

COUNTY COLLEGE OF MORRIS

Pandemic Response Plan 2022

January 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 if you receive a positive PCR test or experience any COVID-19 symptoms at any point in time, you report your symptoms to the college:

STUDENTS must always notify their professor and the Office of Student Development & Enrollment Management at dsd@ccm.edu any time they experience symptoms, whether learning on-campus, remotely, or online. The Office of Student Development & Enrollment Management 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, whether working on-campus or remotely. 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. Please check the website for updates on vaccine and boost clinics, as well as testing options.

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. Classes will be delivered as scheduled. This means that classes that were scheduled as face-to-face will be meeting at their scheduled times in-person and on-campus. Classes scheduled to be online or through virtual campus will be delivered as such. For on-campus classes, students must adhere to the mask mandate.

2. All students and all employees must choose one of the following actions:

Get vaccinated and present a record of being fully vaccinated.

Employees submit your COVID-19 Vaccine record to HRCOVID@ccm.edu .

Students submit your COVID-19 Vaccine record to health-services@ccm.edu .

Take a PCR test weekly and present PCR test results on a weekly basis.

Employees submit your weekly COVID-19 test results to HRCOVID@ccm.edu.

Students submit your weekly COVID-19 test results to covidex@ccm.edu .

Receive approval for a waiver against being vaccinated and agree to take a PCR test weekly and present PCR test results on a weekly basis.

Employees who are seeking a waiver should contact HRCOVID@ccm.edu and submit their weekly COVID-19 PCR test results to HRCOVID@ccm.edu.

Students who are seeking a waiver should contact covidex@ccm.edu and submit their weekly COVID-19 PCR test results to covidex@ccm.edu.

Students who choose to take all of their classes in an electronic format do not have to present any documentation but should note that they will not be permitted in any college building without having opted for one of the choices above.

3. Masks are required to enter all buildings or indoor settings. Masks may only be removed while indoors when a person is working in their office space alone and must be worn when another person enters that space. Masks are strongly encouraged when outdoors unless social distancing (6 feet apart) is possible. Mask breaks are encouraged outside when social distancing is possible. Masks will be provided upon request and can be picked up at Public Safety, at the Student Center Information Window, in Health Services, and in most campus offices.

4. a) All employees and students can only enter buildings on campus when they have a valid CCM branded photo ID badge that is visible above the waist, with the front facing forward. Students and employees can request CCM identification badges from the Office of Campus Life, at the Student Center Information Window or online following the instructions at [this link](#).

Students: Once processed and notified by Campus Life, students must pick up their ID in person.

Employees: Once processed and notified by Campus Life, employees can pick up their new ID cards from Human Resources.

b) All potential visiting students who come to campus for walk-up application or seeking information about enrollment should report directly to the Office of Admissions in the Student Center, where they will be issued a visitor's pass and mask (if needed).

c) In the event that an employee or student forgets or loses their ID, they must report to Campus Life to get a replacement. IDs must be worn at all times. Employees and students are encouraged to take a picture of their ID with their phone for easy access to a replacement. If Campus Life is not open, please report to Public Safety for assistance.

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. Heating, ventilation and air conditioning systems have been optimized to minimize health risks. All HVAC changes that were implemented in 2020 to increase fresh air and filtration effectiveness continue to remain in effect throughout the campus. Ultraviolet (UV) disinfection systems are installed in all main HVAC air handlers in campus buildings and disinfection systems were added in the secondary systems over the last six months. UV disinfection will continue to be added to the small air handlers when they are available/delivered from the manufacturer.

9. There will be no screenings or check-in points implemented on campus. All campus buildings' entrance doors will be open to minimize congestion in those areas. Again, employees and students should not be in any building without a CCM ID. Employees are not to come to campus if experiencing symptoms or receive a positive PCR test. Employees must notify Human Resources if they exhibit COVID-19 symptoms regardless of working on-campus or remotely.

10. 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.

WHAT THE COLLEGE EXPECTS

For ALL Students:

1. All students must choose one of the following actions:

Get vaccinated and present a record of being fully vaccinated.

Students submit your COVID-19 Vaccine record to health-services@ccm.edu .

