

# **COUNTY COLLEGE OF MORRIS**

**Return to Campus Plan, Fall 2021**

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# County College of Morris

## Return to Campus Plan, Fall 2021

### **OBJECTIVE**

County College of Morris' Return to Campus Plan is designed to support on-campus operations that prioritize the health and well-being of the college's employees, students, and campus visitors while honoring the college's mission and core values. The plan is designed to address the Fall 2021 Semester but may be extended or modified if necessary, according to state, local, or county mandates. The plan may also be modified at the direction of the Board of Trustees or the determination of the college's administration should health conditions deteriorate, if policy changes are needed, or should financial conditions dictate.

**Because the COVID-19 virus offers an unpredictable and unprecedented environment, employees and students should be prepared to pivot to an off campus working/learning environment with little notice if state mandates or campus conditions require such action.**

The plan does not supersede, alter, or address existing employee contracts. Any employee with a question about this plan should contact their immediate supervisor or vice president.

### **METHODOLOGY**

This plan meets or exceeds all current state mandates as well as required health guidelines and safety procedures established by the State of New Jersey, County of Morris, and Township of Randolph. The advice of the Township of Randolph Department of Public Health, the Morris County Department of Public Health, Morris County Office of Risk Management, and the college medical advisor are incorporated into the plan. Communication has occurred and is ongoing with healthcare institutions that the college partners with for the purpose of clinical education. The collaborative work of the Pandemic Response and Support Team has also been incorporated throughout the plan. CCM's Pandemic Response and Support Team is comprised of representation from administrators, union presidents, employees and students. We appreciate their willingness to go above and beyond to meet regularly and represent employees' and students' perspectives through the pandemic. The insight and contributions were valuable and much appreciated.

### **WHAT YOU CAN EXPECT**

As part of the college's Return to Campus Plan, it is important that employees, students, and visitors be informed of what to expect and be updated in this continuously changing environment. It is also important to know that CCM has made extensive efforts to prioritize the health and well-being of the campus community. The list below provides information and outlines what can be expected this fall. It is important to read the entire plan. Some of what our campus community and visitors can expect includes the following:

1. Fall Semester classes will begin on September 8 as scheduled, with the majority of courses being offered in a remote format through October 26, 2021 (unless conditions change) to allow all employees and students time to make a choice as described below to keep CCM community as safe as possible. This means that classes that were scheduled as face-to-face will now be meeting at their scheduled times via web conferencing (for example: Zoom, Teams, WebX). Remote classes are delivered electronically and are synchronous.

2. Effective on October 27, 2021, all students and all employees must choose one of the following actions:

**Get vaccinated and present a record of being fully vaccinated.**

Employees submit your COVID-19 Vaccine record to [HRCOVID@ccm.edu](mailto:HRCOVID@ccm.edu) .

Students submit your COVID-19 Vaccine record to [health-services@ccm.edu](mailto:health-services@ccm.edu) .

**Take a PCR test weekly and present negative results on a weekly basis.**

Employees submit your weekly COVID-19 test results to [HRCOVID@ccm.edu](mailto:HRCOVID@ccm.edu).

Students submit your weekly COVID-19 test results to [health-services@ccm.edu](mailto:health-services@ccm.edu) .

**Receive a waiver for medical or religious reasons and take a PCR test weekly and present negative results on a weekly basis.**

Employees who are seeking a waiver should contact [HRCOVID@ccm.edu](mailto:HRCOVID@ccm.edu) and submit their weekly COVID-19 PCR test results to [HRCOVID@ccm.edu](mailto:HRCOVID@ccm.edu).

Students who are seeking a waiver should contact [health-services@ccm.edu](mailto:health-services@ccm.edu) and submit their weekly COVID-19 PCR test results to [health-services@ccm.edu](mailto:health-services@ccm.edu) .

