# Components of Institutional Plan for Restart Checklist

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GENERAL SAFEGUARDING

How will the institution implement general safeguarding measures during each stage? These safeguards include but are not limited to cleaning and sanitization; requiring face coverings; maintaining adequate supplies, such as personal protective equipment and cleaning supplies; requiring individuals to engage in social distancing practices at all times; and training students, staff, and faculty regarding COVID-19 sanitization and social distancing practices and protocols.

**Stage 1**: The following protocols and practices are implemented on campus:

- Cleaning and sanitization: Non-essential employees are restricted from campus unless they have received approval from their Supervisor and Division Vice President. The College has designated two days per week for non-essential employees to complete work from campus that cannot be done remotely for health and safety reasons and in order to limit areas that must be cleaned. Numerous hand sanitizer dispensers exist throughout campus, specifically at entry points, elevators, and by shared equipment such as copy machines.

- Essential employees who operate motor vehicles are provided with sanitizing wipes to clean their vehicles at the start and end of each shift. All employees on campus are required to participate in cleaning their work areas and appropriate supplies and training are provided. Building Services staff follow an enhanced cleaning protocol and schedule to allow for the disinfection and sanitization of areas and public spaces where individuals have worked or visited on campus.

- Requiring face coverings: Face coverings are required in all indoor shared spaces and outside when social distancing is not possible, and signage about the required face coverings is posted throughout the campus. Proper-use guidelines are communicated to staff and students as updates occur.

- Maintaining adequate supplies, such as personal protective equipment (PPE) and cleaning supplies: Essential staff are provided with face coverings and cleaning and disinfectant supplies. Facilities and Building Services staff wear PPE to protect them while using cleaning and disinfectant products, as directed on the product labels. PPE inventory is acquired to meet usage demand.

- Requiring individuals to engage in social distancing practices at all times: An operational survey is administered to ensure that controls are in place to confirm work stations meet social distancing requirements. Employees are reminded often to maintain social distance through official communications, Unit meetings, and campus signage.

- Training students, staff, and faculty regarding COVID-19 sanitization and social distancing practices and protocols: Essential employees receive training on PPE use and proper cleaning and disinfecting techniques, as well as COVID-19 training, from Ramapo’s Department of Environmental Health and Safety.

**Stage 2**: Stage 1 protocols and practices are followed, and additional procedures to be implemented on campus include the following:

- Cleaning and sanitization: An enhanced cleaning protocol and schedule is in place since there are more individuals on campus. This applies to public bathrooms and spaces, all in-use classrooms and meeting rooms, and high-touch areas throughout campus. (Computer labs, the Library, the Fitness Center and other common spaces remain closed.) Ramapo’s food services provider, Sodexo, cleans and disinfects campus dining facilities to comply with food service industry COVID-19 sanitation standards.

- Sanitizing wipes are available in all appropriate locations including classrooms/labs, meeting rooms, and offices. On-campus employees are directed to clean and sanitize their workspaces regularly. Cleaning logs are maintained and posted.

- Requiring face coverings: A welcome back kit that includes a reusable cloth face covering and information guide is given to all employees and students who return to campus. Updated guidance on the proper use of face coverings is included in mandatory training, as well as via campus signage and communication. Enforcement and penalties for non-compliance by on-campus individuals are in place.
• Maintaining adequate supplies, such as PPE and cleaning supplies: The purchasing of PPE and cleaning supplies is centralized, and PPE inventory is maintained to meet increased usage demand across the College.

• Requiring individuals to engage in social distancing practices at all times: An operational survey is conducted of all Units on campus to identify ways to control workflow and occupancy for socially distancing. Additional administrative controls that are in place include reducing class and meeting size; remotely delivering the majority of academic classes; meeting virtually whenever possible; reducing residence hall occupancy; restricting access to most common areas including those in residence halls; and allowing identified employees to telecommute. Certain seating is closed to maintain proper social distancing, and markings are placed on floors where people routinely wait or queue in line. Physical barriers are installed, and offices are rearranged as needed. Reservations are required for all meeting/study spaces. Students and staff are required to sign a pledge agreeing to follow all safety measures. Safety and health considerations are reassessed to determine whether in-person tours can be held, and outdoor-only tours may be implemented if they follow state-established guidelines, limits on group numbers, etc. Telehealth is used by Health Services along with scheduling and controlled access to the building, in which sick and well appointments are segregated. Students are discouraged from visiting other residence hall rooms, and a new residence agreement includes safety guidelines to be followed and expectations for all resident students.

• Training students, staff, and faculty regarding COVID-19 sanitization and social distancing practices and protocols: Facilities and Building Services staff receive training on new cleaning and disinfecting equipment and products, which includes a review of PPE and proper cleaning and disinfecting techniques. All employees and students returning to campus are required to complete training with detailed campus safety protocols and expectations, which includes signs and symptoms of COVID-19 and ways to protect themselves and others and to ensure a safe campus.

Stage 3: Stage 1 and 2 protocols and practices are followed, and additional procedures to be implemented on campus include the following:

• Cleaning and Sanitization: Library terminal and computer lab workstation users are encouraged to wipe down keyboards before and after use with College-provided sanitizing wipes. Cleaning protocols are posted. Safety and health considerations are reassessed to determine whether the Fitness Center is open. If the Center opens, all equipment is disinfected prior to opening each day and users are responsible for wiping down any equipment after each use. Cleaning logs are maintained and posted.

• Requiring face coverings: No additional protocols or practices are needed – follow Stage 2 specifications.

• Maintaining adequate supplies, such as PPE and cleaning supplies: No additional protocols or practices are needed – follow Stage 2 specifications.

• Requiring individuals to engage in social distancing practices at all times: Large spaces on campus are reallocated for classroom use to meet identified demand. Upon entry to campus, delivery drivers, mail persons, non-Ramapo employees performing necessary on campus work, etc. are informed of all safety requirements they must follow including abiding by social distancing guidelines throughout campus and wearing face coverings indoors, as well as outdoors when social distancing is not possible. Safety and health considerations are reassessed to determine whether on-campus tours and open houses are held.

• Training students, staff, and faculty regarding COVID-19 sanitization and social distancing practices and protocols: No additional protocols or practices are needed.
SCREENING, TESTING, AND CONTACT TRACING PROTOCOLS

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

Relevant components of Ramapo’s Restart Plan are shared with members of the N.W. Bergen Regional Health Commission to ensure compliance with public health measures and collaboration with our local health department. As public health guidance and changes in the rate of presence of COVID-19 in the local area occur, the College may revise portions of this Plan.

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

Screening and testing protocol for student-athletes, coaching staff, and Athletics personnel is described in the Athletics section of this plan. This section covers all other students and employees.

Stage 1: Only essential employees and non-essential employees who have received approval from their Supervisor and Division Vice President are allowed on campus after affirming through self-screening they have no COVID-19 symptoms or direct exposure to an individual who tested positive. Anyone who indicates they are not feeling well, are exhibiting symptoms, or have had direct exposure to someone who tested positive are instructed to stay off campus and immediately inform the Supervisor and Human Resources. Communications related to self-screening, COVID-19 symptoms, and health and safety guidelines are sent regularly from Human Resources and the College’s Pandemic Assessment Team.

Stages 2 and 3: Before returning to campus for the first time, all employees and students must view a tutorial video that is available online to ensure awareness of safety guidelines. This video, which was prepared by Ramapo’s Director of Environmental Health and Safety and Human Resources Training and Organizational Development Manager, provides return-to-work guidelines and safety procedures.

Through the video, all faculty, staff, and students are provided with guidelines for self-screening. Everyone who returns to campus must self-screen to confirm they are not symptomatic nor have they had close contact with anyone who tested positive for the virus. Each individual is asked to record their self-screening results via a Qualtrics survey on a weekly basis for documentation and compliance purposes. Follow-up will occur with survey respondents who report symptoms and with those who fail to respond to the survey by the established deadline each week. Individuals who are not feeling well, are exhibiting COVID-19 symptoms, or have had direct exposure to someone who tested positive are directed to stay off campus and immediately inform their Supervisor and Human Resources (employees) or Health Services (students). Symptomatic individuals stay home and seek appropriate medical care, including testing for the virus if indicated. Those who have been exposed to someone who tested positive are advised to self-quarantine and consult with their personal medical provider.

What will be the testing protocol?

Stage 1: Since a very limited number of employees and students are on campus, testing protocol is focused on directing symptomatic individuals to stay off-campus and seek appropriate medical care including testing for...
the virus if indicated. Specifically, anyone working or living on campus is instructed to inform Health Services (students) or their Supervisor and Human Resources (employees) if they are exhibiting symptoms of the virus. If this occurs, they are directed to self-quarantine and consult with their personal medical provider to determine if testing is necessary.

**Stages 2 and 3:** Only symptomatic individuals and those who have had close exposure to infected individuals in accordance with their physicians’ recommendations are required to be tested. Specifically, anyone working or living on campus is instructed to inform Health Services (students) or their Supervisor and Human Resources (employees) if they are exhibiting symptoms of the virus. If this occurs, they are directed to self-quarantine and consult with their personal medical provider to determine if testing is necessary.

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

**Stages 1, 2 and 3:** Ramapo’s Pandemic Assessment Team coordinates self-quarantine/self-isolation for residential students who have symptoms of COVID-19 or were in direct contact with someone who tested positive for the virus in residential units set aside for this specific purpose. The Pandemic Assessment Team also organizes Case Managers who are tasked with providing assistance to meet the needs of these quarantined/isolated students (e.g., laundry services, food delivery). Non-identifying information about reported cases in the Ramapo College community who tested positive is available on the College’s COVID-19 website (www.ramapo.edu/health/coronavirus-covid-19/).

