

RAMAPO COLLEGE Spring 2021 Operations Plan



RAMAPO COLLEGE OF NEW JERSEY

Submitted to the State of New Jersey
Office of the Secretary of Higher Education
Last Revised on March 15, 2021

Website for Spring 2021 Operations Plan Posting:
www.ramapo.edu/return



Components of Institutional Plan for Restart Checklist

CONTENTS

General Safeguarding.....	1
Screening, Testing, and Contact Tracing Protocols.....	3
Instruction.....	6
On-Campus Residential Housing.....	9
Computer Labs/Libraries.....	12
Research.....	15
Student Services.....	16
Transportation.....	21
On-Campus Dining.....	23
Study Abroad and International Travel.....	25
Athletics.....	27
Other Information/Appendices (as needed).....	35

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.

Stages 2 & 3: 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. Library terminal and computer lab workstation users are required 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. 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. Employees are directed to leave their garbage cans outside of their office doors so that fewer individuals will enter each

office. 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 residential students and students who have in-person classes and who did not receive a kit in Fall 2020, as well as to all new College employees. 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; setting up classrooms and other spaces so that desks/chairs are at least six feet apart and extra desks/chairs are removed when possible; 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. Telehealth is used by Health Services along with scheduling and controlled access to the building, in which sick and well appointments are segregated. The Guest & Visitor policy is suspended, and students are prohibited from visiting other residence hall rooms. A new residence agreement includes safety guidelines to be followed and expectations for all resident students.
- A number of 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 in-person tours can be held, and outdoor-only tours may be implemented if they follow State-established guidelines, limits on group numbers, etc. If it is safe to do so and plans are compliant with guidelines, group limits, etc., on-campus tours and open houses are held.
- 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.

SCREENING, TESTING, AND CONTACT TRACING PROTOCOLS

Ramapo College of NJ located in Mahwah, NJ

Mahwah is served by N.W. Bergen Regional Health Commission.

Health Officer: **Gina Behre**

Health Officer Contact: **201-445-7217**

Emergency After Hours Contact: **201-445-7217**

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.

All Ramapo community members are advised on a regular basis to perform self-screenings for COVID-19 symptoms. This is done in a variety of ways including but not limited to an informational banner that appears at the top of all Daily Digest bulletins, which are emailed to students and employees, and by a pop-up notification that appears when anyone tries to log on to their College email account or the intranet. In addition, Human Resources and Health Services regularly sends out information describing the protocols for self-isolation/self-quarantine should such be warranted.

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. Each Division follows an appropriate protocol to document that self-screening occurred for all Division employees reporting to campus. 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: All employees are required to complete COVID-19 training each post-pandemic semester to ensure awareness of safety guidelines. In addition, all students are required to complete a student-focused version of mandatory COVID-19 training, and compliance is monitored to ensure they do so before returning to campus. This training, which was prepared by Ramapo's Director of Environmental Health and Safety, the Human Resources Training and Organizational Development Manager, and others provides return-to-work/return-to-campus guidelines and safety procedures.

Through the training, all faculty, staff, and students are provided with guidelines for self-screening. Everyone who returns to campus must self-screen on a daily basis to confirm they are not symptomatic nor have they had close contact with anyone who tested positive for the virus. Each Division follows an appropriate protocol to document that self-screening occurred for all Division employees reporting to campus. 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.

All non-employee visitors to campus are required to register and complete online a visitor form, which includes a self-screen symptom and exposure check. Information collected is processed through Human Resources and shared with units visited on campus and the Public Safety Department. In addition, third-party contractors are required to confirm that their employees perform, at a minimum, a daily self-health check before entering the Ramapo campus.

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: Entry testing is required of all residential students before they move onto campus for the Spring 2021 semester. Entry testing requires all students who will live on campus in the spring to submit a negative result of a viral PCR COVID-19 test no earlier than seven days prior to their residential check in. Beginning in the Spring 2021 semester, a testing protocol for residential students and student-athletes, contingent upon finalized spring semester sports plans, is implemented. The testing protocol for each cohort is outlined in the On-Campus Residential Housing and Athletics sections of this Plan, respectively. The College's Health Services Unit will be able to use Binax Now testing kits to provide testing to any symptomatic student and close contacts who are part of the Ramapo community as soon as these kits are provided by the NJ Department of Health.

All members of the Ramapo community are instructed to inform Health Services (students) or their Supervisor and Humans Resources (employees) if they test positive for the virus, if they are exhibiting symptoms of the COVID-19, or if they have been exposed to an infected individual. This directive is necessary in order for proper contact tracing to be conducted and for self-isolation/self-quarantine protocol to be shared. In addition, individuals are encouraged to inform their physicians to receive further guidance on testing and medical care.

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, and each Unit maintains accurate records of individuals' presence on campus. 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.

