

MCCC Restart Plan

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In response to the COVID-19 pandemic, Mercer County Community College (MCCC) was forced to move to remote operations on March 13th. While this transition was not without its challenges, the move to remote operations and instruction was able to happen thanks to early action and collaboration from all stakeholders across the West Windsor and James Kerney campuses. On May 4th, a task force was officially created and charged to help develop the recommendations that would help us get back to the “new normal”, while preserving public health and safety.

The task force consisted of 25 members and was comprised of full-time and adjunct faculty members, administrators, staff, and student representatives. The task force was divided into two separate sub-groups; one group focused on recommendations for instruction, the other group focused on the facility recommendations for safely returning to campus. Using the most current information provided by the NJ State Board of Health and the CDC, as well as conducting and analyzing data provided by faculty and student surveys, the task force put forward recommendations to the President’s Leadership Team (PLT) & College community on May 18th.

Recommendations were data-driven and proposed after two weeks of research, collaboration, debate, and careful consideration for all members of the Mercer family. This hardworking task force, under the direction of outstanding leadership from co-chairs for each sub-group, developed comprehensive recommendations that will provide campus safety for all members of our College community. The four-phased recommendations were presented the entire College community in two (2) separate ZOOM sessions on May 20th & May 22nd. The official plan was ratified by College administration and became the official MCCC Reopening Plan on June 1, 2020. The plan, in its entirety, can be found on the MCCC website at - <https://www.mccc.edu/pdf/reopening-plan-5-31-20.pdf>.

The following **MCCC Restart Plan** is in response to the June 18th memo from the Office of the Secretary of Higher Education (OSHE) entitled, “Restart Standards for all New Jersey Institutions of Higher Education”. This submission outlines the restart plans for Mercer County Community College and outlines the safeguarding practices currently in place, and additional measures that will be instituted as the College and the great state of New Jersey continue on the “Road Back” to our “new normal”. MCCC is committed to adhering to current CDC guidelines, and the proposed plan will have the ability to move in accordance with public health trends. Safeguarding practices are aligned with CDC, NJDOH, and OSHE recommendations. Federal, state and local trends will continue to be monitored. This philosophy will allow MCCC to progress, hold static, or revert as needed. Based on this information, Mercer County Community College is respectfully requesting a July 6th, 2020 date to have limited activities restart on campus.

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General Principles of MCCC Restart Plan

This **Plan** was initially developed with four (4) phases. These four phases are aligned with the four-phased “Road Back” plan Governor Murphy initially announced on May 18th, 2020. The MCCC full, four-phased reopening plan can be found on the MCCC website - <https://www.mccc.edu/pdf/reopening-plan-5-31-20.pdf>. These four phases are aligned with the four phases of the “Road Back” plan – maximum restrictions, Stage 1, Stage 2, & Stage 3. Each phase includes detailed plans for each of the ten areas that have a direct impact on restarting MCCC on the “Road Back”. Those areas are as follows:

1. Instruction
2. Housing*
3. Computer labs
4. Libraries
5. Research labs
6. Student services
7. Transportation
8. Dining*
9. Study abroad*
10. Athletics

***Mercer County Community College does not provide student housing.**

Mercer County College has no plan to provide dining or any study abroad activities for foreseeable future.

Triggers for each phase will be evaluated by the MCCC President’s Leadership Team (PLT) with guidance from state and local officials with safety being the primary factor in all decisions. The preservation of public health and safety is be the primary factor in all decisions made regarding the resumption of any on-campus activities, with safeguards needed to be in place in order for progression through the phases. The Plan used data collected by the NJ DOH, OSHE, CDC, and NAIS, as well as survey data collected from representatives from all institutional stakeholders.

General Safeguarding

MCCC is committed to working with local and state officials, including the local health department and local office of emergency management, to share the components of the restart plan and revise same as may become necessary. During remote operations, MCCC has instituted a campus access request form (<https://app.smartsheet.com/b/form/ee909320926c4901a9d82de21f1f3a55>), which allows MCCC to minimize the number of non-essential employees on campus. Requests do not guarantee access to campus. All requests must be approved by the requester’s direct supervisor and the area Vice President. Each night all requests are reviewed to avoid multiple people entering the same building during the same time period. This form also allows MCCC to share information with local and state health agencies if/when a campus member self-reports as positive for COVID-19. We have used the information gathered from the form to notify employees when a self-quarantine is warranted. Similar process exists for students. As part of the campus reopening plan, expanded campus

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openings that coincide with progression on the “Road Back” will continue to require submission of this form. However, under the current stage two, and in alignment with the plan outlined by Governor Murphy, all non-essential employees are to remain remote.

