




JUNE 30, 2020  
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*Best Care College's Restart Plan*  
*Relative to COVID 19*

68 South Harrison Street  
East Orange , New Jersey  
07018



### Submission of Institutional Plan for Restart

**Institution Name:** Best Care College (BCC)

**Date Submitted:** 08/21/2020

**Key Contact(s):**

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**Website for Restart Plan Posting:**


*Note: Institutions do not need to wait for OSHA confirmation prior to posting to website. The plan should go live on the website when it is submitted.*

**Components of Institutional Plan for Restart Checklist**

*(Note: Before submitting, please review and check that the following components are included in the plan. The plan should be submitted with the headings below. If you are only submitting for certain sections, check only those that apply).*

1. General Safeguarding.....☐
2. Screening, Testing, and Contact Tracing Protocols ..... ☐
3. Instruction ..... ☐
4. On-Campus Residential Housing ..... ☐
5. Computer Labs/Libraries ..... ☐
6. Research..... ☐
7. Student Services ..... ☐
8. Transportation ..... ☐
9. On-Campus Dining ..... ☐
10. Study Abroad and International Travel ..... ☐
11. Athletics ..... ☐
12. Other Information/Appendices (as needed) ..... ☐

By signing below, the institution certifies that all statements provided are true and correct and that the institution will comply with all applicable requirements set forth in the Governor's Executive Orders.



**Signature of President or Appropriate Designee**



**Date**

## **Best Care College (BCC) Institutional Restart Plan**

BCC Emergency Team developed a Plan that describes the following three-step restart plan aimed at delivering education in the safest conditions while creating conditions to bring students back into the College. The emergency team consists of Dr. Theodore Fayette the College President, Dr. Florence Brown, the College Director of Education, Dr. Mavis Faulknor, the Director of the Associate Degree Program, and Dr. Sharon Dixon the Director of Corporate Compliance.

The plan begins step 1: With preparation of the college facility, screening, and testing for COVID-19; Education of those returning to the College, employees and visitors regarding COVID- 19 pandemic and the infection control procedures instituted by the College. During step 2, there will be mandated requirements for the use of facemasks, social distancing, and proper hygiene for the return of the students for academic testing and use of the skill laboratories. During step 3, progressing to full return of the students.

Best Care College currently offer 2 programs, the license Practical Nursing Program with 2 cohort classes one at the second level with 26 students the other in the third level with 27 students and the Associate degree of science in registered nursing (LP to RN) program with one cohort class at the third trimester with 26 students. Once the full return of students authorized by the state of New Jersey, the college will admit new cohort classes.

During the reopening process, the College will continually review updated information from Center for Disease Control (CDC), Department of Labor (DOL), East Orange DOH, EPA, Executive Orders from Governor Murphy (EO #141), New Jersey Higher Education Executive Order #155, NJDOH, OSHA, OSHE and accreditation bodies. In addition, as each step ensues monitoring, evaluation, screening, and testing will take place and procedures will be reviewed and revised as needed, to help protect students, employees and all visitors from COVID-19 as the College reopens. Best Care College will comply will the State of New Jersey, Higher Education Office required safeguard measures for restart plan for Best Care College, which will include:

- Cleaning and sanitization
- Requiring face coverage

- Maintaining adequate supplies such as personal protective equipment (PPE) and supplies.
- Requiring individuals to engage in social distancing practices at all times, and
- Training students, staff and faculty regarding COVID-19 sanitation, and implementation of social distancing practices and policies.

## **1. General Safeguarding**

How will the institution implement general safeguarding measures during each stage?

These safeguarding measures will include but are not limited to:

**Cleaning and sanitization:** To clean and disinfect the College and kill the COVID 19 virus requires the correct cleaning agents, training, and protection for the cleaning staff. The plan will meet all the State of New Jersey, Office of Higher education requirements to meet the restart standards for higher education in New Jersey as listed above.

1. **TRAINING OF CLEANING STAFF:** The initial training will include training on all safeguard measures to include, but not limited to safety, cleaning procedures, and special measures if someone is ill.

Initially a special training meeting was hold for the faculty. Thereafter, each month during faculty meetings discussions on the safety precautions to prevent transmission of the Covid-19 virus take place on zoom with the faculty. During staff meetings that take place every two weeks or as needed to educate the staff on the safety measures during the period of Covid-19. Instructors are directed to integrate in their online teaching information about infection control, safety measures required to attend the college campus as a way to prepare students regarding prevention of the virus transmission.