Ramapo College's Human Resources (HR) Department and the N.W. Bergen Regional Health Commission (NWRHC) are responsible for conducting contact tracing for all College community members. Four individuals designated within the HR Department have successfully completed the Johns Hopkins Contact Tracing program and are, therefore, fully trained in contact tracing best practices and procedures. These four individuals are to perform and oversee contact tracing within the bounds of the campus and coordinate with and report all collected information to the NWRHC. Ramapo College's Health Services Department is to provide key information to the NWRHC to assist with any contact tracing involving students.

The N.W. Bergen Regional Health Commission conducts all contact tracing outside the bounds of the campus involving anyone who tested positive for COVID-19 and has worked on, lived on, or physically visited the campus.

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 daily attendance records of their students who are attending face-to-face classes on campus, as rotating attendance protocols are in place to ensure social distancing guidelines and reduced classroom occupancies are followed.

All non-employee visitors to campus are required to register and complete online a visitor form, which includes a self-screen symptom and exposure check. Information collected is processed through Human Resources and shared with units visited on campus and the Public Safety Department. In addition, third-party contractors are required to confirm that their employees perform, at a minimum, a daily self-health check before entering the Ramapo 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.

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: No courses are holding in-person, on-campus class meetings.

Stage 2: A limited number of courses holding in-person, on-campus class meetings are allowed to be offered on campus. The following steps are implemented to ensure that labs/classrooms/studio spaces where these classes are held are in compliance with social distancing guidelines and other health and safety regulations:

- Labs/classrooms/studio spaces are arranged so that chairs/desks are at least six feet away from each other. All excess chairs/desks are removed whenever possible.
- 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/classroom/studio space.
- All individuals who use chairs/desks or equipment in the labs/classrooms/studio spaces are required to wipe down shared work areas or items 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 every in-person class meeting 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, may be able to register for virtual courses or online courses, which require no on-campus presence at all, depending on program requirements.
- Any student who is immunocompromised or at high-risk for COVID-19 and who is unable to enroll solely in courses that require no on-campus presence is provided with an alternate way to participate in courses holding in-person, on-campus meetings. Alternate ways are identified by the instructor teaching each course and may include the following: the use of WebEx Room Kits, which allow remote participants to virtually join in-person, on-campus class meetings; sharing recordings of class meetings that can be viewed asynchronously; providing appropriate different asynchronous learning opportunities (e.g., discussion groups in Canvas, additional reading or content-specific videos) that allow students to master course content; and more.
- While self-isolating or self-quarantining as the result of contracting the virus or being exposed to the virus, a student is provided with alternative ways to participate in courses holding in-person, on-campus meetings. Alternate ways are identified by the instructor teaching each course and may include the following: the use of WebEx Room Kits, which allow remote participants to virtually join in-person, on-campus class meetings;

sharing recordings of class meetings that can be viewed asynchronously; providing appropriate different asynchronous learning opportunities (e.g., discussion groups in Canvas, additional reading or content-specific videos) that allow students to master course content; and more.

- Some students may prefer a remote learning experience although they have no medical reasons that would preclude them from participating in face-to-face class meetings or they may be able to choose a different course that does not require in-person, on-campus attendance. These students may request instructor permission to participate remotely in courses that hold in-person, on-campus class meetings. In these cases, the instructor is not required to approve the request but may do so by prescribing appropriate alternate ways for the student to participate remotely. In addition, the student may be offered another option that does not require in-person, on-campus class participation. These options may include but are not limited to choosing another section of the course that is taught by an instructor who allows students to participate remotely; switching to a virtual or online section of the course; being approved to substitute a different course that is offered virtually or online for a required in-person or hybrid course; choosing a different elective course that is offered virtually or online; or delaying the in-person or hybrid course to a future semester/term.
- On-campus labs/classrooms/studio spaces designated to be used by faculty who plan to allow remote participants to virtually join in-person, on-campus class meetings are equipped with WebEx Room Kits. Each Kit 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 only if both parties agree that doing so would provide greater value and 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/classrooms/studio spaces. For example, chairs/desks are placed at least six feet apart from each other.
- Student chairs/desks are placed at least eight 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/classrooms/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/classrooms/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.

¹ Note: Ramapo College did not submit any in-person waivers to OSHE for Academic Year 2019-2020.

ON-CAMPUS RESIDENTIAL HOUSING

Beginning in Spring 2021, the College is requiring entry testing of all residential students. This means that residential students must submit a negative viral PCR COVID-19 test that was conducted no more than seven days prior to their residential check in. Any student who does not submit negative test results or whose results are not recent (i.e., no more than seven days old) or who submits results of an antigen test will not be permitted to live on campus.

Furthermore, Ramapo is implementing for Spring 2021 surveillance testing of all residential students to mitigate any potential spread of the virus, as per recommendations set forth by the CDC¹ related to “congregate housing” and since as many as 30 to 40 percent of college-age students could have COVID-19 even though they are asymptomatic. The surveillance testing plan requires residential students to be divided into four testing groups. Each week one of the testing groups is required to participate in surveillance testing (i.e., viral PCR COVID-19 tests), which is conveniently administered on campus by Visit Healthcare. Thus, over the course of each month, the entire residential student population will be tested for COVID-19.