As part of the MCCC restart plan, all students, faculty and staff that are allowed on campus for instructional purposes must complete a **self-screening form**. Modelled after the CDC self-checker tool (<https://www.cdc.gov/coronavirus/2019-ncov/testing/index.html>) this questionnaire must be filled out by any student or faculty member every time that individual is required to be on campus for instructional purposes. Submission will require students and faculty to answer standard CDC recommended questions to identify if they may be COVID-19 (+). Based on an algorithm, automated responses will be sent to the person submitting the self-screening form granting or denying them access to the campus. Additional information may be provided to the person submitting the self-screening form based on information provided. This self-screening form includes a mechanism to maintain a log of students, faculty, staff and visitors to facilitate contact tracing, and the reporting of any instances of COVID-19 to local health officials. The form will be posted online before July 8.

MCCC will have no on-campus extracurricular activities for the Fall 2020 semester. All extracurricular activities listed in Student Services, will be offered virtually. These efforts are done to remain aligned with the OSHE requirements of minimizing gatherings where possible.

All students, faculty, staff, and visitors must wear facial coverings while on campus. Students, faculty and staff are expected to provide their own facial coverings. Exceptions to wearing a mask will be made in compliance with the American with Disabilities Act. Only those engaged in activities that would normally require gloves, such as food preparation and patient care activities, shall wear them.

Training will be provided for faculty, staff and students on appropriate sanitization and social distancing practices and protocols, as well as institutional policies and procedures developed to limit the spread of COVID-19. The campus community will be educated about infection prevention guidelines through the use of videos, signage, and verbal reminders when needed. CDC video library has been created and will be disseminated to all members of campus community, placed on the MCCC website, and be placed in all Blackboard course shells. Videos include the following:

- Social distancing - https://www.cdc.gov/video/socialmedia/social-distancing_lores-2.mp4
- Stop the spread video - https://www.cdc.gov/video/vaccines/317152_STSGerms.wmv
- Face coverings Do's & Don'ts - <https://www.cdc.gov/video/socialmedia/Cloth-Face-Covering-Dos-Donts.mp4>

Additional CDC provided posters will be clearly posted throughout the campus. The following posters will be used for educational, reinforcement and training purposes for faculty, staff and students:

- Stopping the spread of germs - <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf>
 - To be strategically placed in stairways, elevators, hallways, office spaces, and in Blackboard course shells
- Practicing social distancing in shared spaces - <https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-social-distancing-cloth-face-coverings-poster.pdf>
 - To be placed in athletics building, library, bus stop, Kelsey Theatre, open spaces

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- Symptoms of Coronavirus - <https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms.pdf>
 - To be placed in all Blackboard course shells
- What to do if you are sick - <https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf>
 - To be placed in all office spaces
- 10 things you can do to manage your COVID-19 symptoms at home - <https://www.cdc.gov/coronavirus/2019-ncov/downloads/10Things.pdf>
 - To be given to any person that reports signs or symptoms of COVID-19
- Feeling sick? - <https://www.cdc.gov/coronavirus/2019-ncov/downloads/StayHomeFromWork.pdf>
 - To be placed on all building entrances
- Wash your hands - <https://www.cdc.gov/handwashing/pdf/wash-your-hands-poster-english-508.pdf>
 - To be placed in all bathrooms, labs with sinks

Maintenance of adequate supplies, such as personal protective equipment and cleaning supplies will be controlled by MCCC facilities and security. Daily cleaning of all spaces will be provided by CBM Cleaning Company, which provides their own cleaning materials. Daily cleaning logs will be displayed in all rooms, including classrooms, conference rooms, bathrooms, and other high-traffic areas.

Designation of space(s) for separation of individuals residing on campus who display symptoms consistent with or have a positive diagnosis of COVID-19. In the event a person becomes ill while on campus, the person will be isolated to a low traffic area identified in each building. Person will be offered emergency medical assistance if needed. If assistance is accepted, security and 911 emergency services will be activated. If the individual declines emergency medical assistance, he or she must leave campus promptly.

Markings of six-foot intervals in high traffic areas to help students, faculty, staff, and any other individuals who may be on campus visualize appropriate social distancing.

Elevators will remain in use, but use of elevators will be limited to one (1) person per ride and such sign will be posted at the entrance of each elevator. Elevators will be frequently cleaned.

Water fountains will be limited to water bottle fill stations.