Ramapo students who have cars on campus and are able to drive themselves to obtain medical assistance may do so. As another option, the College has retained a medical transport company to provide these services for those who are unable or who do not prefer to drive themselves. Many urgent care facilities and health care providers’ offices are located within a five-mile radius of the College. Public Safety first responders and the College’s Health Services are aware of the need to maintain confidentiality and must follow FERPA/HIPAA laws. These employees will call serious health emergencies in to 911 as needed, and transportation will be dispatched.

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

**Stage 1:** Only one campus driving entrance is accessible (i.e., all other entrances are blocked off), and all individuals who come on campus must pass through this gated entrance, which is staffed 24 hours a day by a Ramapo Public Safety officer. Supervisors of essential workers oversee attendance of their employees. Non-essential employees are only allowed on campus on College-designated weekdays after receiving approval from their Supervisor and Division Vice President, and records are kept of these visits to campus. Residential students are not permitted to have visitors on campus, as the Guest and Visitation Policy is suspended.

The N.W. Bergen Regional Health Commission coordinates with Ramapo’s Pandemic Assessment Team any off-campus contact tracing related anyone who tested positive for COVID-19 and has worked on, lived on, or physically visited the campus. The Pandemic Assessment Team assists the Commission by identifying how to reach impacted individuals. The College has contracted with an outside vendor to perform on-campus contact tracing.

**Stages 2 and 3:** Supervisors of all College employees oversee their work attendance. Residential students are not permitted to have visitors on campus, as the Guest and Visitation Policy is suspended. Faculty maintain attendance records of their students who are attending face-to-face classes on campus. Delivery drivers, mail persons, etc. who come to campus are logged in by the Public Safety officer stationed at the campus entrance guard booth. The Admissions Office maintains records of prospective students who visit campus.

All individuals who are on campus are instructed to pay particular attention to their surroundings and those they come in contact with in order to make any needed contact tracing efforts as effective as possible. The N.W. Bergen Regional Health Commission coordinates with Ramapo’s Pandemic Assessment Team any off-campus
contact tracing related anyone who tested positive for COVID-19 and has worked on, lived on, or physically visited the campus. The Pandemic Assessment Team assists the Commission by identifying how to reach impacted individuals. The College has contracted with an outside vendor to perform on-campus contact tracing.
INSTRUCTION

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

**Stage 1:** There are no in-person classes held on campus.

**Stage 2:** A limited number of in-person classes (i.e., only labs, clinical rotations, and hands-on classes) are allowed to be offered on campus. The following steps are implemented to ensure that labs/rooms/studio spaces where these classes are held are in compliance with social distancing guidelines and other health and safety regulations:

- Labs/rooms/studio spaces are arranged so that chairs/desks are at least 6 feet away from each other. All excess chairs/desks are removed.
- Face coverings are required indoors at all times and in any outdoor spaces where social distancing is not possible.
- Handwashing stations and/or hand sanitizing stations are available in every lab/room/studio space.
- All individuals who use chairs/desks or equipment in the labs/rooms/studio spaces are required to wipe down work areas with College-provided sanitizing wipes upon arrival and before departure.
- In labs and studio spaces, dividers/barriers are setup between workstations, as needed.
- Attendance is taken during all in-person classes for contact tracing should it be needed.

**Stage 3:** The same guidelines as Stage 2 are followed, but these are applied on a larger scale since more in-person classes are allowed on campus. (Note: Reduced occupancy is still occurring, as Stage 3 is different from resuming normal operations on campus.)

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

**Stage 1:** There are no in-person classes held on campus.

**Stage 2:** The following accommodations are in place:

- Faculty members, who are unable to teach from campus, remotely teach virtual classes or online classes, which do not require any in-person, on-campus attendance.
- Students, who are unable to attend in-person classes or who just prefer a remote learning experience, are able to register for virtual classes or online classes, which require no on-campus presence at all.
- Students, who are unable to attend in-person classes or who just prefer a remote learning experience, may attend classes that are delivered face-to-face on campus. How this occurs with virtual classes depends on the specific type of course and on faculty determination of the most effective method(s) of delivering the class. Depending on the class material and expectations, several methodologies may be employed to maximize students’ opportunity for success. Options that are available to faculty, who are not to require in-person attendance for these students, include the following:
  - Faculty may accommodate remote learners by opening a Webex session during the in-person class sessions so that remote students can participate in live classes held on campus.
  - Faculty can utilize lecture style, one-way recorded Webex sessions and make them available to students for asynchronous viewing and discussion in future sessions.
  - Faculty can share prerecorded lectures with students and then utilize class sessions for discussion of the subject matter.
  - Faculty can create discussion groups in Canvas to talk over and expound upon material asynchronously.
• Each labs/room/studio space designated to be in use is enabled with technology for remote delivery. This includes at a minimum an HD camera and high quality microphone connected to a computer capable of running a Webex session and outputting video to a 50+” TV so the instructor can see the remote students, as well as another monitor to display notes traditionally written on a whiteboard.

• All faculty members conduct virtual office hours and academic advisement sessions. In-person faculty-student meetings are held for instructional/tutoring purposes if both parties agree to follow social distancing guidelines. Whenever possible, these meetings are held outdoors.

**Stage 3:** The same guidelines as Stage 2 are followed, but these are applied on a larger scale since more in-person classes are allowed on campus. Priority is given to offer first-year students face-to-face, in-person classes on campus to provide them with a more direct chance to connect to the College and its services and their classmates and professors. (Note: Reduced occupancy is still occurring, as Stage 3 is different from resuming normal operations on campus. In addition, students who are enrolled in in-person classes held on campus are prioritized for on-campus residential housing assignments.)

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

**Stage 1:** There are no in-person classes held on campus.

**Stages 2 and 3:** The following actions are taken:

- Chairs/desks and workstations abide by social distancing guidelines primarily through configuration of the labs/rooms/studio spaces. For example, chairs/desks are placed at least 6 feet apart from each other.
- Student chairs/desks are placed at least 8 feet from the instructor desk/station to ensure the provision of an adequate area for the faculty member to move around while teaching. The perimeter of this area for faculty movement is taped off on to the floor so that all can maintain safe space between one another/social distancing.
- Signage is posted in all labs/rooms/studio spaces that reminds occupants to wear face coverings, maintain social distance, wash/sanitize hands regularly, wipe down desks/workstations/equipment upon arrival and departure.
- In labs/rooms/studio spaces with more than one entry/exit, doors are marked Entrance and Exit to direct traffic flow.

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

**Stage 1:** There are no in-person classes held on campus.

**Stages 2 and 3:** The following actions are taken:

- Ramapo COVID training instructs every member of the College community that they are responsible for wiping all surfaces prior to and after each use. Signage that reminds community members of this responsibility is prominently displayed in all labs/rooms/studio spaces.
- Sanitizer wipes are stocked daily in appropriate locations to ensure an adequate supply. Facilities or Building Services staff can, upon request, provide additional wipes as needed.
- Faculty are encouraged to remind students of the “wipe down” protocol at the beginning and end of each class.
ON-CAMPUS RESIDENTIAL HOUSING

How will you reduce capacity in on-campus housing facilities to the extent practicable in accordance with Executive Order 155? Please list your overall occupancy rate and your reduced occupancy rate.

Ramapo’s overall occupancy rate is 2,621 residents. (Note: To provide context, the College filled 91% of its occupancy or 2,376 residents in Fall 2019.) The proposed reduced occupancy rate, which allows for up to 10% of occupancy to be set aside for self-isolation/quarantine, is approximately 1,000 students (38%) and 1,600 students (61% filled) in Stage 2 and Stage 3, respectively. The proposed occupancy rates may be adjusted to meet student demand, which is expected to be aligned with/proportional to the number of in-person classes held on campus, and to reflect the spread/presence of COVID-19 in the local geographic area.

What criteria will your campus use to identify students for whom residential housing is necessary for an equitable education?

Stage 1: The College does not open residential housing and only makes housing accommodations that follow a very narrow set of criteria consistent with the OSHE Restart Standards. Only students enrolled in courses with an in-person approved waiver1 or those with extenuating circumstances, who were already present in campus housing, are permitted in residential housing. An extenuating circumstance includes students who regard the campus as their primary residence. Other reasons for residing on campus are assessed on a case-by-case basis using a narrow set of criteria.

Stage 2: The College offers residential housing to a limited number of students. The following groups are given priority for on-campus housing:

- students who are housing insecure – this includes students for whom the College serves as their primary residence, who have abusive home life situations, and who have unreliable technology at home that could prevent access to an education;
- EOF Scholars;
- students who are enrolled in in-person classes to be held on campus who do not have a car and for whom public transportation would be a hardship;
- international students who are enrolled in in-person classes to be held on campus in order to be in compliance with the Student and Exchange Visitor Program (SEVP);
- athletes (in-season and if sport is active for the semester);
- students who live outside of a 45-mile radius to the campus who are enrolled in at least one in-person class to be held on campus;
- students who must take at least one in-person class to be held on campus in order to fulfill the requirements of their major;
- students enrolled in required clinical rotations or fieldwork including student teaching assignments;
- students who have internships.

Stage 3: The same guidelines as Stage 2 are followed, but these are applied on a larger scale since more in-person classes are allowed on campus. Priority is given to first-year students to provide them with a more direct chance to connect to the College and its services and their classmates and professors.

In any Stage, no student is required to live on campus.

1 Note: Ramapo College did not submit any in-person waivers to OSHE for Academic Year 2019-2020.
How will the institution ensure infection prevention measures are followed in shared or common areas (such as residence hall kitchens, game rooms, bathrooms, etc.)?

**Stages 1, 2, and 3:** Any residence hall space regarded as a public, shared common area is closed and the College removes/reorganizes furniture, as needed. Residence area kitchens, game rooms, theaters, and fitness centers are all closed.

