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Introduction

The Fall 2020 Planning Task Force of Avtech Institute of Technology has developed a set of comprehensive guidelines to reopen the campus with a priority on creating a safe and healthy environment for our students, faculty, staff, and community.

As the nature of the Corona virus is ever-changing, the plan is an evolving framework of ideas and recommendations that may be adapted as required. The details are subject to change, pending any new guidelines from federal, state and local levels in response to the evolving nature of the pandemic. Moreover, our plans will adhere to recommendations made by the Centers for Disease Control and Prevention, the County and local Township Health Department, and any updated guidelines established by the NJ Department of Education and NJ Department of Labor and Workforce Development.

1. Entrance

All faculty, staff, students and visitors will be screened at the entrance of the school. Any individual with a temperature reading of 100.4 degrees or more will not be allowed entrance to the campus. Visitors must secure an appointment prior to arrival. A daily log sheet of visitors will be kept.

Entrances and exits will be equipped with proper sanitation products including hand sanitizer.

2. Training for faculty/staff/students regarding COVID-19 sanitization, social distancing practices and protocols as a condition of resuming in-person classes

All Avtech community members will receive training in the form of videos and/or printed materials for identifying COVID-19 symptoms, reporting of positive tests and/or exposure and expected personal hygiene behaviors while on campus, which will include:

Reporting any exposure to COVID-19 positive individuals; plans for a reporting process are underway.

- Reporting any COVID-19 positive test results
- Daily monitoring for the following symptoms:
 - Dry cough

- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Headache
- Sore throat
- Fatigue
- New loss of taste or smell
- Numbness in toes

Healthy Hygiene Behaviors

- Wash hands with soap and water for at least 20 seconds
- Keep a supply of hand sanitizer, if possible
- Cover your cough or sneeze with your elbow
- Regularly clean all high touch areas in your direct workspace
- Do not touch eyes, nose, or mouth
- Maintain 6 feet of social distancing
- It is strongly recommended by the CDC that individuals get their annual flu shot

3. Use of face coverings for faculty, staff, students, and visitors, except when doing so would inhibit the individual's health

These policies will be strictly adhered to with one additional exception as follows. While in a classroom setting, faculty will be required to wear a face covering, or if faculty chooses to use a face shield to allow for a broader range of movement in the front of the class. Seating in classrooms will also be altered to allow greater distance between the instructor and the students in the class. Students are required to wear their face covering and faculty is to enforce this requirement as they would any classroom rule.

4. Frequent cleaning and sanitization of classrooms, residences, restrooms, high-touch areas and equipment and shared surfaces

Cleaning/Disinfection

Housekeeping staff will clean offices, classrooms, restrooms and common spaces based on CDC guidelines for disinfection and Occupational and Environmental Safety Office (OESO) protocols. There will be increased nightshift deep cleanings and more frequent classroom cleaning. Management will also maintain anti-bacterial soap dispensers, paper towel dispensers, hand-sanitizer stations and sanitizing wipes. Staff/Faculty/Students should also wipe down commonly used

surfaces before and after use. This includes any shared-space locations or equipment (e.g., copiers, printers, computers, other electrical equipment, desks and tables, light switches, door knobs, etc.).

5. Maintenance of adequate supplies, such as personal protective equipment and cleaning supplies

Avtech will stock face masks, hand sanitizer and disinfect wipes and will make these available to all members of the school community.

6. Small size in-person instruction/remote instruction available

Limited size groups – staff, faculty, and student schedules are constructed to ensure adherence to the 6’ social distancing practice; classes meet onsite according to planned staggered schedules and staff services are provided partially on-site by appointment and virtually

Faculty will be given a choice of modalities for their course delivery, and students will be presented with a range of course delivery options, some of which they will be able to select, based on preference.

7. Establishment of COVID-19 testing guidance and contact tracing protocols.

In consultation with health experts/officials and in line with existing State and federal health privacy statutes and regulations. At a minimum, such protocols should include a mechanism to maintain a log of students, faculty, staff and visitors to facilitate contact tracing, and the reporting of any instances of COVID-19 cases.

Guidelines for reporting COVID-19 positive cases for:

Faculty or Staff: If the employee indicates any of these COVID-19 symptoms and/or exposure to a COVID-19 positive individual, the supervisor must ensure the employee stay home and seek medical guidance from their healthcare provider. The employee must follow the established guidelines for remaining off campus, and consult with a physician and seek approval from supervisor before returning. Sick employees, regardless of the nature of their illness must stay home.

Students: Students must report their COVID-19 symptoms and/or exposure to a COVID-19 positive individual to their admission representatives and instructors. Those individuals are expected do which may include getting tested and quarantining or isolating at home. Sick students, regardless of the nature of their illness must stay home.

8. School must minimize gatherings where possible. Whenever school cannot minimize gatherings, it must ensure such gatherings are in compliance

with current state limits.

In-person meetings are discouraged and should be held virtually under most circumstances. If a meeting must be in- person, it must be in a large room with attendees six feet away from each other and/or wearing cloth masks.

Break rooms/ lounges and other gathering areas used by the school members will be closed.