1. Instructional Restart Plan

Stage 1 - Current	Stage 2 – Tentative July 6 th	Stage 3 – Fall 2020
<ul style="list-style-type: none"> • College engaged in remote learning • No in-person course offerings 	<ul style="list-style-type: none"> • Courses that cannot be offered in remote manner (i.e., lab based courses, clinical rotations) have limited on-campus access to accommodate labs 	<ul style="list-style-type: none"> • Majority of courses offered in either remote (52%), online (32%), field experience/remote (7%) or hybrid (9%)

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	<ul style="list-style-type: none"> • Enhanced cleaning • All lecture based courses remain remote 	<ul style="list-style-type: none"> • Lecture based courses remain remote/online. • Hybrid courses are limited to course content that cannot be achieved in remote/online manner • Continuation of enhanced cleaning • Social distancing in place, additional barriers/face shields used in courses that cannot maintain social distancing
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The task force recommended any course that could continue to be offered fully virtual, should for the Fall 2020 semester. Faculty collaborated with Course/Program Coordinator, Division Dean and/or VPAA to determine specific needs for each course/program. These collaborations made it apparent that some courses cannot make a full transition to remote instruction. To meet the needs of the students and faculty, the MCCC reopening task force developed three (3) different class options for the Fall 2020 semester. Definitions of class options can be found on the MCCC website - <http://www.mccc.edu/help.shtml>

- A. Remote Instruction: Instructors deliver course materials and assignments remotely. Class meets at specific times (52% of MCCC Fall 2020 course offerings)
- B. Online Instruction: Instructors deliver course materials and assignments fully online. No weekly meeting times (32% of MCCC Fall 2020 course offerings)
- C. Hybrid Instruction: Hybrid courses include a combination of face-to-face meetings and remote/online sessions (9% of MCCC Fall 2020 course offerings)

The remaining 7% of courses are classified as clinical or field experience, although it should be noted these courses will not have any on-campus activity either and could therefore be considered either “remote” or “online”. Faculty will continue to receive professional development offered through *MercerOnline* to ensure best practices are maintained for hybrid/remote/online course offerings. Additional faculty development & support will be offered through *MercerOnline* on online resources used for advisement including Student Planner, Microsoft Teams, ZOOM, Blackboard Collaborate, and others.

No course will be fully face-to-face for the Fall 2020 semester. All students that were registered for any in-person course offering for the Fall semester were contacted by Enrollment Services about the three options, and subsequently transitioned into the most appropriate and/or available format. “Hybrid” courses are held specifically for courses that contain elements that cannot be offered in a remote environment. These courses are limited to the following areas:

- Lab courses
- Clinical based courses
- Flight portion of the Aviation curriculum
- Clinical portion of the externally accredited Health Professions curricula
- Lab portion of the Automotive Technology curriculum
- Clinical portion of the Funeral Service curriculum

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- Practicum portion of the Fire Science curriculum
- Lab portion of the Advanced Manufacturing curriculum

These “hybrid” courses will adhere to CDC guidelines pertaining to social distancing and require the use of face coverings. Students and faculty members will have to complete the **aforementioned self-checker questionnaire** before class begins. Failure to do so will disqualify any students or faculty to attend/teach those lab classes. Hybrid portion of courses will be limited to course material that cannot be offered virtually. All hybrid course lecture components will be held remotely.

In hybrid classes that cannot maintain 6ft of social distancing, students will be given a medical grade polycarbonate face shields (0.030” thickness) that must be worn in addition to a traditional face covering. These face shields provide a 360° physical barrier of protection and will allow for easier mobility in and out of the lab or special instructional space. Students will be required to maintain their respective face shield. Failure to bring the face shield to class will result in student not being permitted into the instructional space. Language stating such will be added to each respective course syllabi. Additional precautions will also be instituted, including minimizing the number of students in a lab at any given time. Instructors will develop a schedule that will allow for multiple lab offerings to maintain social distancing recommendations, including offering required in-person content on alternating days.

With the reduction of on-campus offerings, all available larger spaces will be utilized to conduct courses and aid in social distancing requirements. Spaces that fit this criteria for both campuses were identified as part of the task force recommendations. These identified larger spaces will be able to provide social distancing without negatively impacting class enrollment and/or class capacity limits. These space include the following:

West Windsor Campus

- **Cafeteria** – large enough to divide into 2 separate classes, with partition already installed
- **SC 104**
- **LA 210**
- **AD 130**
- **AD 133**
- **BS 206**
- **BS 209**
- **BS 212**
- **CM 107**
- **CM 108**
- **CM 109**
- **CM 110**
- **MS 204**

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James Kerney Campus

- Center City Café
- KC 224
- KC 131
- KC 311 - Learning Center
- Kerney Hall – may be able to be split into 3-4 classroom spaces

Lecture classrooms will be spaced out with 6ft of social distancing between students. Students will be instructed to fill rows furthest away from entrance first, ensuring no student walks past anyone to get to a seat. Exiting from the classroom will follow the reverse order. Such instruction will be given to students in advance.