**Students who choose to take all of their classes in an electronic format do not have to present any documentation but should note that they will not be permitted in any college building without having opted for one of the choices above.**

3. Students participating in classes that are being held on-campus will be notified by college officials.

4. Students must wear masks in the classroom setting. Beyond the classroom, masks are required indoors when social distancing (maintaining a distance of at least 6 feet between each person) is not possible. Masks must be worn in the hallways by all individuals during peak times Monday through Saturday (7:30 a.m. – 10 p.m.). Individuals do not need to wear masks in hallways outside of peak times if social distancing (maintaining a distance of at least 6 feet between each person) is possible. Masks will be provided upon request and can be picked up at Public Safety, at the Student Center Information Window, and in Health Services.

5. Faculty members who remain at least 6 feet from students while instructing have the option to remove their mask. Whenever the space is less than 6 feet between faculty and students, masks are to be worn by all.

6. a) As of October 27, 2021, all employees and students can only enter buildings on campus when they have a newly branded photo ID badge that is highly visible, meaning IDs are to be worn above the waist, with the front facing forward. Students and employees can request CCM identification badges from the Office of Campus Life, at the Student Center Information Window or online following the instructions at [this link](#).

Students: Once processed and notified by Campus Life, students must pick up their ID in person.

Employees: Once processed and notified by Campus Life, employees can pick up their new ID cards from Human Resources.

b) All potential visiting students who come to campus for walk-up application or seeking information about enrollment should report directly to the Office of Admissions in the Student Center, where they will be issued a visitor's pass and mask (if needed).

7. Plant and Maintenance will continue to conduct daily disinfecting around campus to minimize risk and maximize safety. Employees are responsible for disinfecting their personal workspaces (keyboards, computers, etc.).

8. Disinfecting solution and paper towels will be provided for individuals choosing to do additional cleaning within their classrooms.

9. Hand sanitizer stations and tabletop bottles of sanitizer will be abundant and located across the campus. In accordance with CDC, local, state and federal recommendations, hand washing is the preferred method of hand cleaning. Hand air dryers will remain in place in the public restrooms. Hand sanitizer stations are also available in restrooms.

10. Heating, ventilation and air conditioning systems have been optimized to minimize health risks. All HVAC changes that were implemented in 2020 to increase fresh air and filtration effectiveness continue to remain in effect throughout the campus. Ultraviolet (UV) disinfection systems are installed in all main HVAC air handlers in campus buildings and disinfection systems were added in the secondary systems over the last six months. UV disinfection will continue to be added to the small air handlers when they are available/delivered from the manufacturer.

11. Students are encouraged to complete an interactive, virtual, orientation if enrolling in Fall 2021 courses to support the collective health and well-being of everyone on campus. This orientation will explain the measures, protocols, and policies in place to minimize the risks of COVID-19 and communicate the student's responsibility to follow the [“Infectious Disease Control Policy for Students”](#) adopted by the Board of Trustees. Details for the orientation will be emailed to students and can be found when logged into Blackboard.

12. Screenings and check-in points will no longer be implemented on campus. All campus entrance doors will be open to minimize congestion in those areas, again employees and students should not be in any building without a new CCM ID card after October 27, 2021. Old ID cards (in maroon) can be worn on campus through October 26, 2021.

13. If the government mandates or campus conditions necessitate, CCM's classes will continue in a remote format past October 27, 2021, at which time students and employees will be notified through multiple means. All on-campus operations are subject to this contingency.

## **WHAT THE COLLEGE EXPECTS**

### **For ALL Students:**

1. Effective on October 27, 2021, all students must choose one of the following actions:

**Get vaccinated and present a record of being fully vaccinated.**

Students submit your COVID-19 Vaccine record to [health-services@ccm.edu](mailto:health-services@ccm.edu) .

**Take a PCR test weekly and present negative results on a weekly basis.**

Students submit your weekly COVID-19 test results to [health-services@ccm.edu](mailto:health-services@ccm.edu) .

**Receive a waiver for medical or religious reasons and take a PCR test weekly and present negative results on a weekly basis.**

Students who are seeking a waiver should contact [health-services@ccm.edu](mailto:health-services@ccm.edu) and submit their weekly COVID-19 PCR test results to [health-services@ccm.edu](mailto:health-services@ccm.edu) .