The College is also clustering students who are, based on their participation in athletics or enrollment in certain academic programs, possibly at higher risk of transmitting the virus to one another. Room assignments will factor in student-athletes’ pods/teams as well as enrollment in off-campus Nursing clinical courses. It is expected that these proactive measures will potentially mitigate community spread.

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 84% of its occupancy or 2,193 residents in Spring 2020 prior to closing the residence halls in March 2020 at the onset of the pandemic.) The *proposed* reduced occupancy rate, which allows for up to 10% of occupancy to be set aside for self-isolation/self-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 and changing conditions.

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 waiver² 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 lived on campus in the Fall 2020 semester;
- 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;

¹ Source: <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/ihe-testing.html>

² Note: Ramapo College did not submit any in-person waivers to OSHE for Academic Year 2019-2020 or Academic Year 2020-2021.

- students who are enrolled in courses that will hold in-person, on-campus class meetings who do not have a car and for whom public transportation would be a hardship;
- international students;
- 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 course that will hold in-person, on-campus class meetings;
- students who must take, in order to fulfill the requirements of their major, at least one course that will hold in-person, on-campus class meetings;
- 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 courses holding in-person, on-campus class meetings are permitted on campus. In any Stage, no student is required to live on campus.

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/self-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/self-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 wish to purchase meal delivery through our Dining Services provider receive meal selection and delivery information via e-mail when they are assigned to a self-isolation/self-quarantine residence unit. A meal delivery service is in place for those who order through the College’s Dining Services provider. Students who are in self-isolation/self-quarantine may also order food from local vendors that offer contactless delivery (i.e., food is left outside of the residence unit door) or send a friend to the College’s food pantry to pick up provisions, which must be delivered in a contactless fashion as well. Students who are in self-isolation/self-quarantine may consult with their Case Managers on any food-related needs or issues.

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.

Stages 2 & 3: On-campus computer labs are open to Ramapo College students, faculty, and staff only with space reconfigured to ensure that social distancing is followed. All lab users must pre-reserve a block of time in advance of an in-person visit in order to ensure compliance with State Stage-specific occupancy limits and for contact tracing purposes should such be required. The reservation procedure and oversight of in-person visits are managed by various College personnel.

All computer workstation areas are reconfigured to align with social distancing and reduced occupancy guidelines, and a number of workstations are blocked off if removal of stations in close proximity is not possible. All computer lab users are required to wear face coverings, maintain social distance, and to 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 labs, and sanitizer stations are installed at the entry/exit to each lab. The computer lab located upstairs in the Library building is dedicated exclusively for users who are immunocompromised or at-risk for contracting COVID-19.

The Library is open to Ramapo College students, faculty, and staff only to provide in-person services on a limited basis that align with State Stage-specific restrictions and occupancy limits, and curbside pickup of requested materials is available via scheduled appointments. Librarians and Library staff, who rotate on-campus coverage in order to assist and distribute requested materials to patrons, must wear face coverings while indoors and face coverings and gloves during curbside pick-ups to mitigate health and safety risks. A physical barrier is installed at the circulation and reference desk to separate staff from patrons/visitors. Staff will also be expected to take regular breaks during which they can wash their hands. All Library patrons must pre-reserve a block of time in advance of a building visit in order to control building occupancy numbers and for contact tracing purposes should such be required. The reservation procedure and oversight of in-person visits are managed by various College personnel.

Library study space and computer workstation areas are reconfigured to align with social distancing and reduced occupancy guidelines. Certain computer workstations are blocked off if removal of stations in close proximity is not possible. As stated earlier, the computer lab located upstairs in the Library building is dedicated exclusively for users who are immunocompromised or at-risk for contracting COVID-19. 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 Library building. Hand sanitizer stations are installed at the entry/exit to the Library.

On days they are not scheduled to be on campus, all Librarians and Library staff work remotely to provide services to the campus community. Remote services, which include chat-with-a-librarian, remote access to databases, and the book drop continue to be offered in order to decrease demand for on-campus, in-person indoor visits.

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

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

Stages 2 & 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 (i.e., Ramapo College students, faculty, and staff only) 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 and sanitizing cleaning wipes dispensers are installed at the entry/exit to the labs and throughout the 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.

All computer lab and Library visitors must pre-reserve a block of time in advance of a building visit in order to control Stage-specific restrictions and building occupancy numbers and for contact tracing purposes should such be required. These reservation procedures and oversight of in-person visits are managed by various College personnel. Whenever possible, 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 are posted at the entrance to each computer lab and the Library, and all in-person, inside visitors to the labs and Library are checked for face coverings and to ensure that State Stage-specific occupancy limits are followed and that only those with reservations/appointments are entering the building. Staff will also monitor the labs and study rooms in use to ensure that all present are wearing face coverings, cleaning surfaces and equipment as directed, and are following all other College-mandated health and safety requirements.

