenever possible.
- Video visits are the preferred model of conducting a telemedicine encounter whenever possible for maximum impact in health discussions.
• Doxy.me is the current preferred virtual visit platform. Other HIPAA-compliant options are currently being explored.
• Video conference (e.g. FaceTime, Google Meet, Zoom, Skype, etc.): These forms of virtual patient visits are the least preferable due to HIPAA compliance, cybersecurity, and the use of multiple platforms. We will continue to investigate use of Microsoft Teams.
• While some regulations for use of telehealth have been relaxed, all regulations including documentation of visits in electronic health records, appropriate coding, etc. should be followed.
• Decisions to bring a patient for an in-person visit should be a deliberate decision based on health care provider judgment that telehealth is not an acceptable alternative, or the patient is refusing a telehealth visit and the health care provider agrees that the patient should be seen in-person. Additional support on decision-making around in-person vs. alternative care:
  1. The benefit of the visit should outweigh the risk to the patient.
  2. Care has been delayed for several weeks due to restrictions and now requires in-person attention.
  3. Condition has been managed with telehealth and has reached limits requiring in-person attention.
  4. Care cannot be provided via telehealth.
  5. Considerations are given to high-risk patient populations including elderly, chronic disease, or immunocompromised patients. Telehealth visit if possible.

In-Office Visits

Patient screening before visit and at time of visit:

• All patients and visitors will have a temperature screening upon arrival to the facility.
• Patients arriving with fever (≥100.0F degrees) or screening consistent with COVID-19 will be given a surgical or procedure mask and the provider will be notified for appropriate disposition. Please see below “Ambulatory Guidelines for Managing Patients who Screen Positive for Potential Coronavirus.”
  • Patients are being screened before visits and the day of visit on arrival for fever, exposure history, and symptoms of novel coronavirus. Some patients will have positive answers to the screening questions. Document provides general guidance on management of these patients within RBHS practices.
  • Guidance is based on CDC self-isolation and release from quarantine guidelines. Individual practitioners will decide risk and benefit of continuing with the scheduled on-site visit depending on individual patient factors.
  • Patients who have confirmed or likely diagnosis of coronavirus and for whom it has been greater than 10 days (symptomatic or asymptomatic patients) can be seen in the medical practice without additional precautions if:
    1. Patient has gone 3 days with no fever and
    2. Respiratory symptoms have improved (e.g. cough, shortness of breath) and
    3. 10 days since symptoms first appeared or diagnosis by test.
  • If patient arrives on-site for an appointment and screens positive for diagnosis of coronavirus and it has been less than 10 days since symptoms appeared, or test diagnosis:
    1. Give patient a surgical or procedure mask.
    2. Contact practice to let them know the patient is here, but screened positive.
    3. Send patient home.
    4. Practice to follow up with the patient to reschedule the appointment, or to arrange for a telehealth visit. The practice should ensure that appointments that are rescheduled are completed in a timely manner.
    5. Patients may ask about getting tested for COVID-19 if they screen positive. Practices should consider having information available at screening stations on how patients can be tested.
    6. On-site appointments can be rescheduled for 10 days after the test was positive and patient remains asymptomatic or when it has been greater than 10 days since symptoms developed and the patient has been afebrile for 3 days and respiratory symptoms are improving (symptomatic).
  • Patient screens positive for “close contact” (see definition below) or living with a household member with diagnosed COVID-19 who is less than 10 days since symptoms appeared or test diagnosis:
    1. Give patient a surgical or procedure mask.
    2. Patients should be staying at home and self-monitoring until 14 days after last exposure to active COVID-19 patient.
    3. Contact practice and advise that patient has screened positive for a close contact.
    4. The preference is for patient to be sent home, self-isolate, and monitor for symptoms.
    5. Practice to follow up with the patient to reschedule the appointment, or to arrange for a telehealth visit. The practice should ensure that appointments that are rescheduled are done in a timely manner.
6. Patients may ask about getting tested for COVID-19 if they screen positive. Practices should consider having information available at screening stations on how patients can be tested.
7. Individual practitioner may determine that it is imperative that the patient be seen for an urgent matter. Patient should proceed to the appointment, following procedures for a presumed positive patient.

- Patient screens positive for one or more symptoms associated with COVID-19 but is undifferentiated or undiagnosed:
  1. Give patient a surgical or procedure mask.
  2. Contact practice to let them know that patient has screened positive for fever or other symptoms consistent with possible diagnosis of COVID-19.
  3. Preference for patient to be sent home, contact primary care provider, and self-isolate.
  4. Practice to follow up with the patient to reschedule the appointment, or to arrange for a telehealth visit. The practice should ensure that appointments that are rescheduled are done in a timely manner.
  5. Patients may ask about getting tested for COVID-19 if they screen positive. Practices should consider having information available at screening stations on how patients can be tested.
  6. Individual practitioner may determine that it is imperative that the patient be seen for an urgent matter. Patient should proceed to the appointment, following procedures for a presumed positive patient.
  7. In hot summer months, if screen only positive for fever greater than 100.0F degrees, and no other symptoms, give patient a surgical or procedure mask and ask to wait on the side for 10 minutes. Re-check temperature and, if it returns to normal, likely fever is environmental and patient may proceed to appointment without additional precautions.

- Definition of “Close Contact” - Someone without appropriate PPE was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to specimen collection) until the time the patient is isolated.

- Universal masking of both patients and all team members will continue in all clinical facilities as appropriate. (see PPE section below)
- Use screening questions to identify COVID-19-related patient issues. Sample patient screening questions:
  - Do you have any of the following symptoms?
    - Chills
    - Conjunctivitis (pink eye)
    - Cough
    - Nausea, vomiting or diarrhea
    - Fever
    - Headache
    - New loss of taste or smell
    - Fatigue/Malaise (tired)
    - Muscle/Body aches
    - Shortness of breath
    - Sore throat
    - Congestion or runny nose
  - Have you had a positive COVID-19 test in the last 14 days?
  - Have you been in close contact with a person who has had a positive test in the last 14 days?
  - Have you traveled to an area identified by the State of New Jersey as requiring a 14-day quarantine?

- Continue to adhere to guidelines around visitors, until further guidance is provided. Continue to use strategies that minimize the number of people in the clinical areas. This may include limiting visitors or restrictions on number of people accompanying patient for an ambulatory appointment. (CDC reference: https://www.cdc.gov/coronavirus/2019-ncov/hcp/non-us-settings/hcf-visitors.html)
- All patients, visitors and staff will perform proper hand hygiene (with alcohol-based hand sanitizer or soap and water) every time it is indicated.
- Utilize telehealth for group therapy sessions deemed appropriate for telehealth. For group therapy where the provider deems the virtual environment sub-therapeutic, the group could meet in-person if there is space to allow for appropriate social distancing, and with proper hand hygiene, masking, and surface cleaning before and afterwards. Other considerations for participants include staying home if ill.
- Isolate patients with symptoms of respiratory illness to a separate location or single-patient room immediately upon entry into the office and close the door. All clinical offices should identify a room(s) designated for this purpose.
Pre-visit patient screening:

- Patients calling or presenting with severe respiratory symptoms, and/or assessed by a provider to be in need of urgent/emergent evaluation for possible hospitalization, should be advised to go to the nearest emergency department (ED) or call 911 for assistance. Provider or clinic staff to call the ED to alert them that patient with possible symptoms of COVID-19 is arriving.
- Other patients calling with acute respiratory or febrile illness should be offered a telehealth video visit on the same day if possible, or the following day. High-risk patient populations should be of particular concern and followed closely during the period of illness.
- Coronavirus and/or other testing will be determined on the telehealth visit. Ask patient to stay home unless advised to come out for testing, or there is a need for urgent medical care.

Reduced density of patients seen in a site by patient flow and scheduling adjustments for in-person visits:

- Scheduling templates should be set to limit the number of patients in the practice site. This may vary by location, patient flow, and waiting-area space.
- If available, encourage patients to use mobile check-in. Avoid check-in computer kiosks touched by multiple people.
- To reduce the number of people in the waiting room, whenever possible, have the patient and family member wait in the car until the provider is ready to start the encounter. (This may not be possible in areas where patients do not drive to their appointment.)
- Patients should be instructed to arrive on time for their visit to avoid an abundance of people in the waiting areas. Evaluate SMS text message reminder options (for example, remind to wear face covering, arrive on time, wait in car, etc.).
- Patients should be roomed immediately after check-in if possible, or as soon as possible after arrival.
- Encourage providers to proactively review their schedules in advance of clinical sessions to ensure patients are evaluated through the most appropriate modality (office, audio-visual, audio).

Resumption of essential/time-sensitive surgeries and planning for eventual resumption of elective surgeries (Executive Order 145).

2. Physical Spaces—Ambulatory Care Settings

Limit number of entryways to clinical buildings, so screening can be performed.

Consolidate waiting rooms to create larger waiting spaces with clear separation and designation of “sick” waiting areas.

Open practices safely and with redensification as tracing capacity allows (e.g., dental).

Plexiglass barriers at check-in and check-out desks:

- Standard, free-standing plexiglass barrier prototype; explore partnership with RU3DPPE
- Collecting data regarding the number of barriers that are needed and list of locations that need a different solution
- Distribution of barriers will be phased based on practice sites that are conducting in-office patient encounters.

Utilize visual reminders to encourage six-foot distancing between patients waiting in line during check-in/out process (floor markers, standing signs, etc.).

Encourage unidirectional flow, including exit through back door when possible to decrease reception area volume and maintain distancing.

Adopt elevator and stair use guidance from EOC if possible. For example: When possible, limit the number of people in an elevator to allow distancing. Designate stairs “up” or “down” to minimize cross-traffic.
Ambulatory clinics where higher-risk procedures such as endoscopy will be performed should be identified by each unit and discussed with Rutgers Environmental Health and Safety and other infection control or infectious disease consultants for specific operating procedures. These recommendations may vary based upon type of space available to perform these procedures (e.g. negative vs. positive pressure ventilation).

Cleaning in the Clinical Areas:

- All patient equipment, exam-room surfaces, and exam tables will be wiped down with sanitizing wipes after each patient visit as per routine protocol. This includes blood pressure cuffs and other non-disposable equipment.
- Specialized equipment to be cleaned according to protocol and manufacturer’s instructions.
- Waiting room front desk surface and other high-touch areas (handles at water coolers) to be wiped with sanitizing wipes at least 2X/day. (as resources allow)
- Environmental Services will clean during the day and wipe down elevator surfaces, lobby seating areas, and other high-touch areas throughout the clinical buildings.
- Environmental Services will clean clinical and public areas nightly.
- Decrease or eliminate all paper forms, magazines, brochures, common-use pens, etc. (Complete paperwork via phone or electronically in advance of visit when possible.)

3. Screening of Health Care Providers (HCPs)/Daily Provider and Staff Health Checks

Each provider and staff member upon arrival at work (and before entering the building) is required to have a daily health check that encompasses the following process:

- Temperature check
- Assertion of negative Hx and symptom screening
- If a provider or staff member has any COVID-19 symptoms, including a temperature ≥100.0F degrees, they will be sent home with instruction to call their manager and their personal physician for further guidance. If there are other reasons why employee may have symptoms (such as muscle soreness from running, sneezing from allergies, etc.), please consider these before notifying supervisor.
- If a provider or staff member is diagnosed with COVID-19 (physician-diagnosed or laboratory-confirmed), they should contact Occupational Health. If a supervisor should become aware of an employee’s COVID-19 testing status, they should inform their campus Occupational Health personnel to manage. Occupational health office numbers below:

  Rutgers University New Brunswick, Newark and Camden Campuses
  848-932-8254

  RBHS Newark Campus
  973-972-2900

  RBHS New Brunswick/Piscataway Campus
  848-445-0123 ext. 2

  RWJMS Faculty and Staff
  732-235-6559

Continue social distancing, universal masking, and hand hygiene.

4. Personal Protective Equipment (PPE) in Clinical Settings

All employees have personal responsibility for using the appropriate level of PPE while at work. The practices will aim to provide the appropriate level of PPE based upon these guidelines.
Universal masking of both patients and all team members will continue in all clinical facilities.

- Patients may wear a face covering or mask that they bring from home. If patient arrives without a mask, one will be provided for them, pending availability. Face coverings with one way exhalation valves will not be allowed and must be replaced or covered with a procedure mask.
- Patients under 2 years of age, patients in respiratory distress, having trouble breathing, or anyone who is severely incapacitated or unable to remove the mask without assistance are exempt from masking.

A surgical mask or procedure mask will be given to any patient who arrives exhibiting respiratory symptoms (coughing, sneezing, fever), pending mask availability.

All staff members who have direct contact with patients in Rutgers clinical settings but are not working in designated COVID-19 areas will be provided a single procedure face mask for daily use. Distribution is subject to availability.

Decontamination and extended use of PPE including N95s: It is critically important that N95 respirators continue to be closely managed and that we continue to use PPE conservation measures, including sterilizing and re-using respirators whenever possible. Conserving these resources will enable us to have sufficient supply for another surge, which is expected in the fall.

Patient/Staff Screeners and Front Desk Staff

- Surgical or procedural masks
- Eye protection (goggles or face shields) is optional if barrier sneeze guards are in place. Barriers are being put up as sneeze guards at front desk locations.

Providers/Direct Patient Care Encounters

For patients who are asymptomatic for COVID-19 or related illness or exposure based on screening criteria or have been appropriately released from quarantine or isolation for COVID-19, providers will use all of the following protective equipment for routine encounter:

- Mask: surgical/procedural
- Eye Protection: goggles, loops, or shield when performing examination of the head or neck or if there is a risk of aerosol or droplet production
- Gloves

Faculty and staff competency with donning/doffing required for the proper use of PPE to avoid contamination.

The number of in-person patient visits that can be scheduled at a practice site may be limited by the amount of PPE each practice has in its inventory, depending on guidance.

The need to monitor available PPE at each site will continue for the foreseeable future.

Each unit’s PPE liaison (on weekly Procurement PPE workgroup) should continue to update inventory and expected future needs of Essential Supplies/PPE.

University Correctional Health Care (UCHC): Staff working on the medical infirmary units, isolation units, and quarantine units, as well as those who are conducting sick calls with high-risk patients, are wearing N95 respirators, gowns, gloves, and face shields. Additionally, UCHC staff that screen Department of Corrections employees and civilian staff at the entry points of the prisons wear N95 respirators, gowns, gloves and face shields. All inmates are also given procedure masks to wear.

University Behavioral Health Care (UBHC): Staff who are providing entry point screening and staff providing direct patient care are to wear procedure masks. Masks are provided to staff on a daily or weekly basis depending on their program and role. All other UBHC staff are asked to use personal face coverings per CDC guidelines. On the inpatient unit, patients are asked to use masks in public spaces, but do not have to use in patient’s room.
See below for list of sample aerosolizing and other procedures and recommended PPE usage as well as types of face coverings/masks.

- HCPs should don a N95 respirator, gown, gloves, and eye/face protection when in high-risk transmission areas or performing procedures such as:
  1. Testing on suspected COVID-19 patients (nasopharyngeal or oropharyngeal swabbing)
  2. Intubation of suspected or known COVID-19 patients
  3. Aerosolizing dental procedures
  4. Aerosolizing procedures (sputum induction, suctioning)
  5. Endoscopy procedures
  6. Caring for critically ill COVID-19 patients requiring ICU level care
  7. Giving direct patient care in the emergency department
  8. Caring for all COVID-19-positive and patients under investigation (PUI) when administering an aerosol-generated procedure such as: intubation/extubation, open suctioning, nebulizer treatments, BiPAP, Venti-mask, proning, chest PT, CPR, or trach collar.
  9. Activities performed by labor and delivery nurses during second stage of labor
  10. OR staff performing surgery on COVID-19/PUIs

### Which Face Covering is Best?

Choose your mask depending upon where and why it will be needed, as suggested below.