Frequent cleaning and sanitization of classrooms, restrooms, high-touch areas, equipment and shared surfaces will be able to be offered on a more consistent basis, with daily logs placed in all used spaces that must document daily cleaning. Cleaning services are provided by CBM Cleaning Company. Additionally, hand sanitizers will also be strategically placed at locations to ensure proper hand sanitizing prior to entering a classroom. Proper hygiene posters will also be posted at all building entrances. Faculty must include proper hand sanitizing protocols in course syllabi.

Students, faculty and staff that are immunocompromised or at high-risk for COVID-19 will have option to receive or provide instruction remotely. All administrative meetings, office hours, student appointments, student services including but not limited to registration, advisement, tutorial, and other meetings will continue to be held remotely.

2. Housing

N/A. Mercer County Community College does offer housing. No plan needed.

3. Computer labs

Stage 1 - Current	Stage 2 – Tentative July 6 th	Stage 3 – Fall 2020
<ul style="list-style-type: none"> • Computer labs closed 	<ul style="list-style-type: none"> • Computer labs closed 	<ul style="list-style-type: none"> • Computer lab limited restart, with social distancing guidelines implemented.

Computer labs will continue to be closed until further notice. The objective of this Plan is to minimize the amount of time students remain on campus in the Fall. Once operational, all students, faculty, staff, and visitors must wear facial coverings while on campus. Students, faculty and staff are expected to provide their own facial coverings. Exceptions to wearing a mask will be made in compliance with the American with Disabilities Act. Only those engaged in activities that would normally require gloves, such as food preparation and patient care activities, shall wear them.

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To aid with student computer needs, and to meet the demands of remote/online learning, all students’ computer needs were assessed via a survey. Students that needed a computer for the transition to remote in the Spring 2020 semester were given a computer. A similar student survey will be sent to students for the Fall semester.

At a time where restrictions can be further lifted, social distancing guidelines will be maintained in computer labs by making only a maximum of 50% of computers available in certain labs. Computer labs will only be accessible via appointment. Appointment requests will require completion and approval of the aforementioned self-screening form.

4. Libraries

Stage 1 - Current	Stage 2 – Tentative July 6 th	Stage 3 – Fall 2020
<ul style="list-style-type: none"> Libraries closed 	<ul style="list-style-type: none"> Libraries closed 	<ul style="list-style-type: none"> Limited access. Reduced hours Enhanced cleaning Social distancing Self-checkout system implemented Curbside pickup system implemented

Based on Best Practices Taken From: NEW JERSEY LIBRARIES: FROM SURVIVING TO THRIVING - [HTTPS://TOPCATSNJ.ORG/](https://topcatsnj.org/).

Currently, the library continues to operate remotely with full service to prevent or minimize human-to-human contact and the transmission of disease. All staff continue to work remotely, and will continue to do so till such a time when library services can be delivered in person while fully adhering to all CDC guidelines regarding social distancing and face coverings. When we begin to offer in person library services, additional barriers will be erected in the form of 20”x30”, 3/16” acrylic barriers with pass through similar to ones found here (<http://www.greenedgesystems.com/bulk-sneeze-guard-stands.html>). These barriers will be placed at the librarian’s desk and help desk station.

A full list of current library services can be found on the MCCC website - http://www.mccc.edu/student_library.shtml. As part of the “Road Back”, library services will continue to remain remote. The focus of current efforts is to support promotion of digital/remote offerings, including:

- Provide programming via live-streaming or pre-recorded videos.
- Provide patron support via phone, chat platform, email or other virtual means.
- Work with faculty to assist them in selecting OER for their courses.
- Promotion of electronic databases via *MerSearch*

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As per information provided in the “General Safeguarding” section of this **Plan**, all students, faculty, staff, and visitors must wear facial coverings while on campus. Students, faculty and staff are expected to provide their own facial coverings. Exceptions to wearing a mask will be made in compliance with the American with Disabilities Act. Only those engaged in activities that would normally require gloves, such as food preparation and patient care activities, shall wear them.