- a. **SAFETY:** Cleaning of the Best Care College facility will be done with the use of approved cleaning products are for cleaning surfaces and the use cleaning products for promoting hand hygiene. Appropriate use of personal protective equipment (PPE) in the form of gloves, gowns, and/or plastic aprons will be used to protect clothing and skin. In addition, face-shields and goggles be used use as appropriate to reduce exposure to splashing fluids and exposure to infectious materials and organisms, such as COVID-19 to the face and eyes. Therefore, the cleaning personnel will use PPE as needed.

Best Care College used approved cleaning products and the cleaning service will comply with the cleaning products label instructions regarding the right dilution, right surface to clean, proper storage, and any warnings for protecting skin, eyes, and prevention of injury. Cleaning persons/service will also be guided to avoid mixing different cleaning solutions and maintaining adequate ventilation pursuant to the cleaning label instructions. Cleaning label information will be kept on site to comply with OSHA requirements and will be made available to all students/employees as requested.

- b. **CLEANING PROCEDURES:** Training relative to cleaning will be based on the CDC's *6 Steps for Safe and Effective Disinfectant Use*. Posters will be displayed where cleaning supplies are maintained. Cleaning staff will also be trained relative to initial, ongoing, and special measures if someone is ill. (A copy of the above poster is in the Appendix)

### **DETAILS OF CLEANING PROCEDURES**

**Initial Cleaning** will include:

**REMOVAL OF SOFT POROUS MATERIALS:** Soft and porous materials, such as area rugs and seating will be stored since these materials are difficult to clean and disinfect.

**TOTAL SURFACE CLEANING AND DISINFECTION:** Soap (or mild detergent) and water is used to remove dirt and contaminants, followed by disinfection of these surfaces using products from the EPA list of disinfectant products for COVID 19. The list of approved EPA cleansing agents is found at

" <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

This includes (but is not limited to) tile floors, tile walls and metal stalls in bathrooms, desks, tables, framed pictures, windows, blinds, carts, etc. In addition, appropriate cleansing products must be used for electronics, microscopes mannequins, and simulators.

To clean electronics, the manufacturer's instructions should be followed. However, if there are no instructions the CDC states: "use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly." (Cleaning mannequins and simulators is addressed later in this report.)

**After the Initial Preparatory Cleaning,** the cleaning staff will provide ongoing cleaning and disinfection of the College which will include:

**TERMINATION CLEANING AFTER DAY AND EVENING SESSIONS:** Will include pre cleaning and disinfection of all areas used and vacuuming of any rugs with a high-efficiency (HEPA) filter vacuum when the rooms are not in use.

ONGOING DISINFECTION: Throughout the day and evening while the college building is in use disinfection of frequently touched surfaces: doorknobs, door handles, light switches, countertops, tables, cabinet handles, keyboards, touch screens, microphones, phones, desks, faucets, toilets, locks on toilet stall doors etc. will be take place. Bathrooms will have ongoing cleaning after break times.

Securing and maintaining access to cleaning supplies, disinfectants materials, and face mask covering will be done be establishment of active accounts with companies selling PPE.

Best Care College has established active accounts with Home Depot, COSCO, Uline, and Amazon to ensure availability and maintain access to cleaning supplies, gloves, hand sanitizers, disinfectants, and facemask covering. Students and employees will be referred to community-based healthcare providers testing as needed since no onsite testing for COVID -19 will be conducted at Best Care College.

Two PPE stations are established, one in the first floor, one in the second floor containing, cleaning supplies, gloves, facemask coverings, face shields, disinfectants, hand sanitizers, lysol swabs, posters to ensure that supplies are on hands. These supplies are kept in a storage room and the persons in charge make sure the inventory is maintained to address the needs of the college.

### **Screening, Testing, and Contact Tracing Protocols**

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

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

BCC maintains continuous contact with Victor Kuteyi, the health officer of the City of East Orange and consults the health officer about school policies regarding maintaining a safe environment at the college, contact tracing, the proper use of waiting rooms, and the seating charts designed for the classroom, the computer lab spaces, the skill practice settings.

BCC hired health screeners with healthcare background to work at the entrance of the campus. The health screeners have the responsibility to have faculty, staff, students, and visitors sign their name and report their temperature as voiced by a touchless standing thermometer located at the

entrance of the facility on a log, record program attended if a student. Part of the screening process consists of having the person entering the BCC facility stand in front of the standing thermometer that takes temperature and face covering and reminds any person without mask to wear mask.

In addition, each person entering the facility is required to complete a short COVID-19 focused health screening questionnaire inquiring about the recent onset of COVID-19-related signs and symptoms (fever, cough, sore throat, shortness of breath). Persons who respond affirmatively to any of those signs and symptoms are sent home and advised to visit their healthcare provider for further evaluation; and a notation is made on the log for future tracing and those who fall into that category (students, staff, or faculty) will be asked for clearance for Covid -19 to regain access to the campus.

