

BERKELEY COLLEGE WINTER 2022 OPERATIONS PLAN

Introduction

Berkeley College holds as paramount the health and safety of every member of its community. Maintaining a safe campus is a shared responsibility. The College continues to engage in numerous efforts to help reduce the risk of coronavirus (COVID-19) exposure. The College continues to monitor community transmission rates and public health guidance. The COVID-19 Task Force will continue to send updates by email and information is available on the [COVID-19 webpage](#). This plan is subject to change. All students, faculty, and staff are expected to comply with this plan. Failure to adhere to this plan may result in disciplinary action. Visitors who fail to comply may be removed from campus.

Vaccination

Individuals are generally considered **fully vaccinated** two weeks after receiving their second dose in a two-dose series (such as Pfizer or Moderna); or two weeks after receiving a single-dose vaccine (such as Johnson & Johnson's Janssen).

All other individuals who have not received the complete series, received the complete series but two weeks have not passed since the second dose, or have elected not to receive the vaccine are considered **unvaccinated**.

All students and associates (faculty and staff) are strongly encouraged to obtain one of the FDA-authorized vaccines described above. International students studying at Berkeley College are strongly encouraged to obtain a vaccine approved for use by the World Health Organization (WHO). Students and associates should refrain from inquiring or discussing an individual's vaccination status. See the [Vaccine Policy for Students](#) and Vaccine Policy for Associates (available in the Human Resources page in SharePoint).

All fully vaccinated associates were asked to submit their vaccination card to UKG Pro by Thursday, December 2, 2021, for review by Human Resources. Associates who become fully vaccinated after December 2, 2021, or those who subsequently receive a booster dose of an FDA-authorized vaccine, are asked to immediately upload their proof of vaccination to UKG Pro.

In accordance with an [Order of the New York City Commissioner of Health and Mental Hygiene](#) issued on Monday, December 13, 2021, beginning on Monday, December 27, 2021, all associates entering the workplace at the New York City campus must have received at least one dose of an approved COVID-19 vaccine. Associates who received a two-dose vaccine (Pfizer or Moderna) have 45 days thereafter to receive their second and final dose. The Mandatory COVID-19 Policy and Procedures for New York City associates can be found on Berkeley365 –

Human Resources – Policies.

General Safeguarding

INDOOR MASK REQUIREMENT

Masks or cloth face coverings are required for all students, faculty, staff, and visitors while inside any campus building and on all College shuttles.

- Masks must be [worn properly](#) and cover the nose, mouth, and chin.
- Masks with an exhalation valve or vent are prohibited.
- Individuals should ensure their masks are [adequately cleaned](#) and stored before re-use.
- Masks may not be shared.
- Disposable masks are available at each campus.

Masks may be temporarily removed while eating or drinking. Associates may temporarily remove their masks while within the privacy of their own office and so long as no other person is nearby. Associates are discouraged from gathering in large groups, especially when unmasked while eating or drinking.

Exemption from Mask Requirement

Any individual who is unable to wear a mask or cloth face covering due to disability (such as a qualifying medical condition) should request an accommodation. Those who are approved for an exemption from the mask requirement and receive an accommodation will receive instructions and the College may provide alternative protective equipment such as face shields.

- Faculty and staff should contact Eileen Rizzo at ENR@BerkeleyCollege.edu
- Students should submit a request to Katherine Wu at KNW@BerkeleyCollege.edu

COVID-19 HEALTH QUESTIONNAIRE

All students, faculty, staff, and visitors are required to complete the [COVID-19 Health Questionnaire](#) online form before entering any campus building or boarding a College shuttle. Hard copy paper questionnaires were discontinued as of December 31, 2021. The questionnaire must be completed each day that the individual will be on-site at any campus. All individuals must show their results to College personnel upon arrival. The questionnaire will display a date and time-stamped “cleared” or “not-cleared” screen based on the responses to the questions.

Questionnaires completed the day prior (or older) will not be accepted. Unless otherwise cleared by SDCL (students), Human Resources (faculty and staff), or Public Safety (visitors), any individual who is not cleared may not enter the campus.

