



COUNTY COLLEGE OF MORRIS

Pandemic Response Plan 2022

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County College of Morris Pandemic Response Plan, 2022

OBJECTIVE

County College of Morris' Pandemic Response Plan is designed to support on-campus operations that prioritize the health and well-being of the college's employees, students, and campus visitors while honoring the college's mission and core values. The plan is designed to continue until conditions deem it necessary to modify according to federal, state, local, or county mandates. The plan may also be modified at the direction of the Board of Trustees or the determination of the college's administration should health conditions deteriorate, if policy changes are needed, or should financial conditions dictate.

Because the COVID-19 virus offers an unpredictable and unprecedented environment, employees and students should be prepared to pivot to an off campus working/learning environment with little notice if state mandates or campus conditions require such action.

The plan does not supersede, alter, or address existing employee contracts. Any employee with a question about this plan should contact their immediate supervisor or vice president.

METHODOLOGY

This plan meets or exceeds all current state mandates as well as required health guidelines and safety procedures established by the State of New Jersey, County of Morris, and Township of Randolph. The advice of the Township of Randolph Department of Public Health, the Morris County Department of Public Health, Morris County Office of Risk Management, and the college medical advisor are incorporated into the plan. Communication has occurred and is ongoing with healthcare institutions that the college partners with for the purpose of clinical education. The collaborative work of the Pandemic Response and Support Team has also been incorporated throughout the plan. CCM's Pandemic Response and Support Team is comprised of representation from administrators, union presidents, employees and students. We appreciate their willingness to go above and beyond to meet regularly and represent employees' and students' perspectives through the pandemic. The insight and contributions were valuable and much appreciated.

REPORTING PROTOCOLS

If you are a student or employee, it is imperative that you report to CCM if you receive a positive PCR test, have a COVID-19 exposure and are not vaccinated, or have symptoms.

STUDENTS must always notify their professor and the Office of Dean of Students at dsd@ccm.edu any time they have tested positive for COVID-19, whether learning on-campus, remotely, or online. The Office of Dean of Students is responsible for communicating with the student – and any other students – about next steps and updates.

EMPLOYEES must always notify Human Resources via email at HRCOVID@ccm.edu and notify their supervisor immediately. If employees are uncertain about any protocols or COVID-19 exposures or symptoms, you are to contact HRCOVID@ccm.edu.

VACCINATIONS

As recommended by the CDC, CCM strongly encourages all students and employees to receive their COVID-19 vaccination and booster shots to minimize the potential effects of the virus and its variants.

WHAT YOU CAN EXPECT

As part of the college's Pandemic Response Plan, it is important that employees, students, and visitors be informed of what to expect and be updated in this continuously changing environment. It is also important to know that CCM has made extensive efforts to prioritize the health and well-being of the campus community. The list below provides information and outlines what can be expected throughout the duration of the pandemic. It is important to read the entire plan. Some of what our campus community and visitors can expect includes the following:

1. If any government agency mandates or campus conditions necessitate, CCM's classes are subject to becoming remote, at which time students and employees will be notified through multiple means. All on-campus operations are subject to this contingency.
2. The CCM campus is a mask optional environment in all indoor or outdoor spaces. There are no areas on campus that require individuals to wear a mask.
3. Wearing or not wearing a mask is a personal choice. Members of the college community are asked to be respectful of others' choices.
4. Masks and face shields will be available at Public Safety and the Student Center Information Center.
5. Plant and Maintenance will continue to conduct daily disinfecting around campus to minimize risk and maximize safety. Employees are responsible for disinfecting their personal workspaces (keyboards, computers, etc.).
6. Disinfecting solution and paper towels will be provided for individuals choosing to do additional cleaning within their classrooms.
7. Hand sanitizer stations and tabletop bottles of sanitizer will be abundant and located across the campus. In accordance with CDC, local, state and federal recommendations, hand washing is the preferred method of hand cleaning. Hand air dryers will remain in place in the public restrooms. Hand sanitizer stations are also available in restrooms.
8. Employees and students are not to come to campus if experiencing symptoms or receive a positive PCR test. Employees must notify Human Resources HRCOVID@ccm.edu and their supervisor if they exhibit COVID-19 symptoms. Students must notify their professors and dsd@ccm.edu to alert The Office of Dean of Students.