Finally, record of students, staff, faculty, or visitors who enter the campus are kept with the department they visit with mention of services they attend the college, the staff they met and the length of time they spent with that specific staff. Example: record of applicant who had an appointment with for admission will indicate the applicant's name, telephone number, email, the admission person met, and the length of time spent with that specific employee.

The screening protocol is communicated to all BCC stakeholders via email.

What will be the testing protocol?

The screening measures developed by BCC in place do not facilitate access to persons with COVID-19-related signs and symptoms, and there is no plan to conduct testing at the college. Those who upon screening are denied access to the campus and persons who call the college to report COVID-19-related signs and symptoms that arose while away from school are advised to visit their healthcare providers to determine if testing for COVID-19 is necessary. In both cases, persons will be required to quarantine for 14 days and submit medical documentation indicating that they can return to performing scheduled activities at the college. The State of New Jersey list of Health departments will be used to report potential positive signs and symptom screeners for COVID-19.

<https://www.nj.gov/health/lh/community/index.shtml>

Contact tracing will be implemented with the use of the appropriate health department based on the identified address of individuals identified with positive signs and symptoms of COVID-19,

will trigger contact tracing by the emergency team with appropriate documentation for reporting identified individuals. Contacts will be notified to comply with HIPAA guidelines.

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

This section does not apply. BCC does not provide residence.

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

The names and contact information will be documented by receptionist employees via the campus entry log of all faculty, staff, students and visitors who enter the campus to attend scheduled activities such as working at the school or having an appointments with admission, financial aid officer, laboratory practice skill session, academic testing are kept on a log and their picture recorded as well as their temperature. The campus entry log that maintains screening measures in a daily registry of all persons who enters the facility. Additional daily attendance logs are kept for students or applicants visiting admissions, financial aid, career services, taking exams, or attending laboratory practice sessions. Those logs may facilitate contact tracing by the emergency team should the need arise.

## **2. Screening, Testing, and Contact Tracing Protocols**

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

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

Best Care College health screeners, with healthcare background work at the entrance of the BCC campus. The health screeners have faculty, staff, students, and visitors sign their name and report their temperature as voices by a touchless thermometer located at the entrance of the facility on a log, record program attended if a student. The screening consists of having the person stand in front of the standing thermometer that takes temperature, reminds the person to wear mask, and having the person complete a short questionnaire inquiring about the recent onset of COVID-19-related signs and symptoms (fever, cough, sore throat, shortness of breath). Persons who respond affirmatively to any of those signs and symptoms are sent home, will be advised to visit their healthcare provider and a notation is made on the log for future tracing and reporting to appropriate



Health Department. Students, staff, or faculty will be asked for medical clearance related to COVID-19 regain access to the BCC campus.

What will be the testing protocol?

The screening measures developed by BCC, do not allow access to persons with COVID-19-related signs and symptoms, and there is no plan to conduct testing at the Best Care College. Those who upon focused COVID-19 health screening will be denied access to the campus and persons who call the college to report COVID-19-related signs and symptoms that arose while away from school will be advised to visit their healthcare providers to determine if testing for COVID-19 when necessary. In both cases, persons will be required to quarantine for 14 days and submit medical documentation indicating that they can return to performing scheduled activities at the college. Both situations will trigger contact tracing reporting by the emergency team. Contacts will be notified following HIPAA guidelines.

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

This section does not apply. BCC does not transport or provide residential facilities to students, faculty or staff.

BCC maintains continuous contact with Victor Kuteyi, the health officer of the City of East Orange and consults the health officer about the seating charts designed for the classroom, the computer lab spaces, the clinical practice settings. BCC also discusses with the East Orange Health Officer the protocols established at the college to maintain safety in the BCC campus on a routine basis and during the Covid -19 pandemic and conduct contact reporting to facilitate contact tracing as a COVID-19 infection control measure.

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

BCC has developed a sign-in protocol for students, staff, faculty, and visitors that capture the number of people attending the campus on a daily basis and create an accurate daily attendance log. This log along with electronic temperature monitor that record pictures of students, staff, faculty, and visitors attending the campus will facilitate contact tracing when necessary. The names of all faculty, staff, students and visitors who enter the campus to attend scheduled activities such as appointments with admission, financial aid officer, laboratory session, academic testing are kept on a log and their picture recorded as well as their temperature. The campus entry log that maintains screening measures is a daily registry of all persons who entered the facility. Additional daily attendance logs are kept for admissions, financial aid, career services, exams taken and

laboratories where campus activities take place. Those logs may facilitate contact tracing by the emergency team should the need arise. Finally, screening form completed by those who enter the campus is another way to keep records that facilitate contact tracing.