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

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

Stages 2 & 3: Space in the computer labs and the Library is reconfigured to abide by social distancing guidelines, which in turn reduces occupancy. All Computer Lab and Library visitors (i.e., Ramapo College students, faculty, and staff only) must make a reservation in order to be logged for the purpose of contact tracing and to track and control State Stage-specific building occupancy limits. These pre-booked appointments are required through a schedule instituted and managed by various College personnel.

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 and that only those with reservations/appointments are entering the building.

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

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

Stages 2 & 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 (i.e., Ramapo College students, faculty, and staff only) 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 sanitizing wipe dispensers are located throughout the Library. Items returned via the book drop or in person will be wiped down with sanitizer wipes or left idle in the book drop or in plastic bags for several days to allow any potential virus present to die.

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. All State-defined non-essential employees follow the College's rotating, de-densified work schedule that requires no more than half of the staff in each office to be present on campus on a given workday. No offices, with the exception of those involved in performing work/tasks essential to Unit-specific operations, allow drop-in face-to-face appointments, and all employees, and students must follow College-mandated health and safety protocols while on campus.

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. Each office includes clear and concise information on its website that describes how to best contact staff and schedule virtual or face-to-face appointments as needed.

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 health and safety rules instituted by the College. Signs are posted at office entries in order to remind students to self-screen before proceeding. Anyone who is experiencing symptoms of COVID-19 or who may have been in close contact with someone who tested positive for the virus is informed they must not enter the office space and should, instead, immediately report their condition to the Associate Director of Health Services. 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 is not 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 ensure 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.

Events that are not determined to be "essential" by the On-Campus Task Force should be held virtually, as the risk of COVID-19 being transmitted at events and gatherings is lowest when events are virtual according to the *Guidelines for Considerations for Events and Gatherings* published by the CDC. If the host of a proposed event believes that the event is "essential" or that it cannot be effectively delivered virtually, the Unit Head must request approval from the Vice President of their Division to hold the event in person, on campus. If the Division Vice President supports the request to hold the event in person, on campus, Events and Conferences Office is informed and will work to complete the event-planning logistics. This includes connecting the host of the event, the Unit Head and Division Vice President, and other College departments, as appropriate, to ensure that all safety protocols, social distancing guidelines, group size limits, etc. are followed.

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 tele-conference 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.
- Office require appointments for face-to-face meetings and do not allow drop-in appointments.
- 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 off 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.
- All events that expect 15 or more students to participate must have a professional staff member or faculty member in attendance to insure proper protocols are enforced.
- All State-defined non-essential employees follow the College's rotating, de-densified work schedule that requires no more than half of the staff in each office to be present on campus on a given workday.

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 leaves 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 *Units/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. As part of the registration process, guests who wish to attend in-person tours must pre-complete

COVID-19 self-screening forms that are kept for contact tracing should such be needed. (See <https://apply.ramapo.edu/register/health-screening>.)

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 provided they are able to 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
 - » Students who need to schedule a medical appointment call Health Services during regular business hours.
 - » Students who need assistance with medical-related matters after normal business hours should call 9-1-1 or campus Security to activate the Ramapo College Emergency Response System if they are experiencing a medical emergency.
 - » No drop-in visits are allowed.

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. Additional staff may also be needed to serve as desk attendants in certain residence halls.

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, as well as local shopping centers, the Ramsey Route 17 train station, and the Valley Hospital (i.e., for Nursing students who are enrolled in clinical courses only). 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 will continue 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, New Jersey Mobile Health, to provide non-emergency transportation to medical appointments for students who are unable or who do not prefer to drive themselves. This information is shared with all students via a broadcast announcement that includes information on how to contact New Jersey Mobile Health. (Note: When New Jersey Mobile Health does provide transportation to non-emergency medical appointments, the students involved will be directly billed for the services. Any student who has difficulty affording transportation to medical appointments may file an application for financial support via the Student Emergency Fund. All such requests are reviewed and funds are dispersed if the request is approved through the College's We Care program.)

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 9-1-1 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 operating at 100% occupancy, as managed by the provider, although this could change if an Executive Order is enacted or other State, county, or town guidelines are implemented. 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. Riders must wear face coverings the entire time they are on the shuttle or they will be required to leave the shuttle. 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 and weather permitting. 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 where students can pick up their food 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, weather permitting, near the outside tables. Safety and health considerations are reassessed to determine whether indoor dining is possible. If so, a limited number of opportunities for students to dine in large-occupancy rooms that are set up to abide by State-prescribed indoor dining occupancy mandates and social distancing guidelines are available on campus.

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. At present, all Spring 2021 faculty-led programs have been postponed until the end of the spring semester. 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 criteria that indicate under what circumstances the program must be modified, 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. Additional resources and guidance specific to the COVID-19 pandemic have been integrated into these orientation sessions. 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.

Students who plan to study abroad via one of the College's third-party program providers or exchange programs may do so at their own discretion. Waivers must be signed to ensure that the students are aware of the risks associates with travel during the pandemic.

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 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 outside of the U.S., and the domestic travel registry collects details of planned trips within the United States. Registry information is used to determine required post-travel self-quarantining and for contact tracing purposes if such is needed.

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.