<table>
<thead>
<tr>
<th>Mask Type</th>
<th>Appropriate Setting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cloth Face Covering</td>
<td>A commercially made or homemade two-ply cotton face covering can help people—particularly those unaware they have the virus—from transmitting it to others.</td>
</tr>
<tr>
<td>Surgical or Procedure Mask</td>
<td>A loose-fitting, disposable mask that covers the nose and mouth prevents droplets, splashes, sprays, or splatter from being spread by the person wearing one.</td>
</tr>
<tr>
<td>Dust Mask</td>
<td>This loose-fitting, disposable mask covers the nose and mouth, preventing droplets from being spread by the person wearing one. Note: A dust mask is not an N95 (below).</td>
</tr>
<tr>
<td>Respirators (N95)</td>
<td>These tight-fitting, NIOSH-approved respirators are in limited supply and should be reserved for health care staff. Medical clearance, fit testing, and training are required, per OSHA regulations. As clinically indicated</td>
</tr>
<tr>
<td>Valved Mask</td>
<td>DO NOT USE. Valved masks allow air to pass out of the mask unfiltered. They can spread virus from the person wearing the mask to others.</td>
</tr>
</tbody>
</table>
5. Graduate Medical Education (GME)

Maintaining accreditation standards: The current Sponsoring Institutions have returned from Accreditation Council for Graduate Medical Education (ACGME) Pandemic Emergency Status Stage 3 (crossing a threshold beyond which the increase in volume and/or severity of illness creates an extraordinary circumstance where routine care education and delivery must be reconfigured to focus only on patient care), past Stage 2 (an increased but manageable clinical demand). They have returned to Stage 1 ("business as usual").

Supporting core curriculum requirements for residents/fellows and assuring completion: Due to the learning environment during COVID-19, a trainee may not complete all of the planned experiences in the curriculum. The decision to promote or graduate a trainee is made by the program director, with input from the Clinical Competency Committee, based on that individual’s ability to perform the medical, diagnostic, and/or surgical procedures considered essential for the area of practice.

The determination of whether or not a trainee should be promoted or graduated as previously scheduled can be made even if the curriculum as originally planned is not completed. However, an extension of the educational program/training may be necessary if the program director determines that an individual is not fully ready for autonomous practice.

What process/structures need to change in the COVID-19 learning environment? Restructure inter-professional practice/inter-professional education opportunities opportunity: RBHS has enhanced the use of remote technology to educate residents and fellows in the appropriate use of telehealth in addition to the use of remote learning technology, specifically for conferences and didactic sessions.

Coordination with ACGME/Resident Review Committee reviews:

The ACGME will notify us when they will reengage in regularly scheduled tasks and events. Self-Studies for programs with dates from March to December 2020 have been suspended. This includes all Self-Study activities, including the submission of the Self-Study Summary. Applications for new programs that do not require a site visit will be handled by Review Committees on a case-by-case basis. We will work with the Review Committees for the applicable specialty or subspecialty details on application processing and status.

As always, requests for temporary complement increases will be submitted to the accreditation team for consideration by the Review Committee, as most Review Committees are still evaluating these requests.

We will await notification from the ACGME for more information regarding when their events, visits, and reviews will return to normal scheduling, and we will reengage in those events.
Testing Strategy and Operations

**General Strategy:**
**Target, Test, Trace, Treat**

**Symptom Screening/Evaluation**
- All employees and students will be required to complete a self-screening symptom evaluation prior to presenting on campus on a daily basis.
- Employee Health and/or Student Health Services will use the current REHS Symptom Monitoring Database within RU for the ongoing evaluation ONLY for certain high-risk cases based on: CDC/DOH guidance, risk assessment; current system capacity, and clinical discretion.
- Active symptom evaluation (temperature checks at entrances) may be conducted on-site based on the individual needs of the environment but is not required at all locations.
- Active symptom evaluation will be conducted for patients in accordance with the Division of Consumer Affairs Administrative Order No. 2020-07.

For employees and students working and learning on campus, Rutgers will utilize a targeted testing approach based on the risk of transmission of COVID-19 within the University community. The University Testing Protocol Action Group (TPAG) will determine which groups of students or employees should be recommended and/or required to complete testing through the Rutgers COVID-19 testing program. Given our targeted testing strategy, no random or routine university community surveillance testing is recommended.

This approach will consider the guidance put forth by the New Jersey Department of Health (NJDOH) and the CDC, and will use a combination of testing methods to test students and employees at higher risk of contracting and spreading COVID-19. Testing in the health care workforce will be coordinated with our health care system partners to provide as much consistency as possible.

Current testing protocols will be reviewed and updated regularly, under the authority of the University COVID-19 TPAG, which is chaired by the Chancellor of RBHS/Executive Vice President for Health Affairs. The strategy may change as public-health guidance changes and as new scientific data is reported on the efficacy of various testing methods and other factors.

SARS-CoV-2 PCR testing (for the active virus that leads to COVID-19) may be required based on risk assessments for employees or students already working or learning on campus, or as part of a return-to-campus program for certain employees and students. However, “Return to Work” or “Return to Campus” Testing will NOT be required across the board. Antibody testing is not part of this protocol and not accepted for clearance.
Decisions will be based on risk assessments and other factors below, as well as case identification/outbreaks.

A University COVID-19 Testing Protocol Action Group (TPAG) has been formed to advise which groups should be required to complete testing AND the priority order that the RU testing program should consider. These decisions will be based on risk assessments and case identification/outbreaks.

TPAG is informed by:

- CDC and NJDOH guidance
- Health System partner requirements
- Testing capacity/logistics

Risk assessments will be based on, but not limited to, the following criteria:

- Ability to maintain physical distancing while completing activities on campus
- Working and/or learning in a patient-care environment
- Exposure to a confirmed COVID-19 case
- Congregate living environment (e.g., residence halls)
- Working and/or learning in an environment where they may expose individuals who are at risk for severe illness
- Other factors that may increase or decrease risk based on the evolving science and public health data.

Additional testing may be recommended based on surveillance data, case identification, and contact tracing follow-up and strategy as the situation evolves on campus.

Repeat testing for particular groups may be required and would be subject to the review and priority decision-making by the University COVID-19 Testing Protocol Action Group.

New scientific evidence or public health guidance are likely to trigger a change in any of these recommendations.

Student and Occupational Health Services will coordinate with units in which active infection has been identified and will consider appropriate next steps for (a) informing the workforce that has been in close proximity with the person testing positive and (b) consider appropriate next steps for the unit.

Student and Occupational Health services will work closely together to lead the implementation of required and risk-assessment-based testing programs available across the University, with assistance from REHS.

- Testing will be made available on each of the Rutgers main campuses.
- Testing will utilize the PCR saliva testing methodology.
- Rutgers’ current ideal standard for clearance is 2 PCR tests, 1-3 weeks apart. CDC and NJDOH Guidance, resource availability, scientific innovation, or other influences may certainly affect this ideal approach.
- As long as this guidance is in place, charges will be submitted to insurance by the diagnostic lab performing the test with no co-payment by or other charges to the employee or student.
- Testing operations, campus location, and layout will allow for flexibility and customization based upon the number of individuals to be tested and needs of the group. Examples include drive-thru locations, walk-up locations, and asynchronous kit distribution with drop-off locations.
- Results will be managed by Health Affairs, Occupational Health, and Student Health to maintain individual privacy and confidentiality with only the minimum necessary information disclosed to clear the individual for continuing or returning to work/study.

Employees and students with symptoms consistent with COVID-19 are to immediately leave campus or self-isolate in the dormitories, and contact their personal physician or Student Health for follow-up. Scheduled COVID-19 testing events (drive-thru, for example) are not intended for symptomatic testing.
Individuals will be permitted to complete their testing privately and submit the documentation of this testing to the appropriate Student Health or Occupational Health unit to meet any testing attestation requirements set, as long as the following conditions have been met (submission methods may vary by unit):

- The type of test conducted is permissible by Rutgers University.
- The operational unit in which the individual works/learns may require more stringent testing based on the particular risk assessment for their environment. For example, a patient care unit for a particularly vulnerable population may require a higher standard of testing.
- The outside test has been administered within two weeks from the date that the individual is scheduled to report to campus.

Further details are available in the Testing Guidance document. (See Appendix 3).
Contact Tracing

While local health departments (LHD) have jurisdiction in all public health matters, bi-directional communication between Rutgers and the LHD is essential to keep our campus communities (Camden, New Brunswick, Newark, etc.) informed and safe from the spread of COVID-19 infections. A collaboration between Rutgers and the LHD will provide the necessary support for people who are confirmed cases, ensuring their needs are met as well as those of the Rutgers campus community.

Because Rutgers has specialized knowledge of residence halls, research labs, class schedules, and contract/contingent workforce, Rutgers will often be able to generate contact lists through class registrations, housing assignments, or other group participation that will be promptly provided to the LHD to facilitate their case investigation or contact tracing efforts. Contact tracing will be enacted with a minimum of 75% of contacts identified within 24 hours of case investigation.

Rutgers and the LHDs have established the following procedures for case investigation and contact tracing:

**If Rutgers identifies a COVID-19 positive case of a Rutgers student or employee:**

- Rutgers notifies and isolates individual who has been identified as COVID-19 positive.
- Rutgers informs appropriate campus members of positive case and provides safety information.
- Rutgers communicates with LHD that a case has been identified.
- LHD initiates case investigation and contact tracing. Rutgers assists by providing appropriate lists of class schedules, housing situation, work location, etc. to the LHD.
- Target of contact tracing is 75% of contacts within 24 hours of case investigation.
- These activities will occur within 24 hours of case identification.

**If LHD identifies COVID-19 positive case of a Rutgers student or employee:**

- LHD notifies the Rutgers campus contact that a case has been identified on that campus.
- Rutgers ensures case is isolated. Rutgers may identify contacts to inform them of potential exposure to a case.
- Rutgers informs appropriate campus members of positive case and provides safety information.
- LHD initiates case investigation and contact tracing. Rutgers assists by providing appropriate lists of class schedules, housing situation, work location, etc. to the LHD.
- LHD will conduct case investigation and contact tracing, within 24 hours of receipt of positive COVID-19 test result, known exposure, or identification of a contact.
- Contact tracing will be enacted with a minimum of 75% of contacts within 24 hours of case investigation.
- If LHD needs additional information from Rutgers for student or employee exposures, they will contact the appropriate liaison provided to LHDs.
- Individual privacy will be maintained in accordance with state regulations.
<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th>Location of Main Office</th>
<th>Site Physician</th>
<th>Groups Served Summary</th>
<th>Offices Represented</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>RBHS Newark</td>
<td>90 Bergen Street, Newark</td>
<td>Dr. Noa’a Shimoni</td>
<td>1. RBHS Newark Students, including graduate nursing students NB and Newark, NJMS and RSDM students; 2. RBHS Newark faculty/Staff, including NJMS, UBHC-Newark, Dental School, School of Nursing, CINJ Newark, SPH Newark</td>
<td>1. RBHS Newark Student Health; 2. Occupational Medicine Services RBHS Newark/NJMS (OMS) (Dr. Budnick)</td>
</tr>
<tr>
<td>2</td>
<td>Rutgers Newark</td>
<td>249 University Avenue, Blumenthal Hall, Room 104, Newark</td>
<td>Dr. Luis DeJesus</td>
<td>1. Rutgers Newark Students; 2. Rutgers Newark Faculty/Staff</td>
<td>1. Rutgers Newark Student Health; 2. Works In conjunction with OHD for faculty/ staff</td>
</tr>
<tr>
<td>3</td>
<td>RBHS Occupational Health</td>
<td>170 Frelinghuysen Road, Piscataway</td>
<td>Dr. Iris Udasin</td>
<td>1. New Brunswick RBHS Faculty/Staff, including UBHC, all UCHC statewide, School of Nursing, CINJ, SPH, RSDM and RWJMS Faculty/Staff</td>
<td>1. EOSH; 2. RWJMS Employee Health (Dr. Shirin Hastings)</td>
</tr>
<tr>
<td>4</td>
<td>Rutgers Occupational Health (OHD)</td>
<td>Hurtado Health Center, 11 Bishop Place, New Brunswick</td>
<td>Dr. Milind Shah</td>
<td>Rutgers Faculty/Staff University wide (Camden, New Brunswick, Newark), plus School of Pharmacy</td>
<td>Coordinates with Student Health Services in Rutgers Camden and Rutgers Newark</td>
</tr>
<tr>
<td>5</td>
<td>Camden Student Health</td>
<td>Campus Center - 2nd Floor, 326 Penn Street, Camden</td>
<td>Dr. Pat Prior</td>
<td>1. Rutgers Camden Students, including SON and RSDM students at CODE sites; 2. Faculty/Staff Camden and RSDM CODE sites</td>
<td>1. Camden Student Wellness Center 2. Works in conjunction with OHD for Faculty/ Staff</td>
</tr>
<tr>
<td>6</td>
<td>Rutgers Student Health</td>
<td>Hurtado Health Center, 11 Bishop Place, New Brunswick</td>
<td>Dr. Cathryn Heath</td>
<td>1. Rutgers Student, New Brunswick Campus, including pharmacy and undergraduate nursing; 2. RBHS/WJMS student; 3. D-1 Athletes</td>
<td>1. Rutgers Student Health Services; 2. RBHS Student Health Service New Brunswick/Piscataway (Dr. Komal Bhatt); 3. Sports/Athletics Medicine (Dr. Joshua Bershad)</td>
</tr>
</tbody>
</table>
Recognizing the emotional impact of COVID-19 on our community, the Sub-Committee on Behavioral Health and Wellness will address mental health and well-being resources for faculty, staff, trainees, fellows, and students across Rutgers. We will address immediate needs and attend to longer-term well-being needs in our work environment. Our goals include:

**Providing a central menu of mental health and well-being resources for faculty, staff, trainees, fellows, and students across Rutgers (see below).**

**Organizing well-being resources by themes to facilitate access and selection, including but not limited to:**

- Telephone lines for support and stress management, tools for resiliency and stress management, mental health support and coaching, employee assistance programs, and additional resources such as peer support.
- Referrals to Psychological and Psychiatric treatment will be available if needed.

**Identifying strengths and gaps in existing behavioral health and wellness resources.**

**Providing recommendations to enhance strengths and fill identified gaps.**

**Embedding faculty/professional/trainee/fellow/student wellness into the fabric of our missions, especially given the expected negative emotional impact of COVID-19 at a time when demands on our workforce will increase during recovery, and that COVID-19 is a long-term challenge. This culture change can have an important preventive effect, help early identification of distressed individuals, and facilitate help-seeking by individuals.**

**Fostering transparency of communications including openness about the expected emotional impact and institutional responses, and robust dissemination of well-being resources.**

**Maintaining and monitoring wellness.**
Specific examples of related endeavors:

- Include wellness checks/sharing of successes and meaningful human interactions in meetings and/or daily rounding/clinical huddles to normalize talk about professional well-being.
- Develop a peer-support program with trained peer supporters who can provide brief, real-time support within the work units (day-to-day and preemptive) as well as targeted interventions.
- Consider professional well-being when making clinical and operational decisions.
- Recommend a model for a culture of wellness in our institution, e.g. The National Academy of Medicine or Stanford conceptual models.
- Leverage the RBHS/RWJBH professional wellness survey to monitor well-being.

Matrix of Well-Being Resources:
Well Being Resources for Rutgers University

### Contact Information

<table>
<thead>
<tr>
<th>Program</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stress Management</td>
<td>Telephone Support by Mental Health Professionals: [973] 353-5805</td>
</tr>
<tr>
<td>Resiliency Tools</td>
<td>Supportive: Emotional &amp; Therapeutic support by professionals to Rutgers &amp; its affiliates. Family members, students, and their families.</td>
</tr>
<tr>
<td>Mental Health Support &amp; Coaching</td>
<td>COVID-19 Coordinating Entity - Rutgers Student Wellness Center Short-term individual group therapy, psychiatric evaluation, medication management, and alcohol/substance use recovery support.</td>
</tr>
<tr>
<td>Mental Health Support &amp; Coaching</td>
<td>telephone: [973] 353-5805 Rutgers Student Wellness Center: Short-term individual group therapy, psychiatric evaluation, medication management, and alcohol/substance use recovery support.</td>
</tr>
<tr>
<td>Additional Resources</td>
<td>Good Grief: A free grief support program for grieving families.</td>
</tr>
<tr>
<td>Peer Support</td>
<td>Telephone Support by Mental Health Professionals: [973] 353-5805</td>
</tr>
</tbody>
</table>
Appendices
Appendix 1: Returning to Research 5/29/2020

May 29, 2020

Dear Rutgers Researchers,

This email initiates a phased and safe Return to Research at Rutgers University. The plan described below has been developed by the Research Team of the University Emergency Operations Committee, comprised of 58 faculty and administrators. More detailed guidance on all aspects of re-imagining our university is contained in a draft document entitled Returning to Rutgers, which has been shared with your deans and will soon be released.

This communication addresses the specific roles of Principal Investigators, department chairs, institute directors and research deans in the return to research process.

It is imperative that all researchers read this document to understand and support the safe and rapid return to full research capability at Rutgers. Those of you who are postdoctoral fellows, graduate students or research staff are directly impacted by this process, but you will not have specific input into the Return to Research Survey described further below.