For additional information about the state contract tracing initiative, visit:

<https://nj.gov/governor/news/news/562020/approved/20200512a.shtml>

For additional information about the PPE supplier registry, visit:

<https://covid19.nj.gov/forms/supplier>

**For each of the following categories, please address the institution's plans in all Stages (Stage 1, Stage 2, and Stage 3).**

### **3. Instruction**

How will instruction be offered and what method and/or modality will be utilized (remote, hybrid, lecture, etc.)?

#### **Stage 1:**

During stage 1, faculty delivers instruction remotely to students via Zoom. Instructors delivers lecture remotely and assigns educational tasks and activities that students performed online. Case studies and online clinical simulation materials prepared by ATI and Lippincott substitute nursing skill practices. Additionally, BCC evaluates student learning by use of remote Exam Soft (Protorio), HESI, NLN, and PrepU.

#### **Stage 2:**

During stage 2, BCC uses a hybrid method of instruction. During stage 2, BCC faculty delivers instruction via zoom. However, the college conducts student learning evaluation partly but mostly done in the college computer labs with reduced size use to ensure the six feet distance rule and administer exams using Exam soft, PrepU, and standard tests (NLN, ATI, HESI). Lab practice is partly done online, using ATI and Lippincott online materials and partly done at the college clinical lab at the rate of 1 instructor to 5 students with the observance of social distancing to maintain the six feet (6 ft.) minimum for social distancing requirements. Appropriate protocols to reduce the capacity of the computer labs, perform time cleaning to prevent transmission of the virus, maintain ventilation in the computer labs will minimize risk of infection in the computer lab environment used during stage 2. Students tested positive for Covid-19 will not have access to the computer lab and will be tested at home

Students and clinical instructors attending the lab practice are required to submit monthly Covid-19 test results that show that they are negative. Students with positive Covid-19 test results will continue online clinical practice indicated in their syllabi.

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

In-person courses will be offered when stage 3 is allowed by the state of New Jersey.

### **Stage 3**

During stage 3, when authorized by the state of New Jersey, BCC will offer in-person courses in reduced size classes that takes into consideration social distancing with instructors and students wearing facemasks. In preparation for stage 3, BCC developed a six foot-seating chart within each classroom and depending on the class size considered using two rooms for one cohort of students, a big projector and TV screen with the capacity of transmitting, power point presentations, audio-visual materials, and instructor's lectures to students attending a lecture from a different room.

**SOCIAL DISTANCING** (Physical Distancing): The CDC recommends that people avoid close contact to help prevent the spread of COVID 19. The rule is that students, faculty, staff, and administration distance themselves from other people by at least 6 feet. Students, faculty, staff, and administration personnel will be instructed regarding social distancing and not to congregate together anywhere inside the college (classes, labs, restrooms, student service offices, etc.). Signs will be used to mark distances of six feet for lines and placement of desks. During the COVID 19 pandemic all persons at the College must follow social/physical distancing rules regarding no congregating anywhere in the College.

1. Students will be asked to enter the campus and attend classrooms in small groups of 5
2. No congregating in bathrooms will be allowed. Only one person at a time may enter the bathroom and others may line up 6 feet apart outside the door.
3. No congregating will be allowed in the lunchroom during meals and other breaks.
3. Classrooms will be arranged for social distancing with desks set 6 feet apart. Students may not move their desks (or tape markings) to be closer to other students and are to only use their assigned desk.
4. Assigned staff members will walk through the college to maintain compliance with social distancing.
5. Students will be asked to leave their classroom and walk out of the campus per small groups of 5

ATTIRE: Students are to wear freshly laundered scrub suits to the College. Students or faculty may not wear uniforms or scrub suits that were wore to their jobs (especially settings where they provided patient care). They are also to wear a freshly laundered, dry, face covering that was not worn prior to coming to the college

Labs will have smaller numbers of students to maintain social distancing Lab skill practice will be done at the college clinical labs at the rate of 1 instructor to 5 students with the observance of social distancing. BCC will maintain continuous monitoring of students to ensure that students only use assign seats, observes social distance and wear facemasks. When practicing some skills (taking pulse, weight, temperature,.....) students will not be able to observe the 6-feet distancing and will be required to wear face shields that will be made available near the lab practice station. All materials used at the stations such as bed rails, manikins, touch part of scales, walkers, wheelchairs will be properly cleaned after practice with bacterial killer solutions (with at least 70% of alcohol).

Proper ventilation will be ensured in all classrooms, computer labs, skill labs, and offices with air conditioning, fans, or window opening to facilitate air circulation and reduce risk of transmission.

Listing of the classroom size on each floor at BCC with indication of the square footage will allow the listing of each classroom capacity in numbers that Best Care College will allow for each classroom and justify the numbers that would be allowed in the facility for examination and skills, and makes the plan specific to BCC.