**Students who choose to take all of their classes in an electronic format do not have to present any documentation but should note that they will not be permitted in any college building without having opted for one of the choices above.**

2. While the majority of classes will be held remotely, students in a limited number of specific programs where remote is not an option will be attending classes on-campus between September 8 – October 26. These students must adhere to the mask mandate and social distancing (maintain a distance of at least 6 feet between each person while in classrooms).

3. a) Students are expected to wear a mask while in classroom settings. Beyond the classroom, masks must be worn indoors when social distancing (maintaining a distance of at least 6 feet between each person) is not possible. Masks must be worn in the hallways by all individuals during peak times Monday through Saturday (7:30 a.m. – 10 p.m.). Individuals do not need to wear masks in hallways outside of peak times if social distancing (maintaining a distance of at least 6 feet between each person is possible). Masks will be provided upon request and can be picked up at Public Safety, at the Student Center Information Window and in Health Services located in the Student Center.

b) Masks must be worn when social distancing (maintaining a distance of at least 6 feet between each person) is not possible and, in some cases, such as classrooms, labs, the Library, Accessibilities Services, Testing Services, etc. masks must be worn at all times. There will be abundant signage to remind students and employees about masking.

4. a) As of October 27, 2021, all students can only enter buildings on campus when they have a newly branded photo ID badge that is highly visible, meaning IDs are to be worn above the waist, with the front facing forward. Students can request CCM identification badges from the Office of Campus Life, at the Student Center Information Window or online following the instructions at [this link](#).

Once processed and notified by Campus Life, students must pick up their ID in person.

b) All potential students who come to campus for walk-up application or seeking information about enrollment should report directly to the Office of Admissions in the Student Center. They will be issued a visitor's pass and mask (if needed).

**5. Students, regardless of vaccination status, who are on-campus and develop/exhibit COVID-19 symptoms will be asked to leave campus immediately and will be urged to notify their healthcare provider. If the individual is unable to leave campus immediately, the individual will be asked to isolate in a restricted private space within the [Office of Health Services](#) until transportation off-campus is available. Such isolation space will not be occupied by other individuals until such time as the college can appropriately disinfect the space. If the Office of Health Services is not available, students should remain at the Health Office location and call Public Safety at 973-328-5550 for assistance.**

6. Students are not to come to campus if experiencing COVID-19 symptoms and will notify their professor and [dsd@ccm.edu](mailto:dsd@ccm.edu) if they exhibit COVID-19 symptoms. While COVID-19 patients reported a wide range of symptoms, the CDC lists the following as possible symptoms of 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

7. **Students who are not on campus** at the time they develop/exhibit symptoms of COVID-19 should not come to campus and should notify the Office of Student Development and Enrollment Management; at [dsd@ccm.edu](mailto:dsd@ccm.edu) for guidance on how to address their own medical condition in relation to their academic responsibilities. The Office of Student Development & Enrollment Management will connect the student to appropriate medical resources in the community as well as work directly with faculty to permit the student to continue enrollment in classes online and/or remotely with appropriate support and/or accommodations.

8. Follow [CDC and local quarantine guidelines](#) if they have been exposed to COVID-19 or test positive for COVID-19.

9. As recommended by the CDC: Wash your hands frequently or if soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover your nose and mouth when sneezing or coughing. Avoid touching your face. Replace handshakes with head nods and waves. Avoid using other people's phones, desks, offices or other work tools and equipment.

10. The majority of classes from September 8 – October 26, 2021 will be delivered in a remote, on-line, virtual or in a hybrid format. If you need assistance with individual accommodation needs, please contact the Accessibility Services office at 973-328-5284 or [aso@ccm.edu](mailto:aso@ccm.edu).

11. Students needing access to technology while operating remotely should contact the Office of Student Development and Enrollment Management at [dsd@ccm.edu](mailto:dsd@ccm.edu).

12. To the extent possible, faculty may provide for students who cannot attend class due to COVID-19 related issues via live streaming, lecture recording, or other measures they deem appropriate to each case.

13. Students who have extenuating health circumstances, care for someone who is high risk, or are at a high risk themselves should consider online classes to the extent they are available.