Hand sanitizer stations are installed throughout the residence areas, next to elevators and railings, and immediately inside the entrance to most buildings. Sanitizing wipes are provided to students so they may wipe down high-touch areas in laundry rooms. Only water fountains that are water bottle fill station are permitted, and all others are taken out of service.

Depending on the specific housing assignment, resident students may share a bathroom, although this means sharing with no more than three other individuals in a one-student-per-bedroom model. Since resident students are responsible for providing their own cleaning supplies and cleaning their own bathroom, the College provides education to resident students on the type and frequency of cleaning they must engage in to help reduce COVID-19 exposure. Regular emails and posters that contain information on infection prevention measures remind residents to engage in efforts that reduce exposure to the virus in their residence unit.

To the extent practical, hallways and stairwells are designated and marked as one-way for traffic flow (except in the case of an emergency such as a fire). Reduced capacity limits are posted in all building elevators, and residents are encouraged to use stairwells instead whenever possible.

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

**Stages 1, 2, and 3:** Ramapo’s Guest and Visitation Policy is suspended. One time-limited exception to the banning of guests/visitors on campus is in order to assist with move-in and move-out operations during Stages 2 and 3. During these times, each resident is permitted to bring a helper to assist with move in and move out, and both the student and the helper must complete a self-screening for COVID-19 symptoms the evening before these scheduled activities. (Note: The move-out protocol was approved by the N.W. Bergen Regional Health Commission in Summer 2020.)

On-campus residents are prohibited from visiting with each other in other residence rooms, suites, and apartments. Residence areas are, as usual, managed by On-Call Administrators, Resident Assistants, and Public Safety Officers.

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

**Stages 1, 2, and 3:** Ramapo residence areas only have “communal” bathrooms in the common, lobby, and lounge areas. On-campus residents have their own bathrooms in their suites, which are shared by up to four residents in the one-student-per-bedroom model, that they are responsible for cleaning. Communal bathrooms in the residence areas are adapted to single occupancy use. The enhanced cleaning protocol and schedule that is in place campus-wide is applied to public bathrooms, and cleaning logs are maintained and posted.

Residence Life staff members, who share equipment in their office space, are instructed to disinfect the equipment before every use.

What protocols are in place for residents who need to isolate and quarantine? Please list the amount of housing (single rooms/private bathrooms) available to house these individuals.

**Stages 1, 2, and 3:** The College sets aside up to 10% of proposed occupancy single bedroom units with private bathrooms for students who need to self-isolate/quarantine on campus in Stage 2 and Stage 3, respectively (i.e., 100 and 160 single room units, respectively). Students receive from the Associate Director of Health Services or designee a written protocol detailing the steps they must take while in self-isolation/quarantine. Steps include remaining in the unit, refusing visitors, checking their temperature twice per day, and other preventative measures. The Associate Director of Health Services is tasked with conducting a daily medical-related check-in with the
self-isolated/self-quarantined students. These students are also assisted with their basic needs via the support of a Case Manager (i.e., a designated Ramapo College employee), who is assigned to the students as a daily point-of-contact for non-medical-related questions. The Case Manager relies upon a protocol list of questions to ask the students each day and problem solves through any issues. Each Case Manager receives a caseload of no more than eight students.

Resident students are required to sign a campus pledge agreeing to adhere to the standards and expectations that come with responsible and healthy living in on-campus housing. Students must acknowledge that, in order to protect the health and safety of the campus, they may be required to be re-assigned or relocated under self-quarantine or self-isolation orders.

All students who are assigned residential housing must bring with them (i.e., provide for themselves) a Coronavirus Preparedness Wellness Kit in order to be prepared for the possibility of self-isolation/self-quarantine on campus. Items required in this kit include but are not limited to the following: a face covering; hand sanitizer and soap; sanitizing wipes; a reusable thermometer or at least 28 disposable thermometers; and acetaminophen.

Students who are in self-isolation/self-quarantine and who have purchased meal plans must contact the Director of Dining Services for meal delivery options. Student who have not purchased a meal plan must consult with their assigned Case Manager for assistance with food-related needs, which may include using the credit card in their Coronavirus Preparedness Wellness Kit for local food, acquiring food from the College’s Food Pantry, and/or buying food through Dining Services by paying for ala carte meals via Flex Dollars, Ramapo Dollars, or using a credit card.
COMPUTER LABS/LIBRARIES

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

Stage 1: All on-campus computer labs are closed. In order to not interrupt academic needs that utilize specific software to be met, Ramapo’s Information Technology Services (ITS) Department has secured licenses that allow students, faculty, and staff to have remote access to various software and instructional technologies, which individuals normally access via computer labs on campus. Individuals who live on campus, essential workers who are on campus, and non-essential workers who are given permission to work from their campus offices on College-designated days are able to utilize wi-fi services provided by the College. Students who do not possess their own basic technological devices (e.g., desktop, laptop, and/or tablet) are loaned College Chromebooks, as needed.

Ramapo’s George T. Potter Library continues to provide services remotely and remains fully operational. Librarians interact with library patrons via remote chat, email, and phone. Online access and remote requests are available as well. Students, faculty, and staff return previously-borrowed library materials via a book drop, which is conveniently located by the main campus entrance/exit. All items left in the book drop are not touched for several days so that any potential virus can die off before being handled.

Stage 2: The same guidelines as Stage 2 are followed for computer lab operations. Library remote business operations continue with the added availability of curbside pickup for requested materials. Librarians and Library staff, who rotate on-campus coverage in order to distribute requested materials to patrons, must wear face coverings during curbside pick-ups to mitigate health and safety risks. All Librarians and Library staff continue to provide services remotely on days they are not scheduled to be on campus.

Stage 3: Although computer labs are open on campus with reduced occupancy in accordance with state restrictions, the licenses that provide remote access to various software and instructional technologies remain in place so that the demand for physical visits to on-campus labs is reduced. Computer lab space is reconfigured whenever possible so that workstations are at least six feet from one another; otherwise, certain workstations are blocked off to abide by social distancing guidelines. If demand exceeds established capacity, then pre-booked appointments are required through a schedule instituted and managed by ITS staff.

Each computer lab user must wear a face mask and is required to wipe off the keyboard, mouse, monitor, and any other touched surface with College-provided sanitizer wipes before and after use. Such protocol is indicated on signage posted in the labs. Hand sanitizer stations are installed at the entry/exit to the labs.

Although the Library building is open with reduced occupancy in accordance with state restrictions, remote services including chat-with-a-librarian, the book drop, and curbside pickup of materials are still offered in order to decrease the demand for physical on-campus indoor visits. The Library schedule is modified in a manner that establishes reserved visit hours for patrons who are immunocompromised or at-risk for COVID-19. All in-person, inside visitors to the Library are logged for the purpose of contact tracing, should such be necessary. Library study space and computer workstation areas are reconfigured to align with social distancing guidelines. Certain computer workstations are blocked off if removal of stations in close proximity is not possible.

All Library patrons are required to wear face coverings, maintain social distance, and wipe off books, computer keyboards/mice, monitors, and any other touched surfaces with College-provided sanitizer wipes before and after use. Such protocol is indicated on signage posted in the labs. Hand sanitizer stations are installed at the entry/exit to the Library.

If on-campus Library visit demand exceeds established capacity, then pre-booked appointments are required through a schedule instituted and managed by Library staff.

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

Stages 1 and 2: The computer labs and the George T. Potter Library are not open on campus.

This plan is subject to change.
Stage 3: Social distancing measures and cleaning protocols are described earlier in this section. Specifically, computer lab and Library spaces are reconfigured so that workstations are at least six feet from one another; otherwise, certain workstations are blocked off to abide by social distancing guidelines. Lab users and Library patrons must wear face masks and are required to wipe off keyboards/mice, monitors, books, and any other touched surface with College-provided sanitizer wipes before and after use. Such protocol is indicated on signage posted in the computer labs and Library. Hand sanitizer stations are installed at the entry/exit to the labs and Library. In addition, all guidelines and recommendations provided by the state, the Office of the Secretary of Higher Education, the CDC, and the NJ Department of Health are followed.

With more individuals on campus, the computer labs and Library schedule are modified to establish reserved visit hours for patrons who are immunocompromised or at-risk for COVID-19. If the general demand for computer labs or the Library exceeds established capacity, which is in line with state occupancy restrictions, then pre-booked appointments are required through schedules instituted and managed by ITS and Library staff, respectively. In this case, priority is given to users who do not have off-campus study space that is conducive to learning and/or access to wi-fi/internet. Staff is posted at the entrance to each computer lab and the Library, and all in-person, inside visitors to the labs and Library are logged for the purpose of contact tracing, should such be necessary.

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

Stages 1 and 2: The computer labs and the George T. Potter Library are not open on campus.

Stage 3: Space in the computer labs and the Library is reconfigured to abide by social distancing guidelines, which in turn reduces occupancy. If the general demand for computer labs or the Library exceeds established capacity, which is in line with state occupancy restrictions, then pre-booked appointments are required through schedules instituted and managed by ITS and Library staff, respectively. These appointments allow for strict control of occupancy. Staff who are posted at the entrance to each computer lab and the Library are tasked with ensuring that state occupancy guidelines are followed.

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

Stages 1 and 2: The computer labs and the George T. Potter Library are not open on campus.

Stage 3: Building Services staff follow an enhanced cleaning protocol and schedule to allow for the disinfection and sanitization of areas and public spaces where individuals have worked from or visited on campus. These areas include the computer labs and Library.

In addition, all labs users and Library patrons are required to wipe off keyboards/mice, monitors, books, and any other touched surface with College-provided sanitizer wipes before and after use. Such protocol is indicated on signage posted in the computer labs and Library. Hand sanitizer stations are installed at the entry/exit to the labs and Library.

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

Stage 1: Curbside pickup of library materials is unavailable.