Take a PCR test weekly and present PCR test results on a weekly basis.

Students submit your weekly COVID-19 test results to covidex@ccm.edu .

Receive approval for a waiver against being vaccinated and agree to take a PCR test weekly and present results on a weekly basis.

Students who are seeking a waiver should contact covidex@ccm.edu and submit their weekly COVID-19 PCR test results to covidex@ccm.edu .

Students who choose to take all of their classes in an electronic format do not have to present any documentation but should note that they will not be permitted in any college building without having opted for one of the choices above.

2. Classes will be delivered as scheduled. This means that classes that were scheduled as face-to-face will be meeting at their scheduled times in-person and on-campus. Classes scheduled to be online or through virtual campus will be delivered as such. For on-campus classes, students must adhere to the mask mandate.

3. Masks are required to enter and remain in all buildings or indoor settings. Students are expected to wear their masks indoors at all times. Masks are strongly encouraged when outdoors unless social distancing (6 feet apart) is possible. Mask breaks are encouraged outside when social distancing is possible, please ask your instructor for identified mask breaks. Masks will be provided upon request and can be picked up at Public Safety, at the Student Center Information Window, and in Health Services, and in most campus offices. There will be abundant signage to remind students and employees about masking.

4. a) All students can only enter buildings on campus when they have a newly branded photo ID badge that is highly visible, meaning IDs are to be worn above the waist, with the front facing forward. Students can request CCM identification badges from the Office of Campus Life, at the Student Center Information Window or online following the instructions at [this link](#). Once processed and notified by Campus Life, students must pick up their ID in person.

b) All potential students who come to campus for walk-up application or seeking information about enrollment should report directly to the Office of Admissions in the Student Center. They will be issued a visitor's pass and mask (if needed).

c) In the event that a student forgets or loses their ID, they must report to Campus Life to get a replacement. IDs must be worn at all times. Students are encouraged to take a picture of their ID with their phone for easy access to a replacement. If Campus Life is not open, please report to Public Safety for assistance.

5. **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 Student Development & Enrollment Management at dsd@ccm.edu. The Office of Student Development & Enrollment Management 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 be asked to isolate in a restricted private space within the [Office of Health Services](#) until transportation off-campus is available. Such isolation space will not be occupied by other individuals until such time as the college can appropriately disinfect the space. If the Office of Health Services is not available, students should remain at the Health Office location and call Public Safety at 973-328-5550 for assistance.

6. Students are not to come to campus if experiencing COVID-19 symptoms and they must notify their professor and the Office of Student Development & Enrollment Management 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

7. **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 Student Development and Enrollment Management at dsd@ccm.edu for guidance on how to address their own medical condition in relation to their academic responsibilities. The Office of Student Development & Enrollment Management will connect the student to appropriate medical resources in the community as well as work directly with faculty to permit the student to continue enrollment in classes online and/or remotely with appropriate support and/or accommodations.

8. Follow [CDC and local quarantine guidelines](#) if they have been exposed to COVID-19 or test positive for COVID-19.

9. 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.

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

11. Students needing access to technology while operating remotely should contact the Office of Student Development and Enrollment Management at dsd@ccm.edu.

12. 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.

13. 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.

14. Students who have medical or other concerns necessitating an exemption for wearing a mask are to contact dsd@ccm.edu for guidance and determination.

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. All employees must choose one of the following actions:

Get vaccinated and present a record of being fully vaccinated.

Employees submit your COVID-19 Vaccine record to HRCOVID@ccm.edu. We encourage employees to get a booster shot when they are eligible and to send those results to HRCOVID@ccm.edu.

Take a PCR test weekly and present PCR test results on a weekly basis.

Employees submit your weekly COVID-19 test results to HRCOVID@ccm.edu.

Receive approval for a waiver to not receive the vaccine, but instead take a PCR test weekly and present PCR test results on a weekly basis.

Employees who are seeking a waiver should contact HRCOVID@ccm.edu and submit their weekly COVID-19 PCR test results to HRCOVID@ccm.edu.

3. Employees can submit their COVID-19 vaccination records to HRCOVID@ccm.edu. Please ensure that both sides of your vaccination card or weekly PCR results are emailed to HRCOVID@ccm.edu. Supervisors will be notified by HR when an employee has been cleared for working on campus.