Example:

**First floor Classroom #1:** 475 square feet allows accommodation of 9 students

First floor Auditorium: 1920 square has the capacity of 48 students

Second floor Room 28, 950 square feet allows accommodation of 18 students

Second floor Room 27 504 square feet will accommodate 12 students.

Resumption of classes for students already in a program when authorized by the state of New Jersey, will include planning for the Practical Nursing Program and for the Associate of Science in Registered Nursing (LPN to RN) Program. Presently the Practical Nursing Program has two groups of day division students, while the LPN to RN program has one group of students in the evening program. The College also has two floors for class assignment. The same plan will apply for newly admitted students who will have to show negative result for Covid-19 test as a necessary condition for admission in in-person courses. Admitted students who test positive for

Covid-19 will have to attend lecture at home until medically clear to attend in-person courses. The plans for future resumption of these classes at the College are:

1. Assignment of the first floor to the LPN to RN evening students. The first floor has the science lab which is used by the LPN to RN students and the largest classroom which is enclosed by sliding doors which can be opened to expand the classroom to accommodate the present number of students at 6 feet or more apart. Because students will be widespread, audio equipment with microphone and speakers will be used (with appropriate cleaning before, and after use) so students are able to listen to lectures, presentations, and videos. The students are to arrive between 5 pm- 5:30 pm to be screened outside (Screening canopy tent) prior to entering the College. Once in the College they are to follow the infection control measures as described above (hand hygiene, cloth face covering, social/physical distancing). Class will start promptly at 5:30 pm.
2. The day division practical nursing students will be assigned to both floors of the College and start times will be staggered.
  - a. The practical nursing class (Level 3) will be assigned to the first floor to provide adequate room for arrangement of desks for physical distancing. These students will be screened between 8 am and 8:30 am and class will begin promptly at 8:30 am and classes for this group will end at 2 pm providing sufficient time for cleaning and disinfecting of classrooms, desks, frequently touched areas and AV equipment prior to use by the LPN to RN evening students.
  - b. The other practical nursing class (Level 2) will be assigned to the second floor for adequate physical distancing of 6 feet or more. These students will be screened between 8:30 and 9 am prior to entering the college and will go directly to the second floor for class, which will start promptly at 9 am and end at 3 pm.
  - c. All day division students are to leave the College prior to the arrival of the evening LPN to RN students.
3. The first and second floors of the College will be cleaned and disinfected via the following schedule
  - a. First floor will be cleaned and disinfected after use by the day Level 3 practical nursing class (between 2:30 to 4:30 pm) prior to use by the evening LPN to RN students.

- b. Second floor will be cleaned and disinfected after use by day Level 2 practical nursing students after the first floor, cleaning and disinfecting is completed.
  - c. First floor will again be cleaned and disinfected (including the science lab) after use by the LPN to RN evening students when class ends in the evening.
4. To also prevent possible spread of COVID 19 students will have a desk assignment. Each desk will have a number on it assigned to a student which will be used only by the student assigned to that desk when they are at the College.
5. Breaks will be staggered to correspond to the start and end times of classes when more than one group of students is in the College.

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?

During stage 3, when in-person courses resume, students who show signs of infection (fever temperature, coughing, or has recent visit to high COVID-19 areas, or are infected with Covid-19, will be allowed to attend remote lectures from home. If necessary, faculty who shows signs of infection (fever, coughing,) or are infected with Covid 19 may be able to lecture or teach remotely from home. Accommodations will be determined on individual basis and according to the severity to the COVID-19 illness, and with compliance to HIPPA regulations.

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

Posters reminding to wear facemasks, maintain social distancing, signage, layout of classrooms will create conditions for students to seat only respect the six-foot social distancing. In addition, constant supervision by the instructor and floor supervisors will insure that people attending the campus, classrooms follow and maintain social distancing. Physical markings and symbols on floors and chair arrangement will also be used to promote and maintain adherence to the minimum six feet (6 ft.) social distancing requirements.

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

Best Care College cleaning service/persons are specifically instructed and will be continually provided with reinforcement to clean and sanitize immediately after classes all high-touch areas and shared surfaces in classrooms chairs, desks, computer keyboards, windows walls touched

by students or faculty at the end of each class, following any testing session held at the computer labs, or at the end of each skill laboratory practice session.

Cleaning log will be maintained for each floor, computer lab, each classroom, skill lab station, the offices. Deep cleaning will be done every day.