As the State of New Jersey advances its reopening efforts, Ramapo College is committed to successfully getting our student-athletes back to their respective playing venues/surfaces in the safest manner possible. As stated, the College will work with the NCAA and the NJAC to abide by and adhere to all prescribed return-to-play protocols and make every effort to provide the best possible experience to our Roadrunners.

Ramapo continues to monitor factors that influence the safe operation of our fitness center, tennis courses, athletic fields, track, and pool, as per the guidelines set forth by the State. The College will respond by safely opening or tweaking the operation of these same areas on campus as per State guidelines/mandates (e.g., limited capacity, wearing face coverings, social distancing) on the date of the announcement or shortly thereafter.

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

In collaboration with the College's Pandemic Assessment Team, the Ramapo Athletics Department has established a Leadership 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 Leadership Team is one component of the College's NCAA-mandated Emergency Action Plan (EAP) that follows all COVID-19-related requirements and recommendations. The Leadership Team is specifically responsible for ensuring 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 adhere to the NCAA's *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.

Stages 2 & 3: All participants in NCAA varsity sports at Ramapo are directed and expected to follow safety protocol prescribed by the College, the NCAA, and the NJAC. In the tiered-approach Phases of resocialization of sport, all student-athletes, coaches, and staff must maintain social distancing whenever possible; perform self-screening and self-isolating/self-quarantining as warranted; follow 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 share drinks and towels with others.

While decisions about conference play are made collaboratively by the conference and the College, Ramapo has outlined a plan for Winter and Spring 2021 sports that aligns with the resocialization of sport Phases. These Phases are specifically designed in a tiered manner to appropriately and increasingly engage student-athletes in a manner that is safe and responsible and in alignment with health and safety protocols. Each Phase is described as follows:

- **Phase 1:** Voluntary workouts for student-athletes are guided by Athletic Training staff, the Coordinator of Sports Performance, and/or the Athletic Director, as appropriate. No games/matches/competitions are held during this phase. Winter 2021 and Spring 2021 Phase 1 plans are described below.
 - » At the beginning of each workout session, all student-athletes, coaches, staff, and others who participate in voluntary workouts are screened via temperature check and are required to perform the College's daily symptom self-screening protocol.
 - » Student-athletes, coaches, staff, and others who exhibit symptoms of COVID-19 are not permitted to participate and must immediately report symptoms to Health Services or Human Resources, as per

College protocol.

- » Training sessions include student-athletes assigned to “pods” and/or “functional units.” (Note: Pod or functional unit sizes are prescribed by State regulations and designated by coaches and will be approved by the Leadership Team prior to workout sessions.)
- » All workout sessions are to be non-contact in nature. Sports equipment cannot be shared. (Note: All coaches and staff must complete disinfecting and sanitization training prior to the beginning of Phase 1.)
- » Student-athletes must provide their own water bottles.
- » Student-athletes, coaches, and staff wear face coverings when social distancing is not possible and as per the following: a) face coverings are not required when individuals are engaged in high-intensity aerobic or non-aerobic activities; b) face coverings should not be worn when individuals are engaged in activities that may cause the face covering to become wet (e.g., while swimming) or when doing so may endanger the individual’s health; and c) when face coverings are not worn, social distancing of at least six feet from others is required.
- **Phase 2:** Coaches must submit Phase 2 team training plans to the Leadership Team for approval prior to beginning any engagement with the student-athletes. Team training sessions to be overseen by coaches may commence once the Leadership Team approves the submitted plans. Following State and CDC guidelines, Phase 2 cannot begin until after at least two successful Phase 1 weeks have been completed with no evidence of a spike in the number of COVID-19 cases within Athletics. Phase 2 protocol, which follows all aspects put forth in the NCAA’s *Core Principles of Resocialization of Collegiate Sport*, is described below.
 - » Student-athletes are divided into “pods” consisting of up to ten players each. If, at any time, a student-athlete in a pod tests positive, all student-athletes in the pod must self-quarantine for 14 days.
 - » If there are spikes in the number of COVID-19 cases in multiple pods or across multiple sports teams, reassessment occurs. Depending on the outcome, all or some of the sports programs may be halted for 14 days or more.
 - » At the beginning of each workout session, all student-athletes, coaches, staff, and others who participate in voluntary workouts are screened via temperature check and are required to perform the College’s daily symptom self-screening protocol.
 - » Student-athletes, coaches, staff, and others who exhibit symptoms of COVID-19 are not permitted to participate and must immediately report symptoms to Health Services or Human Resources, as per College protocol.
 - » Training sessions are held for each “pod” or “functional unit.” (Note: Pod or functional unit sizes are prescribed by State regulations and designated by coaches and will be approved by the Leadership Team prior to workout sessions.)
 - » Limited contact is allowed.
 - » Sports equipment may be shared and will be sanitized and disinfected as per established protocol.
 - » Student-athletes must provide their own water bottles.
 - » Student-athletes, coaches, and staff wear face coverings when social distancing is not possible and as per the following: a) face coverings are not required when individuals are engaged in high-intensity aerobic or non-aerobic activities; b) face coverings should not be worn when individuals are engaged in activities that may cause the face covering to become wet (e.g., while swimming) or when doing so may endanger the individual’s health; and c) when face coverings are not worn, social distancing of at least six feet from others is required.
- **Phase 3:** This Phase includes games/events/competitions and begins once competition is approved by Ramapo College and each sport’s respective conference (e.g., NJAC). Phase 3 protocol, which follows all aspects put forth in the NCAA’s *Core Principles of Resocialization of Collegiate Sport*, is described below.
 - » At the beginning of each workout session, all student-athletes, coaches, staff, and others who participate