14. Students who have medical or other concerns necessitating an exemption for wearing a mask are to contact [dsd@ccm.edu](mailto:dsd@ccm.edu) for guidance and determination.

### **For ALL Employees:**

1. Engage in honest, open, communication if there is a question, concern or suggestion for how safety and health conditions can be improved on campus. Questions or concerns should be brought to the employee's supervisor and, if needed, [Human Resources](#).

2. Effective on October 27, 2021, all employees must choose one of the following actions:

**Get vaccinated and present a record of being fully vaccinated.**

Employees submit your COVID-19 Vaccine record to [HRCOVID@ccm.edu](mailto:HRCOVID@ccm.edu) .

**Take a PCR test weekly and present negative results on a weekly basis.**

Employees submit your weekly COVID-19 test results to [HRCOVID@ccm.edu](mailto:HRCOVID@ccm.edu) .

**Receive a waiver for medical or religious reasons and take a PCR test weekly and present negative results on a weekly basis.**

Employees who are seeking a waiver should contact [HRCOVID@ccm.edu](mailto:HRCOVID@ccm.edu) and submit their weekly COVID-19 PCR test results to [HRCOVOID@ccm.edu](mailto:HRCOVOID@ccm.edu).

3. Employees can submit their COVID-19 vaccination records to [HRCOVID@ccm.edu](mailto:HRCOVID@ccm.edu). Please ensure that both sides of your vaccination card or weekly PCR results are emailed to [HRCOVID@ccm.edu](mailto:HRCOVID@ccm.edu). Supervisors will be notified by HR when an employee has been cleared for working on campus.

4. Staff and administration will continue to work as currently scheduled or as determined by their supervisor. Employees will be advised by their supervisor as to when they are to return to campus.

5. a) Masks are to be worn indoors when social distancing (maintaining a distance of at least 6 feet between each person) is not possible. Masks must be worn in the hallways by all individuals during peak times Monday through Saturday (7:30 a.m. – 10 p.m.). Individuals do not need to wear masks in hallways outside of peak times if social distancing (maintaining a distance of at least 6 feet between each person) is possible. Masks will be provided upon request and can be picked up at Public Safety, at the Student Center Information Window and in Health Services.

b) Masks must be worn when social distancing (maintaining a distance of at least 6 feet between each person) is not possible and, in some cases, such as classrooms, labs, the Library, Accessibilities Services, Testing Services, etc. masks must be worn at all times. There will be abundant signage to remind students and employees about masking.

6. Regardless of an individual's vaccination status, if exhibiting COVID-19 symptoms, they will be asked to leave campus immediately and will be urged to notify their healthcare provider. If the individual is unable to leave campus immediately, the individual will be asked to isolate in a restricted private space within the [Office of Health Services](#) until transportation off-campus is available. Such isolation space will not be occupied by other individuals until such time as the college can appropriately disinfect the space.



7. Employees are not to come to campus if experiencing symptoms and will notify their supervisor and Human Resources via email at [HRCOVID@ccm.edu](mailto:HRCOVID@ccm.edu) if they exhibit COVID-19 symptoms.

8. As of October 27, 2021, all employees can only enter buildings on campus when they have a newly branded photo ID badge that is highly visible, meaning IDs are to be worn above the waist, with the front facing forward. Employees can request CCM identification badges from the Office of Campus Life, at the Student Center Information Window or online following the instructions at [this link](#). Once processed and notified by Campus Life, employees can pick up their new ID cards from Human Resources.

9. As recommended by the CDC: Wash your hands frequently or if soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover your nose and mouth when sneezing or coughing. Avoid touching your face. Replace handshakes with head nods and waves. Avoid using other people's phones, desks, offices or other work tools and equipment.

10. We ask all instructors to activate and maintain the CCM-supplied Blackboard page for each course taught containing, as a minimum, the course syllabus and student grades (using the grade center).

11. To the extent possible, faculty may provide for students who cannot attend class due to COVID-related issues via live streaming, lecture recording, or other measures they deem appropriate to each case.