#### **4. On-Campus Residential Housing (Not applicable)**

Best Care College does not provide on-campus residential housing to students, faculty, or any employees

#### **5. Libraries and Computer Labs (other facilities as needed)**

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

Library resources, tutoring, class, and faculty meetings, faculty student conferencing will remain online as the pandemic continues to maintain social distancing and prevent overlapping of the day and evening students.

A seating chart for the use of each computer lab of the college is designed to indicate current use of these learning centers as academic testing sites.

The use of the college computer labs with reduced size to ensure the six feet distance rule will be only to administer exams via Exam soft, PrepU, and standard tests (NLN, ATI, HESI). Only the online library materials will only be available to the student body. The library and computer space at Best Care College is of 929 square feet, and will be limited to 20 students at any time for testing to adhere and maintain with the six feet minimum for social distancing.

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

BCC will implement a seating plan that support social distancing within the library. Usable seats will be labeled and the seating chart will be posted on the library.

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

The seating chart designed by BCC follows the six-foot social distancing. The occupancy of the computer lab-library to meet the six feet distancing required. The instructor/student ratio will be reduced to 1 to five at the skill laboratory practice stations.

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

Virus cleaning wipes (Lysol wipes or chlorox) will be made available in front of each keyboards for students who are asked to clean before and after the use of the computer.

In addition an assigned cleaning person will specifically instructed to clean and sanitize immediately after each exam high-touch areas and shared surfaces in the computer rooms, doorknobs, chairs, keyboards, desks, windows walls touched by students or faculty. Deep cleaning is done every night at the end of the opening days.

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

The library setting will not be used. Students will access the library online.

#### **6. Research (Not applicable)**

- What is the institution's plan for the operation of research & research labs?
- How will researchers on campus be informed about this plan?
- How will researchers be encouraged to reduce personal contact and engage in social distancing?
- What will be the cleaning protocol for research labs and research materials?

#### **7. Student Services**

What is the institution's plan for student services?

BCC plan is to safely resume student services in the areas of admissions, financial aid, academic advising, clinical experience, and placement. The six-feet distancing will be observed, and applicant s will be scheduled the reduce the number of students in the campus. The use of zoom, email, or service over the telephone is encouraged to reduce the number of people in the building at once.



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

BCC applicants, students, and graduates may visit the admissions, financial aid, academic advising, or career services offices by appointment and only when their physical presence is necessary. The college will allow a maximum occupancy of 3 persons in the waiting areas to maintain social distancing. Otherwise, services are provided via email, telephone, or Zoom meeting. BCC student services staff are instructed to clean and disinfect the chair, desk, and other surfaces that visitors may have touched. BCC cleaning service/housekeeping persons will clean and disinfect all high-touch surfaces periodically on a daily basis. Furniture in offices and reception areas will be spaced to ensure a minimum social distance of 6 feet. Distance markers and posters will be placed strategically to remind students, and visitors to maintain social distancing. Visitors must leave the campus upon the completion of the scheduled activity. Finally, Hand sanitizing stations are located near reception areas or administrative offices where student services are offered.

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?

Students who are immune-compromised may have access to student services over the phone via zoom, or via email. Activities that required presence are reported until safety or when BCC resume normal activities. Faculty and staff with positive Covid-19 diagnosis will return to work after recovery.

**8. Transportation** (Not applicable)

- What is the institution's plan for transportation on campus?
- What is the protocol for transporting sick students who may reside on campus to essential appointments?
- What additional mitigation strategies will the institution take for shared transportation?

**9. Dining** (Not applicable)

- What is your plan for food service and dining operations, including compliance with health and safety standards, as well as applicable Executive Orders?
- If you have on-campus student housing, how will those in isolation/quarantine access dining services?
- How will dining employees be trained on appropriate sanitization and social distancing practices and protocols?

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

**10. Study Abroad and International Travel** (Not applicable)

- What is the institution's plan for study abroad programs, domestic and international travel?
- How will the institution communicate with students and employees regarding changing travel restrictions?

**11. Athletics** (Not applicable)

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

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

- 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?
- How will the institution limit equipment-sharing?
- How will the institution ensure team meetings are socially distanced with general safeguarding protocols?
- 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?
- How will the institution limit nonessential visitors, staff, volunteers, vendors, and media?
- How will student-athletes and athletic staff be educated on policies and protocols prior to arrival on campus?
- What are the institution's protocols for traveling for games or hosting teams in competition?
- 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.

## **12. Additional Information? (Optional)**

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.

### **Disciplinary Action**

It is the expectation of Best Care College that all students, faculty, staff, and administration will provide true and honest answers during the COVID 19 Screening and follow the College's infection control procedures.

Providing false information during the COVID 19 screening process or failure to follow infection control procedures will be reported to the Director of Education.