Research Plan:

The research plan involves increasing university research capacity/density in 25% increments, then assessing the results before engaging the next phase; refer to the diagram below for more details. This is a method that a number of our peer institutions are initiating as well.

<table>
<thead>
<tr>
<th>Phase change triggered by course of pandemic</th>
<th>Phase 1 “25%” capacity/density</th>
<th>Phase 2 “50%” capacity/density</th>
<th>Phase 3 “75%” capacity/density</th>
<th>New Normal 100%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aspirational Timeline</td>
<td>May</td>
<td>June</td>
<td>July</td>
<td>August</td>
</tr>
<tr>
<td>Face Covering</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
<td>Not required</td>
</tr>
<tr>
<td>Social Distancing</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Enhanced Hygiene</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Density restriction for on-campus research</td>
<td>Only critical research allowed</td>
<td>&gt; 6 ft distancing 1 pers/bay wet labs 1 pers/150 sqft</td>
<td>&gt; 6 ft distancing 1 pers/bay wet labs 1 pers/150 sqft</td>
<td>No restrictions</td>
</tr>
<tr>
<td>Remote operation of research if possible</td>
<td>Required</td>
<td>Required</td>
<td>Recommended</td>
<td>Not required</td>
</tr>
<tr>
<td>Remote operation of research – at risk groups</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
<td>Not required</td>
</tr>
</tbody>
</table>
We are currently in Phase 1 (above), and operating with approximately 25% of our research capacity. In New Jersey, we have now clearly passed the peak level of infection in the first wave of the COVID-19 pandemic and are positioned to bring an additional 25% of our research effort back online.

Safety First:

Our overarching guiding principle throughout this process is safety; this is a shared community responsibility. We must carefully abide by protective social distancing and public health restrictions to minimize the possibility of an outbreak of COVID-19 on campus. The practices described here and to be released in Returning to Rutgers will follow New Jersey Department of Health and CDC guidance for managing public health. For example, face coverings, protective social distancing and enhanced hygiene and cleaning activities will be required on campus.

Testing & Monitoring of Symptoms:

A further strategy is to make use of viral testing and active symptom monitoring to contain and mitigate any outbreak of COVID-19 in Rutgers University research settings. A negative test for the SARS CoV-2 virus will be required for researchers identified as currently on campus. The RUCDR saliva test for CoV-2 virus will be administered at home using a telemedicine provider engaged by the university. In addition, all researchers identified through a Return to Research Survey as returning in Phase 2 and Phase 3 will receive the RUCDR at-home CoV-2 test prior to their return to campus. This will ensure that the returning on-campus researcher cohort is COVID-19 negative at the outset. Contact tracing will be employed in the event a researcher acquires a community infection; our on-campus tracing capabilities are being rapidly built out in parallel with the return to research efforts.

Return to Research Survey (https://go.rutgers.edu/ReturnToResearch):

The first step in bringing research back up to speed is to capture information on those research programs that must be run on-campus, along with off-campus programs that need to be restarted at other venues. The mechanism to achieve that end is the Return to Research Survey. Input from this survey will be used by the research deans and chairs to prioritize the return to research for all phases of return. This survey should only be completed by Principal Investigators who are currently conducting research on campus as well as those who wish to resume research on or off campus. Postdoctoral researchers, graduate students and researchers who are not Principal Investigators, should not complete the survey.

The survey has three main functions:

1) To capture the prioritization by each Principal Investigator of the research they wish to re-engage. Principal Investigators should prioritize all research, to allow a plan to be developed at the research dean level to scale up to 100% capacity. This sets up a conversation between the PI, the chair or institute director, the research dean and the school dean that will allow the research dean to determine the sequence in which projects should be brought back on campus.

2) To share the research dean’s decisions with campus and central functions (e.g., ORED, IP&O) that are required to support Rutgers’ research capability.
3) **To trigger the at-home CoV-2 test** for the entire research cohort being brought back on-campus.

A high-level outline of the return to research process is shown below:

<table>
<thead>
<tr>
<th>Week of 6/1</th>
<th>Week of 6/8</th>
<th>Week of 6/15</th>
<th>Week of 6/22</th>
</tr>
</thead>
</table>

- **Survey**
  - Principal Investigators
  - Chairs Institute Directors
- **Level 1 approval**
- **IP&O VCR Deans**
- **Level 2 approval**
- **Research Deans**
- **PHASE 2 RESEARCH**
  - CoV-2 negative
  - Vault Health test code will be sent via email to approved researchers
  - ORED
  - SARS CoV-2 test result from RUCDR
  - Notification to PI and researchers
  - Notification to Rutgers Occupational Health
- **Level 1 approval**
- **Principal Investigators**

**Postdoctoral Researchers, Graduate Students, Research Staff:**

No further action is required from you with respect to the survey. If your research project is submitted by the Principal Investigator and approved, you will be notified and provided a code for the at-home telemedicine CoV-2 test. Return to campus in Phases 2 and 3 is voluntary: **no one is required to return to their research setting during these phases of the plan.**

**Principal Investigators:**

*Complete survey by 12:00 p.m. on June 5th.*

Filling out the survey is the rate-limiting step. As soon as possible, visit [https://go.rutgers.edu/ReturnToResearch](https://go.rutgers.edu/ReturnToResearch). The form contains internal logic that will guide you through a series of questions that have been developed with the extensive input of faculty and research leadership from multiple disciplines representing the entire research community at Rutgers. Most important is the prioritization of your research projects, and the information that
is requested around staffing those projects. This will allow the research deans and chairs to most impactfully sequence a return to research across the department and school. If your research project is approved for return in Phase 2 or Phase 3, staffing to support operations, provisions for cleaning and for hygiene will be supplied by the university.

**Department Chairs & Institute Directors (Level 1 Approval):**

*Complete survey reviews by 12:00 p.m. on June 9th.*

The Level 1 approver will receive an email link to the survey when completed by each PI. The responsibility of the department chairs and institute directors is to evaluate and judge whether the Principal Investigator’s research plan is prioritized appropriately and is consistent with the protective distancing (social distancing), density and capability requirements of the phase. For example, Phase 2 should correspond to ~50% research density and capacity, and in all instances conform with protective distancing requirements. Approval at Level 1 will trigger the delivery of the pre-populated survey and Level 1 feedback to the Level 2 approver (or research dean).

**Research Deans (Level 2 Approval):**

*Complete Plan for Return to Research Phase 2 by 12:00 p.m. on June 12th.*

The research deans, or Level 2 approvers, will be able to view the survey and comments from all Level 1 approvers in their jurisdiction and can also access reports that summarize the surveys that have been compiled for evaluation. A list of the designated research deans is appended, and they are programmed within the survey as well.

The research dean will create an overall return to research plan in consultation with the dean, institute directors and department chairs. Acceptance or rejection of specific research programs in the research dean’s plan will be communicated to ORED, and will trigger email notifications to the Principal Investigator and their research personnel informing them of the decisions. For researchers who are approved to return to research, it will trigger an email providing directions for accessing the at-home RUCDR saliva test through our telemedicine provider. A negative saliva test result is required for return to campus.

The Return to Research process described above is fundamentally a grassroots operation. Its success is entirely dependent upon the quality of input from researchers and its thoughtful application throughout the approval process.

I would like to thank you sincerely in advance for your diligent support of this effort to bring research back online at Rutgers University safely and quickly.

Best regards,

S. David Kimball

Senior Vice President, Research & Economic Development
# Research Deans - Return to Research Survey

<table>
<thead>
<tr>
<th>Institute</th>
<th>Dean</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Jersey Medical School</td>
<td>Debi Lazzarino</td>
</tr>
<tr>
<td>Robert Wood Johnson Medical School</td>
<td>Celine Gelinas</td>
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<tr>
<td>Cancer Institute of New Jersey</td>
<td>Ned Lattime</td>
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<tr>
<td>Ernest Mario School of Pharmacy</td>
<td>Renping Zhou</td>
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<tr>
<td>School of Health Professions</td>
<td>Gwen Mahon</td>
</tr>
<tr>
<td>School of Public Health</td>
<td>Katie Zapert</td>
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<tr>
<td>School of Nursing</td>
<td>Charlotte Thomas-Hawkins</td>
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<tr>
<td>School of Dental Medicine</td>
<td>Narayanan Ramasubbu</td>
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<tr>
<td>Environmental and Occupational Health Sciences Institute</td>
<td>Helmut Zarbl</td>
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<tr>
<td>Center for Advanced Biotechnology and Medicine</td>
<td>Martin Blaser</td>
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<tr>
<td>Public Health Research Institute</td>
<td>David Alland</td>
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<tr>
<td>Institute for Infectious &amp; Inflammatory Diseases</td>
<td>Bill Gause</td>
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<tr>
<td>Clinical</td>
<td>Rey Panettieri</td>
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<td><strong>RBHS</strong></td>
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<td>Faculty of Arts and Sciences</td>
<td>Howard Marchitello</td>
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<td>Donna Nickitas</td>
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<td>Monica Adya</td>
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<td>School of Criminal Justice</td>
<td>Bonnie Veysey</td>
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<td>Taja-Nia Henderson</td>
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<td><strong>NEW BRUNSWICK</strong></td>
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<tr>
<td>NB Chancellor Reporting Units</td>
<td>Prabhas Moghe</td>
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<tr>
<td>SAS - Life Sciences</td>
<td>Lori Covey</td>
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<td>SAS - Math &amp; Physical Sciences</td>
<td>Thu Nguyen</td>
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<td>SAS - Social &amp; Behavioral</td>
<td>David Vicario</td>
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<td>SAS - Humanities</td>
<td>Michelle Stephens</td>
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<td>School of Environmental and Biological Sciences</td>
<td>Brad Hillman</td>
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<td>Edward J. Bloustein School of Planning and Public Policy</td>
<td>Clinton Andrews</td>
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<tr>
<td>School of Management and Labor Relations</td>
<td>Ingrid Fulmer</td>
</tr>
<tr>
<td>School of Social Work</td>
<td>Sharon Fortin</td>
</tr>
</tbody>
</table>
Appendix 2: Returning to Research – 6/29/2020


Appendix 3: IPAC Reports

Rutgers Biomedical Health Sciences
IPAC Simulation / Skills Lab Subcommittee
Returning to In-Person Clinical Skills Lab / Simulation
Draft Guidelines / Protocol

May 25, 2020

The following guidelines are suggested for bringing students back to in-person clinical skills labs or simulations (hereafter referred to as Clinical Lab). Each program will have to customize these guidelines to their specific lab requirements and space while adhering to health and safety requirements outlined.

Prior to Student / Faculty return:

1. Education to students/faculty through written communications on:
   a. General health guidelines: stay home if sick, monitoring symptoms, self-quarantine, social distancing, masks, etc.
   b. Requirements for Clinical Screening Prior to start (see below)
   c. Guidelines/process for physically coming into the facility and learning labs.
   d. Protocols schools will be using to maintain healthy environment: social distancing, masks, hand hygiene, limiting physical locations
   e. Confirm stock of PPE required for learning labs. Depending on the extent of physical contact during labs, PPE requirements will vary – this should be determined by each program using CDC guidelines.
   f. In the event that eye protection is required, reusable face shields / googles will conserve supplies.
2. Work with Facilities Office to ensure that the Clinical Lab area has been cleaned, is ready for occupancy, and that trash receptacles will be emptied and appropriate cleaning completed following completion of the lab exercise.

3. Work with the Facilities Office to ensure that hand sanitizer dispensers are available in or near the Clinical Lab area.

4. Determine and adhere to maximum occupancy of rooms that conforms to social distancing. Mark lab spaces with social distancing markers (on floor or ceiling) to guide student placement.

5. Make a schedule for students that includes safe entry/exit plan. Inform building security of the plan.

6. Substitute in-person Clinical Lab experiences with virtual experiences whenever possible.

7. Telehealth with standardized patients, in contradistinction to an in-person approach, is strongly recommended whenever possible.

Taskforce B: Coronavirus Testing and Monitoring Guidelines for Returning Students to Clinical Rotations within RWJBH System

The charge is to develop a broad-based set of guidelines in collaboration with the RWJBH system that would apply to all learners in all health-related professions programs at Rutgers who do rotations or clinical/professional experiences within the RWJBH system hospitals or outpatient sites.

Guiding Principles:

1. Impact on patient care and stressors on providers and the health system (PPE, supervision time, need for testing) have to be first and foremost considerations as we immerse learners back into the environment.
2. Each health professions program needs to prioritize which level/year of learner needs what activities are critical to fulfilling graduation requirements. This phasing in of learners will ensure a smooth transition to clinical rotations.
3. Modified educational experiences (both no clinical and modified clinical) should be developed by all programs to fulfill the graduation competencies.
4. All programs will adhere to the screening and testing protocols by RWJBH.
   a. Learners will self-monitor at home on a daily basis (questionnaire attached) and will not report to the site if any symptoms are present.
   b. Learners must be asymptomatic for at least three days prior to reporting for a clinical activity.
   c. Learners will contact their personal medical care provider or the appropriate Rutgers
Student Health Unit for further evaluation and management. If the learner has a personal medical care provider, they should also notify Student Health Services.

d. Asymptomatic learners will report to the site.
   i. All learners will enter the building at designated access sites.
   ii. RWJBH will employ screening and temperature testing at access site.

e. Learners with symptoms on screening or elevated temperature will leave the site and follow-up their personal medical care provider or the appropriate Rutgers Student Health Unit for further evaluation and management. If the learner has a personal medical care provider, they should also notify Student Health Services.

5. Rutgers will arrange for and supply testing as prescribed by RWJBH System at designated hubs. Results documenting antigen status will be sent to the school unit. The school unit will communicate to the RWJBH an attestation that given students participating in clinical experiences on given dates have tested negative.

6. Each RWJBH site will designate an individual or team contact group to provide site specific logistics (e.g. site DIO, site CMO, site CNO, site safety officer).

7. Student Health Services will establish guidelines for return to clinical activities for students who are symptomatic or who test positive.

8. Each site will distribute PPE based upon CDC and RWJBH policies. Learners will only wear hospital-distributed PPE.

9. A communication strategy will be developed so that consistent RBHS RWJBH communications are disseminated in a concise, timely manner to school leadership for dissemination to learners.

10. Each school/program will follow usual procedures for medical leave of absence or personal leave of absence.

Appendix

Each individual must do self-screening on a daily basis; Ask yourself:

1. Do you have or have you had any of the following symptoms over the past three days?
   a. Abdominal pain
   b. Bleeding
   c. Chills
   d. Conjunctivitis (pink eye)
   e. Cough
   f. Diarrhea
   g. Fever (temporal thermometer T=100°F)
   h. Headache
   i. Joint pain
   j. Loss of taste or smell
   k. Malaise (tired)
   l. Myalgia (muscle aches)
   m. Nausea
   n. Rash
   o. Shortness of Breath
   p. Sore throat
   q. Vomiting
   r. Weakness

2. Have you had a positive COVID-19 test in the last 14 days?
3. Have you been in close contact (for instance, shared living space or in close physical contact, or in contact without appropriate PPE) with a person who has had a positive test in the last 14 days?

If the answer is NO to all of the above

- You may undergo additional screening such as temporal temperature screening or questionnaire upon entrance
- You **MUST** enter the RWJBH facility with a cloth face mask covering mouth and nose. You will be provided with a disposable face mask that **MUST** be worn **at all times in the building**. You may receive additional PPE depending on the clinical service. You can only wear hospital-distributed PPE.
- Social distancing should be maintained when possible (e.g., elevators, hallways, eating facilities, rest rooms)
- You will follow any and all other guidelines of the RWJBH hospital.

If the answer is YES to any of the above: You should contact your personal physician or Student Health (include the multiple SHS office numbers).

**Current Projects and Taskforces of IPAC Related to post-COVID Return to Clinical Education**

**What is IPAC?**

IPAC is the Interprofessional Program Advisory Committee that reports to the Health Education Executive Committee (HEEC), that in turn reports to the Executive Vice President for Health Affairs for Rutgers, Dr. Brian Strom. It is responsible for the coordination of clinical education experiences that occur within the RWJBH Health System for all students in health professions programs at Rutgers University. While the committee’s initial activities have focused on solving clinical education supply and demand issues within the RWJBH system for all learners at Rutgers, and on developing a Rutgers/RWJBH community that is knowledgeable of all health professions educational requirements and clinical scopes of practice, its ultimate goal is to advance, enhance and innovate interprofessional clinical practice in a partnership between Rutgers and the RWJBH system, both for learners as well as for faculty and staff.