12. CCM will develop and provide support for instructors to assist students needing to quarantine until they are medically cleared to return to class.

13. Employees are encouraged to arrive early or a day or two prior to their first day back, to update their desktop computers. If a computer has not been used for a month or more, it will need to run through a cycle of updates. This can take a prolonged period of time. Individuals with printers will need to run a test page. If assistance is needed, please contact the Solution Center at 973-328-5600 or [SolutionCenter@ccm.edu](mailto:SolutionCenter@ccm.edu).

14. Curricular and co-curricular travel will need to be approved by the appropriate vice president.

15. Employees who have medical or other concerns necessitating an exemption for wearing a mask are to contact [HRCOVID@ccm.edu](mailto:HRCOVID@ccm.edu) for guidance and determination.

### **For ALL Visitors:**

1. Upon arrival at the college, all visitors (defined as vendors or those engaging in college business) will be required to go to the Office of Public Safety, 675 Route 10 East, near Parking Lot 10, sign in and obtain a visitor identification badge. This does not pertain to potential students who are here for walk-up application or seeking information about enrollment.

2. All potential students who come to campus for walk-up application or seeking information about enrollment should report directly to the Office of Admissions in the Student Center. They will be issued a visitor's pass and mask (if needed).

3. All visitors will be reminded of the college health and safety protocols for minimizing the risk of COVID-19.

4. Masks must be worn indoors at all times. Masks will be provided upon request and can be picked up at Public Safety, at the Student Center Information Window and in Health Services.

5. Regardless of an individual's vaccination status, if exhibiting COVID-19 symptoms, they will be asked to leave campus immediately and will be urged to notify their health care provider. If the individual is unable to leave campus immediately, the individual will be asked to isolate in a restricted private space within the [Office of Health Services](#) until transportation off-campus is available. Such isolation space will not be occupied by other individuals until such time as the college can appropriately disinfect the space.

### **CDC Guidelines:**

CCM will continue to adhere to the guidelines recommended by the CDC, local, state, and federal officials. Below is a list of COVID-19 symptoms. If an employee exhibits symptoms of COVID-19, the employee should notify Human Resources (HR) at [HRCOVID@ccm.edu](mailto:HRCOVID@ccm.edu). Leave your work email address and a phone number where an HR representative might follow-up with you. If a student exhibits symptoms of COVID-19, the student should notify the Office of Student Development & Enrollment Management at [dsd@ccm.edu](mailto:dsd@ccm.edu).

While COVID-19 patients reported a wide range of symptoms, the CDC lists the following as possible symptoms of 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

Regardless of vaccination status, those individuals exhibiting COVID-19 symptoms will be asked to leave campus immediately and will be urged to notify their health care provider. If the individual is unable to leave campus immediately, the individual will be asked to isolate in a restricted private space within the [Office of Health Services](#) until transportation off-campus is available. Such isolation space will not be occupied by other individuals until such time as the college can appropriately disinfect the space.

People who have been in close contact with someone who has COVID-19, excluding people who are fully vaccinated, should quarantine for 14 days. Proof of vaccination will be required. Fully vaccinated individuals should still monitor themselves for COVID-19 symptoms and consider getting tested three to five days after exposure.

If a student exhibits symptoms of COVID-19 while they are not on campus, the student should notify the Office of Student Development and Enrollment Management; at [dsd@ccm.edu](mailto:dsd@ccm.edu) for guidance on how to address their own medical condition in relation to their academic responsibilities. The Office of Student Development & Enrollment Management will connect the student to appropriate medical resources in the community as well as work directly with faculty to permit the student to continue enrollment in classes online and/or remotely with appropriate support and/or accommodations.

## FAQ'S:

### *For Everyone:*

**Can individuals choose to be on campus without a mask?** No, all individuals entering a building must be wearing a mask unless medically unable to wear a mask. Employees contact [HRCOVID@ccm.edu](mailto:HRCOVID@ccm.edu) and students email [dsd@ccm.edu](mailto:dsd@ccm.edu) for information on medial accommodations. Masks can be removed if social distancing (maintaining a distance of at least 6 feet between each person) is practiced. If you are outdoors and socially distancing, you may remove your mask. Students may not remove their masks when in classrooms. Remember if social distancing (maintaining a distance of at least 6 feet between each person) is not possible, you must wear a mask. Masking will remain in effect until further notice, regardless of vaccination status. Masks will be provided upon request and can be picked up at Public Safety, at the Student Center Information Window and in Health Services.