WHAT THE COLLEGE EXPECTS

For ALL Students:

1. The CCM campus is a mask optional environment in all indoor or outdoor spaces. There are no areas on campus that require individuals to wear a mask.
2. Wearing or not wearing a mask is a personal choice. Members of the college community are asked to be respectful of others' choices.
3. Masks will be available at Public Safety and the Student Community Center Information Center.
4. Students, regardless of vaccination status, who are on-campus and develop/exhibit COVID-19 symptoms must leave campus immediately and will be urged to notify their healthcare provider. They must notify their professor and the Office of Dean of Students at dsd@ccm.edu. The Office of Dean of Students is responsible for communicating with the student – and any other students who may have been exposed – about next steps and updates. If the individual is unable to leave campus immediately, the individual will need to contact Public Safety at 973-328-5550 for assistance.
5. Students are not to come to campus if experiencing COVID-19 symptoms and they must notify their professor and the Office of Dean of Students at dsd@ccm.edu if they exhibit COVID-19 symptoms. While COVID-19 patients reported a wide range of symptoms, the CDC lists the following as possible symptoms of COVID-19:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
6. **Students who are not on campus** at the time they develop/exhibit symptoms of COVID-19 should not come to campus and should notify the Office of Dean of Students at dsd@ccm.edu for guidance on how to address their own medical condition in relation to their academic responsibilities. The Office of Dean of Students will work directly with faculty to permit the student to continue enrollment in classes online with appropriate support and/or accommodations.
7. Follow [CDC and local quarantine guidelines](#) if they have been exposed to COVID-19 or test positive for COVID-19.
People with COVID-19 should isolate for 5 days and if they are asymptomatic or their symptoms have subsided, follow that by 5 days of wearing a mask when around others.

Anyone who is exposed to COVID-19 will be asked to comply with the following protocols:

- If unvaccinated or you are more than 6 months beyond your full COVID vaccination series and not yet boosted, individuals should quarantine for 5 days followed by strict mask usage for an additional 5 days.
- Individuals who have received their completed series of Pfizer or Moderna vaccine within the last 6 months, completed the primary series of J & J vaccine within the last 2 months, or have received their booster shot do not need to quarantine following exposure but should wear a mask for 5 days after exposure.
- It is recommended that any individual who has been exposed to COVID-19 should get a COVID PCR test 5 days after exposure.

8. As recommended by the CDC: Wash your hands frequently or if soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover your nose and mouth when sneezing or coughing. Avoid touching your face. Replace handshakes with head nods and waves. Avoid using other people's phones, desks, offices or other work tools and equipment.

9. Students receiving assistance with individual accommodation needs, please contact the Accessibility Services office at 973-328-5284 or aso@ccm.edu.

10. To the extent possible, faculty may provide for students who cannot attend class due to COVID-19 related issues via live streaming, lecture recording, or other measures they deem appropriate to each case.

11. Students who have extenuating health circumstances, care for someone who is high risk, or are at a high risk themselves should consider online classes to the extent they are available.

For ALL Employees:

1. Engage in honest, open, communication if there is a question, concern or suggestion for how safety and health conditions can be improved on campus. Questions or concerns should be brought to the employee's supervisor and, if needed, [Human Resources](#).

2. Campus meetings, such as College Council and employee meetings, may be held via web conference platforms, in-person, or a combination of the two as determined by the meeting host.

3. Regardless of an individual's vaccination status, if exhibiting COVID-19 symptoms, they will be asked to leave campus immediately and will be urged to notify their healthcare provider.

4. Employees are not to come to campus if experiencing symptoms. Employees must notify Human Resources via email at HRCOVID@ccm.edu and notify their supervisor if they exhibit COVID-19 symptoms.

5. As recommended by the CDC: Wash your hands frequently or if soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover your nose and mouth when sneezing or coughing. Avoid touching your face. Replace handshakes with head nods and waves. Avoid using other people's phones, desks, offices or other work tools and equipment.

6. To the extent possible, faculty may provide for students who cannot attend class due to COVID-related issues via live streaming, lecture recording, or other measures they deem appropriate to each case.

7. CCM will develop and provide support for instructors to assist students needing to quarantine until they are medically cleared to return to class.

8. Employees required to quarantine must discuss their health status with their supervisor and Human Resources.

CDC Guidelines:

CCM will continue to adhere to the guidelines recommended by the CDC, local, state, and federal officials. Below is a list of COVID-19 symptoms. If an employee exhibits symptoms of COVID-19, the employee must notify Human Resources (HR) at HRCOVID@ccm.edu. Leave your work email address and a phone number where an HR representative might follow-up with you. If a student exhibits symptoms of COVID-19, the student must notify the Dean of Students at dsd@ccm.edu. Faculty members who may be potentially exposed, must contact HRCOVID@ccm.edu.

While COVID-19 patients reported a wide range of symptoms, the CDC lists the following as possible symptoms of COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

People with COVID-19 should isolate for 5 days and if they are asymptomatic or their symptoms have subsided, follow that by 5 days of wearing a mask when around others.

Anyone who is exposed to COVID-19 will be asked to comply with the following protocols:

- If unvaccinated or you are more than 6 months beyond your full COVID vaccination series and not yet boosted, individuals should quarantine for 5 days followed by strict mask usage for an additional 5 days.
- Individuals who have received their completed series of Pfizer or Moderna vaccine within the last 6 months, completed the primary series of J & J vaccine within the last 2 months, or have received their booster shot do not need to quarantine following exposure but should wear a mask for 5 days after exposure.
- It is recommended that any individual who has been exposed to COVID-19 should get a COVID PCR test 5 days after exposure.