Plans for curbside services for pickup of library materials are being fully developed for Fall 2020. This includes pre-set hours for pickup, a limit number of items for pickup, and limiting the number of people who may pick-up items at one time, and the creation of a zero-contact system. Curbside requests must be made via email request through the MCCC Library webpage. Request must be made at least 48hrs in advance and does not guarantee approval. Requesters must also complete the campus access form to minimize the number of people on campus (<https://app.smartsheet.com/b/form/ee909320926c4901a9d82de21f1f3a55>).

The Restart plan for the MCCC Library addresses the following areas:

- Require employees to wear face covering and maintain social distancing.
- Require patrons to wear face covering upon entering library.
- Provide sanitizing products for staff and for the public.
- Require staff to clean areas of shared workspace after their shift or time spent in eating space in the staff room (public desk stations, shared computers).
- Coordinate special cleaning procedures with college maintenance crews in all areas of the library, including disinfecting of keyboards, touchscreens, tables and other public touch surfaces.
- Prepare materials management plan based on professional recommendations. A starting point is the advice from the Northeast Document Conservation Center.
 - Initially place returned materials under 72 hour quarantine using the Security LB storage room and using the quiet study room in the JKC library, unless the materials are
 - scanned utilizing UV wands to shorten the materials quarantine time.
- Provide distance markers where lines form.
- Reconfigure public spaces to allow for social distancing--remove furniture, spread out seating, public computers etc.
- Cordon off book stacks
- Work with faculty to select OER to meet instructional needs.
- Prepare quarantine areas for deliveries from LLNJ and the Mercer County Public Library System.
- Install equipment for curbside pick-up/returns
- Setup material quarantine area.
 - Install social distancing signage
 - Set-up computer lab for limited student use including software installation.
- Begin exchanging resources with MCL and with statewide and national ILL partners (dependent on when these outside organizations resume services and are able to comply with MCCC campus access requirements).

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- Offer and encourage self-checkout.
- Library staff retrieve books from the stacks, with floor markings directing staff traffic
- Encourage continued use of digital materials.
- Encourage continued use of curbside or lobby pickup.
 - Follow pre-set hours for pickup.
 - Limit number of items for pickup.
 - Limit number of people who may pick-up items at one time.
- Encourage patrons to request and receive print collection resources via curbside or lobby pickup utilizing the form for curbside pickup that instructs patrons how the service works.
- Implement protocols for accessing reserves and reserve textbook collection.
- Provide access to public computers by appointment only and offer assistance using remote desktop tools such as Netop Vision. Preference given to students and faculty first.
- Open computer lab by appointment only and the completion of the online form in advance.
- Assist patrons with questions while using a computer by using remote desktop tools such as Netop Vision. Preference given to students and faculty first.
- Self-checkout will be fully operational at stage four at both campus libraries.
- Under this phase, the libraries operate under the MCCC defined new normal. However, such operations will maintain preparations, at the ready, in case of another prolonged period of public health or other extended disruption.

5. Research labs

Stage 1 - Current	Stage 2 – Tentative July 6 th	Stage 3 – Fall 2020
• Research labs closed	• Research labs closed	• Research labs closed

Mercer County Community College does not have research labs. All lab spaces are dedicated to instructional purposes. These labs (i.e., science labs) are included in the “hybrid” courses that will be offered. “Hybrid” courses will adhere to CDC guidelines pertaining to social distancing and require the use of face coverings. Students and faculty members will have to complete the **aforementioned self-checker questionnaire** before class begins. Hybrid portion of courses will be limited to course material that cannot be offered virtually. All hybrid course lecture components will be held remotely.

In hybrid classes that cannot maintain 6ft of social distancing, students will be given a medical grade polycarbonate face shields (0.030” thickness) that must be worn in addition to a traditional face covering. These face shields provide a 360° physical barrier of protection and will allow for easier mobility in and out of the classroom. Students will be required to maintain their respective face shield. Failure to bring the face shield to class will result in student not being permitted into the class space. Language stating such will be added to each respective course syllabi.

6. Student services

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Stage 1 - Current	Stage 2 – Tentative July 6 th	Stage 3 – Fall 2020
<ul style="list-style-type: none"> • Student services offered remotely 	<ul style="list-style-type: none"> • Student services offered remotely 	<ul style="list-style-type: none"> • Student services offered remotely

Student services will continue to operate remotely under stages two and three of the “Road Back” plan. All student services will continue to be fully remote until a vaccine and a cure are readily available. During the spring and summer, the college has developed a very innovative and robust online student services. (http://www.mccc.edu/mccchealth_students.shtml). This has included expanded virtual meetings for the following services:

- Academic advisement - http://www.mccc.edu/admissions_academic.shtml
- Virtual tutoring - http://www.mccc.edu/student_services_tutoring.shtml
- Online registration - http://www.mccc.edu/admissions_registration.shtml
- Career services - http://www.mccc.edu/student_services_counseling_career.shtml
- Virtual counseling - http://www.mccc.edu/student_services_counseling.shtml

All meetings and other services have virtual through either Microsoft TEAMS or ZOOM.