**Do I have to wear a mask in the hallways?** Masks must be worn in the hallways by all individuals during peak times Monday - Saturday (7:30 a.m. – 10 p.m.). Individuals do not need to wear masks in hallways outside of peak times if social distancing (maintaining a distance of at least 6 feet between each person) is possible.

**If everyone in a class is vaccinated, can masks be removed?** State health officials are currently recommending that masks be worn regardless of vaccination status. CCM is following those guidelines and anyone not socially distance is required to wear a mask until further notice.

**What do I do if I need a mask break?** We do encourage individuals to take a mask break when needed. Mask breaks should occur outside. Students are asked to connect with their professors to request a mask break during class/instruction time.

**Is it required that employees, students, or visitors receive the COVID-19 vaccine before coming to campus?** All students and employees who are on-campus must choose from the following options:

**Get vaccinated and present a record of being fully vaccinated.**

Employees submit your COVID-19 Vaccine record to [HRCOVID@ccm.edu](mailto:HRCOVID@ccm.edu) .

Students submit your COVID-19 Vaccine record to [health-services@ccm.edu](mailto:health-services@ccm.edu) .

**Take a PCR test weekly and present negative results on a weekly basis.**

Employees submit your weekly COVID-19 test results to [HRCOVID@ccm.edu](mailto:HRCOVID@ccm.edu).

Students submit your weekly COVID-19 test results to [health-services@ccm.edu](mailto:health-services@ccm.edu) .

**Receive a waiver for medical or religious reasons and take a PCR test weekly and present negative results on a weekly basis.**

Employees who are seeking a waiver should contact [HRCOVID@ccm.edu](mailto:HRCOVID@ccm.edu) and submit their weekly COVID-19 PCR test results to [HRCOVOID@ccm.edu](mailto:HRCOVOID@ccm.edu).

Students who are seeking a waiver should contact [health-services@ccm.edu](mailto:health-services@ccm.edu) and submit their weekly COVID-19 PCR test results to [health-services@ccm.edu](mailto:health-services@ccm.edu).

**Students who choose to take all of their classes in an electronic format do not have to present any documentation but should note that they will not be permitted in any college building without having opted for one of the choices above.**

**Visitors must wear a mask and receive a temporary ID, but are not required to provide proof of vaccination.**

**Will CCM conduct contact tracing?** CCM works with the local health department that will conduct all contact tracing.

**How do I obtain a new ID?** A new ID can be obtained by requesting a CCM ID from the Office of Campus Life, at the Student Center Information Window or online following the instructions at [this link](#).

Students: Once processed and notified by Campus Life, students must pick up their ID in person

Employees: Once processed and notified by Campus Life, employees can pick up their new ID cards from Human Resources.

When picking up CCM ID's students and employees will need to provide documentation of one of the following:

Get vaccinated and present a record of being fully vaccinated.

Employees submit your COVID-19 Vaccine record to [HRCOVID@ccm.edu](mailto:HRCOVID@ccm.edu).

Students submit your COVID-19 Vaccine record to [health-services@ccm.edu](mailto:health-services@ccm.edu).

Take a PCR test weekly and present negative results on a weekly basis.

Employees submit your weekly COVID-19 test results to [HRCOVID@ccm.edu](mailto:HRCOVID@ccm.edu).

Students submit your weekly COVID-19 test results to [health-services@ccm.edu](mailto:health-services@ccm.edu).

Receive a waiver for medical or religious reasons and take a PCR test weekly and present negative results on a weekly basis.

Employees who are seeking a waiver should contact [HRCOVID@ccm.edu](mailto:HRCOVID@ccm.edu) and submit their weekly COVID-19 PCR test results to [HRCOVOID@ccm.edu](mailto:HRCOVOID@ccm.edu).