**Who are the members?**

Co-Chairs: Gwendolyn Mahon and Greg Rokosz

Members:

**RWJBH:**

Russell Bergman  Richard Henwood  Michael Loftus  
Lori Colineri  Joseph Jaeger  Salvatorre Moffa  
Christian Engell  Mike Keevey  
Kenneth Garay  Indo Lew
SHP:
  Ryan White  Karen Shapiro
  Alma Merians  Nadine Fydryszewki
RSDM:
  Cecile Feldman  Janine Fredericks-Younger
NJMS:
  Maria Soto Greene  Christin Traba
RWJMS:
  Carol Terregino  Joyce Afran
     Archana Pradhan
EMSOP:
  Joe Barone  Donna Feudo
     Carol Goldin  Evelyn Hermes-Desanti
SON:
  Linda Flynn  Debora Tracey
     Susan Salmond  Jeannette Manchester
SPH:
  Marybec Griffin Tomas
GSAP:
  Francine Conway
SSW:
  Cathryn Potter  Patricia Findley
CCOE:
  Elizabeth Ward
RBHS:
  Denise Rodgers  Kim Tuby
What are our current projects as relates to COVID-19 recovery?

1) Identifying “champion” contacts at RWJBH system for clinical rotations for clinical education for each profession.

System-wide Contacts for Health Education are Greg Rokosz and Lori Colineri.

Professions Specific Champions are:
- Medicine and PA: Greg Rokosz and Jack Bonomo (coordination with SAW)
- Nursing: Lori Colineri
- Pharmacy: Indu Lew
- Physical Therapy: ?
- Nutrition: ?
- Medical Imaging: ?
- Clinical Laboratory Sciences: ?
- Social Work: ?
- Psychology and Psych Rehab Counseling: ?
- Health Information Management (coding and compliance): ?
- Occupational Therapy: ?
- Speech Language Pathology: ?

2) IPAC post-COVID Clinical Ed Taskforces (each is tasked with draft guidelines to be presented on the Tuesday May 26th IPAC meeting)

- **Taskforce A:** Guidelines for returning students to on-campus, in-person clinical skills labs or activities this summer and onwards
  Co-Leads: Linda Flynn, Joyce Afran, Karen Shapiro and Donna Feudo

- **Taskforce B:** Coronavirus Testing and Monitoring Guidelines for Returning Students to Clinical Rotations within RWJBH System
  Co-Leads: Greg Rokosz, Cecile Feldman, Ryan White, Carol Terregino, Deborah Tracey
- **Taskforce C: Coronavirus Testing and Monitoring Guidelines for Returning Students to Clinical Rotations at UH and other non-RWJBH affiliates**  
  Co-Leads: Maria Soto-Greene; Ryan White; Jeanette Manchester; Nadine Fydryszewki

- **Taskforce D: Resources and Guidelines for Mental Health Support for Students, Providers and Preceptors in the Clinical Ed Setting**  
  Co-Leads: Sue Salmond, Patricia Findley, Francine Conway

- **Taskforce E: Telehealth Options for Student Clinical Education in Collaboration with RWJBH System**  
  Co-Leads: Joe Barone, Maria Soto Greene, Alma Merians, Christin Traba, Archana Pradhan, Denise Rodgers

- **Taskforce F: Coordination and communication of all guidelines and policies developed by taskforces A-E related to clinical education of Rutgers students at RWJBH, UH and other affiliates, and development of FAQs.**  
  Co-Leads: Kim Tuby, Karen Shapiro, Lori Colineri and Gwen Mahon

3) IPAC representatives for University-wide COVID Clinical Workgroup Sub-Committee looking at Students, PPE, contact tracing and Testing: Donna Feudo and Karen Shapiro

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Clinical Clearance Required for Faculty / Staff

1. Work with Student Health to create a plan to clinically clear students for in-person Clinical Lab experiences. See Testing/Tracing Guidelines to determine if baseline or repeat PCR testing is needed.

2. If testing is advised, it should be done within 4 days prior to start of Clinical Lab experiences. (Noa’a Shimoni / Testing Group is created guidelines for this. Will incorporate into this document when available).

3. If testing is advised, only students and faculty who have been clinically cleared through the appropriate testing will be allowed to return to in-person Clinical skills labs.

4. Students and faculty should complete a daily symptom assessment (See Appendix A). If symptoms develop, including but not limited to a fever 100.0 or greater, then student / faculty should follow up with their healthcare provider and not come to campus until asymptomatic for three days.
When Entering Facility

1. Student temperatures will be checked (using an infrared thermometer if possible) upon entering the building and will complete a short symptom survey (See Appendix A). (Can security do this?)

2. Students / faculty / staff will wear personal mask into facility and proceed directly to designated Clinical Lab location. Social distancing (a minimum of six feet apart) should be observed as students / faculty / staff progress through the building and to the Clinical Lab location.

3. Before entering the Clinical Lab, students will:**
   a. Any student with a temperature of 100.0 or higher will be sent home, advised to contact their primary care provider, and will require clinical clearance prior to return.
   b. Complete a short symptom screening survey (see Appendix A) and attestation statement.
   c. If afebrile (< 100.0) and presenting with a negative screening survey, the student will be given a procedure mask, will don the mask, will conduct handwashing for at least 20 seconds, and will proceed directly into the Clinical Lab room / area.
   d. Students will don gloves if not in observation mode. Gloves will only be donned for use while directly participating in hands-on Clinical Lab exercises (e.g. handling simulators or other practice equipment).

4. Before entering the Clinical Laboratory space, faculty / staff will conduct handwashing for a minimum of 20 seconds, don a procedure mask and gloves, and any additionally required PPE per CDC guidelines.

Managing within the Clinical Lab

1. Break student cohorts into sections based on size of room, so that observers may maintain six feet of social distancing or that pairs of students may maintain a six foot distance between pairs. A maximum 8-10 students per room is recommended but will be dependent on the size of the room. Keep cohorts together through the clinical lab experience. Maintain same partners throughout the lab experience.

2. Direct students to appropriate locations for their lab practice and/or observation.

3. For observation students: the number of students allowed in the room for observation will be determined by social distancing restrictions. Designated observation spots will be identified by tape or signage on the floor or ceiling. Observation students must comply with these social distancing restrictions and maintain a social distance of six feet.

4. When providing hands on instruction to multiple student pairs, the faculty member will discard his/her gloves between pairs, repeat handwashing for 20 seconds and don a new pair of gloves. If handwashing is not feasible, hand sanitizer can be used.

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5. Faculty / staff will ensure that equipment such as high fidelity simulators (manikins) are cleaned with the appropriate disinfectant between student pairs. Cleaning and disinfectant of all medical equipment and simulation equipment will be the responsibility of the school’s / unit’s faculty / staff assigned to the Clinical Lab. All application of the appropriate disinfectant will be conducted in concert with any available guidance from the manufacturer of the device (e.g. Laerdal manikins versus Gaumard manikins have different materials, therefore appropriate cleaners may be different also.

6. Upon completion of the Clinical Lab exercise students will:
   a. Remove gloves, discard in a trash receptacle lined with a disposable plastic bag* and follow with hand washing for a minimum of 20 seconds. If repeat handwashing is not feasible, the use of a hand sanitizer can be substituted.
   b. Be directed by the faculty member to leave the building or proceed to another scheduled class activity. Faculty are recommended to consider virtual debriefing following simulation.

7. The School / faculty member will coordinate with the Facilities Office to ensure that trash is appropriately discarded and that the room is appropriately cleaned between Clinical Lab use.

8. Upon completion of the Clinical Lab exercise, cleaning and disinfectant of all medical equipment and simulation equipment will be the responsibility of the school’s / unit’s faculty / staff assigned to the Clinical Lab. All application of the appropriate disinfectant will be conducted in concert with any available guidance from the manufacturer of the device (e.g. Laerdal manikins versus Gaumard manikins have different materials, therefore appropriate cleaners may be different also.

9. Cleaning of structural items (e.g. sinks, doors / floors) will be the responsibility of Facilities personnel, using the appropriate cleaners.

10. Dwell times on all surface disinfectants should be followed based on manufacturer’s recommendations.

Related Issues

1. Each school should identify a process by which students and faculty can register concerns about lapses in adherence to these guidelines or the lack of availability of necessary PPE.

2. For faculty / staff who will need instructions on proper cleaning and disinfecting of simulation or clinical lab equipment, contact Leslie Barta, School of Pharmacy and Director of Simulation. He has a presentation on cleaning of simulation equipment and also has guidelines on signage.
Each individual must do self-screening on a daily basis; Ask yourself:

1. Do you have or have you had any of the following symptoms over the past three days?
   a. Abdominal pain
   b. Bleeding
   c. Chills
   d. Conjunctivitis (pink eye)
   e. Cough
   f. Diarrhea
   g. Fever (temporal thermometer T=100°F)
   h. Headache
   i. Joint pain
   j. Loss of taste or smell
   k. Malaise (tired)
   l. Myalgia (muscle aches)
   m. Nausea
   n. Rash
   o. Shortness of Breath
   p. Sore throat
   q. Vomiting
   r. Weakness

2. Have you had a positive COVID-19 test in the last 14 days?

3. Have you been in close contact (for instance, shared living space or in close physical contact), without appropriate PPE, with a person who has had a positive test in the last 14 days?

If the answer is NO to all of the above:

- You may undergo additional screening such as temporal temperature screening or questionnaire upon entrance
- You **MUST** enter the RWJBH facility with a cloth face mask covering mouth and nose. You will be provided with a disposable face mask that **MUST** be worn at all times in the building. You may receive additional PPE depending on the clinical service. You can only wear hospital-distributed PPE.
- Social distancing should be maintained when possible (e.g., elevators, hallways, eating facilities, rest rooms)
- You will follow any and all other guidelines of the RWJBH hospital.

If the answer is YES to any of the above: You should contact your personal physician or Student Health (include the multiple SHS office numbers).
Appendix 4: Testing Guidance for SARS-CoV2
Updated 6/26/20

Assumptions:

1) Rutgers University will employ risk mitigation strategies per CDC and NJ Department of Health (NJ DOH) guidelines in all locations regardless of testing status. These strategies include but are not limited to the following: Regardless of testing, risk mitigation strategies as per CDC and NJDOH guidance will be used in all environments which include but are not limited to the following:
   a. Wearing masks and/or Personal Protective Equipment (PPE) as appropriate and as our understanding of transmission evolves;
   b. Physical distancing
   c. Decontamination and cleaning protocols.
   d. Handwashing

2) There is no clear evidence that repeat testing is currently necessary. Factors that would favor consideration of repeat testing may include:
   a. Background rates of disease in the community (which are variable over time);
   b. Individual or cohort exposure risks based on personal history or work environment;
   c. Risk of spread of disease to a population at high-risk for severe illness.

3) Symptom and Exposure check lists provide some value. However, given the known prevalence of asymptomatic positives and potential exposure, viral testing provides an additional strategy to limit spread of the disease and to mitigate risks.

4) Virtual Work/Teaching/Education should be maximized in order to minimize exposure risk. When this option is not possible, symptom screening and viral testing can help to mitigate potential risks for exposure on campus. Individuals who believe that they cannot return to work due to a qualifying medical condition may seek an accommodation through University Human Resources or Employment/Equity/Student Disability Services.

5) Schools/Administrative Units must take an active role in coordinating efforts consistent with general University policies, given the diversity of geography and activities for programs that require work in labs, clinical, teaching or practice experience in which students and employees are placed.

6) SARS-CoV-2 testing will currently only be required for select groups of high-risk individuals who are working on campus or will be returning to campus for work or educational activities. Individuals participating in virtual work or learning should continue to conduct symptom self-monitoring consistent with CDC and NJDOH guidance.

Strategic Screening and Testing Guidance:

Symptom Screening/Evaluation

1) All employees and students will be required to complete a self-screening symptom evaluation prior to presenting on campus on a daily basis.
   a. Distribution of the self-screening symptom evaluation tool should be distributed widely, and an education program should be initiated.
b. Attached to this document is a sample tool that is meant to serve only as an example of what might be included. A separate workgroup is currently engaged in the evaluation of an information technology application that would facilitate this activity.

c. If an individual completes the self-screening symptom evaluation and answers yes to any of the questions they should:
   i. NOT present to campus
   ii. Self-isolate
   iii. Alert their supervisor if not presenting to work as assigned
   iv. Consult the CDC Guidance on what to do if an individual has symptoms:
   v. Contact their personal healthcare provider for guidance to determine if testing is warranted.
   vi. Scheduled COVID testing events (drive-thru, for example) are not intended for symptomatic testing.

d. Data on the self-screening symptom evaluation will NOT be routinely collected by the University.

e. Employee Health and/or Student Health Services will use the current REHS Symptom Monitoring Database within RU for the ongoing evaluation ONLY for certain high-risk cases based on CDC/NJDOH guidance; risk assessment; current capacity of the system; and clinical discretion.

2) Active symptom evaluation (e.g., temperature checks at entrances) will be conducted based on the specific environment and is NOT required at all locations. Risk assessment will determine the need for active symptom evaluations. The risk assessment may include factors such as:
   i. Ability to maintain physical distancing while completing activities on campus.
   ii. Working/Learning in a patient care environment
   iii. Known exposure to a confirmed case
   iv. Working/Learning in an environment where they may expose individuals who are at risk for severe illness
   v. Other factors that are considered to increase risk based on the evolving science and public health data.

b. CDC/NJDOH and NJ Division of Consumer Affairs (DCA) guidance and

c. Current operational capability.

d. Active symptom evaluation will be conducted for patients in accordance with the DCA Administrative Order No. 2020-07 https://www.njconsumeraffairs.gov/COVID19/Documents/DCA-AO-2020-07.pdf

SARS-CoV-2 Testing (Testing for Active Virus)

3) SARS-CoV-2 Testing (for the active virus that leads to COVID19) will currently only be required for strategic reasons based on risk assessments of individuals or groups for the ongoing working community on campus and as part of a return to campus program. However, “Return to Work Testing” will NOT be required across the board. In all cases, the individual tested must authorize release of the test result to the University.
   a. Individuals will be permitted to complete their SARS-CoV-2 testing privately and submit the documentation of this testing to meet the requirements set so long as the following conditions have been met:
i. Privately administered tests may be submitted to the appropriate Student or Occupational Health office. Submission methods may vary by unit.

ii. A list of permissible tests for Rutgers University will be created by subject matter experts based on the available science confirming the accuracy of the testing results.

iii. The test from a private provider is required to be have been administered within 2 weeks from the date that the individual is scheduled to report on campus.

iv. The operational unit in which the individual works/learns may require more stringent testing based on the particular risk assessment for their environment. (For example, a patient care unit for a particularly vulnerable population may require a higher standard of testing.)

b. Student and Occupational Health Services will coordinate closely together to lead the implementation of testing programs available across the University.

i. Testing will be made available on each of the Rutgers main campuses: Newark, New Brunswick/Piscataway and Camden.

ii. As long as this guidance is in place, billing for any laboratory testing will be submitted to the employee or student’s insurance by the diagnostic lab performing the test with no co-payment or other charges by the employee or student.

iii. Testing operations, campus location and layout will allow for flexibility and customization based upon the number of individuals to be tested and needs of the group. For example, testing may occur by drive through locations, walk up locations or asynchronous kit distribution with drop off locations.

iv. Results will be managed by Health Affairs, Occupational Health and Student Health to maintain individual privacy and confidentiality with only the minimum necessary information disclosed to clear the individual for continuing or returning to work/learning.

c. A University COVID-19 Testing Protocol Action Group will be formed to make decisions on which groups should be required to complete testing AND the priority order that the RU testing program will conduct testing for that group. These decisions will be based on risk assessments and case identification/outbreaks. The group will include:

1. Chair: Brian Strom (Health Affairs Committee role)
2. Members from existing Student Health/Employee Health EOC subcommittee (Chaired by Noa’a and Mil)
3. Chairs of the Testing and Tracing subcommittee
4. Health Affairs
5. Human Resources
6. Office of the General Counsel
7. RU Experts in bioethics
8. RU experts in mental health
9. RU experts in issues of diversity and inclusion

d. Risk assessments will be based on, but not limited to, the following criteria:

i. CDC and NJDOH Guidance

ii. Testing capacity/logistics:

iii. Ability to maintain physical distancing while completing activities on campus

iv. Working and/or learning in a patient-care environment

v. Exposure to a confirmed COVID-19 case
vi. Congregate living environment (eg. residence halls)

vii. Working and/or learning in an environment where they may expose individuals who are at risk for severe illness

viii. Other factors that may increase or decrease risk based on the evolving science and public health data.

ix. Health System partner requirements.

e. Additional testing may be recommended based on surveillance data, case identification and contact tracing follow up and strategy as the situation evolves on campus.

f. Testing for healthcare providers and patients will consider the guidance put forth by the NJDOH and the Division of Consumer Affairs and will use a combination of symptom, virologic and serologic testing strategies. Testing in the healthcare workforce will be coordinated with our healthcare system partners to provide as much consistency as possible.

g. Rutgers current ideal standard for clearance is 2 PCR tests 1-3 weeks apart. CDC and NJDOH Guidance, resource availability, scientific innovation or other influences may certainly affect this ideal approach.