- For students, the result for the behaviors described above may be disciplinary action up to and including dismissal from the College as decided by the Academic Affairs Committee.
- For employees (faculty, staff, and administration) the result for the behaviors described above may be a written warning up to being dismissed from the job position as determined by the College Director/CEO and Director of Education.

Visitors who refuse to complete COVID 19 screening will not be admitted to the College and will be asked to leave if not following appropriate infection control measures.

**NB: This plan will be sent to the College Webmaster for publication on the College website once submitted to the DOE.**

## **Appendices**

- I. CDC Posters to be displayed
  - Six Steps for Effective Disinfection Use
  - Guidance for Cleaning and Disinfection
  - How to wear and safely take of a cloth face covering
  - Stop the Spread of Germs
  - Symptoms of Coronavirus (COVID 19)
- II. COVID 19 Screening Tool
- III. Websites for Ongoing Review and Resources

## 6 Steps for Safe & Effective Disinfectant Use



### Step 1: Check that your product is EPA-approved

Find the EPA registration number on the product. Then, check to see if it is on EPA's list of approved disinfectants at: [epa.gov/listn](https://www.epa.gov/listn)



### Step 2: Read the directions

Follow the product's directions. Check "use sites" and "surface types" to see where you can use the product. Read the "precautionary statements."

### Step 3: Pre-clean the surface

Make sure to wash the surface with soap and water if the directions mention pre-cleaning or if the surface is visibly dirty.



### Step 4: Follow the contact time

You can find the contact time in the directions. The surface should remain wet the whole time to ensure the product is effective.

### Step 5: Wear gloves and wash your hands

For disposable gloves, discard them after each cleaning. For reusable gloves, dedicate a pair to disinfecting COVID-19. Wash your hands after removing the gloves.



### Step 6: Lock it up

Keep lids tightly closed and store out of reach of children.

**coronavirus.gov**

# GUIDANCE FOR CLEANING & DISINFECTING

## PUBLIC SPACES, WORKPLACES, BUSINESSES, SCHOOLS, AND HOMES



SCAN HERE  
FOR MORE  
INFORMATION

### 1 DEVELOP YOUR PLAN

**DETERMINE WHAT NEEDS TO BE CLEANED.**

Areas unoccupied for 7 or more days need only routine cleaning. Maintain existing cleaning practices for outdoor areas.

**DETERMINE HOW AREAS WILL BE DISINFECTED.** Consider the type of surface and how often the surface is touched. Prioritize disinfecting frequently touched surfaces.

**CONSIDER THE RESOURCES AND EQUIPMENT NEEDED.** Keep in mind the availability of cleaning products and personal protective equipment (PPE) appropriate for cleaners and disinfectants.

### 2 IMPLEMENT

**CLEAN VISIBLY DIRTY SURFACES WITH SOAP AND WATER** prior to disinfection.

**USE THE APPROPRIATE CLEANING OR DISINFECTANT PRODUCT.** Use an EPA-approved disinfectant against COVID-19, and read the label to make sure it meets your needs.

**ALWAYS FOLLOW THE DIRECTIONS ON THE LABEL.** The label will include safety information and application instructions. Keep disinfectants out of the reach of children.

### 3 MAINTAIN AND REVISE

**CONTINUE ROUTINE CLEANING AND DISINFECTION.**

Continue or revise your plan based upon appropriate disinfectant and PPE availability. Dirty surfaces should be cleaned with soap and water prior to disinfection. Routinely disinfect frequently touched surfaces at least daily.

**MAINTAIN SAFE PRACTICES** such as frequent handwashing, using cloth face coverings, and staying home if you are sick.

**CONTINUE PRACTICES THAT REDUCE THE POTENTIAL FOR EXPOSURE.** Maintain social distancing, staying six feet away from others. Reduce sharing of common spaces and frequently touched objects.

Follow guidance from state, tribal, local, and territorial authorities.

For more information, please visit **CORONAVIRUS.GOV**

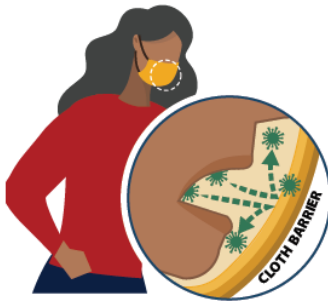
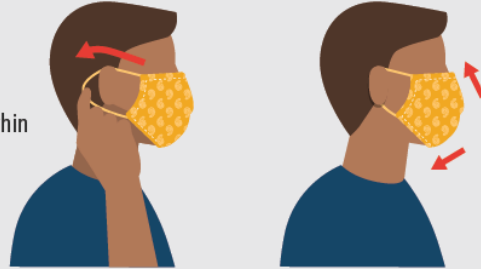