Stages 2 and 3: Library remote business operations continue with the added availability of curbside pickup for requested materials. Librarians and Library staff, who rotate on-campus coverage in order to distribute requested materials to patrons, must wear face coverings during curbside pick-ups to mitigate health and safety risks.
RESEARCH

What is the institution’s plan for the operation of research & research labs?

Stage 1: No research is permitted on campus.

Stages 2 and 3: All research able to be conducted outdoors by faculty and students is permitted on campus with the approval of the Dean and Provost. A physical distance of at least six feet between co-researchers must be maintained and, if such physical distance cannot be maintained, face coverings must be worn. All research that is able to be conducted remotely by faculty and students continues in this manner. (Every effort should be made to seek modalities to avoid personal contact.) Only research that cannot be conducted remotely and that must be done indoors is allowed with appropriate safeguards, and the Dean and Provost must approve all research activities that are to occur in person on campus.

No visiting research subjects are allowed on campus. Research meetings and presentations are conducted and delivered via Webex rather than in person on campus.

How will researchers on campus be informed about this plan?

Stage 1: No research is permitted on campus.

Stages 2 and 3: The Provost communicates the plan to all Deans and faculty, who must in turn inform students who perform research under their guidance and supervision. The Coordinator of the School of Theoretical and Applied Science (TAS – RH) Research Honors program is directed to inform all TAS – RH students of the required protocol. Signage reminds individuals conducting research in the labs or other indoor spaces on campus of safety protocol including wearing face coverings, maintaining social distance, washing/sanitizing hands frequently, cleaning and sanitizing shared equipment before each use, and more.

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

Stage 1: No research is permitted on campus.

Stages 2 and 3: All faculty and students who are conducting research on campus abide by social distancing guidelines and state occupancy restrictions, which vary by Stage, at all times. The lab/space is reconfigured whenever possible so that no one works within six feet of one another; whenever social distancing is not possible, the Dean implements a work schedule for the lab/space in which the hours of use are assigned on a rotating basis, dividers/barriers are installed, and/or appropriate PPE (e.g., face masks/shields and gloves) is worn, as needed, to mitigate safety and health risks.

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

Stage 1: No research is permitted on campus.

Stages 2 and 3: Each lab is supplied with appropriate cleaning/sanitizing supplies and disposable gloves. Faculty and students utilizing the labs are instructed to wear gloves, as appropriate, and to disinfect the equipment, desks, surfaces, etc. before use. Disinfecting and cleaning of frequently-touched lab surfaces with the Environmental Protection Agency’s (EPA) list of approved disinfectants and solutions occurs throughout the work day and at the end of each work day by lab staff, lab users, and/or Building Services staff. Hand sanitizer stations are installed and sanitizing wipes or cleaning supplies are provided at the entrance/exit to or in all research labs/spaces, respectively.
STUDENT SERVICES

Ramapo College addresses the following Units/areas in its definition of Student Services in this plan:

- Admissions*
- Bookstore*
- Center for Student Involvement
- Center for Student Success/Academic Advising
- Cahill Career Development Center
- Center for Reading & Writing
- Counseling Center
- Dean of Students/Violence Prevention/Student Conduct
- Educational Opportunity Fund
- Financial Aid
- Health Services*
- Office of Specialized Services
- Office of Student Accounts
- Public Safety*
- Registrar’s Office
- Student Events (non-athletic)
- Testing (Testing Center and OSS)*

*Particular Units/areas with additional concerns/questions have additional details at the end.

What is the institution’s plan for student services?

Stage 1: Student Services Units conduct operations almost exclusively in a virtual manner, where only essential workers and employees performing critical tasks that cannot be done remotely are permitted on campus. No on-campus face-to-face meetings, activities, advisement sessions, tutoring, testing, etc. are conducted.

Stage 2: Student Services Units implement hybrid operations, which aim to deliver the same experience for students regardless of whether they access those services in person or remotely. Most remote operations instituted in Stage 1 continue in order to reduce in-person demand for services and maintain reduced on-campus density. Students may remotely access student services via phone, email, Webex sessions, and other means. Services that cannot be delivered remotely are provided on campus, and all individuals who participate must wear masks, maintain social distance, and follow all other safety rules instituted by the College. Students are required to sign a pledge after participating in mandatory COVID-19 training that affirms their commitment to follow campus safety protocols and expectations and do their part to protect the campus community.

Stage 3: Student Services Units continue hybrid operations. Students may remotely access student services via phone, email, Webex sessions, and other means. With an increased number of individuals working, living, and attending classes on campus, students have greater opportunity to access Student Services in person. That is, although all services remain remotely accessible, a greater number of Student Services Units and the services they provide have an on-campus presence.

Opportunities to build student connections with staff and to ensure the health and safety of those interactions are identified and implemented. For example, staff from Academic Advising, Career Services, EOF, the Office of Specialized Services, and other high-impact Student Services Units, who regularly meet with students, may initially meet in person in an outdoor location or in a large meeting room that provides adequate space to allow for social distancing. When meeting outside becomes less feasible or when large spaces are unavailable, these meetings are held remotely. Student club and group meetings and activities use large spaces on campus, especially outside space, to facilitate social distancing. All individuals who participate must wear masks indoors as well as outdoors if social distancing is not possible, maintain social distance whenever possible, and follow all
other safety rules instituted by the College. Ramapo’s newly implemented Archway Software-as-a-Service can facilitate organizational business to be online when feasible.

Students are required to sign a pledge after participating in mandatory COVID-19 training that affirms their commitment to follow campus safety protocols and expectations and do their part to protect the campus community.

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

Stage 1: With almost exclusively virtual operations, minimal in-person interactions occur. Essential personnel such as Public Safety officers follow social distancing guidelines while interacting with others. No waiting areas are involved.

Stages 2 and 3: Student Services Units reduce in-person interaction by continuing to hold Webex sessions or teleconference calls whenever possible and implements safeguarding measures for the health of Ramapo students and employees. Virtual waiting areas are implemented through online appointment systems, and enhanced campus cleaning and sanitizing protocols and schedules are followed in common areas.

Specific functions that cannot be offered remotely include, but are not limited to, the following:

- CLEP, CLA and STAMP testing
- proctoring of accommodated testing at a reduced level
- new hire student assistant program paperwork
- some Roadrunner Central transactions
- in-person deposits to Student Accounts
- ID card services
- Food Pantry services
- safe sex supplies provided at the Women's Center
- in-person textbook return to the Bookstore at the end of the semester

Actions taken to mitigate safety risks while obtaining services that must be delivered on campus include the following:

- All individuals must wear face coverings, maintain social distance, etc.
- In-person meetings/interactions take place using an appointment system to help reduce and control capacity.
- Waiting areas in student support offices are modified to accommodate social distancing requirements and help reduce traffic flow.
- Extra turnover time is allotted between in-person appointments, events, or scheduled gatherings to allow for increased cleaning between events and to minimize crowding.
- Common spaces frequented by students, such as study spaces, are reconfigured to abide by social distancing guidelines or are blocked of if this is not possible. Indoor common areas that cannot be easily monitored are closed.
- Student traffic is restricted or directed as appropriate to limit contact and interactions.
- Virtual check-in procedures are utilized whenever possible to minimize contact and eliminate touching high-touch surfaces.
- Attendance is taken at events for contact tracing purposes. Seating charts may also be recorded, as appropriate.
How will students, staff, and faculty who are immunocompromised, or otherwise in an at-risk category, or those with a positive diagnosis, be able to access student services remotely?

Stage 1: All student services are provided virtually and require no on-campus interactions. Students, staff, and faculty access student services via Webex, Google meet, telephone, email, and campus Software-as-a-Service systems, such as Archway and Connect.

**Stages 2 and 3:** Students, staff, and faculty who are immunocompromised or at high-risk for COVID-19 access student services remotely. Immunocompromised or high-risk employees of Student Services Units request work accommodations to work remotely or leave of absence through Human Resources. Students can access most student services remotely, and other solutions are devised to accommodate immunocompromised or at-risk students on a case-by-case basis as needed.

**Additional Information:** Plans of some Student Services Unit/areas include additional details primarily for Stages 2 and 3 based on their function, which are given below. Division Vice Presidents are responsible for ensuring that student-facing Units are meeting all required mandates and requirements and following established campus protocol.

**Admissions-Specific Items**

**Specifications**

- McBride Admissions House – Office furniture is reconfigured or removed to allow for staff social distancing; meetings are relocated to larger rooms; the number of prospective students/families inside at one time is limited; a registration system is used to facilitate contact tracing of all on-campus visitors, should such become necessary, and the form for campus Admissions Office visitors is modified to include self-screening health questions.

**Tours**

- Virtual tours continue during all Stages; safety and health considerations are reassessed in Stages 2 and 3 to determine whether in-person tours can be held; outdoor-only tours may be implemented as early as Stage 2 if they follow state-established guidelines, limits on group numbers, etc.

**Events**

- Safety and health considerations are reassessed in Stages 2 and 3 to determine whether in-person events such as open houses or admitted student days can be held; smaller in-person, on-campus events that follow health and safety protocols and accommodate state-established occupancy and group limits may be substituted, as appropriate and practical.

**Bookstore-Specific Items**

- In Stages 2 and 3, the physical space of the Bookstore is reconfigured. Arrow markers are present to direct traffic flow. Occupancy is allowed up to state-established levels, which likely vary with each Stage. (Note: Full capacity of the space is 52 people.)
- Follett Bookstore staff are stationed at the entrance to control and limit customers as per allowed capacity.
- Six-foot distance markers adhered to the floor outside the store are provided for a wait line.
- Point-of-sale dividers/barriers are installed at the counter. The Bookstore follows all state mandates for retail, which likely vary by Stage.
- The store window is open for purchases and for pick-up of purchases made online to ease store capacity load.
Health Services-Specific Items

- Health Services Center Specifications
  - Stand-alone HEPA filters are placed as appropriate throughout the Center.
  - Waiting room chairs are blocked off to abide by social distancing.
  - Six-foot distance markers adhered to the floor indicate social distancing mandates, and arrow markers are present to direct traffic flow in order to prevent patients from crossing in the hallways.
  - Students seeking health services because they feel ill are instructed to make an appointment for a telehealth consultation first. Those who just show up at the Center are triaged outside or in the vestibule area in case they need to be issued PPE before entering the waiting area. Students may be referred off-campus for medical care.
  - Hand sanitizer dispensers are installed throughout the Health Services Center building including in the vestibule area and outside the front door.
  - An inventory of necessary supplies is maintained and includes but is not limited to face masks, face shields, infrared thermometers, and sanitizing wipes.