4. Staff and administration will continue to work as currently scheduled or as determined by their supervisor. Employees will be advised by their supervisor as to when they are to return to campus.

5. Masks are required to enter all buildings or indoor settings. Masks may only be removed while indoors when a person is working in their office space alone and must be worn when another person enters that space. Masks are strongly encouraged when outdoors unless social distancing (6 feet apart) is possible. Mask breaks are encouraged outside when social distancing is possible. Masks will be

provided upon request and can be picked up at Public Safety, at the Student Center Information Window, in Health Services, and in most campus offices.

6. All campus meetings (except instructional settings) are to be held via web conference platforms when 3 or more people are required for the meeting and the meeting duration is greater than 10 minutes. If an in-person meeting is necessary, masks must be worn, socially distancing (6 feet apart) must be maintained, and the meeting must be less than 10 minutes.

7. Faculty office hours are to be held remotely when possible.

8. 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. If the individual is unable to leave campus immediately, the individual will be asked to isolate in a restricted private space within the [Office of Health Services](#) until transportation off-campus is available. Such isolation space will not be occupied by other individuals until such time as the college can appropriately disinfect the space.

9. 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 regardless of working on-campus or remotely.

10. a) All employees can only enter buildings on campus when they have a newly branded photo ID badge that is highly visible, meaning IDs are to be worn above the waist, with the front facing forward. Employees can request CCM identification badges from the Office of Campus Life, at the Student Center Information Window or online following the instructions at [this link](#). Once processed and notified by Campus Life, employees can pick up their new ID cards from Human Resources.

b) In the event that an employee forgets or loses their ID, they must report to Campus Life to get a replacement. IDs must be worn at all times. Employees are encouraged to take a picture of their ID with their phone for easy access to a replacement. If Campus Life is not open, please report to Public Safety for assistance.

11. 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.

12. We ask all instructors to activate and maintain the CCM-supplied Blackboard page for each course taught containing, as a minimum, the course syllabus and student grades (using the grade center).

13. 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.

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

15. Curricular and co-curricular travel will need to be approved by the appropriate vice president.
16. Employees who have medical or other concerns necessitating an exemption for wearing a mask are to contact HRCOVID@ccm.edu for guidance and determination.
17. Remote operations for any employee must be approved by your vice president or executive director.
18. Employees required to quarantine must discuss their health status with their supervisor and Human Resources before working remotely.

For ALL Visitors:

1. Upon arrival at the college, all visitors (defined as vendors or those engaging in college business) will be required to go to the Office of Public Safety, 675 Route 10 East, near Parking Lot 10, sign in and obtain a visitor identification badge. This does not pertain to potential students who are here for walk-up application or seeking information about enrollment.
2. All potential students who come to campus for walk-up application or seeking information about enrollment should report directly to the Office of Admissions in the Student Center. They will be issued a visitor's pass and mask (if needed).
3. All visitors will be reminded of the college health and safety protocols for minimizing the risk of COVID-19.
4. Masks must be worn indoors at all times. Masks will be provided upon request and can be picked up at Public Safety, at the Student Center Information Window and in Health Services.
5. Regardless of an individual's vaccination status, if exhibiting COVID-19 symptoms, they must leave campus immediately and will be urged to notify their health care provider. If the individual is unable to leave campus immediately, the individual will be asked to isolate in a restricted private space within the [Office of Health Services](#) until transportation off-campus is available. Such isolation space will not be occupied by other individuals until such time as the college can appropriately disinfect the space.

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 Office of Student Development & Enrollment Management 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

Regardless of vaccination status, those individuals exhibiting COVID-19 symptoms will be asked to leave campus immediately and will be urged to notify their health care provider. If the individual is unable to leave campus immediately, the individual will be asked to isolate in a restricted private space within the [Office of Health Services](#) until transportation off-campus is available. Such isolation space will not be occupied by other individuals until such time as the college can appropriately disinfect the space.

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 are more than 6 months beyond your full COVID vaccination series and not yet boosted, individuals should isolate 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 10 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.