4) A Centralized IT Solution for RU will be developed to manage the testing data and support the operational processes. (Pending leadership/budget approval) Its functions will include:

a. Integrate with the testing systems used to share that information with the testing centers and receive the results back

b. Clearances made available to Human Resources in order to allow for appropriate related activity

c. Be accessible to Student Health and Employee Health Services for appropriate healthcare management

d. Be accessible to Schools/Administrative Units for appropriate operational activity

e. Provide reporting.

f. Manage insurance and other payment functions.

g. Include support/logistics staff if mail at home saliva tests are considered for large groups.

h. Include support for data collection and analytics in support of anonymized epidemiological modeling and prediction.

5) At this time NO random or routine university community surveillance testing is recommended. If knowledge from the University is promulgated regarding university community surveillance testing this will trigger a change in guidance.

6) Repeat testing for particular groups may be required and would be subject to the review and priority decision making by the University COVID-19 Testing Protocol Action Group.

7) New scientific evidence or public health guidance will change the recommendations listed above

8) Student and Occupational Health will coordinate with units in which an active infection has been identified and will consider appropriate next steps for (a) informing the workforce that have been in close proximity with the person testing positive and (b) consider appropriate next steps for the unit.

Contact Tracing

1) Contact tracing, coupled with testing, is part of the comprehensive strategy being enacted by NJDOH
a. Contact tracing includes investigating a case to ascertain potential contact who may have been exposed, and working with contacts to inform them of potential exposure
b. Contacts are individuals who have been within 15 minutes or more of the infected individual, without utilizing adequate PPE.
c. Those who function in the role of tracers will conduct both case investigation and contact tracing and are being trained as part of the curriculum developed by RU School of Public Health (RU SPH)

2) Testing at RU will be coupled by contact tracing being enacted by the NJ local health departments (LHDs).
   a. However, based on discussions with NJDOH, RU may develop an expanded workforce to support contact tracing for its campuses coordinating efforts with local LHDs.
      i. This structure has been discussed, and meetings to address operational issues are underway.
      ii. Staffing and funding for work will need to be supported by the overarching NJDOH State plan.
      iii. All contact tracing personnel will be chosen from those trained by RU SPH and deployed the RU tracing team by NJDOH.

3) This section is not intended to limit actions and communications by Student Health Services and Occupational Health with the individuals to whom they are providing test results to and/or conversations and public health or medical guidance provided to the contacts of those individuals. These activities are outside of and in addition to the contact tracing process conducted by LHDs or the potential expanded program noted above.

Antibody Testing

1) At this time required antibody testing is NOT routinely recommended based on limited positive predictive value of current tests and limited understanding of protections provided by antibodies. Policies may evolve as our knowledge evolves along these 2 domains. Antibody testing may be appropriate in certain situations as consistent with CDC’s interim guidance.
   a. Testing for healthcare providers and patients will consider guidance put forth by the NJDOH and the Division of Consumer Affairs and will use a combination of symptom, virologic and serologic testing strategies. Testing in the healthcare workforce will be coordinated with our healthcare system partners to provide as much consistency as possible.
   b. As of May 27, 2020, the CDC Guidance on Antibody Testing indicates that:
      i. Antibodies most commonly become detectable 1-3 weeks after symptom onset, at which time evidence suggests that infectiousness likely is greatly decreased and that some degree of immunity from future infection has developed. However, additional data are needed before modifying public health recommendations based on serologic test results, including decisions on discontinuing physical distancing and using personal protective equipment.
      ii. Information that might impact serologic recommendations is rapidly evolving, particularly evidence of whether positive serologic tests indicate protective immunity or decreased transmissibility among those recently ill. These recommendations will be updated as new information becomes available.
   c. New scientific evidence or public health guidance are likely to trigger a change in any of these recommendations.
Process:

1) Testing operations, campus location and layout will allow for flexibility and customization based upon the number of individuals to be tested and needs of the group. For example, drive through locations, walk up locations and asynchronous kit distribution with drop off locations.

2) Testing will be made available on each of the Rutgers main campuses.

3) Two models for testing are in the process of being piloted by RU for the purpose of identifying best practices which will support efficient testing for students and employees across the University.
   a. Clinical Students Returning to In-Person Education: including
      i. Drive-through model
      ii. Testing prior to start of session
      iii. Student Health Services System Management
   b. Employees Returning to Research Labs: including
      i. Initial Test Prior to Return to Work
      ii. Saliva testing via mail model
      iii. External Vendor IT Solution

The below is subject to change based process improvement from the two testing pilots noted above.

For SARS-CoV-2 Saliva Testing via RUCDR

1) 6 Accounts have been created with RUCDR that allow for coordination and distribution of testing results and reporting.
   a. All accounts roll up into one RU account.
   b. See attached Testing Accounts and Organization Management Chart for further details.

2) The clinical order for each test must be completed by Student/Occupational Health or contracted provider (e.g. Vault, etc.).

3) The Schools/Administrative Units will:
   a. Identify the individuals to be tested, consistent with current policies.
      i. Exceptions must be provided to and approved by the Rutgers COVID-19 Testing Protocol Action Group.
   b. Consider targeted testing for cohorts of students, faculty, and staff who need testing due to shared activity. (For example, if students are tested, faculty may need to be included. If athletes are being tested, coaches and trainers may need to be tested).
   c. Identify any primary and secondary point of contact for the unit.
   d. Organize the distribution and collection of testing kits; test kits can either be mailed directly to the lab or collected on campus, if preferred.
   e. Coordinate with Occupational and Student Health services, as appropriate, on testing result protocols and communications
      i. clearance with a negative test result
      ii. follow up with a positive test result

4) Contact Tracing will continue to be the responsibility of State/Local Health Departments (with potential for expansion by RU if/when possible)
For Other SARS-CoV-2 Testing

Individuals will be permitted to independently obtain testing or obtain a clinical order from their private physician. Schools/Units may also choose alternative testing methods/laboratories.

4) A list of acceptable tests and testing laboratories will be provided by Student/Occupational Health.

5) The Schools/Administrative Units will:
   a. Identify the individuals to be tested, consistent with the current policies; exceptions must be provided to and approved by the University COVID-19 Testing Protocol Action Group.
   b. Establish a contract with approved testing laboratory as appropriate.
   c. Organize the distribution and collection of testing kits.
   d. Coordinate with Occupational and Student Health services, as appropriate, on testing result protocols and communications.
      i. Clearance with a negative test result (written documentation required)
      ii. Follow up with a positive test result (written documentation required)

6) Contact Tracing will continue to be the responsibility of State/Local Health Departments (with potential for expansion by RU if/when possible)

This document is meant to serve ONLY as a sample of what might be included in such a tool. A separate workgroup is currently engaged in the evaluation of an information technology application that would facilitate this activity.
TO BE MODIFIED AND FINALIZED BY HEALTH GROUP and LABOR RELATIONS

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

If you reply YES to any of the questions below, STAY HOME and:
- Contact your supervisor and
- Contact OneSource at (732) 745-7378

If you start feeling sick during your shift, follow steps above.

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

☐ Yes
☐ No

Loss of Smell/Taste?
☐ Yes
☐ No

Muscle Aches?
☐ Yes
☐ No

Sore Throat?
☐ Yes
☐ No

Cough?
☐ Yes
☐ No

Shortness of Breath?
☐ Yes
☐ No

Chills?
☐ Yes
☐ No

Headaches?
☐ Yes
☐ No

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

☐ Yes
☐ No

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

☐ Yes
☐ No

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

☐ Yes
☐ No
<table>
<thead>
<tr>
<th>Name</th>
<th>Location of Main Office</th>
<th>Site Physician</th>
<th>Groups Served Summary</th>
<th>Offices Represented</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 RBHS* Newark</td>
<td>90 Bergen Street Newark</td>
<td>Dr. Noa'a Shimoni</td>
<td>1. RBHS Newark Students, including graduate nursing students NB and Newark, NJMS and RSDM students; 2. RBHS Newark faculty/Staff, including NJMS, UBHC-Newark, Dental School, School of Nursing, CINJ Newark, SPH Newark</td>
<td>1. RBHS Newark Student Health; 2. Occupational Medicine Services RBHS Newark/NJMS (OMS) (Dr. Budnick)</td>
</tr>
<tr>
<td>2 Rutgers Newark</td>
<td>249 University Avenue, Blumenthal Hall, Room 104, Newark</td>
<td>Dr. Luis DeJesus</td>
<td>1. Rutgers Newark Students; 2. Rutgers Newark Faculty/Staff</td>
<td>1. Rutgers Newark Student Health; 2. Works In conjunction with OHD for faculty/staff</td>
</tr>
<tr>
<td>3 RBHS Occ Health</td>
<td>170 Frelinghuysen Road, Piscataway</td>
<td>Dr. Iris Udasin</td>
<td>1. New Brunswick RBHS Faculty/Staff, including UBHC, all UCHC statewide, School of Nursing, CINJ, SPH, RSDM and RWJMS Faculty/Staff</td>
<td>1. EOSHI; 2. RWJMS Employee Health (Dr. Hastings)</td>
</tr>
<tr>
<td>4 Rutgers Occupational Health (OHD)</td>
<td>Hurtado Health Center, 11 Bishop Place, New Brunswick</td>
<td>Dr. Milind Shah</td>
<td>Rutgers Faculty/Staff University wide (Camden, New Brunswick, Newark), plus School of Pharmacy</td>
<td>Coordinates with Student Health Services in Rutgers Camden and Rutgers Newark</td>
</tr>
<tr>
<td>5 Camden Student Health</td>
<td>Campus Center - 2nd Floor, 326 Penn Street, Camden</td>
<td>Dr. Pat Prior</td>
<td>1. Rutgers Camden Students, including SON and RSDM students at CODE sites; 2. Faculty/Staff Camden and RSDM CODE sites</td>
<td>1. Camden Student Wellness Center; 2. Works in conjunction with OHD for Faculty/Staff</td>
</tr>
<tr>
<td>6 Rutgers Student Health</td>
<td>Hurtado Health Center, 11 Bishop Place, New Brunswick</td>
<td>Dr. Cathryn Heath</td>
<td>1. Rutgers Student, New Brunswick Campus, including pharmacy and undergraduate nursing; 2. RBHS/WJMS student; 3. D-1 Athletes</td>
<td>1. Rutgers Student Health Services; 2. RBHS Student Health Service New Brunswick/Piscataway (Dr. Bhatt); 3. Sports/Athletics Medicine (Dr. Bershad)</td>
</tr>
</tbody>
</table>
RBHS – George F Smith Library of the Health Sciences

Reopening Plan

Updated September 10, 2020

Effective Monday, September 14, the George F Smith Library of the Health Sciences will be open to Rutgers University students, faculty and staff only, with the requirement of patrons showing their Rutgers ID. Visitors with a legitimate business purpose (machine repair person, for example) will be admitted, using sign in procedures required by the University. Casual visitors, members of the public, family and friends of Rutgers staff or students will not be allowed.

The reopening plan is in accordance with the Returning to Rutgers Institutional Plan for Restart Submitted to the New Jersey Office of the Secretary of Higher Education Academic Year 2021 (August 13, 2020)

Hours of Operation

• The Library will be open to Rutgers students, faculty and staff from 9:00 AM – 6:00 PM, Monday – Friday, and closed weekends.

• The Library will be open solely for high-risk individuals from 8:00 AM – 9:00 AM, Monday – Friday.

• Library use is restricted to 2-hour increments to accommodate users on an equitable basis. If the library is not filled to occupancy, an addition 2-hour increment may be added.

• Public Safety will monitor occupancy to conform with current guidelines and ensure appropriate social distancing.

• The Mezzanine, BR, CR and C levels will be available for use by library patrons including computer lab, electronic training classroom (by appointment only), open study spaces, and study carrels for students, residents, and faculty. See attached seating diagrams.

• Group study rooms will remain inaccessible.

• Public Safety will monitor the number of users in the Library in order to conform to state order occupancy guidelines.

General Guidelines

• Hygiene and cleaning protocols will follow CDC, and Return to Rutgers guidelines, along with best practices in librarianship.
• Facilities will provide regular and surface cleaning schedules for library spaces.

• The Library will be open for individual study and computer use/printing services. Library Circulation and Reference services have been modified as low-no contact.

• Reference and instruction services will continue online only. Group study rooms will remain closed.

• The book, journal and reserve stacks will be closed to users, indicated via signage, to avoid foot traffic. Library users will place holds on materials via QuickSearch and scheduled appointments for pick-up.

• A staff member at the Information Desk will oversee all desktop computers to insure cleaning protocols are followed.

• Users will be provided with wipes and sanitizer, and signage will encourage patrons to clean their study spaces.

• Computers (keyboard, mouse, desktop, monitor) will be cleaned before and after each use.

• Students must wash hands or use provided hand sanitizer before and after using library study and computing spaces.

**Social Distancing Enforcement**

• Use of face coverings in University buildings is mandatory.

• Public Safety personnel will check user identification, record entrance, issue a tent card to record time in, and time out, and insure compliance with occupancy standards.

• Users must prominently display the issued tent card at their study space, easily visible to Public Safety on walk-throughs.

• All person in the library are required to distance a minimum of six feet from one another.

• All collection areas will remain closed to users. Only those areas designated for seating may be occupied.

• Plexiglas partitions will separate patrons from library staff at service desks.

**Cleaning Procedures**

• Hygiene and cleaning protocols will follow Return to Rutgers guidelines.

• Facilities will provide cleaning services in common areas.
• Disinfecting wipes and hand sanitizer will be available to all library users and staff.

• Signage will inform library users that cleaning spaces is required, including their study spaces and computers (keyboard, mouse, desktop, monitor) before and after each use.

• Signage will provide instructions for cleaning protocols (spraying disinfectant on paper towels and wiping surfaces).

**Access & Remote / Online Services**

Access Services has instituted new low- or no-contact services to facilitate research and study.

• **Click and Collect** the libraries version of curbside pickup, is a little- or no-contact method for retrieving requested materials at the libraries. A request is submitted via QuickSearch and the requester will receive an email when their items are ready with information for booking a pickup time and other location-specific instructions.

• **Personal Delivery** is an alternative option for users who are not able to retrieve their materials on campus. Select “Personal Delivery” in QuickSearch, confirm your mailing address with us, and we will have the items shipped directly to you.

• In alignment with best practices in librarianship, all physical materials will be quarantined for 5 days between circulations, so please allow a minimum of 7 days for delivery.

• In addition, some Interlibrary Loan services are beginning to resume so that we can provide access to physical materials from our partner libraries. However, as libraries in our networks are in various stages of reopening, users should expect delays through at least the end of September.

_The libraries offer a host of other resources and services to support faculty members in teaching and research, all which can be access remotely._

• **Article & chapter scanning**: We have begun fulfilling requests for digitization of articles and book chapters. You can submit requests from within QuickSearch.

• **Electronic course reserves**: Request additions to your reserves list or set up an online reading list.

• **Online resources**: Search millions of ebooks and journals through QuickSearch or access our hundreds of databases.

• **Consultations and instruction sessions**: Contact one of our subject experts.

• Or learn more about all our offerings on our website.
Computer Lab and Public-facing Workstations

Smith Library staff manage the computer lab and public-facing workstations in the library. In response to the Administrative Order 2020-17 permitting college and university computer labs to reopen following the rules and regulations contained in the order. Although the Smith Library is not specifically mentioned in the ‘RU-OIT Plan for Reopening Computer Labs, we agree to comply with eight (8) conditions delineated in it.

The Computer classroom may be reserved for use for proctored exams only with a required reservation.

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.

2. Hours of operation, wherever possible, that reserve a designated period of access solely to high-risk individuals, as defined by the Center for Disease Control and Prevention. From 8:00 AM – 9:00 AM, computer usage is reserved to only high-risk individuals.

3. Infection control practices, such as regular hand washing, coughing and sneezing etiquette, and proper tissue usage and disposal will be adhered to by users and staff.