SOCIAL DISTANCING & REDUCED CAPACITY AREAS

Individuals should continue to socially distance on campus where feasible, including in classrooms. Tables, desks, chairs, and other furniture may be removed or rearranged in

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classrooms, laboratories, and other common areas as necessary to reduce density and increase spacing. Plexiglass barriers may be utilized in common areas and by Student Services departments. Faculty members may request a change of classroom assignment through the Registrar's Office.

Use of shared office spaces, such as "bullpen" areas, should be highly limited at each campus.

Elevator capacity remains limited to 50%. Floor decals are located within each elevator to ensure spacing between individuals. Woodland Park Fitness Center capacity is limited to a maximum of four (4) persons.

HAND HYGIENE

Frequent hand washing is strongly encouraged (with soap and water for at least twenty seconds). Alcohol-based hand sanitizer dispensers are available at all campuses.

CLEANING AND AIR CIRCULATION

The College will continue to reinforce thorough cleaning practices. High-touch surfaces and bathrooms will be cleaned multiple times each day the campus is open. Ultraviolet lighting fixtures have been installed in many bathrooms at each campus. Touchless bathroom sink faucets are installed in campus bathrooms. All classrooms and common areas will be cleaned each night the campus is open. Disposable cleaning wipes are available in all classrooms. Individuals should continue to use the wipes on their desks and workspaces before and after use.

HVAC filters are replaced approximately every three months. To the extent feasible, outside units will be adjusted to increase the outside air intake. Where feasible, needlepoint bipolar ionization devices have been installed in campus ventilation systems (with the exception of the 43rd Street building in New York City). Additionally, HEPA-filter air purifiers are located in all classrooms.

TRAINING

All new students and new associates are required to complete a COVID-19 safety training. New SHS students, faculty, and staff are required to complete a more comprehensive training for healthcare professionals. This does not apply to individuals who previously completed the training. All students and associates will be required to acknowledge and abide by the Berkeley College Community Pledge that is available at the conclusion of the COVID-19 safety training. The Pledge reflects the individual's commitment to adhere to the College's re-entry safeguards and protocols, and take steps to protect his or herself and others.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Faculty members may request a face shield by contacting the administrative assistant of each School. Individuals using face shields are responsible for proper cleaning and storage.

The College will provide additional PPE (such as gloves and/or face shields) to School of Health Studies (“SHS”) students, faculty and staff in connection with clinical and/or laboratory instruction. Students are required to wear the additional PPE when instructed to do so. PPE may not be shared.

Returning to Campus

Each scenario outlines the requirements that students and associates must meet before returning to campus. All individuals are required to self-report test results, symptoms, or exposure through the COVID-19 Health Questionnaire or by emailing COVID19@BerkeleyCollege.edu.

All international travel must be reported by submitting the [Travel Registry Form](#). Submit copies of any required medical clearance documentation, antigen rapid or PCR test results from a medical facility, and/or proof of vaccination status to:

- **Students:** Dallas Reed, PhD, at dfr@berkeleycollege.edu, Sherrille Shabazz, EdD, at srh@berkeleycollege.edu, and Heather Eaton-Dwyer at hed@berkeleycollege.edu
- **Associates (faculty & staff):** Eileen Rizzo, enr@berkeleycollege.edu

International Travel

Regardless of vaccination status.

- Stay home and get tested (PCR) 3-5 days after travel.*
- Self-monitor for COVID-19 symptoms.

*If you are not fully vaccinated, you must self-quarantine for a full 5 days after travel.

If You Test Positive for COVID-19 (Isolate)

Regardless of vaccination status.

- Stay home for 5 days.
- If you have no symptoms or your symptoms are resolving after 5 days, and 24 hours have passed with no fever without the use of fever-reducing medications, you can return to campus.
- Continue to wear a face mask/covering around others for 5 additional days and always while indoors on campus.

If You Were Exposed to Someone with COVID-19 (Quarantine)

Proof of vaccination status, test result(s), and medical clearance documentation as required.