- Modifications to Operations
  - Health Services is open from 8:30 a.m. until 11:00 a.m. for non-ill students (e.g., those who are dropping off or picking up paperwork, are there for tuberculosis skin testing or allergy injections, or for picking up medications). Ill students who have been triaged and cannot be medically evaluated via telehealth are scheduled for an appointment between 11:30 a.m. and 4:00 p.m.
  - On the weekday when the Well Women’s Clinic is in session (to be determined for Academic Year 2020-2021), no ill students are scheduled so as to ensure no cross contamination of patients.

Office of Student Accounts-Specific Items

- Dividers/barriers are installed on all student-facing counters.
- The waiting room chairs are blocked off to ensure social distancing.
- Six-foot distance markers adhered to the floor indicate social distancing mandates, and arrow markers are present to direct traffic flow in order to prevent customers from close encounters.

Public Safety-Specific Items

- PPE is purchased for Public Safety officers, who serve as first responders on campus, and training in proper use is required and provided by the College.
- Public Safety officers who operate motor vehicles are provided with sanitizing wipes to clean their vehicles at the start and end of each shift.
- During Stages 2 and 3, extra staff may be needed to enforce occupancy/capacity limits and to ensure social distancing and public health requirements are being followed in various locations on campus including dining areas and the Bookstore.

Registrar’s Office-Specific Items

- A divider/barrier is installed on the student-facing counter.
- Six-foot distance markers adhered to the floor indicate social distancing mandates for anyone waiting in line at the Registrar’s Office.
Testing (Testing Center, OSS)-Specific Items

- The Testing Center is reconfigured so that computer workstations align with social distancing guidelines. Certain computer workstations are blocked off if removal of stations in close proximity is not possible. All test proctors and individuals who are being tested are required to wear face coverings, maintain social distance, and wipe off computer keyboards/mice, monitors, and any other touched surfaces with College-provided sanitizer wipes before and after use. Such protocol is indicated on signage posted in the Testing Center. Hand sanitizer stations are installed at the entry/exit to the Center.

- Individuals must make appointments to be tested. This controls capacity/occupancy, which must comply with state-established guidelines.

- The Testing Center uses Laurel Hall Room 002 as a waiting room. Chairs are configured in compliance with social distancing guidelines.

- The demand for accommodated test proctoring must be determined for Stage 2 and for Stage 3, as this varies depending on how many students are enrolled in virtual or face-to-face classes held on campus. The existing testing space is reconfigured and accommodates cleaning of the computer workstations in the same manner as the Testing Center (see above). Additional space and staffing are provided as demand dictates.
TRANSPORTATION

What is the institution’s plan for transportation on campus?

**Stages 1, 2, and 3**: The College does not have an on-campus transportation system, as the campus is small enough to traverse without the use of a vehicle and arrive at various locations within several minutes. The College-owned and -operated shared transportation vehicles (i.e., 12-passenger vans), which are typically used to shuttle students off campus to the train station and local shops, do not allow for social distancing. Therefore, the College does not operate its campus van shuttle system in any of the Stages. Residential students are allowed to bring cars on campus, and they may rely on their own personal vehicles for transportation to local shops and other destinations.

**Stages 2 and 3**: An off-campus business partner operates two large shuttles. One shuttle service is known on campus as the Ramapo Roadrunner Express, which transports students to the Garden State Plaza, a public transportation hub. This shuttle has a normal occupancy limit of 26 passengers. The other shuttle is a full-size bus, known as Coach USA/Shortline Bus Service, that transports students to Port Authority in New York City. The College endeavors to offer the Ramapo Roadrunner Express and Coach USA/Shortline Bus Service during Stages 2 and 3, provided the bus companies abide by all state transportation mandates, social distancing guidelines, and other health and safety requirements.

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

**Stages 1, 2, and 3**: Health Services, which is located on the campus, provides students the chance to consult with a Ramapo employee medical professional using telehealth or, if necessary, in person during normal business hours. The off-campus transportation system (Ramapo Roadrunner Express and Coach USA/Shortline Bus service) does not include stops at any medical providers on their routes.

Resident students are informed, in advance of signing residence agreements to live on campus, that they are responsible for making their own transportation arrangements to essential appointments should the need arise. All students are permitted to purchase a parking decal and have a vehicle on campus. Ramapo students who have cars on campus and are able to drive themselves to essential medical appointments may do so. As another option, the College has retained a medical transport company to provide these services for those who are unable or who do not prefer to drive themselves. Many urgent care facilities and health care providers’ offices are located within a five-mile radius of the College. Public Safety first responders and the College’s Health Services employees will call serious health emergencies in to 911 as needed, and transportation will be dispatched.

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

**Stages 2 and 3**: Ramapo Roadrunner Express and Coach USA/Shortline are limited to 50% occupancy, as managed by the provider. All shuttle/bus passengers are required to wear face coverings, use hand sanitizer boarding and exiting the vehicle, and maintain social distancing of at least six feet from other riders. The shuttle/bus driver is also required to wear a face covering.

The College ensures that the business partners who operate the vehicles use appropriate cleaning, disinfecting, and sanitizing procedures that adhere to CDC guidelines and the N.J. Governor’s Executive Order 125. Weather-permitting, the driver is expected to improve ventilation by keeping windows down. Rear door boarding is to be used as available, and several seats close to the driver’s seat are to be blocked off to allow for proper social distancing.

The Ramapo Roadrunner Express is a free service for students, so there is no exchange of tickets or cash. The Coach USA/Shortline bus tickets are purchased on campus, so there are no cash transactions on the bus. Signage alerting riders to requirements related to social distancing guidelines, face coverings, hand sanitizer use upon boarding and exiting, proper coughing/sneezing etiquette, and proper tissue usage and disposal is posted at the transportation kiosk in front of the Bradley Center, where riders wait. Any rider without a face covering is denied entry unless they are exempt from doing so for a medical reason. The kiosk signage also includes virus prevention
information including avoiding surfaces, refraining from touching one’s eyes, nose, and mouth, and hand washing. The same prevention information is posted on the College’s Transportation webpage (www.ramapo.edu/about/transportation-services) and at Roadrunner Central, which is where riders purchase tickets for Coach USA/Shortline.

The College advertises to riders that if they feel sick, have COVID-19 symptoms, have tested positive for the virus, or have been in close contact with a person who has tested positive for COVID-19, they are not permitted to use the transportation service.
ON-CAMPUS DINING

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

Ramapo College contracts with Sodexo to manage multiple dining options on campus. Sodexo maintains a website (https://ramapo.sodexomyway.com/explore/coronavirus-covid-19-news), on which all actions that have been taken in response to the pandemic to provide the safest and healthiest possible operations are reported. Sodexo requires any contaminated area to be vacated for 72 hours or for 24 hours if there is a minimum of 12 complete air changes through the HVAC system in the area to be cleaned. Sodexo’s policies and procedures follow proper hygiene protocol and all mandates set forth by the NJ Department of Health. These measures include employee self-check for COVID-19 symptoms, regular cleaning and disinfecting of high-touch surfaces, monitoring the food supply chain, training all employees on how to prevent the spread of the virus, ensuring that dining hall employees (e.g., food preparers, cashiers) wear face coverings and gloves at all times, and the posting of proper handwashing techniques and other highlighting personal hygiene information via prominent signage.

Stage 1: Food services at the dining halls are limited to grab-and-go meals and takeout services for the limited number of individuals living on campus. Grab-and-go meals including prewrapped room-temperature and cold food options are available. Hot meals are boxed and taped at the time of ordering. The menu is limited (e.g., no cooked-to-order options) to prevent longer transaction times, wait lines, and crowding.

Stage 2: Grab-and-go meals and takeout services remain open and outdoor dining is permitted pursuant to statewide occupancy, health, and safety guidelines. Signs are posted inside the dining halls to remind grab-and-go and takeout customers of standard safety measures to be followed including wearing face coverings at all times, washing/sanitizing hands frequently, and maintaining social distancing from others. Dividers/barriers are installed by the cashiers in order to provide a physical barrier between individuals. Card readers are installed so that individuals can swipe their own cards in order to reduce the physical transfer of cards at cash registers, and hand sanitizer is available at the payment stations.

Everyone who obtains food from the dining hall must wear a face covering the entire time on premises (e.g., while selecting food in the facility, while paying the cashier), and disposable food service items (e.g. utensils, dishes) are used/provided. In order to control flow, only one entrance and exit is utilized at each dining facility where possible, and the number of patrons is monitored to ensure compliance. Multiple dining halls are open to help manage capacity. If a dining hall is at capacity, individuals must remain in a line until others leave. The floor in the area where food is selected and the check-out lines are marked with decals that illustrate six-foot distancing, and arrow markers are present to direct one-way traffic flow around the different food stations, refrigerators, etc.

Students, faculty, and staff may bring their grab-and-go/takeout meals and eat at outdoor tables across campus, in their residence units or offices, or in other permitted indoor spaces that allow for adherence to social distancing guidelines. Hand sanitizer stations are installed near the outside tables.