As per information provided in the “General Safeguarding” section of this **Plan**, all students, faculty, staff, and visitors must wear facial coverings while on campus. Students, faculty and staff are expected to provide their own facial coverings. Exceptions to wearing a mask will be made in compliance with the American with Disabilities Act. Social distancing guidelines will be maintained, including spacing of seats in waiting area. Additional barriers will be erected in the form of 20”x30”, 3/16” acrylic barriers with pass through similar to ones found here (<http://www.greenedgesystems.com/bulk-sneeze-guard-stands.html>).

7. Transportation

Stage 1 - Current	Stage 2 – Tentative July 6 th	Stage 3 – Fall 2020
<ul style="list-style-type: none"> • No transportation services on campus 	<ul style="list-style-type: none"> • Limited transportation services on campus 	<ul style="list-style-type: none"> • Increased, but limited transportation services on campus

Transportation services to the campus include NJ TRANSIT and Arc/Mercer. Each agency has submitted their plan to restore service, although it should be noted that Arc/Mercer’s plan is based on NJ TRANSIT’s plan. Each will be operating under a reduced schedule due to the reduction in on-campus classes.

A. ***NJ TRANSIT***

NJ TRANSIT 's operating units have in place clear protocols and procedures for the cleaning and disinfection of rolling stock, vehicles and public facilities.

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NJ TRANSIT has enhanced its cleaning efforts to include disinfecting vehicles every 24 hours. Hard surface cleaning and disinfecting typically includes handholds, arm rests, seating areas and restrooms. Our enhanced cleaning regimen in stations includes additional disinfecting of frequent customer touchpoints such as ticket vending machines, handrails, and door handles. In major stations and terminals, this occurs once every shift.

The cleaning agents used in this effort are deemed effective for these purposes and contain anti-viral components such as bleach/water mixes and other disinfectant sprays. Areas regularly cleaned include are doors, door knobs, windows, benches, partitions, trash cans, elevators, escalators, handrails, ledges, all restrooms and floor surfaces and all floor mats.

Customers must use trash receptacles to discard used face coverings and gloves in NJ TRANSIT stations or on vehicles. It's not just litter--it's a matter of public health.

NJ TRANSIT is closely engaged with the New Jersey Department of Health and other state and federal resources to carefully monitor, and if need be, respond to emergent health concerns that have the ability to impact customers and employees.

NJ TRANSIT must limit capacity on all trains, buses, light rail vehicles, and paratransit vehicles to 50 percent of their maximum. The 50 percent limit includes capacity with standees on buses. This applies to Private Carrier bus operators as well. Due to the reduction in on-campus course offerings for the Fall 2020 semester, and based on years of historical data and ridership information, we do not anticipate NJ transit or Arc/Mercer bus service will approach the 50 percent limitations.

B. Arc/Mercer

Although the college does not have a clear need for the shuttle service or a much decreased need for the service, below are safety precautions the Arc/Mercer, as transportation provider for MCCC, will implement to protect the drivers and passengers during shuttle service if or when needed. Arc/Mercer used recommendations from Center for Disease Control and Prevention, NJTransit and Community Transportation Association of America to create our Covid-19 transportation plan.

- Each vehicle will be equipped with gloves, spray disinfectant and paper towels for the drivers use to disinfect the bus.
- Each vehicle will be disinfected at the beginning of each work day
- PH7Q disinfecting solution (BETCO) is approved by the CDC to combat the spread of Covid-19. See PH7Q Duel Spray Bottle Label attached.
- Extra spray bottles of PH7Q solution (BETCO) will be provided to all shuttle drivers.
- All drivers are required to disinfect the dashboard, front of the vehicle and the passenger seating area before every trip. See, Instructions: Best way to clean your vehicle. The instructions will be laminated and posted in the front of each vehicle.
- All drivers and passengers will be required to wear facemasks while on the vehicle Passengers without M.
- The driver temperature will be taken before starting his work day.. If the driver's temperature exceeds 100.3 he will be sent home and a substitute driver will run the shuttle.
- If a passenger/student is sick, they need to stay home

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To create a protective distance of at least 6 feet between passengers and driver is a topic that needs to be discussed. Below are some thoughts:

- Arc/Mercer is researching the installation of safety shields (PLEXIGLASS) behind and around the driver's seat. To protect the passengers we may install 2X3x1/4 inch safety shields to the backs of the individual bus seats.
- Seating will be limited to window seats only. Passengers will not sit next to each other. This will create the 6 foot social distancing suggested by the CDC. 36 passenger seating will be cut in half
- Signs(X) will indicate where passengers cannot sit
- First passenger on the bus must sit in the last seat in the back of the bus. Every passenger that enters the bus must fill the next available seat from the rear of the bus. This will prevent passengers from passing each other in the aisle. When exiting the bus passengers will exit front to rear of the bus.