Students who are seeking a waiver should contact [health-services@ccm.edu](mailto:health-services@ccm.edu) and submit their weekly COVID-19 PCR test results to [health-services@ccm.edu](mailto:health-services@ccm.edu).

Students who choose to take all of their classes in an electronic format do not have to present any documentation but should note that they will not be permitted in any college building without having opted for one of the choices above.

**Will food and dining options return to CCM in the fall?** Yes, all food and dining options will be open for normal food distribution for the Fall 2021 Semester.

**Will the College be conducting COVID-19 testing?** The College will not conduct COVID-19 testing. Employees or students exhibiting symptoms, believing they have been exposed to the virus, or for other reasons needing to be tested are directed to their health care provider or public health department in the town in which they reside.

**What should I do if I feel ill or think I have been exposed to COVID-19?** The individual should stay home, monitor their symptoms, separate themselves from other people as much as possible, and stay in touch with their health care provider. Employees should contact their supervisor and Human Resources at [HRCOVID@ccm.edu](mailto:HRCOVID@ccm.edu). Students should contact [dsd@ccm.edu](mailto:dsd@ccm.edu).

**When should I quarantine?** Unvaccinated people who have been in close contact with someone who has COVID-19 must quarantine for 14 days. Fully vaccinated individuals should still monitor themselves and get tested three to five days after exposure. Proof of vaccination will be required.

**Am I allowed to travel out of the state and then return to campus?** Yes, leisure travel restrictions within the U.S. have been lifted.

**Can I travel internationally?** CCM recommends you contact the [State Department](#) for guidance and clarification on international travel.

### ***Student Focus:***

**Do I have to provide documentation of vaccination/waiver/test results, if I am operating fully on-line or virtual for the semester?** Students who choose to take all of their classes in an electronic format do not have to present any documentation but should note that they will not be permitted in any college building without having opted for one of the choices above and have a visible ID.

**Are students who are fully online or virtual required to get an ID?** Effective October 27, 2021, to enter a campus building you will need to have an updated, highly visible, newly branded ID. If you are not coming to campus, you are not required to have an ID.

**Am I required to wear a mask while on campus?** Yes, masks must be worn indoors when social distancing (maintaining a distance of at least 6 feet between each person) is not possible. Students must wear their masks in classroom settings and in hallways.

**Where do I go if I want to meet with admissions as a walk-up applicant?** All potential students who come to campus for walk-up application or seeking information about enrollment should report directly to the Office of Admissions in the Student Center. They will be issued a visitor's pass and mask (if needed).

**What happens if a student begins feeling ill once on campus?** Regardless of vaccination status, students who are on-campus and develop/exhibit COVID-19 symptoms, will be asked to leave campus immediately and will be urged to notify their healthcare provider. If the individual is unable to leave campus immediately, the individual will be asked to isolate in a restricted private space within the [Office of Health Services](#) until transportation off-campus is available. Such isolation space will not be occupied by other individuals until such time as the college can appropriately disinfect the space.

If the Office of Health Services is not available, students should remain at the Health Office location and call Public Safety at 973-328-5550 for assistance.

**Do I notify CCM if I have COVID-19 symptoms?** Any time students have COVID-19 symptoms they are to notify their professor and the Office of Student Development and Enrollment Management; at [dsd@ccm.edu](mailto:dsd@ccm.edu).

**How is “Online” defined for classes?** Online classes are delivered electronically and completely asynchronous. Students with questions about online formats can directly connect with their professors.

**How is “Remote” defined for classes?** Remote means that classes scheduled as face-to-face will be meeting at their scheduled times via web conferencing (for example: Zoom, Teams, WebX). Remote classes are delivered electronically and are synchronous.

**Are there different guidelines if I am a student enrolled in a program with a clinical component?** Faculty and students in programs that require a clinical component (Nursing, Radiography, Respiratory Therapy and Biomedical Equipment Option, Certified Nurse Aide, Paramedic Science), are required (and have always been required) to comply with those guidelines as set forth by participating healthcare institutions. Students will receive specific instructions from their professors.