# How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

## WEAR YOUR FACE COVERING CORRECTLY

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



## USE THE FACE COVERING TO HELP PROTECT OTHERS

- Wear a face covering to help protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

## FOLLOW EVERYDAY HEALTH HABITS

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



## TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



CS 316488A 06/10/2020

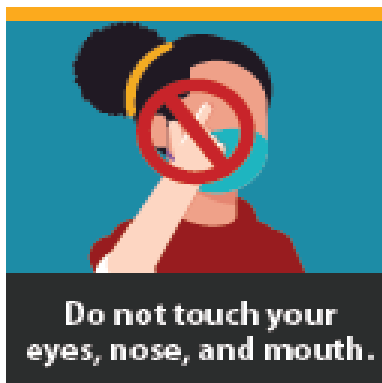
Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

**[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)**

# Stop the Spread of Germs

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



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

20207-4 May 13, 2020 10:42 AM



# Symptoms of Coronavirus (COVID-19)

**Know the symptoms of COVID-19, which can include the following:**



**Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.**

**\*Seek medical care immediately if someone has emergency warning signs of COVID-19.**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

317142-A May 20, 2020 10:44AM

## APPENDIX II



68 South Harrison Street  
East Orange, New Jersey 07018  
Tel: (973) 673-3900 Fax: (973) 673-3900

### COVID-19 Screening Tool

<b>Name:</b>	<input type="checkbox"/> Student <input type="checkbox"/> Visitor
<b>Date:</b>	<input type="checkbox"/> Faculty/Staff/ Administration
<b>Time:</b>	

In the past 24 hours, have you experienced:

Temperature now: \_\_\_\_\_

Fever or Chills or felt feverish, or temperature more than 100.4° F)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
New or worsening cough	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Shortness of breath:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sore throat:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Nausea, Vomiting , Diarrhea	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Chills	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Muscle pain or body aches	<input type="checkbox"/> Yes	<input type="checkbox"/> No
New loss of taste or smell	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fatigue	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Headache	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Congestion or runny nose	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Are any of the symptoms that you marked yes to, due to a known, non-worsening chronic condition?

In the past 14 days, have you:

Had close contact with an individual diagnosed with COVID-19?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Had a COVID 19 test and it was positive or are waiting for the results?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Travel out of country or to Alabama, Arkansas, Arizona, Florida, North Carolina, South Carolina, Utah, and Texas	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you answered "yes" to any of the questions above, or your temperature is 100.4° F or higher do not enter Best Care College. **Contact your health care provider.**

.Adapted/Modified from Barry Eaton District Health Department

### Appendix III Resources

- CDC Considerations of Institutions of Higher Learning: <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>
- CDC COVID 19 Symptoms: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/Symptoms.pdf>
- CDC Guidance for Cleaning and Disinfection: [https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/ReOpening\\_America\\_Cleaning\\_Disinfection\\_Decision\\_Tool.pdf](https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/ReOpening_America_Cleaning_Disinfection_Decision_Tool.pdf)
- CDC Hand Hygiene: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/hand-hygiene.html>
- CDC Health Screening: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>
- CDC How to make a cloth face covering: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-make-cloth-face-covering.html>
- CDC How to Protect Yourself: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>
- CDC How to wash a cloth face covering: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html>
- CDC How to wear a cloth face covering: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>
- CDC Reopening Guidance: <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>
- CDC *6 Steps for Safe and Effective Disinfectant Use* is at: <https://www.epa.gov/sites/production/files/2020-04/documents/disinfectants-onepager.pdf>
- CDC Stop the Spread of Germs: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>

- CDC Symptoms of COVID 19: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- CDC Symptoms Poster <https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms.pdf>
- East Orange Health and Human Services: Victor Kuteyi, Health Officer 143 New Street East Orange, NJ 07017 Phone: 973-266-5480 Fax: 862-930-7776
- EPA approved cleaning agents is found at " <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>
- Executive Order Governor Murphy: <https://nj.gov/infobank/eo/056murphy/pdf/EO-155.pdf>
- Health Department Barry-Eaton District Health: <https://www.barryeatonhealth.org/>
- NJ Department of Health: [https://www.nj.gov/health/cd/topics/covid2019\\_schools.shtml](https://www.nj.gov/health/cd/topics/covid2019_schools.shtml)
- Office of the Secretary of Higher Education: <https://www.state.nj.us/highereducation/>
- OSHA Guidance: <https://www.osha.gov/Publications/OSHA3990.pdf>
- Protocol Microscope Cleaning: <https://www.leica-microsystems.com/science-lab/how-to-sanitize-a-microscope/>
- Protocols Simulator Cleaning (<https://www.simghosts.org/News/28302/Medical-Simulation-Equipment-Cleaning-Protocols>)