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

5. All individuals in the computer lab must wear a face mask covering at all times.

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

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.

8. Computer terminal or desk must be sanitized by the user before and following each use.

Other

- The refillable water station will be in operation. No other beverages or food may be brought into the library.

- Restroom access is for both users and library staff. All cleaning and handwashing protocols must be followed in using the Restrooms.
FURNITURE IN THIS ROOM IS TO MATCH THIS DIAGRAM. PLEASE DO NOT MOVE
FURNITURE OR REARRANGE THE ROOM.

MAXIMUM OCCUPANCY = 25 OCCUPANTS

DIAGRAM IS REPRESENTATIVE OF AVAILABLE SEATING
COMPLYING WITH THE RETURNING TO RUTGERS
GUIDELINE. REFER TO THE CURRENT EXECUTIVE ORDER
FOR MAXIMUM ALLOWABLE OCCUPANCY LIMITS.
FURNITURE IN THIS ROOM IS TO MATCH THIS DIAGRAM. PLEASE DO NOT MOVE FURNITURE OR REARRANGE THE ROOM.

MAXIMUM OCCUPANCY = 13 OCCUPANTS
(12 OCCUPANTS + 1 ATTENDANT)

DIAGRAM IS REPRESENTATIVE OF AVAILABLE SEATING COMPLYING WITH THE RETURNING TO RUTGERS GUIDELINE. REFER TO THE CURRENT EXECUTIVE ORDER FOR MAXIMUM ALLOWABLE OCCUPANCY LIMITS.
SOCIAL DISTANCING SEATING DIAGRAM:
G.F. SMITH LIBRARY
PARTIAL C LEVEL FLOOR PLAN
SOCIAL DISTANCING STUDY

DIAGRAM IS REPRESENTATIVE OF AVAILABLE SEATING COMPLYING WITH THE RETURNING TO RUTGERS GUIDELINE. REFER TO THE CURRENT EXECUTIVE ORDER FOR MAXIMUM ALLOWABLE OCCUPANCY LIMITS.

AVAILABLE SEAT FOR STUDENT
LECTURER LOCATION
6'-0" DIAMETER CIRCLE

FURNITURE IN THIS ROOM IS TO MATCH THIS DIAGRAM. PLEASE DO NOT MOVE FURNITURE OR REARRANGE THE ROOM.

MAXIMUM OCCUPANCY = 25 OCCUPANTS

STATE UNIVERSITY OF NEW JERSEY
INSTITUTIONAL PLANNING AND OPERATIONS
PLANNING, DEVELOPMENT, AND DESIGN

STATE UNIVERSITY OF NEW JERSEY
INSTITUTIONAL PLANNING AND OPERATIONS
PLANNING, DEVELOPMENT, AND DESIGN
FURNITURE IN THIS ROOM IS TO MATCH THIS DIAGRAM. PLEASE DO NOT MOVE FURNITURE OR REARRANGE THE ROOM.

MAXIMUM OCCUPANCY = 9 OCCUPANTS

DIAGRAM IS REPRESENTATIVE OF AVAILABLE SEATING COMPLYING WITH THE RETURNING TO RUTGERS GUIDELINE. REFER TO THE CURRENT EXECUTIVE ORDER FOR MAXIMUM ALLOWABLE OCCUPANCY LIMITS.
RETURNING TO RUTGERS

A HOW-TO GUIDE TO REPOPULATING RUTGERS SPACES
ACADEMIC YEAR 2021

ATHLETICS

The following information pertains to Intercollegiate Athletics at Rutgers University- New Brunswick. Information regarding athletics programs at Rutgers University- Newark and Rutgers University- Camden are contained within their respective chapters.
RUTGERS ATHLETICS
BACK TO THE BANKS
COVID-19 RETURN TO CAMPUS PLAN
INTRODUCTION

Return to Campus

As Rutgers Athletics plans for the return of its student-athletes to campus to resume voluntary activities, it is imperative that the department takes necessary steps to maintain a safe and healthy environment. The benefits of sports are overarching, far-reaching, and extraordinary, and thus even during this time of uncertainty, exceed the risks inherent in athletic activity. However, it is important to recognize that despite our best efforts, we cannot reduce the risk of COVID infection to zero. Therefore, our collective goal is to reduce that risk as much as possible through all available mitigation strategies. These strategies include, but are not limited to, physical distancing, masking, and hand hygiene.

- **Protecting People:** Rutgers Athletic Medicine providers (physicians and athletic trainers) maintain “unchallengeable autonomous authority” to remove any person (i.e. student-athlete, coach, staff, etc.) from participation if they report symptoms or appear to be symptomatic with SARS-CoV-2.

- **Facility Preparedness:** The Facilities and Operations staff have deployed an exhaustive process for cleaning and sanitizing all public areas to help limit the spread of the virus. Common areas will be routinely cleaned and sanitized throughout the course the day.

- **Establishing Roadmap to Success:** Successfully reducing the risk of COVID infections, and thus enabling a competitive athletic season to occur, is dependent on the individual behaviors of many people, therefore the strength of our leadership and culture are critical success factors.

- **Constant Communication:** Rutgers Athletics will provide up-to-date information on policies and procedures through various communication channels. The goal is to educate key stakeholders on the efforts to ensure a safe environment for students-athletes, coaches and staff.

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

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

MISSION:
Rutgers Athletics will protect its student-athletes, staff, and fans during the COVID-19 pandemic.

CORE PRINCIPLES:
1. Shared Responsibility
   a. To us at Rutgers Athletics, the benefits of sports are overarching, far-reaching, and extraordinary, and thus even during this time of uncertainty, exceed the risks inherent in athletic activity. However, it’s important to recognize that despite our best efforts, we cannot reduce the risk of COVID infection to zero. Therefore, our collective goal is to reduce that risk as much as possible through all available mitigation strategies. These strategies include, but are not limited to, physical distancing, masking, and hand hygiene.
   b. Successfully reducing the risk of COVID infections is dependent on the individual behaviors of many people. Therefore, the strength of our leadership team and culture are critical success factors.
   c. Hierarchy of Controls – COVID-19 is primarily spread person-to-person by close contact (within 6 feet) through respiratory droplets produced when an infected person sneezes, coughs, or talks and indirectly when a person touches a surface contaminated with SARS-CoV-2, the virus that causes COVID-19, and then touches their nose, mouth, or eyes. There is no single well-established “playbook” for COVID-19 pandemic planning, let alone for organizations as complex as athletics in higher education systems.

This playbook is built upon the premise of a hierarchy of controls (see FIGURE), an accepted framework for hazard mitigation from the field of industrial hygiene that infection prevention and control experts use in managing and mitigating transmission of highly hazardous communicable pathogens. In the context of mitigating COVID-19 risks, the most effective controls, Elimination and Substitution, are not feasible as the virus is unable to be physically removed (e.g., through vaccination) or substituted for something less hazardous. The latter three steps, involving the application of engineering and administrative controls and proper use of personal protective equipment (PPE), are applicable to framing risk mitigation considerations for the return of athletics and are the focus of this document.
d. Activities at Rutgers Athletics are divided into those in which student-athletes are able to utilize risk mitigation strategies (“Protected Activities”) and those during which student-athletes are not able to do so (“Modified Activities”). Activities which fall into the Modified category should be carefully reviewed to determine whether they can be discontinued or reengineered.

i. **Protected Activities** – Activities during which student-athletes are able to either utilize physical distancing and/or masking, include, but are not limited to in-person meetings, certain strength and conditioning activities, prophylactic taping & treatment & rehabilitation sessions with athletic trainers and physical therapists, study halls / tutor sessions.

ii. **Modified Activities** – Activities in which masking and social distancing cannot be applied. Certain aspects of strength & conditioning and practice automatically fall into this category, as does competition, which by its very nature, does not permit masking or physical distancing. Other precautions will still be utilized during these activities, including but not limited to, spacing of personnel, enhanced cleaning and the use of alternate facilities.

e. **ALL** Rutgers Athletics personnel, with the exception of student-athletes who are engaged in “Modified” activities, are expected to adhere to masking **AND/OR** physical distancing requirements at ALL times.

2. **Culture** – We will build upon the pre-existing Rutgers Athletics values of Excellence, Integrity, Respect, Accountability, and Grit to support the physical distancing and masking behaviors required to succeed during the COVID-19 pandemic. Our focus is to create a “Culture of Safety” in which everyone is expected to remind one another about physical distancing and masking behaviors **AND** is accepting of being reminded of their own behaviors.

a. **Core Values**

   i. Excellence - We Bring Our Best
   ii. Integrity - We Do What Is Right
   iii. Respect - Everyone is Important And A Contributor
   iv. Accountability – We Are Responsible For Our Actions
   v. Grit: We Persevere Through Challenges

b. **Heroes Stay Home** – Emphasize culture that if an individual feels sick, they should stay home and protect the health and safety of those around them.

c. **Leadership** – Trust is imperative to maximize the successful implementation of our processes and procedures during this pandemic. It is the expectation that those in leadership positions follow this roadmap and ensure that those under their direction do the same.

   i. Modeling – Leaders model the critical behaviors at all times
   ii. Messaging – Leaders incorporate COVID activities into THEIR routine messaging

d. **Positive Intent** – During a time of great personal difficulty for many, LISTENING FIRST and assuming that everyone is trying their best, before deciding otherwise minimizes unnecessary stress.

3. **Proper Planning** – “Prior Perfect Planning Prevents Poor Performance.” Specific plans and guidelines are required to address the multiple areas within Rutgers Athletics that require modification during the COVID pandemic.
a. Clinical
   i. COVID-19 Resocialization Plan
   ii. Ongoing COVID-19 Surveillance
   iii. Management of Suspected or Confirmed COVID-19 Cases

b. Facility Opening Guidelines

4. Operational and Clinical Excellence – The operational departments, individual sports, and clinical team must facilitate the detailed execution of their normal functions AND the specific activities required to maintain safety. Multiple department specific and team specific plans will be required.
   a. Development of specific work flows
   b. Development of departmental policies and procedures
   c. Redeployment of staff
   d. Budget considerations

**Phases:**
1. Return to Campus (covered in this document)
2. Return to Recruiting – TBD
   a. Off-Campus Recruiting
      i. In-person contacts
      ii. Evaluations
   b. On-Campus Recruiting
      i. Official (paid) Visits
      ii. Unofficial (unpaid) Visits
3. Return to Competition - TBD

**Requirements:**
1. Masks / Facial Coverings – Policy requiring mandatory use by all individuals except student-athletes engaged in “Modified” activities.
2. Personal Protective Equipment (PPE) – Adequate supply chain and inventory of PPE for Athletics.
3. Physical Distancing – Policy requiring minimum of six (6) feet distance between individuals unless engaged in “Modified” activities.
4. Hand Hygiene – Hand sanitizer availability within all facilities and increased emphasis on hand hygiene.
5. Isolation Facilities – Facilities must be available to isolate symptomatic individuals and those individuals with close contact (within 6 feet for greater than 10 minutes) or household contacts of an individual diagnosed (lab-confirmed) with COVID-19 or a person who was not-tested but is/ was assumed to have COVID-19.
6. Contact Tracing – Ability to identify symptomatic individuals and promptly identify, contact, and appropriately manage close contacts of the symptomatic individual.
7. Facility Sanitation – Enhanced facility sanitation to include frequent disinfection of frequently touched items and thorough cleaning of high-risk areas.
RUTGERS ATHLETICS
COVID-19 RESOCIALIZATION PLAN
COVID-19 RESOCIALIZATION PLAN

In preparation for student athlete’s return to campus, the goal of Rutgers Athletics personnel is to protect all individuals by establishing an infrastructure to support current and future needs, as well as continuing efforts to curtail transmission of the virus within Athletics and the campus community.

Everyone associated with Athletics has a role to play in decreasing the spread of COVID and keeping student-athletes, coaches, and Athletics staff safe. All entities are encouraged to continue to practice good hand, cough, and sneeze hygiene, appropriate physical distancing, appropriate use of facial covering and other PPE, self-monitoring and self-reporting of symptoms, and encourage a “Stay At Home If You Are Sick!” culture.

1. Student athlete pre-report screening questionnaire is completed (separate document)
2. Initial COVID-19 Testing
   a. Involves use of Home Saliva Testing (Test #1) and 2 additional rounds of saliva testing, on Arrival (Test #2) and on Day 3 (Test #3) for a certain cohort of student athletes
      i. **Home Saliva Testing (Test #1a)** administered via mail in process with results received prior to arrival on campus for those who are traveling from distant location.
         **72 Hour Pre-arrival Testing (Test #1b)** will be administered for those who are able to drive to campus (SARS-COV2 IgG Serology testing will also occur at this time for this cohort).
            1. SA testing positive for COVID-19 on Test #1 will be directed not to come back to campus until cleared by Rutgers Athletics Team Physicians as described in the Management of Suspected and Confirmed COVID-19 Cases Protocol
            2. SA testing negative will be directed to a designated location for next steps at arrival
      ii. **Arrival Saliva Testing (Test #2)** – (these SA already tested negative on Test #1 before arriving on campus). SA will complete check-in paperwork and Saliva Test (Test #2), and those that traveled from distant location will complete SARS-COV2 IgG Serology testing.
           1. SA will return to dorm or off-campus housing utilizing “shelter-in-place” procedure (described below) until results of test #2 are back.
           2. No in-person activities are permitted until results of test #2 are back.
           3. SA testing positive for COVID-19 on Test #2 will be directed to specified Quarantine location and follow isolation protocol as described in the Management of Suspected and Confirmed COVID-19 Cases Protocol
           4. SA testing negative on Test #2
              a. Those that traveled from a distance via mass transportation or airplane are permitted to participate in “Protected Activities” (activities that can be conducted more than 6ft apart and/or with a mask) but remain on “Monitored Isolation” (described below) and require Test #3
              b. Those that traveled locally are cleared for “Modified Activities” (practice and scrimmage) and released from “Monitored Isolation”
      iii. **Day 3 Saliva Test (Test #3)** – (only for the SA that tested negative for Test #2 but traveled from a distance via mass transportation or airplane). SA required to complete Saliva Test (Test #3)
1. SA testing positive for COVID-19 on Test #3 will be directed to specified Quarantine location and follow isolation protocol as described in the Management of Suspected and Confirmed COVID-19 Cases Protocol

2. SA testing negative for Test #3 are permitted to participate in “Modified Activities” (practice and scrimmage) and “Monitored Isolation” ends

3. “Shelter-in-Place” Procedure
   a. While awaiting results from the COVID-19 Saliva Test (Test #2), student-athletes will be asked to “shelter-in-place” in their campus residence room while observing strict physical distancing and other mitigation guidelines (i.e. use of facial coverings, hand hygiene, etc.)
   b. Housing details for each sport will be determined with input from University Residence Life
   c. Athletics personnel will be present within the Residence Life Facility
   d. Student-athletes will NOT be permitted to enter Athletics’ facilities during this “shelter-in-place” period
   e. Food and other management of nutritional needs will be handled through the Rutgers Sports Nutrition Department

4. “Monitored Isolation” Procedure
   a. While awaiting results from COVID-19 Test #3, those student athletes that traveled via mass transportation or airplane are asked to “self-isolate” themselves except for permitted (scheduled and monitored) activities.
   b. Athletics Personnel will be present within the Residence Life Facility
   c. Physical distancing, use of facial coverings, and hand hygiene guidelines apply.
   d. SAs will only be permitted to enter Athletics’ facilities at designated times and while supervised by Athletics Department Personnel.
   e. The following “protected” activities may occur during the “Monitored Isolation” period:
      i. Team / Position meetings while observing physical distancing, face cover, and other mitigation guidelines
      ii. Individual Workouts with S&C staff while observing physical distancing and other mitigation guidelines (pending clearance for participation)
   f. Food and other management of nutritional needs will be handled through Rutgers Sports Nutrition Department, but may occur outside of SA’s room

5. Sport-Specific Physiological Return-to-Sport Acclimatization / Phased Incremental Return Period
   a. This Period only to begin for SAs who have tested negative for COVID-19 on consecutive tests, as detailed in the testing section above.
   b. Activity during this period is to be developed for each sport by Strength and Conditioning personnel in concert with NCAA and Big 10 Conference guidelines and using applicable consensus and/or position statement documents (Interassociation Recommendations: Preventing Catastrophic Injury & Death in Collegiate Athletes and CSCCa and NSCA Joint Consensus Guidelines for Transition Periods: Safe Return to Training Following Inactivity)
   c. Team / Position meetings (if applicable)