Vaccination Status	Protocols
<p>If you:</p> <p>Have been boosted OR Completed the primary series of Pfizer or Moderna vaccine within the last 6 months OR Completed the primary series of J&J vaccine within the last 2 months</p>	<p>Wear a face mask/covering around others for 10 days and always while indoors on campus.</p> <p>Get tested on day 5.</p> <p><i>If you develop symptoms, stay home and get tested.</i></p>
<p>If you:</p> <p>Completed the primary series of Pfizer or Moderna vaccine over 6 months ago and are not boosted OR Completed the primary series of J&J over 2 months ago and are not boosted OR Are unvaccinated</p>	<p>Stay home for 5 days. After that continue to wear a face mask/covering around others for 5 additional days and always while indoors on campus.</p> <p>If you can't quarantine, you must wear a face mask/covering for 10 days.</p> <p>Get tested on day 5.</p> <p><i>If you develop symptoms, stay home and get tested.</i></p>

Academics

The Winter 2022 semester begins on Monday, January 3, 2022. The first two weeks of classes will take place virtually. Fully on-site courses and hybrid courses are available at each campus beginning on Tuesday, January 18, 2022. Hybrid courses consist of a blend of on-site and online components. Students should contact their academic advisor for additional details about their schedule and available course options.

Students also may take courses through Berkeley College Online. Many programs are fully available online, with the exception of School of Health Studies programs that contain a mandatory on-site component. Classes will run up to two-thirds capacity.

SHS student clinical rotations are active and permitted at many health care sites. Internships may be remote or on-site, subject to each individual company's policies and procedures.

Student Support

LIBRARIES

Libraries are open at all campuses. Students should check the library schedule at their campus for on-site hours. Students should fill out all sign-in sheets upon arrival. Tables, chairs, and computer stations may be re-arranged to increase distance. Disposable cleaning wipes are available. Students should wipe down computer keyboards and mice, tables, and desks before and after use.

COMPUTER LABS

Computer labs are open at all campuses. Tables, chairs, and computer stations may be re-arranged to increase distance. Disposable cleaning wipes are available. Students should wipe computers, tables, and desks before and after use.

STUDENT SERVICES

All student services are available. Hours may vary at each campus. Students are encouraged to set up appointments in advance. Appointments may be held on-site, via phone, email, or video conference. Walk-in appointments may be available. Students should fill out all sign-in sheets upon arrival.

ADMISSIONS INTERVIEWS AND CAMPUS TOURS

Interview appointments and campus tours may be conducted virtually or on-site. Students are encouraged to make an appointment for on-site interviews or tours.

Student Life

TRANSPORTATION

College shuttles are operating on normal schedules. Students must complete the COVID-19 Health Questionnaire online and present the “cleared” screen to the driver before boarding. Any student who does not clear will not be permitted to board.

STUDY ABROAD & INTERNATIONAL

On-site instruction has resumed for inbound study abroad and international students. Outbound study abroad programs remain postponed until further notice.

ATHLETICS

Student athletes, coaches, and athletic staff are expected to adhere to these guidelines. It is important for all student athletes, coaches, and staff to be considerate of others and do their part to minimize the risk of potential spread of COVID-19 (or any other contagious illness).

Training & Practice Guidelines

- Student athletes must complete the COVID-19 Health Questionnaire on the day of training or practice and show the time-stamped “cleared” screen to their coach. Students must be cleared in order to participate in the training or practice.
- For all indoor training and practices, masks and/or face coverings are required for all individuals in attendance (except for student-athletes while engaging in athletic activity).
- For all indoor training and practices, the number of attendees may be limited in order to ensure distance between individuals.

Competitions

- Unvaccinated student athletes must take a COVID-19 PCR test 72 hours (or less) at the start of each semester and prior to each competition. The result must be negative in order to participate. Copies of the results must be submitted to the College on or before the date of competition. Fully vaccinated student athletes who provide proof of vaccination to the College are exempt from this requirement.
- Student athletes must complete the COVID-19 Health Questionnaire on the day of the competition and show the time-stamped “cleared” screen to their coach. Students must be cleared in order to participate in the competition.
- For all indoor competitions, masks and/or face coverings are required for all individuals in attendance (except for student-athletes while engaging in athletic activity).
- For all indoor competitions, the number of attendees may be limited in order to ensure distance between individuals.
- Student athletes, coaches, and athletic staff will adhere to any additional health and safety requirements of the host team’s facility.