**Are students able to participate in off-campus learning opportunities?** Students may participate in off-campus experiential learning during the term. Examples of these experiences include field trips and internships. Faculty supervisors of these experiential learning activities will provide reasonable assurances to their department chair and school dean that such activities will be conducted consistent with current COVID-19 protocols. In addition, faculty and students will be required to adhere to any additional guidelines and requirements that are in effect at these sites. Students will be responsible for traveling to off campus locations on their own.

**If I am enrolled in Workforce Development programs/courses, what should I expect?** The Center for Workforce Development (WFD) will deliver its courses, programs, and activities either in-person or remotely or some combination through the Zoom platform. Information Sessions may be provided as a virtual or in-person open house and a “navigating the employment market” event will be held in-person. The Center for Workforce Development will send communication directly to its students for continued updates.

### ***Employee Focus:***

**As an employee, what steps must I take if I begin to feel ill while on campus?** Those individuals exhibiting COVID-19 symptoms will be asked to leave campus immediately and will be urged to notify their health care provider. If the individual is unable to leave campus immediately, the individual will be asked to isolate in a restricted private space within the [Office of Health Services](#) until transportation off-campus is available. Such isolation space will not be occupied by other individuals until such time as the college can appropriately disinfect the space.

**Will my office be sanitized?** For individual or shared offices, Plant and Maintenance staff will disinfect daily such items as doors and handles, ledges, windowsills and empty trash and recycle cans.



All other areas of an office are the responsibility of the office occupant. Self-cleaning stations are provided with paper towels, gloves, and disinfectant for use between users. Surface cleaning materials, to include spray bottles of disinfectant and paper towels, will be made available to staff and faculty so they may clean their own workspaces. The location of these supplies will be provided through supervisors.

**How will campus meetings be held?** Campus meetings, such as College Council and employee meetings, may be held via web conference platforms, in-person, or a combination of the two as determined by the meeting host.

## **HOW THIS PLAN AND UPDATES WILL BE COMMUNICATED?**

This plan will be housed on the college's [COVID-19 Information and Resource Center webpage](#) and supported by CCM's Pandemic Response and Support Team. This team consists of administrators, bargaining unit presidents, department chairpersons, faculty, staff and students. As restrictions and mandates are lifted, this task force will continue to meet as necessary, to assess current policies and procedures; review updates to state regulations and guidance from public health officials; provide recommendations as necessary. Updates will continue to be communicated regularly. We encourage all employees to regularly check CCM emails and the CCMemo for continued updates.

## **EMPLOYEE CHECKLIST FOR RETURNING TO CAMPUS**

\_\_If you haven't yet, we encourage you to get your COVID-19 Vaccine.

\_\_New IDs are available for anyone who is vaccinated or reporting their COVID-19 option. Newly branded ID's must be worn starting October 27, 2021, to be on campus. Employees can request CCM identification badges from the Office of Campus Life, at the Student Center Information Window or online following the instructions at [this link](#). Once processed and notified by Campus Life, employees can pick up their new ID cards from Human Resources.

\_\_Wear your mask indoors when social distancing (maintaining a distance of at least 6 feet between each person) is not possible. You may bring one from home or stop in at Public Safety, Health Services, or Student Information Center Window to get one. If you have a medical condition which prevents you from wearing a mask, contact [HRCOVID@ccm.edu](mailto:HRCOVID@ccm.edu) for information regarding completing an ADA Accommodation Application.

\_\_Consider arriving early on your first day on campus to update your desktop computer. If your computer has not been used for a month or more, it will need to run through a cycle of updates. This can take a prolonged period of time. Individuals with printers will need to run a test page. If you need assistance, please contact the [Solution Center](#).

\_\_Make arrangements with Public Safety to return any furniture, technology, or property that belongs to CCM that had been signed out while working remotely. Public Safety can be reached at 973-328-5550 or [publicsafety@ccm.edu](mailto:publicsafety@ccm.edu).

\_\_Participate in the optional employee virtual orientation.