6. Considerations for Individuals at Higher Risk
   a. Individuals who are potentially at higher risk if they were to contact COVID-19 may be managed under more protective protocols. These include those with two (2) of the following:
i. over age 65,
ii. hypertension,
iii. moderate to severe asthma,
iv. chronic obstructive lung disease,
v. significant cardiac disease,
vi. diabetes mellitus,
vi. morbid obesity,
viii. renal failure,
ix. Current use of immunosuppressive therapy
ONGOING COVID-19 SURVEILLANCE
RUTGERS ATHLETICS
ONGOING COVID-19 SURVEILLANCE

1. Symptom Surveillance
   a. Daily Health Check
      i. Student-athletes (SA) and athletic department personnel will complete a daily health
         check utilizing the standard Rutgers University questions
      ii. SA will complete the daily symptom log via Teamworks Quick Form, which will be sent
to them daily
      iii. Athletic department personnel will be asked to self-administer daily symptom log per
University policy
      iv. Daily temperature checks will be conducted for SA prior to entry into Rutgers Athletics
facilities
      v. Athletic department personnel will have temperature checked daily

2. Surveillance Testing
   a. Objective – Create cohorts of athletes that present the lowest possible infectious risk, especially
      around times where they are engaging in activities that do not allow for masking and/or physical
distancing
   b. Key concepts influencing the testing program
      i. Cohort based testing – plan to test groups of athletes together who are most likely to be
close contacts of one another. This will most likely result in a team-based testing
schedule.
      ii. Sport specific variation – testing schedules may vary by sport due to sport specific risk
      iii. Timing of Athletic Activities- testing schedule may vary by timing of certain activities,
i.e., competitions, scrimmages, higher contact practices
      iv. Mode of testing
         1. PCR – plan to utilize saliva testing as primary testing mode
         2. Serology– Sars-COV2 IgG serology will be utilized
   c. Frequency
      i. Initial Plan
         1. Mode – Saliva Testing utilizing the Rutgers Saliva Test
         2. Frequency - Weekly
         3. Cohort Based Testing – all members of teams will be tested on the same day
   d. Logistics
      i. Pre-testing
         1. Testing kits will be delivered to the APC Sports Health Suite
         2. Accounts will be organized with Accurate Diagnostics in similar fashion to other
Rutgers entities such as Student Health
         3. Rutgers Team Physicians will be listed as the ordering providers
      ii. Testing
         1. AT will administer the tests
         2. Specimens will be brought to the APC for pickup by Accurate Diagnostics
      iii. Results
         1. Will be auto-faxed to the APC Sports Health Office or interfaced into the EHR.
2. Positive results will be communicated directly to SA and will then follow the Management of Suspected and Confirmed COVID-19 Cases Protocol

3. Negative results will be communicated collectively to the team with message that positive individuals have been notified separately

iv. Tracking

1. Longitudinal tracking of results by team and by athlete will be conducted within the Sports Health Department

2. Contact Tracing will be conducted as per the Management of Suspected and Confirmed COVID-19 Cases Protocol

Trainings and/or orientation regarding the transmission of COVID-19 and the handling of high-touch items for athletes;

• Athletics custodial/maintenance staff has been trained through campus REHS on cleaning protocols for athletic facilities. Venues are cleaned daily and using campus approved chemicals as well as the Victory Electrostatic Sprayer units to clean the high traffic areas. Messaging to staff and student-athletes have been reinforced by medical staff and emphasized with signage throughout venues to wear a face covering, practice physical distancing and proper hand hygiene.

Limiting athletic equipment sharing as much as possible, and ensuring the team meets social distancing protocol; and

• The student-athletes, coaches, and other team-assigned personnel have been informed of CDC recommended practices of physical distancing and use of face coverings when not engaged directly in athletic activity where physical distancing is not possible and/or the use of face coverings is not advised due to the nature of the exercise being performed. Equipment used for sport practices and during strength and conditioning workouts will be cleaned by athletics staff and/or department custodial staff following each session and where possible, the sharing of equipment will be limited within each workout session.

Traveling for games or hosting teams in athletic competition.

• At this point all Fall Sports has been postponed for Rutgers Athletics. We plan to work with the Big Ten Conference to establish testing protocols which includes multiple weekly testing for student athletes and staff associated with the sport programs.
MANAGEMENT OF SUSPECTED OR CONFIRMED COVID-19 CASES
MANAGEMENT OF SUSPECTED OR CONFIRMED COVID-19 CASES

Rutgers Sports Health providers (physicians and athletic trainers) maintain “unchallengeable autonomous authority” to remove any person (i.e. student athlete, coach, staff, etc.) from participation if they report symptoms or appear to be symptomatic with COVID-19.

**Student Athletes (SA):**

**Initial Management of Symptomatic Individuals**

- SA should immediately report any symptoms to their Athletic Trainer (AT)
  - SA should **NOT** come to Athletics facilities and/or events (including treatments/rehab, meetings, practices, individual workouts, strength & conditioning, team meals, fueling stations, etc.) if they are symptomatic.
  - SAs should call or text their AT prior to showing up to any Athletics facility.

- SAs with affirmative answers on the COVID-19 Symptom Check and/or temperature $\geq 100.4^\circ F$ will not be permitted to enter any Athletics facility and will be immediately removed from all athletic participation.

- Symptomatic SAs will be referred to a Rutgers Athletics Team Physician for evaluation (telehealth vs. in-office) and COVID-19 testing if clinically indicated.
  - Individuals who remain symptomatic but have a negative COVID-19 test will be reassessed in 72 hours and repeat testing will be performed (if indicated).
  - The SA will remain restricted from athletic participation until proven negative or an alternate diagnosis is made.

- Notification of appropriate Athletics, University Personnel, Public Health Authorities
  - Athletics notifications
    - AT & coaches
    - Team physicians & Chief Medical Officer (CMO)
    - SA teammates and team personnel will be notified, but no HIPAA protected information with be shared
    - Athletics Administration
    - Athletic counseling
    - Academic Advisor
  - University notifications
    - Student Health Services, Residence Life, Communications
  - Public Health Authorities
    - Local health department

- Symptomatic SAs will be required to “Quarantine” according to CDC guidelines and until cleared by a Rutgers Athletics Team Physician.
  - Current CDC Guidelines (symptom-based vs. test-based)
At least seven (7) days have passed since initial symptoms; **AND**
At least three (3) days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications; **AND**
Improvement in respiratory symptoms (e.g. cough, shortness of breath); **OR**
SA has two (2) negative COVID-19 tests ≥ 24 hours apart; **AND**
Clearance by a Rutgers Athletics Team Physician.

Positive COVID-19 Test in an Asymptomatic Individual
- Asymptomatic SAs that have tested positive will be required to Quarantine as per CDC recommendations until cleared by a Rutgers Athletics Team Physician.
  - **Time-Based Strategy or Test-Based Strategy**
    - Quarantine until ten (10) days have passed since the date of their positive COVID-19 diagnostic test, without the development of symptoms **OR** SA has two (2) negative COVID-19 tests 24 hours apart

Quarantine & Shelter-in-Place
- Quarantine – isolation to a separate, pre-designated location, different than regular living arrangements, especially necessary if SA living in on campus housing.
- Shelter-in-place – isolation within regular living arrangements.
- Athletics staff will coordinate with SAs that are isolated, and their roommates, to ensure everyone’s safety and comfort.
- SAs must Quarantine if they are laboratory-confirmed COVID-19 positive or presumed positives
- Individuals that are under Quarantine or Shelter-in-place protocol should:
  - Be separated from other household members by having a specific “sick” bedroom/space
  - Not go to school, public places, work, meetings, or Athletics’ facilities
  - Avoid use of public transportation, including ride share
  - Minimize contact with others
  - Not share items with household members
  - Continue to use good hand, cough, and sneeze hygiene
  - Frequently clean “high touch” surfaces
  - Only consider leaving isolation space if you need medical attention

- SAs in Quarantine or Shelter-in-place will be given an “shelter kit” that is prepared and delivered (contactless) by an AT, which includes but is not limited to the following:
  - Educational material
  - Digital thermometer and thermometer covers
  - Hand sanitizer
• Cleaning disinfectants
• Fourteen (14) surgical masks
• Gatorade powder

• Sports Nutrition Personnel (RD) will coordinate with the SA and/or other Athletics resources to provide “shelter meals” and will check in with the SA as necessary.
  o Three (3) meals per day; contactless delivery model
  o To include snacks, supplements, and hydration

• Rutgers Athletics Team Physicians will check in with the SA daily via Telehealth.

• Rutgers Athletic counseling will check in with the SA as necessary.

• Rutgers Athletics Academic support will check in with the SA as necessary.

**Contact Tracing**

• Contact Tracing is an activity officially conducted by public health authorities. However, to facilitate the rapid identification and isolation of potential COVID-19 cases, Rutgers Athletics Heath Professionals will conduct Contact Tracing within the Athletic Department on all laboratory-confirmed COVID-19 positive or presumed positive SAs. Rutgers Athletics will collaborate with Student Health Services and the Rutgers School of Public Health to utilize their procedures and training when available.
  o The team’s ATs will conduct the Contact Tracing and will use team personnel to assist as needed.
  o Tracing should identify all contacts within 2 days (from time of specimen collection or symptom onset) of the confirmed or presumed positive.
  o Close contacts are defined as any individual with exposure within 6 feet for at least 15 minutes of a laboratory-confirmed or probable COVID-19 patient.
  o Rutgers Athletic Team Physicians will determine the need for close contacts to be tested and isolated based on exposure risk as described by CDC guidelines.
  o SAs identified as contacts, but **not** close contacts, can continue with unrestricted athletic activities.
  o SA will only be released from the Contact Tracing protocol, after clearance by a Rutgers Athletics Team Physician.

**Sanitation**

• Athletics personnel will clean and sanitize all areas within the Athletics facilities that an individual that has tested positive for COVID-19 has occupied in the last ten (10) days.
• Symptomatic or asymptomatic individuals that have tested positive for COVID-19, roommates, and others will be encouraged to thoroughly clean and sanitize their living spaces
Return-to-Play Recommendations

- **ALL** SAs will be required to complete a COVID-19 Risk Assessment Questionnaire prior to returning to campus.
  - *All COVID-19 positive or presumed positive SAs will need a pre-participation exam and must be cleared by a Rutgers Athletics Team Physician prior to any activity and/or return-to-play.*

- **COVID-19 Negative and Asymptomatic**
  - SAs who are COVID-19 negative and asymptomatic may return to athletic participation without additional testing.

- **COVID-19 Positive and Asymptomatic**
  - Contact tracing
  - Release from Quarantine using current CDC guidelines
  - Rest/no athletic participation for a minimum of two (2) weeks from the date of the positive test result
  - Normal ECG
  - Continued monitoring of symptoms
  - Slow resumption of activity as directed by a Rutgers Athletics Team Physician
    - Minimum of a three (3) day progressive exercise protocol monitored by AT
  - If the SA is unable to advance because of symptoms or other abnormalities, the SA should be removed from athletic participation and additional evaluation should be considered. Rutgers Athletics Team Physician clearance must be obtained prior to further advancement.

- **COVID-19 Positive and Symptomatic**
  - Contact tracing
  - Release from Quarantine using current CDC guidelines
  - Rest/no athletic participation during the symptomatic period
  - Minimum of two (2) weeks of convalescence without resumption of activity after symptoms resolution
  - Cardiology clearance (with normal hsTn, normal ECG, normal echocardiogram)
  - Slow resumption of activity as directed by a Rutgers Athletics Team Physician
    - Minimum of a three (3) day progressive exercise protocol monitored by AT
  - If the SA is unable to advance because of symptoms or other abnormalities, the SA should be removed from athletic participation and additional evaluation should be considered. Rutgers Athletics Team Physician clearance must be obtained prior to further advancement.

*On average, unrestricted return-to-play could take 4-6 weeks in a symptomatic COVID-19 positive SA.*

**Student Support Staff (i.e. team managers, AT students or interns, media students, etc.):**

**Initial Management of Symptomatic Individuals**

- Student support staff should immediately report any symptoms to their team’s AT and their supervisor
  - Student support staff should **NOT** come to Athletics facilities and/or events (including treatments/rehab, meetings, practices, individual workouts, strength & conditioning, team meals, fueling stations, etc.) if they are symptomatic.
  - Student support staff should call or text their team’s AT and/or supervisor prior to showing up to any Athletics facility.

- Student support staff with affirmative answers on the COVID-19 Symptom Check and/or temperature $\geq 100.4^\circ F$ will not be permitted to enter any Athletics facility.

- Symptomatic student support staff will be referred to Rutgers Student Health and potentially their primary care physician (PCP) for evaluation and COVID-19 testing if clinically indicated.
  - Initial on-site evaluation and management may occur by a Rutgers Athletics Team Physician prior to referral if required.

- Notification of appropriate Athletics and University authorities
  - Athletics notifications
    - AT & coaches
    - SA on team and team personnel will be notified, but no HIPAA protected information with be shared
    - Team physicians
    - CMO
    - Academic Advisor
  - University notifications
    - All appropriate University authorities including Student Health Services as necessary

- Symptomatic student support staff will be required to Quarantine as per CDC guidelines Student Health Services recommendation and will require clearance by Rutgers Student Health Services.

**Positive COVID-19 Test in an Asymptomatic Individual**

- COVID-19 positive, asymptomatic student support staff will be required to follow Rutgers University guidelines and be cleared by Rutgers Student Health Services.

**Self-Isolation**

- Student support staff should Quarantine in accordance with Rutgers Student Health policies and procedures.
• Individuals that are under isolation protocols should:
  o Be separated from other household members by having a specific “sick” bedroom/space
  o Not go to school, public places, work, meetings, or Athletics’ facilities
  o Avoid use of public transportation including ride share
  o Minimize contact with others
  o Not share items with household members
  o Continue to use good hand, cough, and sneeze hygiene
  o Frequently clean “high touch” surfaces
  o Only consider leaving your isolation space if you need medical attention

Contact Tracing/Surveillance
• Rutgers Athletics Health Professionals will conduct Contact Tracing within the Athletic Department as described above in the event of a laboratory-confirmed COVID-19 positive or presumed positive student support staff member. Additional Rutgers Student Health and New Jersey State Contact Tracing policies may need to be followed.

• Surveillance will be at the discretion of Rutgers Student Health Services.

Sanitation
• Athletics personnel will clean and sanitize all areas within the Athletics facilities that a symptomatic or asymptomatic individual that has tested positive for COVID-19 has occupied in the last ten (10) days.

Return-to-Participation Recommendations
• **COVID-19 Negative and Asymptomatic**
  o Student support staff who are COVID-19 negative and asymptomatic may return to their position without additional testing.

• **All symptomatic individuals and/or individuals that have tested positive or were presumed positive for SARS-CoV-2 must:**
  o Be released from Quarantine using current CDC guidelines; AND
  o Present a clearance note from Rutgers Student Health Services before being permitted to resume participation in team activities.

Team Personnel (i.e. coaches, administration, operations, other staff, etc.):

Initial Management of Symptomatic Individuals
• Team personnel should immediately report any symptoms to their team’s AT and their supervisor
  o Team personnel should **NOT** come to Athletics facilities and/or events (including treatments/rehab, meetings, practices, individual workouts, strength & conditioning, team meals, fueling stations, etc.) if they are symptomatic.
• Team personnel should call or text their team’s AT and/or supervisor prior to showing up to any Athletics facility.

• Team personnel with affirmative answers on the COVID-19 Symptom Check and/or temperature ≥100.4°F will not be permitted to enter any Athletics facility.

• Symptomatic team personnel will be referred to Rutgers Occupational Health for evaluation and COVID-19 testing if clinically indicated or may choose to utilize Rutgers Athletics Team Physicians for care
  o Initial on-site evaluation and management may occur by a Rutgers Athletics Team Physician prior to referral if required.

• Notification of appropriate Athletics and University authorities
  o Athletics notifications
    ▪ AT & coaches
    ▪ SA’s on team and student support staff will be notified, but no HIPAA protected information will be shared
    ▪ Team physicians
    ▪ CMO
  o University notifications
    ▪ All appropriate University authorities as necessary

• Symptomatic team personnel will be required to “self isolate” within their residence according to CDC guidelines and until cleared by Rutgers Occupational Health.

Positive COVID-19 Test in an Asymptomatic Individual
• Asymptomatic team personnel that have tested positive will be required to “self isolate” within their residence as per CDC recommendations and until cleared by Rutgers Occupational Health.

Self-Isolation
• Team personnel should “self-isolate” within their residence and follow CDC recommended guidelines.