General Safeguarding

- Athletic staff and students should clean shared and/or frequently touched athletic equipment after each training, practice, or competition.
- Coaches/athletic staff will use non-contact forehead thermometers to take each student athlete’s temperature before the start of any training, practice, or competition. Any student athlete whose temperature is 100.4 degrees or above will not be permitted to participate and will be sent home.
- Athletic staff will maintain an adequate supply of hand sanitizer, disinfectant wipes,

disposable masks, and disposable gloves.

- All student athletes must attend a mandatory virtual orientation for student-athletes.
- Student athletes and athletic staff should bring their own water bottles, towels, and scrimmage vests to trainings, practices, and competitions.

Protocols for Symptomatic Individuals

- If a student athlete or member of the athletic staff develops symptoms of COVID-19 during any practice, training or competition, s/he should immediately put on a mask or cloth face covering, depart the facility/field, and contact his/her health care provider. The College may communicate with the individual's emergency contact or a local car service to arrange transportation. In severe or emergency situations, the College will arrange for an ambulance or other medical transport.
- SDCL will follow-up with student athletes to gather more information. Human Resources will follow-up with athletic staff to gather more information.
- Symptomatic individuals should promptly email COVID19@BerkeleyCollege.edu and include their full name, ID number (students), telephone number, and campus.
- The College will commence contact tracing as appropriate and prompt cleaning of the rooms, areas, and any equipment impacted.
- Symptomatic individuals must meet the Return to Campus criteria before resuming participation in any training, practice, or competition and provide any required documentation.

Guidelines for Rented Facilities

- Coaches and athletic staff will request copies of each rented athletic facility's safety plans and COVID-19 prevention protocols. Coaches and staff will assess each facility's plans.
- Student athletes and athletic staff are expected to follow all health and safety protocols of each facility.
- Coaches and athletic staff should bring adequate hand sanitizer, disinfecting wipes, gloves and other necessary items if the facility does not supply such items.

Woodland Park Campus

FITNESS CENTER

The Fitness Center is open for the Winter 2022 semester. Capacity is limited to a maximum of four (4) persons at one time. Masks and/or cloth face coverings must be worn at all times. Individuals must wipe down all fitness equipment before and after use.

CAFÉ

The Woodland Park Café remains closed until further notice.

BOOKSTORE

The Bookstore is open. Hours are posted and subject to change. Online orders are available.

Campus Events

All campus events are postponed until Tuesday, January 18, 2022. Events held after this date must adhere to the following guidelines, which are subject to change.

ON-SITE

- Associates who intend to hold any campus event for students, staff, faculty, or members of the public must notify the Campus Operating Officer at least three weeks in advance.
- Associates should submit all applicable request forms, such as room reservations and maintenance logs.
- Event attendance will be capped at a maximum 66% of each room's capacity.
- Seating and tables should be adequately spaced to ensure distance between attendees.
- All event attendees must complete the COVID-19 Health Questionnaire upon arrival.
- All attendees must wear masks during any indoor event. Masks may be temporarily removed while eating or drinking.
- Tables, chairs, and any other frequently touched surfaces must be cleaned before and after the event.
- If the event includes food or beverages, the associate(s) responsible for hiring any outside food vendor (including food trucks) must confirm that the vendor abides by general food safety principles, including, but not limited to, hygiene and cleaning, the use of gloves, masks, and other protective equipment, and safe practices with respect to food preparation and handling. All food vendors or individuals handling food or beverages must use gloves and wear masks at all times when handling and/or distributing food.
- Use of prepackaged "grab and go" food items, individually ordered or plated catering, and disposable utensils, cups, and dishes is strongly encouraged.
- Event attendees should socially distance while waiting in line for food or beverages.