FAQ'S:

For Everyone:

Are masks required to be on campus? No, CCM is a masking optional environment in all indoor and outdoor spaces.

What if I prefer to wear a mask? You may wear your mask if you prefer. Wearing or not wearing a mask is a personal choice. Members of the college community are asked to be respectful of others' choices.

With masking being optional, will I be expected to socially distance inside? No, CCM is a masking optional environment that does not require social distancing for those not choosing to wear their masks. Rooms will be open for full capacity.

Is it required that employees, students, or visitors receive the COVID-19 vaccine before coming to campus? No, all weekly testing and masking protocols have been lifted.

Am I allowed to travel out of the state and then return to campus? Travel associated with the College will require approval by the appropriate vice president or executive director.

Can I travel internationally? CCM recommends you contact the [State Department](#) for guidance and clarification on international travel. Travel associated with the College will require approval by the appropriate vice president or executive director.

Student Focus:

Do I have to provide documentation of vaccination/waiver/test results? No, after March 4, 2022, weekly reporting or submission of your vaccination card is no longer necessary.

Am I required to wear a mask? No, CCM is a masking optional environment in all indoor and outdoor spaces.

Are students who are fully online or virtual required to get an ID? To enter a campus building, you will need to have an updated, highly visible, newly branded ID. If you are not coming to campus, you are not required to have an ID.

What happens if a student begins feeling ill once on campus? Regardless of vaccination status, students who are on-campus and develop/exhibit COVID-19 symptoms, should leave campus immediately and will be urged to notify their healthcare provider. If the individual is unable to leave campus immediately, the individual will need to contact Public Safety at 973-328-5550 for assistance.

Do I notify CCM if I have COVID-19 symptoms? Any time students have COVID-19 symptoms they are to notify their professor and the Office of Dean of Students at dsd@ccm.edu. The Office of Dean of Students is responsible for communicating with the student – and any other students – about next steps and updates.

How is “Online” defined for classes? Online classes are delivered electronically and completely asynchronous. Students with questions about online formats can directly connect with their professors.

How is “Remote” defined? Remote means that activities that are scheduled as face-to-face will be meeting at their scheduled times via web conferencing (for example: Zoom, Teams, Webex, etc.). Remote classes are delivered electronically and are synchronous.

Are students able to participate in off-campus learning opportunities? Students may participate in off-campus experiential learning. Examples of these experiences include field trips and internships. Faculty supervisors of these experiential learning activities will provide reasonable assurances to their department chair and school dean. In addition, faculty and students will be required to adhere to any additional guidelines and requirements that are in effect at these sites.

If I am enrolled in Workforce Development programs/courses, what should I expect? The Center for Workforce Development (WFD) will deliver its courses, programs, and activities either in-person or remotely or some combination through the Zoom platform. Information Sessions may be provided as a virtual or in-person open house and a “navigating the employment market” event will be held in-person. The Center for Workforce Development will send communication directly to its students for continued updates.

Employee Focus:

Do I have the option to wear a mask? Wearing or not wearing a mask is a personal choice. Members of the college community are asked to be respectful of others’ choices.

Can I require others around me to wear a mask? No, CCM is a mask optional environment in all indoor and outdoor spaces.

As an employee, what steps must I take if I begin to feel ill while on campus? Those individuals exhibiting COVID-19 symptoms must leave campus immediately after contacting their supervisor and Human Resources at HRCOVID@ccm.edu and will be urged to notify their health care provider.

Will my office be sanitized? For individual or shared offices, Plant and Maintenance staff will disinfect daily such items as doors and handles, ledges, windowsills and empty trash and recycle cans. All other areas of an office are the responsibility of the office occupant. Self-cleaning stations are provided with paper towels, gloves, and disinfectant for use between users. Surface cleaning materials, to include spray bottles of disinfectant and paper towels, will be made available to staff and faculty so they may clean their own workspaces. The location of these supplies will be provided through supervisors.

How will campus meetings be held? Campus meetings, such as College Council and employee meetings, may be held via web conference platforms, in-person, or a combination of the two as determined by the meeting host.

HOW THIS PLAN AND UPDATES WILL BE COMMUNICATED?

This plan will be housed on the college's [COVID-19 Information and Resource Center webpage](#) and supported by CCM's Pandemic Response and Support Team. This team consists of administrators, bargaining unit presidents, department chairpersons, faculty, staff and students. As restrictions and mandates are updated, this task force will continue to meet as necessary to assess current policies and procedures; review updates to state regulations and guidance from public health officials; provide recommendations as necessary. Updates will continue to be communicated regularly. We encourage all employees to regularly check CCM emails and the CCMemo for continued updates.

Latest Update 8/31/2022