• Individuals that are under “self-isolation” protocol should:
  o Be separated from other household members by having a specific “sick” bedroom/space
  o Not go to school, public places, work, meetings, or Athletics’ facilities
  o Avoid use of public transportation including ride share
  o Minimize contact with others
  o Not share items with household members
  o Continue to use good hand, cough, and sneeze hygiene
  o Frequently clean “high touch” surfaces
  o Only consider leaving your isolation space if you need medical attention
**Contact Tracing/Surveillance**

- Rutgers Athletics Health Professionals will conduct Contact Tracing within the Athletic Department as described above in the event of a laboratory-confirmed COVID-19 positive or presumed positive Team Personnel member. Additional Rutgers Occupational Health and New Jersey State Contact Tracing policies may need to be followed.

- Surveillance will be at the discretion of Rutgers Occupational Health.

- All team personnel should monitor for symptoms, practice good hand, cough, and sneeze hygiene, and immediately notify their AT and/or supervisor of any symptoms or concerns.

**Sanitation**

- Athletics personnel will clean and sanitize all areas within the Athletics facilities that a symptomatic or asymptomatic individual that has tested positive for SARS-CoV-2 has occupied in the last ten (10) days.

**Return-to-Participation Recommendations**

- **COVID-19 Negative and Asymptomatic**
  - Team personnel who are negative for COVID-19 and asymptomatic may return to their position without additional testing.

- **All symptomatic individuals and/or individuals that have tested positive or were presumed positive for COVID-19 must:**
  - Be released from “shelter-in-place” using current CDC guidelines; AND
  - Present a clearance documentation from Rutgers Occupational Health before being permitted to resume participation in team activities.

**Symptomatic Individuals While on Team Trips:**

**Initial Management of Symptomatic Individuals**

- Symptomatic individuals on a team trip should immediately report any symptoms to the team’s AT and/or their supervisor.

- Individuals with affirmative answers on the COVID-19 Symptom Check and/or temperature ≥100.4°F will be immediately removed from all team activities and will “shelter-in-place” in their hotel room.
  - Roommates of symptomatic individuals will be moved to another room.
  - Team personnel will arrange for nourishment, medications, toiletries, etc. be delivered (contactless) to the individual’s room.

- Symptomatic individuals will be referred to a Rutgers Athletics Team Physician (if present on the trip) for evaluation and COVID-19 testing if clinically indicated.
  - If a Rutgers Athletics Team Physician is not present, a telehealth visit can be arranged.
Evaluation by the home team’s physician (if available) or transport to a nearby ED if clinically indicated will be considered.

- Notification of appropriate Athletics, University, and local authorities
  - Athletics notifications
    - AT & coaches
    - SA teammates and team personnel will be notified, but no HIPAA protected information will be shared
    - Team physicians
    - CMO
    - Athletic counseling (if SA)
    - Academic Advisor (if SA or student support staff)
  - University and local notifications
    - All appropriate University and local authorities as necessary

- Symptomatic individuals will be required to “shelter-in-place” according to CDC guidelines and until cleared for travel by a Rutgers Athletics Team Physician.
  - Individuals may be required to stay in the visiting state unless a medical transport is available.
  - Other arrangements may be made to appropriately manage the symptomatic individual and protect the remaining individuals in the travel party.

**Contact Tracing**
- Rutgers Athletics Health Professionals will conduct Contact Tracing within the Athletic Department as described above in the event of a laboratory-confirmed COVID-19 positive or presumed positive among personnel on a trip. Additional Rutgers and New Jersey State Contact Tracing policies may need to be followed.

- All team personnel should monitor for symptoms, practice good hand, cough, and sneeze hygiene, and immediately notify their AT and/or supervisor of any symptoms or concerns.

**Surveillance**
- SA surveillance will follow the policies and procedures as noted in the Rutgers Athletics Surveillance Protocol.

**Sanitation**
- Team personnel will coordinate with hotel and other local authorities to properly clean and sanitize all areas that the symptomatic individual visited.
FACILITY PREPAREDNESS
FACILITY PREPAREDNESS

The Facility and Operations department developed necessary guidelines and protocols by which **all staff & student-athletes will be required to adhere to** upon return to campus. Each department and sport programs have different needs and requirements. Department heads and sport administrators will serve as the point of contact for any questions or concerns.

Ensuring a safe and healthy working environment will require a collective effort and we encourage you all to do your part to help your fellow Scarlet Knights.

The health and safety of students and employees is our top priority.

**Face coverings & Hand Sanitizer**

- Face coverings will be required to enter all buildings and shared spaces within facilities.
- Each individual will receive a three (3) pack of reusable face coverings.
- Hand Sanitizer will be provided at all facility entrances, and select areas within the buildings.
- Staff are being implored to sanitize or wash their hands as frequently as possible, including when traveling into and moving throughout buildings.

<table>
<thead>
<tr>
<th>TYPE AND INTENDED USE OF FACE COVERINGS/MASKS</th>
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<table>
<thead>
<tr>
<th>TYPE</th>
<th>CLOTH FACE COVERING</th>
<th>DISPOSABLE MASK</th>
<th>MEDICAL-GRADE SURGICAL MASK</th>
<th>RESPIRATOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>DESCRIPTION</td>
<td>Home-made or commercially manufactured face covering that re-usable and help contain respiratory emissions.</td>
<td>Commercially manufactured face covering that are washable and help contain wearer’s respiratory emissions.</td>
<td>NIOSH-approved mask to protect the wearer from large droplets and splashes, helps contain wearer’s respiratory emissions.</td>
<td>Provides effective respiratory protection from airborne particles and excreta, helps contain wearer’s respiratory emissions.</td>
</tr>
<tr>
<td>INTENDED USE</td>
<td>Required for campus community use in non-healthcare settings (office spaces, general recreational settings, shops, community areas where social distancing cannot be maintained). Must be replaced daily. (May be removed when working alone or in office.)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Building Access Information**

- Building access is limited to your department/sport office space only.
  - RAC, Hale Center, APC, etc.
• To provide adequate physical distancing in the offices, reduced staggered staffing will be followed –
  **University Guidelines**
• Each building will have one active entrance that **MUST** be used by all employees & students.
• Employees will be required to have their employee ID’s and show them to gain access.
• Conference rooms and large gatherings in rooms are closed for the time being.
• Building hours will be limited to **8:00am to 6:00pm**
• **Do not prop open any doors**
• Buildings will remain locked and closed to the public until further notice.
• For more information on building access, please refer to the **Facility Entrance Plan** below.

**Scheduling Practices and Work Schedule**
• All access to buildings MUST be scheduled through the facilities & operations office.
• Deviating from scheduled practice and work times will be prohibited unless approved in advance.

**Facilities Preparation & Cleaning Information**
• The cleanliness of our facilities is EVERYONE’S responsibility. We will need you to take a greater share of this responsibility moving forward.
• All facilities will be disinfected prior to a return to work.
• **Touchpoint Cleaning** will be utilized to disinfect areas that are touched frequently throughout the day.
• During the past several months, while some buildings had occupancy levels dropped significantly, and other buildings were limited use for rehab/sports medicine purposes, the facilities was never fully shut down.
• Rutgers Athletic Facilities and Operations will thoroughly evaluated athletic facilities to ensure that the HVAC systems are prepared for the increased occupancy of staff and student-athletes.
• Barriers have been added to reception areas and high traffic areas for the safety of employees.
• **Custodial staff** will be scheduled consistently to ensure a safe working environment. Strictly adhering to designated building hours is important for their ability to disinfect effectively.
• Employees must be mindful of cleanliness of their individual work areas, including frequently touched areas such as phones, keyboards and drawer handles. In accordance with CDC recommendations, Custodial crews will be focused mainly on shared and highly trafficked spaces.
• **Doors to restrooms** will be left ajar to reduce contact.
  o Use of restrooms will be limited based on size to ensure at least six feet distance between individuals. Toilets with standard height partitions can be used simultaneously, but urinal areas with side-by-side fixtures should be used on an “every other in use” basis. Some will be closed down. Wash your hands thoroughly after using the restroom to reduce the potential transmission of the virus.
• Use of **vending machines, communal refrigerators, water coolers** will be prohibited until further notice.

**Nutrition & Dining Areas**
• Dining facility seating – Tables and seating will be removed/closed from dining halls to promote physical distancing among diners. The maximum seating capacity of dining halls will be reduced to 35-40% of normal occupancy.
• Self Service – stations such as salad bars, buffet tables, ice cream bars, etc. will be eliminated.
• Common use containers for condiments such as ketchup, salt, pepper, etc. will be replaced with single use packets.

**Elevator Protocol**

- **Masks must be worn** at all times when using the elevator or stairways.
- Limited to two (2) **staff members per elevator**.
- Use of elevators should be avoided whenever possible. **Using stairwells is encouraged** but remain mindful of physical distancing and common touch points.
- **Staff are encouraged to use tissues to press elevator buttons. These will be placed outside of each elevator. Please throw out used tissues in marked garbage cans in/outside elevators.**

**Personal Protection Requirements**

- Review University checklist each morning prior to beginning your work day (Additional Materials)
- Masks must be worn in all public spaces.
- If you have a fever above 100.4, please stay home. If you feel sick, please stay home. Consult with your supervisor to go over HR policies related to staying at home.
FACILITY ENTRANCE PLAN
**FACILITY ENTRANCE PLAN**

Rutgers Athletics in the post COVID-19 world will look different in each facilities and their entrance points. Contact tracing will be critical and for this reason, we are implementing only one active entrance to each facilities. Any questions, please contact operations@scarletknights.com.

Employees will be required to have their employee IDs and show them to gain access. This will limit the number of outside personnel in our facilities for tracing purposes, while also limiting the level of exposure of potential COVID-19 positive individuals to our staff and student athletes.

**Rutgers Athletic Center**

**North East Front Entrance - Main Entrance & Exit for all staff, athletes, visitors**

- Staff Member/Intern to manage check-in table at entry, periodically check that all other doors are secured.
- Staff Member/Intern to check-in visitors and radio/call up to office contact for escort – no outside personnel permitted on office level without permission & escort.
  - The escort should maintain physical distance and refrain from shaking hands with visitors
- Check in table needs: sanitizer, phone/radio, RAC schedule.
- Internal ticket window to be closed.

**Loading Dock Entrance – only accessible for deliveries**

- Signage to be placed outside door with phone number to call upon arrival.

**Offices**

- Encourage Sports Administrators to lock offices and carry a key.
- Daily cleaning protocols to be addressed.
- Cleaning supplies to be available for employee use.
**Athletic Performance Center**

- All must enter and exit from the main entrance – do not use side entrances
- Practice facility doors to remain locked at all times
- ID swipe required to enter at main entrance
- Staff Member/Intern to manage check-in at existing desk, periodically check that all other doors are secured
- Staff Member/Intern to check-in visitors and call contact for escort – no outside personnel permitted without permission & escort
  - Escort should maintain physical distance and refrain from shaking hands from visitors
- Refrain from hosting any visitors – if absolutely necessary, please request approval from Tory Sharpless
- Team store to remain closed to the public until further notice
- Furniture in lobby to be stanchioned off
Hale Center

Main Entrance for all staff, athletes, visitors

- All other entrances to be locked at all times
- Staff Member/Intern to manage check-in at existing desk, periodically check that all other doors are secured
- Staff Member/Intern to check-in visitors and call contact for escort – no outside personnel permitted without permission & escort
  - Escort should maintain physical distance and refrain from shaking hands from visitors
- Check-in desk needs: sanitizer, phone/radio, headshots of coaches/athletes/key personnel
- Refrain from propping doors open (ex. side entrance by Lacrosse LR)
- Refrain from hosting any visitors – if absolutely necessary, please request approval from Autumn Glowacki
- When leaving for practice, designate one member of the team to carry an ID for reentry
**SHI Stadium**

- Tours not permitted without prior approval
- Work study on duty at the bubble to monitor West Gate – gate to remain locked

**Ticket Sales / IMG**

- Must use swipe entrance at Media Gate

**Concessions**

- Must enter at kitchen

Deliveries permitted at West Gate - **must be locked immediately following delivery**
PHYSICAL DISTANCING – RUTGERS ATHLETIC FACILITIES

In order to preserve the health and safety of all our student athletes and employees, physical distancing must be adhered to within our facilities. Of utmost importance is the following:

- Facility Entrance points must be followed
- All Staff and students should have their Rutgers ID’s available to show at entrances
- Visitors must be registered and login according to University COVID-19 protocols.
- Physical distancing arrows and room occupancies must be followed
  - Some areas and hallways will be one way
  - One entrance and exit per facility to monitor access

**Athletic Performance Center**

APC Nutrition Area

Key

🌟 Seating Permitted

🚫 Seating Not Permitted

Max Capacity: 36
Rutgers Athletic Center

APC Closing Room

Key
☆ Seating Permitted
🛑 Seating Not Permitted

Max Capacity: 6

Rutgers Athletic Center

RAC Conference Room

Key
☆ Seating Permitted
🛑 Seating Not Permitted

Max Capacity: 6
RAC Media Room

Key

⭐ Seating Permitted
🚫 Seating Not Permitted

Max Capacity: 12

Hale Center

Hale Center Team Rooms

Key

⭐ Seating Permitted
🚫 Seating Not Permitted
Hale Center Team Rooms

Key

- Seating Permitted
- Seating Not Permitted

Table

Computer Lab Tables

Offensive Line 291
Wide Receivers 290
Tight Ends 289
Defensive Backs 288
Computer Lab 287

Stadium

Max Capacity: 54

The Pavilion

Key

- Seating Permitted
- Seating Not Permitted

Max Capacity: 90
ADDITIONAL MATERIALS
COVID-19 Daily Self-Checklist

* TO BE MODIFIED AND FINALIZED BY HEALTH GROUP and LABOR RELATIONS *
Review this COVID-19 Daily Self Checklist each day before reporting to work.

If you reply YES to any of the questions below, STAY HOME and:
- Contact your supervisor and
- Contact OneSource at (732) 745-7378

If you start feeling sick during your shift, follow steps above.

Do you have a fever (temperature over 100.4F) without having taken any fever reducing medications?
- Yes
- No

Loss of Smell/Taste?
- Yes
- No

Muscle Aches?
- Yes
- No

Sore Throat?
- Yes
- No

Cough?
- Yes
- No

Shortness of Breath?
- Yes
- No

Chills?
- Yes
- No

Headaches?
- Yes
- No

Have you experienced any gastrointestinal symptoms such as nausea or vomiting, diarrhea, loss of appetite?
- Yes
- No

Have you, or anyone you have been in close contact with been diagnosed with COVID-19, or been placed on quarantine for possible contact with COVID-19?
- Yes
- No

Have you been asked to self-isolate or quarantine by a medical professional or a local public health official?
- Yes
- No
Name: 
Date of Birth: 
Sport: 

1. Have you been diagnosed with COVID-19?
   ☐ Yes
   ☐ No

2. In the last two weeks, have you had any of the following symptoms: fever ($\geq 100F$) or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, diarrhea?
   ☐ Yes
   ☐ No

3. Have you been within 6 feet of someone diagnosed with COVID-19?
   ☐ Yes
   ☐ No

4. Has anyone in your household had any of the following symptoms in the last 21 days: fever ($\geq 100F$) or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, diarrhea?
   ☐ Yes
   ☐ No

5. Have you or anyone in your household visited or received treatment in a hospital, nursing home, long-term care, or other health care facility in the past 30 days?
   ☐ Yes
   ☐ No
6. Has a healthcare professional said to you they think you have COVID-19 OR do you think you were infected with COVID-19?

☐ Yes
☐ No

7. Do you have any reason to believe you or anyone in your household has been exposed to or acquired COVID-19?

☐ Yes
☐ No

Screening Form Workflow

1. All athletes returning to campus to use University facilities are required to complete the screening form.
2. Any “yes” answer on the screening form will prompt the need for a medical visit for further clarification and determination of further testing.
3. Any athlete that answers “yes” to having been infected with COVID will require in person appointment and determination for further testing. There will be no activity allowed until cleared by a team physician.
4. Student athletes answering yes to any active symptoms will be separated from other students and appointment will be arranged with a team physician.

Students answering “no” to all questions may use facilities following proper social distancing and masking guidelines.
SHARED RESPONSIBILITY.
We Must All Do Our Part to Ensure the Health and Safety of Our Scarlet Knights.

- **Practice Physical Distancing**: 6 Feet Minimum
- **Wear a Face Covering**
- **Wash Hands Often**
- **Stay Home If You Are Sick**