in voluntary workouts are screened via temperature check and are required to perform the College's daily symptom self-screening protocol.

- » Student-athletes, coaches, staff, and others who exhibit symptoms of COVID-19 are not permitted to participate and must immediately report symptoms to Health Services or Human Resources, as per College protocol.
- » Players and Tier 1 personnel, as defined by NCAA, follow testing protocols outlined by the College and the NJAC/other conference in order to compete. The Athletics Testing Plan is enacted. The frequency and type of testing may vary according to NCAA sport risk category, NJAC/other conference guidelines, and season length. Based on current guidelines, which are subject to change, all student-athletes take at a minimum one viral PCR COVID-19 test every week.
- » Student-athletes must provide their own water bottles.
- » Any individuals who develop symptoms of COVID-19 during the activity must promptly inform organizers and must be removed from the activity and directed to self-quarantine.
- » Student-athletes, coaches, staff, and others are required to abide by all State-mandated group gathering limits and all other Executive Orders in effect at the time of the competition.

In general, indoor, outdoor, and voluntary fitness training activities are held as long as they follow all current and approved safety regulations and protocols established by the CDC, the N.J. Department of Health, and any other appropriate health or safety agencies. Additional procedures to be implemented on campus include the following:

- Safety and health considerations are regularly reassessed to determine whether intramural and/or recreational sports may occur. If these sports teams are approved for play, all participants must follow guidance from the Athletics Department, relevant health and safety organizations, State and local entities, protocols set forth in the *Guidance for Sports Activities* published by the N.J. Department of Health, and more.
- Showers, locker rooms, and other areas in the Bradley Center are regularly assessed to determine when they may be open/whether they may remain open.
- Under continual monitoring by the Athletics Department, the Fitness Center continues to operate following current CDC, OSHA, and N.J. Department of Health safety guidelines. 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.
- The swimming pool may open/remain open provided that its operations follow all current and approved safety regulations and protocols issued by the Mahwah Township Health Department. Individuals must maintain social distance from one another and wear face coverings in the pool area but not while actively swimming. No swimming equipment (e.g., kickboards) are available for use. Equipment that is brought by swimmers may be used in the pool but not shared. All State-prescribed requirements set forth in N.J. Governor's Executive Orders pertaining to pools and aquatic recreation facilities must be followed.

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

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

Stages 2 & 3: Based on guidance from the State and the NJAC along with updated NCAA protocols, Athletics will reassess when in-person athletic training can occur and determine the appropriate Phase of operation (see section above for Winter 2021 and Spring 2021 plans). Prior to participating in any face-to-face team meetings or workout sessions, all student-athletes are required to complete a COVID-19 history/self-screening developed

by the Ramapo Athletics Training staff and Team Physician. 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 self-quarantine 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 remain in their self-quarantine/self-isolation-assigned 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. A pod, functional unit, or even the entire team may be directed to self-quarantine, depending on the situation.

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.

Once an athletic team progresses to Phase 3 as described above in the plan for Winter and Spring 2021 sports, players and Tier 1 personnel (as defined by NCAA) follow testing protocols outlined by the College and the NJAC/other conference in order to compete. The Athletics Testing Plan is enacted. The frequency and type of testing may vary according to NCAA sport risk category, NJAC/other conference guidelines, and season length. Based on current guidelines, which are subject to change, all student-athletes take at a minimum one viral PCR COVID-19 test every week.

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 (i.e., no NCAA varsity sports, no intramurals, no recreational sports) are permitted on campus.

Stages 2 & 3: Before any in-person athletic training can occur, 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.

Meetings, which may occur virtually or in-person as appropriate and are 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 (i.e., no NCAA varsity sports, no intramurals, no recreational sports) are permitted

on campus.

Stages 2 & 3: In Phase 1, equipment is not shared, as described above. In Phases 2 and 3, sports equipment may be shared and will be sanitized and disinfected as per established protocol.

The return-to-training 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 & 3: Team meetings continue to be held virtually when practical. In-person team meetings, when required, may be held either outdoors (weather permitting) 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: No athletic programs (i.e., no NCAA varsity sports, no intramurals, no recreational sports) are permitted on campus. (**Note:** Student-athletes who live on campus are required to follow the College-designated procedures for self-quarantine/self-isolation that apply to all residential students.)