If a student exhibits symptoms of COVID-19 while they are not on campus, the student should notify the Office of Student Development and Enrollment Management at dsd@ccm.edu for guidance on how to address their own medical condition in relation to their academic responsibilities. The Office of Student Development & Enrollment Management will connect the student to appropriate medical resources in the community as well as work directly with faculty to permit the student to continue enrollment in classes online and/or remotely with appropriate support and/or accommodations.

FAQ'S:

For Everyone:

Can individuals choose to be on campus without a mask? No, all individuals entering a building must be wearing a mask unless medically unable to wear a mask. Employees contact HRCOVID@ccm.edu and students email dsd@ccm.edu for information on medical accommodations. Masks are required to enter all buildings or indoor settings. Masks may only be removed while indoors when a person is working in their office space alone and must be worn when another person enters that space. Masks are strongly encouraged when outdoors unless social

distancing (6 feet apart) is possible. Mask breaks are encouraged outside when social distancing is possible. Masks will be provided upon request and can be picked up at Public Safety, at the Student Center Information Window, and in Health Services, and in most campus offices.

Do I have to wear a mask in the hallways? Yes, masks are to be worn in hallways at all times.

If everyone in a class is vaccinated, can masks be removed? State health officials continue to recommend that masks be worn regardless of vaccination status. CCM is following those guidelines and requiring everyone to wear a mask while indoors.

What do I do if I need a mask break? We do encourage individuals to take a mask break when needed. Mask breaks should occur outside where social distancing (6 feet apart) is possible. Students are asked to connect with their professors to request a mask break during class/instruction time. Employees should discuss taking a mask break with their supervisor.

Is it required that employees, students, or visitors receive the COVID-19 vaccine before coming to campus? All students and employees who are on-campus must choose from the following options:

Get vaccinated and present a record of being fully vaccinated.

Employees submit your COVID-19 Vaccine and Booster records, if applicable, to HRCOVID@ccm.edu .

Students submit your COVID-19 Vaccine record to health-services@ccm.edu .

Take a PCR test weekly and present PCR test results on a weekly basis.

Employees submit your weekly COVID-19 test results to HRCOVID@ccm.edu.

Students submit your weekly COVID-19 test results to covidex@ccm.edu .

Receive approval for a waiver against vaccination and agree to take a PCR test weekly and present PCR test results on a weekly basis.

Employees who are seeking a waiver should contact HRCOVID@ccm.edu and submit their weekly COVID-19 PCR test results to HRCOVID@ccm.edu.

Students who are seeking a waiver should contact covidex@ccm.edu and submit their weekly COVID-19 PCR test results to covidex@ccm.edu .

Students who choose to take all of their classes in an electronic format do not have to present any documentation but should note that they will not be permitted in any college building without having opted for one of the choices above.

Visitors must wear a mask and receive a temporary ID, but are not required to provide proof of vaccination.

Will CCM conduct contact tracing? CCM works with the local health department that will conduct all contact tracing. Employees will be asked to identify anyone on campus with whom they may have been within six feet for 15 minutes or more, even if masked.

How do I obtain a new ID? A new ID can be obtained by requesting a CCM ID from the Office of Campus Life, at the Student Center Information Window or online following the instructions at [this link](#).

Students: Once processed and notified by Campus Life, students must pick up their ID in person

Employees: Once processed and notified by Campus Life, employees can pick up their new ID cards from Human Resources.

When picking up CCM ID's students and employees will need to provide documentation of one of the following:

Get vaccinated and present a record of being fully vaccinated.

Employees submit your COVID-19 Vaccine record to HRCOVID@ccm.edu .

Students submit your COVID-19 Vaccine record to health-services@ccm.edu .

Take a PCR test weekly and present PCR test results on a weekly basis.

Employees submit your weekly COVID-19 test results to HRCOVID@ccm.edu.

Students submit your weekly COVID-19 test results to covidex@ccm.edu .

Receive approval for a waiver against vaccination and agree to take a PCR test weekly and present PCR test results on a weekly basis.

Employees who are seeking a waiver should contact HRCOVID@ccm.edu and submit their weekly COVID-19 PCR test results to HRCOVID@ccm.edu.

Students who are seeking a waiver should contact covidex@ccm.edu and submit their weekly COVID-19 PCR test results to covidex@ccm.edu .