Stage 3: Grab-and-go meals and takeout services remain open, outdoor dining remains open pursuant to statewide occupancy mandates and health and safety guidelines, and indoor dining facilities open with a limited occupancy that follows state-established guidelines, as well as adhere to all CDC and DOH protocols, social distancing guidelines, and sanitation protocols. Indoor dining hall is allowed and is supplemented with grab-and-go/takeout meal options. Indoor dining does not include any buffet style options or self-serve open food and beverage stations (e.g., no salad or soup bar, no self-serve coffee station). Single-serve napkin-utensil sets, salt/pepper/condiment packets, etc. replace shared items that were previously provided in the dining halls. Monitoring of entrance/exits of dining halls to control flow and capacity of spaces continues, seating is rearranged or reduced so the setup of tables and seats in the dining facility allows for proper social distancing between diners, and hand sanitizer stations are installed throughout the eating areas.
If you have on-campus student housing, how will those in isolation/quarantine access dining services?

**Stages 1, 2, and 3:** Grab-and-go meals and takeout options are offered via delivery by Case Managers or designees to individuals who are self-isolating/self-quarantining. Each meal along with disposable plates, cups, napkins, and utensils is left outside of the door of the isolated/quarantined individual to allow for contact-less delivery. The isolated/quarantined individual may coordinate with their Case Manager if they are interested in receiving items from the College’s Food Pantry, as well.

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

**Stages 1, 2, and 3:** Dining employees are required to participate in normal training programs, which reinforce existing food safety and health and wellness policies (e.g., proper handwashing techniques and review, proper cleaning techniques, disinfecting frequently touches surfaces with a suitable chemical disinfectant). They must also complete required training that is specifically designed around COVID-19 and includes instruction on how to prevent the spread of the virus. Dining employees are trained on proper social distancing practices including the use of barriers in the service and kitchen areas, as well as mask and glove use, and signage is posted to reinforce these practices with all. In addition, the College’s dining facilities site manager attends regular briefings to ensure awareness of updated information and resources needed to safeguard the health and safety of everyone on location, as well as business operations continuity, is a member of the College’s Pandemic Assessment Team, and shares appropriate information with dining employees.

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

**Stage 1:** No on-campus dining facilities are open to diners. Grab-and-go options are available for pick up for a very limited number of residential students.

**Stages 2 and 3:** The number of individuals in a single facility, both indoors and outdoors, is limited as per state-established occupancy guidelines. Only one entrance and exit are utilized at each dining location to control flow where possible, and the number of individuals in the service areas as well as in the indoor dining areas is monitored by staff. Seating is arranged in a manner that allows for proper social distancing and ensures accordance with state occupancy guidelines, and Public Safety is available to assist with crowd control for admittance to dining hall areas and at indoor and outdoor dining areas, as needed.
STUDY ABROAD AND INTERNATIONAL TRAVEL

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

The College has an existing strategy for the analysis, mitigation, and response to global risks for all international travelers (i.e., students and employees). Key components of this strategy include the following: 1) committee-based risk analysis and decision making; 2) continuous risk monitoring; 3) travel tracking; 4) timely communications; 5) application of best practices in global risk management; 6) comprehensive risk management policies and procedures. (Please see www.ramapo.edu/international-travel/resources and www.ramapo.edu/international-travel/resources/health/coronavirus for further information.)

**Stage 1:** No Ramapo College-sponsored faculty-led study abroad programs are offered. Virtual/remote thematic programs, language programs, and global internship opportunities are available for students who are interested in these experiences. No College-sponsored travel is allowed to occur.

**Stages 2 and 3:** Since Ramapo College-sponsored faculty-led programs are fundamentally experiential in nature, these programs are permitted to occur but only to destinations that have a CDC alert level of 2 or below and no travel restrictions. Every faculty-led program planned for Spring 2021 has an individualized contingency plan and emergency response plan that are updated to incorporate additional guidance related to the COVID-19 global pandemic and gating criteria that indicate under what circumstances the program must be modified to support a prompt adaptation of the program, if warranted. Faculty program leaders receive thorough training in all aspects of participant management, emergency response, and operations. Once program participants are selected, they are required to complete a mandatory set of orientation sessions at which they are presented with the risks of travel to their host destination(s), mitigation strategies, and what to do in the event of an incident. Students who are interested in international experiences but worried about travelling overseas are encouraged to participate in virtual/remote thematic programs, language programs, and global internship opportunities.

Although Ramapo has banned most College-sponsored travel for the entire fiscal year 2021, a small amount of support funding is available to assist non-tenured, tenure-track faculty who need to travel to fulfill their research obligations to the College. Any individual who requests such travel support must obtain approval of their travel plans from their Dean and the Provost, which is only to be given if the destination is safe (i.e., CDC level 2 or below; non-hot spot domestic location). Grant-funded travel of faculty, staff, and students requires the same approval from Unit Heads and Division Vice Presidents.

The College maintains two distinct travel registries to collect information on travel plans of Ramapo students and employees. The international travel registry captures information from all members of the College community who are traveling overseas for professional, educational, and personal purposes. A second travel registry that was more recently developed by Ramapo’s Pandemic Assessment Team is used to log personal travel – both international and domestic – by students, faculty, and staff for contact tracing purposes and in case any post-travel self-quarantining is necessary.

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

**Stages 1, 2, and 3:** The Pandemic Assessment Team sends out regular health and safety-focused communications (“broadcast blasts”) to the entire college community, which include relevant information and cautions about travel. There is a Travel Plans (International and Domestic) section on the College’s COVID-19 webpage (www.ramapo.edu/health/coronavirus-covid-19/#s3), which also houses the travel registry link and a link to the CDC travel warnings and guidelines.

In addition, Ramapo maintains a website, www.ramapo.edu/international-travel/locations that, in turn, has a link to the U.S. Department of State Travel Advisories webpage (travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html). Any student or employee who logs their travel plans on one of the College’s travel registries is sent an email that contains any relevant advisories. If a traveler is currently or imminently in a destination, which
is experiencing a risk, an email is sent that describes recommended mitigation strategies and available resources. If the risk necessitates a more immediate alert, text messages are sent to travelers.

Any individual who is participating in College-sponsored travel must complete a Travel Authorization Form before they depart. This form must be approved by the Unit Head and the Division Vice President who must ensure, before signing, that there are no travel restrictions to the state/country and the state is not a hot-spot or the destination country has a CDC alert level of 2 or below. Students who are participating in study abroad are advised of any travel restrictions or risks by Roukema Center for International Education staff who manage these programs.
ATHLETICS

Ramapo College is committed to executing a plan for each Stage of the re-opening process that follows all guidelines set forth by the Restart Standards document, the CDC, and the NJ Department of Health. Further, all Athletics activities follow the protocols outlined and agreed upon by the New Jersey Athletics Conference (NJAC) and the National Collegiate Athletics Association (NCAA) in order to provide ample measures to mitigate health and safety risks.

What is the institution’s plan for resumption of athletic programs on campus?

The Ramapo Athletics Department has established a COVID-19 Action Team, which is charged with planning, executing, and monitoring for compliance, new rules and regulations that must be followed to provide the safest environment possible. The Action Team is one component of the College’s NCAA-mandated Emergency Action Plan (EAP) that follows all COVID-19-related requirements and recommendations. The Action Team is responsible for insuring that Ramapo College remains compliant with all Stage-specific protocols set forth by the NJAC and the NCAA. The plans presented in this section comply with conference protocols, are in alignment with each state re-opening Stage, and closed follow the NCAA Core Principles of Resocialization of College Sport.

Stage 1: No athletic programs (i.e., no NCAA varsity sports, no intramurals, no recreational sports) are permitted on campus.

Stage 2: Although NCAA varsity sports that are considered “low-” or “medium-” risk by the state’s definition are allowed to occur in the fall season, all in-person, on-campus pre-season activities are cancelled. Fall season low- and medium-risk sports include men’s and women’s cross country, tennis, men’s and women’s soccer, field hockey, and women’s volleyball. Safety and health considerations are reassessed prior to the Winter and Spring seasons to determine which sports are able to be offered. No intramural or recreational sports occur at all.

All participants in NCAA varsity sports at Ramapo are directed and expected to follow safety protocol prescribed by the College, the NJAC, and the NCAA. These include but are not limited to maintaining social distancing whenever possible; performing self-screening and self-isolating/self-quarantining as warranted; following hygienic guidelines that mitigate virus exposure risks (e.g., washing/sanitizing hands regularly, covering coughs and sneezes, not attending practices or games when feeling ill); and not sharing drinks, towels, or sports equipment with teammates. Practices and fitness training sessions are held outdoors or virtually whenever practical and effective. The Fitness Center, locker rooms, showers, and other areas in the Bradley Center are closed.

The number of games/events/competitions NCAA Ramapo teams participate in during the season is reduced, as the season schedule and operations of each varsity sport are modified. Ramapo teams participate in only the minimum number of required games/events/competitions as specified by the NCAA and the NJAC conference schedule in order to maintain conference eligibility. All out-of-state games, which require overnight travel, are prohibited in the new schedule. No spectators are allowed at any varsity athletic contests held on campus.

Stage 3: Stage 2 protocols and practices are followed by all low- and medium-risk sport athletes and their coaches/Athletics staff. Safety and health considerations are reassessed to determine whether intramural and recreational sports are allowed to occur and, if so, they must follow safety protocol outlined in Stage 2.

Additional procedures to be implemented on campus in Stage 3 include the following:

- Indoor practices may be held, provided they follow the state-established guidelines for occupancy.
- If the Fitness Center opens, all individuals who use the space and equipment are directed to abide by social distancing guidelines and to use sanitizing wipes to clean the equipment after each use. Face coverings must be worn except for those actively exercising. All activities that require close contact such as “spotting” are prohibited. Showers, locker rooms, and other areas in the Bradley Center, which are initially closed, are
regularly assessed to determine when they can safely open.