Stages 2 & 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/self-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/self-quarantined student-athletes with a written protocol detailing the steps they must take while in self-isolation/self-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/self-quarantined and based on the team's training, practice, and game schedule, it is possible that a pod, a functional unit, or even 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: No athletic programs (i.e., no NCAA varsity sports, no intramurals, no recreational sports) are permitted on campus.

Stages 2 & 3: Each student-athlete is allowed two spectators at each home game for each sport. As per Executive Order 225, spectators must be parents or legal guardians of the athlete. In order to ensure that the campus remains as safe and healthy as possible, each student-athlete submits a guest list no later than 24 hours prior to the start of the game/match. All guests on the list are directed to self-screen for COVID-19 symptoms and must show proper IDs when they arrive on campus to enter the Athletic Center Field Complex. Any guest who is exhibiting COVID-19 symptoms or who is not on the guest list is not permitted to enter the Athletic Center Field Complex. In addition, guests who have been in close contact with individuals who have tested positive for the virus within the previous 14 days and/or who have been directed by a medical professional or local health official to self-isolate or self-quarantine are not permitted to spectate on campus. Ramapo continues to livestream all home games and encourage those not permitted to spectate on campus, as well as all other fans, to view the games and events in this manner during Stages 2 and 3.

Spectators who attend home games must wear face coverings at all times during the athletic event, and those in the same family unit are seated together at a distance of at least six feet from all other spectators. All guests must practice proper hygiene (e.g., frequent hand washing/sanitizing), and any guest who is non-compliant is directed to leave the Athletic Center Field Complex and is banned from on-campus spectating for the remainder of the 2021 season. Public Safety officers and other College employees are assigned to athletics events, as needed, to ensure that these directives are being followed.

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

Stage 1: No athletic programs (i.e., no NCAA varsity sports, no intramurals, no recreational sports) are permitted on campus. (Note: Student-athletes and Athletics staff must complete the COVID-19 student training and employee training modules, respectively, as is required of all students and employees at Ramapo.)

Stages 2 & 3: Student-athletes are provided with a comprehensive summary of protocols to be followed including ways to reduce the likelihood of transmitting the virus. Signature confirmation is required to indicate 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.

Team meetings, which are held virtually when practical or in-person when required, are facilitated by each coach for each sports team. At these meetings, information is shared, protocols are reviewed, and proper procedures are demonstrated for 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 (i.e., no NCAA varsity sports, no intramurals, no recreational sports) are permitted on campus.

Stages 2 & 3: Once Ramapo Athletics is operating in Phase 3, Ramapo NCAA varsity sports follow updated NJAC guidelines and participate in the minimum number of required games/events/competitions, as specified by the conference in order to maintain conference eligibility. All games/events/competitions that require overnight travel are prohibited. Games/events/competitions that are held follow requirements put forth in the NJAC *Guidelines for the Return to Intercollegiate Athletics* and other appropriate documents. 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.

Safety and health considerations are regularly reassessed to determine whether intramural and/or recreational sports may occur. If these sports teams are approved for play, all participants must follow guidance from the Athletics Department, relevant health and safety organizations, State and local entities, protocols set forth in the *Guidance for Sports Activities* published by the N.J. Department of Health, and more.

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 (i.e., no NCAA varsity sports, no intramurals, no recreational sports) are permitted on campus.

Stages 2 & 3: The Ramapo Athletics Department Leadership Team, in consultation with the College's Pandemic Assessment 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 Leadership Team is one component of the College's NCAA-mandated Emergency Action Plan (EAP) that follows all COVID-19-related requirements and recommendations. The Leadership Team is responsible for insuring that Ramapo College remains compliant with all Stage-specific and Phase-specific protocols set forth by the NJAC and the NCAA.

The safety of all involved in College athletics is our highest priority. Ramapo College is fully committed to complying and cooperating with all established State, local, NCAA, and NJAC protocols and requirements. Resources that are regularly consulted by the Leadership Team, the Athletics Department staff, coaches, and the College's Pandemic Assessment Team are provided in the Other Information/Appendices section of this Plan.

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.

Ramapo College is committed to doing all that it can to ensure the health and safety of everyone in the college community. The College is fully committed to complying and cooperating with all established State government and Department of Health, local government and Departments of Health, NCAA, and NJAC mandates, requirements, and directives. In addition, the College strives to incorporate relevant and applicable COVID-19-related guidelines and protocols recommended by the CDC, ACHA, and other health and safety agencies into its institutional operating plans. Resources that are regularly consulted by the College's leadership, the College's Pandemic Assessment Team, the Athletics Department Leadership Team, staff, and coaches, those involved with contact tracing on campus, and other Ramapo Units/employees include **but are not limited** to those listed below. In addition, some of the pandemic-related College-maintained resources are included in the list.

A subset of the College's Pandemic Assessment Team monitors campus health and safety conditions and compliance with the Ramapo Restart/Operations 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/>), 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.