Students who choose to take all of their classes in an electronic format do not have to present any documentation but should note that they will not be permitted in any college building without having opted for one of the choices above.

What do I do if I forget my CCM ID? In the event that someone forgets or loses their ID, they must report to Campus Life to get a replacement. IDs must be worn at all times. Anyone with a CCM ID is encouraged to take a picture of their ID with their phone for easy access to a replacement. If Campus Life is not open, please report to Public Safety for assistance.

Where do I find information about weekly PCR testing? Visit CCM's website for COVID-19 testing options and protocols. CCM is offering a free on-site option, or you may choose another facility or lab to have your testing completed. It is imperative that you report your results to CCM no later than noon on Friday.

Will food and dining options be available on campus? Yes, some food and dining options will be open for grab and go food distribution in the Cohen Café. Limited seating will be available. Due to the changing conditions and rapid spread, times spent in dining areas are to be limited to dining only and not a space utilized for studying and socializing.

Will the College be conducting COVID-19 testing? The College will be providing on-site COVID-19 testing to employees and students through a vendor on Monday – Wednesday. Please visit CCM's website for the most current details for on-site testing.

What should I do if I feel ill or think I have been exposed to COVID-19? The individual should stay home, monitor their symptoms, separate themselves from other people as much as possible, and stay in touch with their health care provider. Employees should contact their supervisor and Human Resources at HRCOVID@ccm.edu. Students should contact the Office of Student Development & Enrollment Management at dsd@ccm.edu. The Office of Student Development & Enrollment Management is responsible for communicating with the student – and any other students – about next steps and updates.

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 are more than 6 months beyond your full COVID vaccination series and not yet boosted, individuals should isolate 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 10 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.

Am I allowed to travel out of the state and then return to campus? CCM will follow current federal and state guidelines for travel within the state and out-of-state. Travel associated with the College will require approval by the appropriate vice president.

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.

Student Focus:

Do I have to provide documentation of vaccination/waiver/test results, if I am operating fully on-line or virtual for the semester? Students who choose to take all classes in an electronic format do not have to present any documentation but should note that they will not be permitted in any college building without having opted for one of the choices above and have a visible ID.

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.

Am I required to wear a mask while on campus? Masks are required to enter and remain in all buildings or indoor settings. Students are expected to wear their masks indoors at all times. Masks are strongly encouraged when outdoors unless social distancing (6 feet apart) is possible. Mask breaks are encouraged outside when social distancing is possible, please ask your instructor for identified mask breaks. Masks will be provided upon request and can be picked up at Public Safety, at the Student

Center Information Window, in Health Services, and in most campus offices. There will be abundant signage to remind students and employees about masking.

Where do I go if I want to meet with admissions as a walk-up applicant? All potential students who come to campus for walk-up application or seeking information about enrollment should report directly to the Office of Admissions in the Student Center. They will be issued a visitor's pass and mask (if needed).

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 be asked to isolate in a restricted private space within the [Office of Health Services](#) until transportation off-campus is available. Such isolation space will not be occupied by other individuals until such time as the college can appropriately disinfect the space. If the Office of Health Services is not available, students should remain at the Health Office location and call 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 Student Development and Enrollment Management; at dsd@ccm.edu. The Office of Student Development & Enrollment Management 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, WebX). 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 that such activities will be conducted consistent with current COVID-19 protocols. In addition, faculty and students will be required to adhere to any additional guidelines and requirements that are in effect at these sites. Students will be responsible for traveling to off campus locations on their own.

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:

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 and will be urged to notify their health care provider. If the individual is unable to leave campus immediately, the individual will be asked to isolate in a restricted private space within the [Office of Health Services](#) until transportation off-campus is available. Such isolation space will not be occupied by other individuals until such time as the college can appropriately disinfect the space.

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? All campus meetings (except instructional settings) are to be held via web conference platforms when 3 or more people are required for the meeting and the meeting duration is greater than 10 minutes. If an in-person meeting is necessary, masks must be worn, socially distancing (6 feet apart) must be maintained, and the meeting must be less than 10 minutes. Faculty office hours are to be held remotely when possible.

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 1/5/2022