- A limited number of spectators (i.e., aligned with state-established group gathering numbers) are allowed at varsity athletic contests held on campus. All spectators must wear face coverings and maintain social distancing from one another and the student-athletes, coaches, and Athletics staff.

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

**Stage 1**: No athletic programs are permitted on campus.

**Stages 2 and 3**: Since no in-person, on-campus pre-season activities occur, all student-athletes return to campus at the same time and in the same manner as the general student population. Everyone who returns to campus must self-screen to confirm they are not symptomatic nor have they had close contact with anyone who tested positive for the virus. All student-athletes are additionally required to complete a COVID-19 history/self-screening, developed by the Ramapo Athletics Training staff and Team Physician, just prior to returning to campus. Student-athletes must meet all requirements to clear the screenings before they are allowed to participate in any in-person team meetings, athletic training sessions, practices, games/events/competitions.

Student-athletes, coaches, and Athletics staff are required to conduct a daily self-screening for COVID-19 symptoms along with a temperature check. Individuals who report to receive physical rehabilitative services or evaluation are administered an additional symptom screening and temperature check.

All student-athletes, coaches, and Athletics staff who are not feeling well, are exhibiting COVID-19 symptoms, or have had direct exposure to someone who tested positive are directed to stay off campus and immediately inform the Head Athletic Trainer and Health Services (student-athletes) or their Supervisor and Human Resources (employees). Symptomatic individuals are directed to not attend any in-person team meetings, athletic training sessions, practices, games/events/competitions and to stay home or in their room on campus and seek appropriate medical care, including testing for the virus if indicated. Those who have had close contact with someone who tested positive are advised to self-quarantine and consult with their personal medical provider. Based on the team’s training, practice, and game schedule, it is likely that an entire sports team including all student-athletes, the coach, and Athletic staff will be required to be tested and self-quarantine should a teammate test positive for COVID-19.

The College requires all student-athletes participating in NCAA sports to be tested for COVID-19 before returning to campus as part of their normal return-to-athletics physicals. Coaches and Athletics staff are also required to be tested for COVID-19 prior to interacting with their teams. Symptomatic student-athletes, coaches, and Athletics staff and those who have had close exposure to infected individuals are required to be tested and must self-quarantine (i.e., not continue to participate in team meetings, fitness sessions, practices, games/events/competitions, etc.) until they receive the test results. Based on the team’s training, practice, and game schedule, it is likely that an entire sports team including all student-athletes, the coach, and Athletic staff will be required to be tested and self-quarantine should a teammate test positive for COVID-19.

All positive cases are reported to the Team Physician, Head Athletic Trainer, and the NJAC Conference. The Team Physician and Health Services collaboratively make return-to-play decisions as needed.

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

**Stage 1**: No athletic programs are permitted on campus.

**Stages 2 and 3**: Before returning to campus, all students must view a tutorial video that is available online to ensure awareness of CDC, OSHA, and NJ Department of Health safety guidelines. This video, which was prepared by Ramapo’s Director of Environmental Health and Safety and Human Resources Training and Organizational
Development Manager, provides return-to-campus safety procedures and guidelines for self-screening for COVID-19. A comprehensive summary of protocols to be followed including ways to reduce the likelihood of transmitting the virus is distributed to all student-athletes, who are required to sign a document indicating they read this information and agree to abide by all rules and regulations that are in place to mitigate health and safety risks.

All Athletics staff (e.g., coaches, trainers) are required to attend a mandatory health and safety orientation session, which is co-conducted by Human Resources and the Office of Environmental Health and Safety, before any in-person interactions with student-athletes commence. The training emphasizes how to mitigate risks particularly with regard to the handling of high-touch items.

Virtual meetings facilitated by each coach for each sports team are held to share information, review protocols, and demonstrate proper procedures with student-athletes before any in-person athletic activities resume on campus.

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

**Stage 1:** No athletic programs are permitted on campus.

**Stages 2 and 3:** The return-to-campus safety procedures video along with the comprehensive summary of protocols to be followed that is distributed to all student-athletes, includes information on the elevated risk involved in sharing items with others. Student-athletes are directed and expected to not share drinks, towels, sports equipment, etc. with others to reduce the risk of community spread of the virus. Student-athletes, coaches, and Athletics staff are expected to not share items with teammates, to have no unnecessary physical contact with teammates or other persons, to not spit and not cough or sneeze without covering one’s face.

Whenever possible and cost-permitting, additional team equipment (e.g., pads, helmets, pinnies) that are difficult or impossible to disinfect between uses are procured and available in order to minimize the chance of virus spread. If additional equipment is not available, existing equipment is not to be shared with others unless it is thoroughly laundered/cleaned and sanitized by Athletics staff before being transferred to another athlete. The College follows all guidelines set forth in the Restart Standards, the CDC, the NJ Department of Health, the NCAA, and the NJAC.

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

**Stage 1:** All team meetings are conducted virtually. No in-person team meetings are held on campus.

**Stages 2 and 3:** Team meetings continue to be held virtually, as practical. In-person team meetings, when required, may be held either outdoors or in the Bradley Center Auxiliary Gymnasium, the Arena, Dance Room, classrooms, or other meeting rooms that are large enough to ensure social distancing. Outdoor meetings and practices are encouraged to reduce the risk of exposure to the virus, and indoor meetings and practices are to be used only if an outdoor venue is impractical or significantly less effective. Face coverings must be worn by all present at any indoor meeting or at outdoor meetings if social distancing is not possible, and attendance records are maintained in case contact tracing is necessary.

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

**Stage 1:** Student-athletes are not on campus since no athletic programs are permitted on campus.

**Stages 2 and 3:** Symptomatic student-athletes or those who test positive for COVID-19 or have had close contact with someone who tested positive for the virus are directed to report such to their Head Athletic Trainer and Ramapo’s Health Services as soon as possible. Those who share such information while they are off-campus are
instructed to stay home, and those who are on-campus are moved into one of the single room units with private bathrooms the College set aside for students who need to self-isolate/quarantine on campus.

Student-athletes receive from their coach a reminder that they are not allowed to participate in in-person team meetings, fitness sessions, practices, games/events/competitions. The Associate Director of Health Services or designee provides self-isolated/quarantined student-athletes with a written protocol detailing the steps they must take while in self-isolation/quarantine. Steps include remaining in the unit, refusing visitors, checking their temperature twice per day, and other preventative measures. Each self-isolated/self-quarantined student participates in a daily medical-related check-in with the Associate Director of Health Services and may request support from their assigned Case Manager (i.e., a designated Ramapo College employee assigned to be a daily point-of-contact for non-medical-related questions).

As a proactive measure intended to inhibit widespread virus transmission in the residence halls, residential student-athletes are assigned to housing based on their team affiliation. Teammates live in near proximity to one another. In the event that a student-athlete from a particular sports team needs to be self-isolated/quarantined and based on the team’s training, practice, and game schedule, it is likely that an entire sports team including all student-athletes, the coach, and Athletic staff will be required to be tested and self-quarantine in designated rooms set aside on campus should a teammate test positive for COVID-19. It is expected that clustering student-athletes from the same team together in the residence halls will mitigate and contain a possible virus outbreak.

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

Stage 1: Student-athletes are not on campus since no athletic programs are permitted on campus.

Stage 2: No spectators or press are allowed to attend or observe any on-campus training sessions, practices, scrimmages, games, matches, events, or competitions even if they occur outdoors. Ramapo offer livestreaming of all home games and encourages spectators to view the games and events in this manner during Stage 2. Participants in indoor events held in the Bradley Center on campus are logged, as individuals arrive through the only entrance to the building, which is monitored, since attendance records are important for contact tracing should such be necessary. Public Safety officers and other College employees are assigned to athletics events, as needed, to ensure that these directives are being followed.

Stage 3: A limited number of spectators and members of the press aligned with state-established group gathering numbers are allowed at varsity athletic contests held on campus. Public Safety officers and other College employees are assigned to athletics events, as needed, to ensure that the capacity is within state-established guidelines and that directives set forth by the NJAC and the State related to minimum distancing, spacing, maximum percentage occupancy rates, etc. are being followed. All spectators must wear face coverings and maintain social distancing from one another and the student-athletes, coaches, and Athletics staff.

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

Stage 1: Student-athletes are not on campus since no athletic programs are permitted on campus.

Stages 2 and 3: As outlined previously, before returning to campus, all students must view a tutorial video that provides return-to-campus safety procedures and guidelines for self-screening for COVID-19. A comprehensive summary of protocols to be followed including ways to reduce the likelihood of transmitting the virus is distributed to all student-athletes, who are required to sign a document indicating they read this information and agree to abide by all rules and regulations that are in place to mitigate health and safety risks.

All Athletics staff (e.g., coaches, trainers) are required to attend a mandatory health and safety orientation session, which is co-conducted by Human Resources and the Office of Environmental Health and Safety, before any in-person interactions with student-athletes commence. The training emphasizes how to mitigate risks particularly
with regard to the handling of high-touch items.

Virtual meetings facilitated by each coach for each sports team are held to share information, review protocols, and demonstrate proper procedures with student-athletes before any in-person athletic activities resume on campus.

What are the institution’s protocols for traveling for games or hosting teams in competition?

**Stage 1**: No athletic programs are permitted on campus.

**Stage 2**: Ramapo NCAA varsity sports teams participate in close to the minimum number of required games/events/competitions as specified by the conference (i.e., NJAC) in order to maintain conference eligibility, and all games that require overnight travel are prohibited. All games/events/competitions that are held are required to follow requirements put forth in the NJAC Guidelines for the Return to Intercollegiate Athletics Fall 2020. Teams that travel to games/events/competitions by bus must wear face coverings while in transport, abide by social distancing guidelines, and not exceed established vehicle capacity limits, which vary by Stage. Team travel rosters, developed to ensure safe capacities, and bus seating charts are kept for contact tracing purposes should such be necessary.