CDC, ACHA, and Other Health Agency Resources:

- The CDC Coronavirus Website: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- The CDC COVID-19 Colleges & Universities Resources Website: <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/index.html>
- The ACHA COVID-19 Resources Website: <https://www.acha.org/COVID-19>
- The IHME COVID-19 Data Hub and Spread Models: <https://covid19.healthdata.org/united-states-of-america?view=daily-deaths&tab=trend>
- COVID-19 Spread Models: <https://projects.fivethirtyeight.com/covid-forecasts/>
- The Johns Hopkins Coronavirus Resource Center: <https://coronavirus.jhu.edu/>
- The EPA: <https://www.epa.gov/coronavirus>

State of N.J. and Local Guidelines and Executive Orders/Resources:

- NJ Office of the Secretary of Higher Education (OSHE) COVID-19 Resources: <https://nj.gov/highereducation/COVID-19.shtml>
- NJ OSHE Restart Standards document: <https://nj.gov/highereducation/documents/pdf/index/OSHErestart.pdf>
- New Jersey COVID-19 Dashboard: https://www.nj.gov/health/cd/topics/covid2019_dashboard.shtml
- COVID-19 Activity Level Index (CALI) Weekly Reports: <https://www.nj.gov/health/cd/statistics/covid/>
- State of NJ COVID-19 Information Hub: <https://covid19.nj.gov/>
- State of NJ COVID-19 Hotline: General COVID-19 Questions: 2-1-1 (24/7); Medical COVID-19 Questions: 1-800-962-1253 (24/7)
- N.J. Governor's Executive Orders: <https://nj.gov/infobank/eo/056murphy/>
- NJ Department of Health (DOH) COVID-19 Information for Schools: https://www.nj.gov/health/cd/topics/covid2019_schools.shtml
- NJ DOH Restarting Institutions of Higher Education document: https://www.state.nj.us/health/cd/documents/topics/NCOV/COVID_Guidance_LHD_Restarting_IHE.pdf
- NJ DOH Guidance for Sports Activities: [https://www.state.nj.us/health/cd/topics/COVID_GuidanceForSportsActivities%2011%2011%2020_CDS%20comments_FINAL%20\(002\).pdf](https://www.state.nj.us/health/cd/topics/COVID_GuidanceForSportsActivities%2011%2011%2020_CDS%20comments_FINAL%20(002).pdf)
- NJ DOH Guidance for Health Clubs, Gyms, etc. document: https://d31hzlhk6di2h5.cloudfront.net/20200827/bd/43/8d/e4/e2c76d7f6c991300483fd808/gym_fitness_FINALv2.pdf
- NJ DOH Health & Safety Standards for Pools, etc. document: https://nj.gov/health/legal/covid19/7-1-2020_20-022ExecDirWAttachmentsPools.pdf
- Bergen County Department of Health's COVID-19 Information Links: <https://www.co.bergen.nj.us/covid-19-information-links>
- Mahwah Township's Board of Health's COVID-19 Website: <https://www.mahwahtwp.org/374/COVID-19-Information-Resources>
- COVID-19 Tracking in New Jersey: <https://www.njspotlight.com/2020/03/tracking-cases-of-covid-19-county-by-county-in-new-jersey/>
- When and How is NJ Lifting Restrictions document: <https://covid19.nj.gov/faqs/nj-information/reopening-guidance-and-restrictions/when-and-how-is-new-jersey-lifting-restrictions-what-does-a-responsible-and-strategic-restart-of-new-jerseys-economy-look-like#direct-link>

NCAA Resources:

- [Resocialization of Collegiate Sport: Developing Standards for Practice and Competition, Second Edition](#)
- [Core Principles of Resocialization of Collegiate Sport](#) (May 1, 2020).
- [Resocialization of Collegiate Sport: Action Plan Considerations](#) (May 28, 2020).
- [Resocialization of Collegiate Sport: Developing Standards for Practice and Competition](#) (July 16, 2020, updated Aug. 14, 2020).
- [Core Principles of Resocialization of Collegiate Basketball](#) (Sept. 25, 2020).

Ramapo College Resources:

- [The Ramapo College Student Code for Healthy Living and Learning](#)
- [RCNJ Daily Symptom Self-Screening for Students, Faculty and Staff](#)
- [Ramapo College Face Covering Fact Sheet](#)
- [RCNJ Student Face Covering Policy](#)
- [RCNJ Social Distancing / Face Covering Policy](#)
- **Ramapo College COVID-19 Information Line:** (201) 684-RCNJ or communications@ramapo.edu
- **Ramapo College COVID-19 Information Website:** www.ramapo.edu/health/coronavirus-covid-19
- **Ramapo College Return-to-Campus Website:** www.ramapo.edu/return
- **Students:** Non-emergency health-related questions should be directed to Health Services at (201) 684-7536.
- **Study Abroad Students:** For assistance, contact the Roukema Center for International Education at (201) 684-7533.
- **International Travelers:** www.ramapo.edu/international-travel/resources
- **Counseling Services:** Mental health-related services for students can be secured via (201) 684-7522.
- **Employees:** Questions regarding employment should be directed to Human Resources at (201) 684-7498 or hr2020@ramapo.edu.