8. Dining

N/A. Mercer County Community College will not offer dining services till further notice. The college will develop and submit a plan ahead of resuming such service.

9. Study abroad

N/A. Mercer County Community College does will not offer any study abroad activities till further notice. The college will develop and submit a plan ahead of resuming such activity.

10. Athletics

Stage 1 - Current	Stage 2 – Tentative July 6 th	Stage 3 – Fall 2020
<ul style="list-style-type: none"> • No athletics on campus 	<ul style="list-style-type: none"> • No athletics on campus 	<ul style="list-style-type: none"> • NJCAA Guidelines implemented

The “Road Back” plan for athletics has been developed with careful consideration to local, state, and national guidelines. All athletic competitions occur on the West Windsor campus. The MCCC Athletics Department, located in the Physical Education building, has been following NJ State and NJCAA guidelines, seeking guidance from these agencies. Our first priority remains the health and safety of our student-athletes, coaches, staff, officials and the communities we serve, as we evaluate and plan for the fall semester. The NJCAA has provided its member institutions with four possible scenarios for the Fall semester, with a decision expected by mid-June:

- Fall Sports begin on August 1st, as normal
- Fall Sports begin on September 1st, and all championship dates remain the same
- Fall Sports begin on October 1st, all championships are moved to December.
- Fall sports will be played in the Spring

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Region XIX has developed a “Return to Play” re-entry committee to investigate and develop best practices and risk mitigation measures, in conjunction with providing Region XIX members with resources from national organizations such as the CDC, NCAA, NJCAA, ACHA and NATA to help colleges to make informed decisions. Presentation to student-athletes and coaches to include:

- What is Covid-19
- Symptoms
- Prevention and controlling the spread of Covid-19
- Testing/Screening
- What to do if you feel symptoms or test positive
- Clearance criteria to return to play
- Documentation on information provided with signature and date
- Screening protocol

Several additional resources were utilized in the development of the athletics return plan. These resources include the following:

- NATA: Pre-Return and Return to Campus Preparation and Communication Plan https://www.nata.org/sites/default/files/icsm_return_to_campus_packet_covid19.pdf
- CDC: <https://www.cdc.gov/infectioncontrol/tools/index.html> CDC: <https://www.cdc.gov/infectioncontrol/guidelines/isolation/index.html> CDC: <https://www.cdc.gov/hai/pdfs/ppe/ppeslides6-29-04.pdf>
- NSCA: Covid-19 Taskforce Return to Training <https://www.nscs.com/education/tools-and-resources/covid-19-return-to-training/>
- ACHA: Guidelines for Reopening Institutions of Higher Education in the Covid-19 Era https://www.acha.org/documents/resources/guidelines/ACHA_Considerations_for_Reopening_IHEs_in_the_COVID-19_Era_May2020.pdf
- NCAA: Core Principles of the Resocialization of Collegiate Sport <http://www.ncaa.org/sport-science-institute/core-principles-resocialization-collegiate-sport>

As per information provided in the “General Safeguarding” section of this **Plan**, all students, faculty, staff, and visitors must wear facial coverings while on campus. Student-athletes, faculty and staff are expected to provide their own facial coverings. Exceptions to wearing a mask will be made in compliance with the American with Disabilities Act. Only those engaged in activities that would normally require gloves, such as food preparation and patient care activities, shall wear them.