OFF-SITE

Any associates hosting a College-sponsored event at an off-site location should ensure the

following:

- Seating and tables can be adequately spaced to ensure distance between attendees.
- All attendees must wear masks during any indoor event. Masks may be temporarily removed while eating or drinking.
- Tables, chairs, and any other frequently touched surfaces must be cleaned before and after the event.
- If the event includes food or beverages, the associate(s) responsible for arranging the event must confirm that the vendor abides by general food safety principles, including, but not limited to, hygiene and cleaning, the use of gloves, masks, and other protective equipment, and safe practices with respect to food preparation and handling. All food vendors or individuals handling food or beverages must use gloves and wear masks at all times when handling and/or distributing food.
- Vendor has adequate facilities for hand washing and/or supplies hand sanitizer.
- Event attendees should socially distance while waiting in line for food or beverages.

Additional Protocols

TESTING

Any student, faculty, or staff member (vaccinated or unvaccinated) who (i) is experiencing COVID-19 symptoms; (ii) has been in close contact with any individual who has tested positive for or shows symptoms of COVID-19; (iii) is an essential worker (e.g. health care worker or transit worker); (iv) has recently been in a large crowd or area where it was difficult to maintain social distancing; and/or (v) has recently traveled from a country with high COVID-19 infection rates should contact their health care provider and get tested.

NJ testing site information: <https://covid19.nj.gov/pages/testing#test-sites>

NY testing site information: <https://coronavirus.health.ny.gov/find-test-site-near-you>

Athletic staff and students are required to undergo periodic COVID-19 testing (See the Athletics section).

PROTOCOLS FOR SYMPTOMATIC INDIVIDUALS

Any associate who begins to experience COVID-19 symptoms while on campus should notify their supervisor and Human Resources (enr@berkeleycollege.edu). Any student who begins to experience COVID-19 symptoms while on campus should send an email to COVID19@BerkeleyCollege.edu including the student's name, student ID number, telephone number, and campus.

The College will designate at least one room on each campus for purposes of minimizing a symptomatic individual's interactions with others. Individuals who develop symptoms while on

campus and do not have their own car to commute home may be required to wait in a designated room or area until transportation can be arranged. Symptomatic individuals must wear a mask or cloth face covering at all times. Symptomatic individuals may be seated outside (weather permitting and if the campus has outdoor seating). Symptomatic individuals should avoid using public transportation. The College may communicate with the associate's or student's emergency contact or a local car service to arrange transportation. In severe or emergency situations, the College will arrange for an ambulance or other medical transport.

The College will commence contact tracing as appropriate and prompt cleaning of the rooms and areas impacted.

CONTACT TRACING

Local health departments are responsible for coordinating and directing contact tracing. The College will assist and provide information to the local health department as requested and to the extent available. The College may conduct its own contact tracing efforts in addition to the local health department. When the College receives a report of a positive COVID-19 case, the College will begin to gather additional information and identify close contacts. The College will promptly arrange for the cleaning of affected areas. Any individual(s) identified as a close contact of someone with COVID-19 at a Berkeley College campus will be notified by the local health department and/or trained College staff in connection with contact tracing efforts. College associates and students are expected to cooperate and provide complete and truthful information.

NOTIFICATION TO LOCAL HEALTH DEPARTMENTS

If the College receives a report of a student, faculty, or staff member testing positive for COVID-19, the College will notify the appropriate department of health listed below as required.

Campus	Name	Address	Phone	After Hours Phone
Newark	City of Newark Department of Health and Community Wellness	110 William Street Newark, New Jersey	973-733-7600	973-733-7592
Paramus	Paramus Board of Health	1 West Jockish Square, Paramus, New Jersey	201-265-2100 ext. 2300	201-674-0202
Woodbridge	Woodbridge Township Health and Human Services	2 George Frederick Plaza, Woodbridge, New Jersey	732-855-0600	732-634-4500
Woodland Park	Passaic County Health Department	18 Clark Street Paterson, New Jersey	973-881-4396	973-725-2491
New York City	New York City Department of Health and Mental Hygiene	42-09 28 th Street, 7 th Floor, CN 81, Queens, NY	(347)-396-4100	

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Any student, faculty, or staff member with questions about Berkeley College's Winter 2022 Operations Plan should email COVID19@BerkeleyCollege.edu.

Thank you for your continued vigilance in keeping our campuses and communities safe.