A standardized game day screening process includes the following required actions for home games/events (i.e., those that are played at Ramapo College): 1) all Ramapo student-athletes and team personnel must self-screen for COVID-19 symptoms and perform a temperature check prior to entering the on-campus location where the event is to be held; 2) all visiting team’s traveling athletes and the bus driver must self-screen for COVID-19 symptoms and perform a temperature check before they depart for the Ramapo College campus; 3) the visiting team’s coach or designee must email the Ramapo’s coach or designee a list of all approved visiting travel party members who were screened prior to the team’s departure for the game/event; 4) upon arrival at Ramapo College, the visiting team goes directly to their designated area and remains there until departure from the site of the competition (except for access to restrooms); 5) each game/event official must complete a self-screen for COVID-19 symptoms prior to arriving on campus; and 6) a Ramapo Athletics trainer administers a temperature check on each official immediately upon arrival to campus.

A standardized game day screening process includes the following required actions for away games/events: 1) the visiting team’s athletes and team personnel must self-screen for COVID-19 symptoms and perform a temperature check before they enter the location where the event is to be held; 2) all Ramapo student-athletes, team personnel, and the bus driver must self-screen for COVID-19 symptoms and perform a temperature check prior to the team boarding the bus that transports them to the off-campus site where the game/event is to occur; 3) the Ramapo team’s coach or designee must email the home team’s coach or designee a list of all approved Ramapo visiting travel party members who were screened prior to the team’s departure for the game/event; 4) upon arrival at the other college, the Ramapo team, coach, and Athletics staff goes directly to their designated area and remains there until departure from the site of the competition (except for access to restrooms); 5) each game/event official must complete a self-screen for COVID-19 symptoms prior to arriving at the location where the game/event is to occur; and 6) the home team trainer administers a temperature check on each official immediately upon arrival to their campus.

**Stage 3**: Stage 2 protocols and practices are followed by all low- and medium-risk sport NCAA, intramural, and recreational sports athletes and their coaches/Athletics staff, as applicable. All intramural and recreational sports must follow safety protocol outlined in Stage 2 for NCAA sports.

How will the institution work with local, state, and conference partners to ensure the safety of student-athletes, employees, and other athletic stakeholders? If you submitted a plan to your conference, please share as an attachment.

**Stage 1**: No athletic programs are permitted on campus.

This plan is subject to change.
Stages 2 and 3: The Ramapo Athletics Department COVID-19 Action Team is in charge of planning, executing, and monitoring for compliance the new rules and regulations that must be followed to provide the safest environment possible. The Action Team is one component of the College’s NCAA-mandated Emergency Action Plan (EAP) that follows all COVID-19-related requirements and recommendations. The Action Team is responsible for insuring that Ramapo College remains compliant with all Stage-specific protocols set forth by the NJAC and the NCAA.

Ramapo College is fully committed to complying and cooperating with all established state, local, NCAA, and NJAC protocols and requirements. The safety of all involved in College athletics is our highest priority.
OTHER INFORMATION/APPENDICES (AS NEEDED)

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

This information pertains *only to the Fall 2020 semester*. Ramapo College Fall 2020 class delivery plans depend on the Stage the state is in on August 3, 2020.

**Stage 1**: There are no in-person classes held on campus.

**Stages 2 and 3**: The College is prepared to enact the following operations should campus circumstances necessitate a shift to remote delivery after Thanksgiving Break:

Face-to-face in-person classes that are held on campus from the start of the fall semester (i.e., September 2, 2020) until the day before Thanksgiving Break (i.e., November 24, 2020) as per the approved Fall 2020 academic calendar ([www.ramapo.edu/academic-calendars/future-calendars](http://www.ramapo.edu/academic-calendars/future-calendars)) transition to remote delivery. From immediately after Thanksgiving Break until the end of the fall semester (i.e., December 22, 2020), the majority of Ramapo College classes are delivered remotely as “virtual” classes. Most final exams are administered remotely. Exceptions to this transition from in-person to remote delivery are shared with students enrolled in a minimal number of course sections (e.g., NURS classes). Residential students are permitted to remain on campus through the end of the fall semester so they are in environments conducive to studying and learning with reliable and robust internet access.

The College plans to utilize a subset of the its Pandemic Assessment Team to monitor return-to-campus conditions and compliance with the Ramapo Restart Plan. Employees and staff are able to report any concerns or issues to individuals tasked with ensuring plan compliance via a website established for this purpose (i.e., [https://web.ramapo.edu/ehs/report-a-concern/](http://https://web.ramapo.edu/ehs/report-a-concern/)), which is housed on the College's intranet. Having such a feedback loop allows for formative, real-time health and safety mitigation actions to be taken as needed and for continuous improvement.
RETURN-TO-CAMPUS TASK FORCE MEMBERS

1. Susan Gaulden, Interim Provost (Co-Chair)
2. Virginia Galdieri, AVP of Human Resources (Co-Chair)
3. Melissa Van Der Wall, Chair of the Pandemic Assessment Team & Dean of Students
4. Patrick O’Connor, Government Relations Officer
5. Nicole Morgan-Agard, Chief Equity & Diversity Officer
6. Robert Doster, Chief Information Officer
7. Joseph Connell, Assistant Vice President of Student Success
8. Fernanda Papalia, Registrar
9. Gina Mayer-Costa, Director of Environmental Health & Safety
10. Michael Cunningham, Director of Facilities & Critical Infrastructure Security
11. Peter Rice, Senior Director of Constituent Relations
12. Shawn Laidlaw, Director of Procurement

Academic Affairs Subcommittee Members –
Susan Gaulden, Interim Provost/Vice President for Academic Programs (RCTF liaison)
1. Rikki Abzug, Professor and Convener of Management – Subcommittee Chair
2. Michael Bitz, Professor of Teacher Education, Director of the Instructional Design Center (IDC)
3. Bonnie Blake, Professor of Design & Interactive Media
4. Sarah Bolton Carberry, Associate Professor of Chemistry, Chair of GECCo
5. Naseem Choudhury, Professor of Neuroscience & Psychology, Faculty Assembly President, Director of Fellowships & Scholarships
6. Katie Cohen, Interlibrary Loan, Reference & Instruction Librarian
7. Susan Eisner, Professor of Management
8. Scott Frees, Professor of Computer Science, MS in Data Science Program Director
9. Marc Gidal, Associate Professor of Music (Musicology)
10. Susan Hangen, Dean of the School of Humanities and Global Studies
11. Aaron Lorenz, Dean of the School of Social Science and Human Services
12. Edward Petkus, Dean of the Anisfield School of Business
13. Jill Pierson, Assistant Registrar
14. Stephen Rice, Professor of American Studies, Chair of ARC
15. Joan Richards, Director of Nursing Simulation Laboratory
16. Jeremy Teigen, Professor of Political Science
17. Michael Unger, Associate Professor of Political Science, Director of Assessment
18. Leah Warner, Associate Professor of Psychology, Director of Social Science Inquiry, Co-Convener of Women’s, Gender & Sexuality Studies

Student Life Subcommittee Members –
Melissa Van Der Wall, Dean of Students (RCTF liaison)
1. Richard Brown, Director of Center for Student Involvement
2. Harold Crocker, Director of Athletics
3. Jeff Dannhardt, General Manager of Ramapo College Dining Services
4. Lisa Gonsisko, Director of Residence Life
5. Judith Green, Director of the Center for Health & Counseling Services
6. Barbara Harmon-Francis, Director of Educational Opportunity Fund (EOF) Program
7. Teresa King, Campus Store Manager
8. Debra Lukacsko, Associate Director/Nurse Practitioner of Health Services
9. David Nast, Director of Specialized Services
10. Beth Ricca, Director of Cahill Career Development Center

**Human Resources & Workplace Operations Subcommittee Members**

Virginia Galdieri, Assistant Vice President of Human Resources & Employee Relations (RCTF liaison)
1. Jill Brown, Associate Director of Human Resources – Subcommittee Chair
2. Joanne Ehlermann, Talent Acquisition & Onboarding Coordinator
3. Roger Jans, Manager of Workforce Planning, Organizational Development & Classification
4. Charles Jurgensen, Building Manager – Electrical Services
5. Timothy Babasade, Director of Client Services – ITS
6. Daniel Roche, Director of Capital Planning
7. Lauren Tibbetts, Associate Director of Facilities
8. Lori Zuccola, HR Specialist

In addition, the following individuals (some of whom serve on the Task Force or its Subcommittees) are part of the return-to-campus planning efforts, as they are included on a Consultative Resources Personnel list:

1. Michael Bitz – instructional technologies
2. Joseph Connell – student success, orientation
3. Michael Cunningham – facility operations, sanitation, IT infrastructure, use & disinfection of common areas & high-traffic areas, visitor & contractor campus visit guidelines/policy
4. Jeff Dannhardt – food service
5. Robert Doster – IT operations, IT equipment, technology needs, inventory & solutions
6. Anthony Dovi – enrollment/1st-year considerations
8. Judith Green – Federal and State contact tracing guidelines/policy
9. Shawn Laidlaw – procurement of goods and services
10. Kirsten Loewrigkeit – overall campus operations, financial/budget matters
11. Gina Mayer-Costa – social distancing guidelines/policy; general workplace health & safety guidance (e.g., PPE, personal hygiene, shared work areas, tasks requiring multiple individuals, contact reduction measures such as video conferencing for meetings)
12. Nicole Morgan-Agard – equity and diversity, access issues
13. Patrick O’Connor – State government relations
14. Timothy Osborne – public safety, campus access
15. Fernanda Papalia – course scheduling and registration, compliance with State licensure requirements, policies
16. Michael Tripodi – legal matters
17. Melissa Van Der Wall – general student life guidance, self-quarantine & self-isolation guidelines/policy; travel policies for students

This plan is subject to change.