Restrooms in the Physical Education building will be cleaned and disinfected minimum of 2x daily. Athletic competition, including use of the pool, will not begin until phase three of the MCCC reopening plan. Upon opening of the pool, the following guidelines will be in effect:

- Everyone should follow local and state guidance that may determine when and how recreational water facilities may operate

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- Individuals should continue to protect themselves and others at recreational water venues both in and out of the water – for example, by practicing social distancing and good hand hygiene.
- Hand sanitizing station in pool area
- Follow the interim guidance for businesses and employers for cleaning and disinfecting their community facilities.
- MCCC Pool has 6 lanes, therefore regulate that only 6 swimmers may be in pool at 1 time, each swimming in their own lane.
- Regularly monitor chlorine and pH levels, adjust chemicals as needed
- Hyper-chlorinating pool at the end of the day (“shocking”), within CPO guidelines
- No sharing of equipment (kickboards, fins, goggles, paddles); if there is community equipment available, equipment must be cleaned and disinfected immediately after a single use in accordance to CDC and NJ Health Department regulations
- No use of shared locker room at this time, patrons can shower on pool deck, practicing safe distancing of minimum 6 feet apart.
- Restroom open for bathroom use only – open only men and women restrooms located in PE Building foyer closes to gymnasium
 - 2 people allowed in at same time, 6 ft apart (safe distancing)
 - Signage posted stating patrons must wear facemask when entering and using bathroom
- Consideration of safe introduction of swim classes – follow state regulations for the opening of community swimming pools and guidelines for allowing swim classes.

Lifeguards will receive same education on the transmission and prevention of Covid-19 and safety protocols, including proper hygiene and cleaning/disinfecting of equipment. Additional training will be provided on the following:

- Wearing PPE face masks
- Medical emergency considerations
 - Drowning emergency and person-to-person contact between lifeguard and victim
 - Triage and first aid
 - Cardiac arrest
 - Clearing all patrons of pool required when responding to emergency situation, need to have protocol in place of how patrons can safely exist pool area while keeping appropriate safe distance
- Signage of procedures clearly written and visibly displayed
 - Pool use rules following social distancing
 - Hygiene protocol
 - Equipment use
 - Shower use on pool deck
 - Bathroom usage

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- Exiting pool safely if there is an emergency

Turf field and grass fields (Soccer and Lacrosse) allow larger space to follow social distancing guidelines. Social distancing will be accomplished by limiting the number of athletes on the field based on the center line to divide turf into 2 half fields.

Tennis courts ok to use, single play with 2 individuals playing each other on each court.

Baseball and softball no full team play until full athletic participation given clearance and Mercer team participation regulated by NJCAA and campus return. Defensive practice situations allowed, following social distancing protocols. Batting type drills where one person is hitting balls to defensive players, no base runners. Hit balls in directions in which defensive players will not come into contact with one another when playing the same ball. Batting practice will follow state and national recommendations:

- Baseball – live BP with pitcher, using portable back stop, no catcher and batting cages okay limited to 2 people using at a time, 6 ft apart
- Softball – live BP with pitcher, no catcher or catcher is behind minimum 6 ft from batter. Can have front toss stations, as long as minimum 6 ft apart or use batting tees.

The MCCC Gymnasium/Basketball Court will continue to be closed until further restrictions are lifted. Once open, all students-athletes, faculty, staff, and visitors must wear facial coverings while in the gymnasium and adhere to social distancing guidelines. Student-athletes, faculty and staff are expected to provide their own facial coverings. Exceptions to wearing a mask will be made in compliance with the American with Disabilities Act. No team competition will be allowed, and individuals must have safe distance (6ft minimum) between each other during participation. No spectators during initial phase to re-open. Athletic department is preparing instructions for student-athletes which include all social distancing requirements, as well as outline locker room status and inform student athletes no shared water bottles.

The Fitness Center will follow state regulations for fitness gyms. Fitness center guest are already required to show identification and sign in when using facility. There will be a limit to 7-10 individuals at one time in fitness center. Hours of operation will be modified to allow for cleaning/disinfecting. Use of equipment will be limited to only machines (cardio and strength machines), no free weights. Individuals are required to clean machine after each use. Staff sprays each machine 2x hour with disinfectant. Hand sanitizer stations available at entrance to fitness center. Continued signage posted about hygiene, staying home if sick, symptoms of Covid-19, cleaning protocol

The Region XIX membership continues to meet weekly to share national and institutional updates, along with vetting various safety precautions, risk mitigation measures, cleaning protocols and scheduling models. The Mercer County CC plan is aligned with the NJCAA

Athletic Training services will be provided on a modified schedule. Due to the social distancing limitations of this role, the certified athletic trainer (ATC) will be required to wear additional PPE (face shield) when working with student-athletes. Non-latex gloves are to be removed after each single use. All other social distancing requirements will be maintained, including limiting the number of student-athletes in the athletic training room (ATR) at any given time. Student-

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athletes must complete the self-screening form prior to admission into the ATR. Hand sanitizer station will be located at entrance to ATR. All surfaces, modalities, or pieces of equipment must be properly cleaned and maintained as per NATA guidelines.

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