



COVID-19
**RETURN
TO CAMPUS
PLAN**
FALL 2020



 **CCM**
COUNTY COLLEGE OF MORRIS
AUGUST 3, 2020



Dear County College of Morris Community,

As our college prepares to begin the process of reopening the campus, I want to encourage you to read our Return to Campus Plan, take the time to review the FAQs, and attend future video meetings where updates will continue to be provided to employees and students. Naturally, to ensure our entire community has the opportunity to remain current in knowing the state of campus conditions as we go through the 2020-2021 academic year, I encourage you to monitor your email. Employees should also read the weekly CCMemo. The content of our Return to Campus Plan has been carefully guided by the Office of the Secretary of Higher Education. As such, it provides substantial information on what individuals returning to campus can expect in terms of safety and services and what CCM expects of individuals once they are on the campus.

It is important to understand that our plan marks the beginning of the reopening process. Having heard from employees, students, community health authorities, and having consulted the guidance of national health organizations, our plan is to return thoughtfully, incrementally, and with full consideration to the health and well-being of our employees, students, and campus visitors. As we have said since the pandemic arrived in New Jersey, our #1 priority is the health and well-being of our campus community and our visitors. For this reason, employees whose jobs can be done remotely will have the option of working on the campus or off campus if they choose. Likewise, students will find nearly all classes available from the safety and convenience of their homes or other off-campus locations. Classes, labs, and all other daily functions that are on campus will adhere to strict health protocols that involve the use of masks, social distancing, and other health preserving practices. Our Plant and Maintenance team is well trained and fully prepared to continue their work of disinfecting the campus daily while a wide array of other enhancements have been made to minimize health risks and maximize safety.

Since the future and impact of the virus are unpredictable, it is entirely possible that New Jersey's colleges and universities may be mandated to return to a completely remote environment with little notice. With this in mind, I urge every member of the CCM community to prepare and proceed accordingly. Students, it is imperative that you adhere closely to your professors' directives, respond promptly to their communication, attend classes regularly, complete all work diligently, and notify them if you are experiencing challenges that are disruptive to your academic progress. Additionally, CCM has a wide array of support services including, but not limited to, financial assistance, mental and physical health counseling, assistance for food insecurity, and more that are designed to support your success and health. Employees should work closely with their supervisors and communicate any challenges or needs that may arise and impact your work attendance or performance. A comprehensive selection of support services is also available to employees who are impacted by life challenging issues. I encourage all members of the campus community to ask questions, share concerns, and make suggestions regarding campus health conditions by using the information provided in the Return to Campus Plan. The end of each section of the plan provides details on who to contact regarding specific issues, challenges, and opportunities.

Finally, because we are working through an unprecedented situation and as an additional layer of protection, good communications, and shared decision making, CCM will utilize a COVID-19 task force comprised of employees and students who are members of CCM's College Council and bargaining unit presidents. I am proud of how our college community has managed its greatest challenge to date and I firmly believe that by continuing to work together we can be safe while also providing an exceptional educational experience and advancing scholarship.

Thank you for being the heart of County College of Morris. We are a great institution because of our entire community, and we will continue to value and serve all people, honor our mission, and make a difference one person at a time!

Respectfully,



Anthony J. Iacono, Ph.D.
President



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COVID-19 RETURN TO CAMPUS PLAN FALL 2020

EXECUTIVE SUMMARY

OBJECTIVE

County College of Morris' Return to Campus Plan is designed to support the process of resuming daily on-campus operations through a phased-in approach that prioritizes 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 address the Fall 2020 Semester but may be extended or modified if necessary, according to state, local, or county mandates. The plan may also be modified at the direction of the Board of Trustees or 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 work and learn exclusively off campus with little notice if state mandates or campus conditions require such action. The plan does not supersede, alter, or address existing employee contracts. It does, however, extend substantial consideration and flexibility of the working and learning environment for the benefit of employees and students.

METHODOLOGY

This plan meets or exceeds all state mandates as well as health guidelines and safety procedures established by the State of New Jersey, County of Morris, and Township of Randolph.

As required, CCM's Return to Campus Plan will be filed with the Office of the Secretary of Higher Education (OSHE). It addresses all topics required by OSHE and adheres to guidelines established by: the Centers for Disease Control and Prevention (CDC), Occupational Safety and Health Administration (OSHA), Society for Human Resource Management (SHRM), and the Association of Physical Plant Administrators (APPA). Information provided by the following organizations was incorporated into CCM's plan: New Jersey Council of County Colleges (NJCCC), The Office of the Secretary of Higher Education (OSHE), the American Association of Community Colleges (AACC), the Association of Community College Trustees (ACCT), Achieving the Dream (ATD), Section 504 of the American with Disabilities Act, the North American Industry Classification System (NAICS), National Junior College Athletic Association (NJCAA), the ASPEN Institute, and other organizations.

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 were essential in the development of CCM's Return to Campus Plan. Communication has occurred and is ongoing with health care institutions that the college partners with for the purpose of clinical education in regard to guidelines and requirements for return to clinical.

To ensure that members of the campus community were included in the development of the plan, CCM held all-employee meetings, faculty meetings, staff meetings, administrative meetings, and student meetings. Additional meetings were held with CCM's bargaining unit presidents, and department chairpersons and assistant chairpersons. Finally, members of CCM's College Council, including employees and students, served on the college's ad-hoc task force for reopening. Their collaborative input has also been incorporated throughout the plan.

WHAT YOU CAN EXPECT

As part of the college's Return to Campus Plan, it is important that employees and students know in advance what they can expect. It is also important to know that CCM has made extensive efforts to prioritize the health and well-being of its employees and students. The bullets below provide information on what employees, students, and visitors can expect this fall. The list below includes much of what has been implemented but more is included in the plan itself. It is, therefore, important to read the entire plan. Some of what our campus community and visitors can expect includes the following:

- Faculty members can decide the format of the classes they teach and decide whether they wish to work on the campus, from a remote location, or by using a hybrid model.
- Staff, who can work remotely, also have the option of exercising a flexible schedule that allows them to work on the campus, from a remote location, or by using a hybrid model. Staff should work with their supervisor to determine their fall schedule.
- CCM understands the need to be flexible and, as such, staff employees, who can work remotely, are permitted to change their schedule if possible and necessary. For example, staff members may opt to work on the campus but later in the fall decide they need a different environment for a multitude of reasons. Staff should work with their supervisor before making any changes.
- Students have the option of determining which learning format they will take for many of their classes.
- Daily disinfecting of campus buildings will be conducted to minimize risk and maximize safety. Disinfecting solution and paper towels will be provided in all classrooms, labs, and shared work and learning environments.
- Hand sanitizer stations and tabletop bottles of sanitizer will be abundant and located across the campus.
- Personal Protective Equipment (PPE) such as washable face coverings and gloves will be provided to employees and students upon request.
- Heating, ventilation, and air condition systems have been optimized to minimize health risks.
- Classrooms, labs, shared learning and working environments will be reconfigured where necessary and possible to support social distancing guidelines.
- Screenings will occur before entry in any building.
- College-issued identification badges will be provided to limit campus occupancy to the CCM community.
- Visitors to campus must sign in at the Office of Public Safety, have their temperature screened, wear PPE, wear a visitor identification badge, and follow social distance guidelines.
- Increased presence of Public Safety officers in the academic complex to answer any questions and ensure compliance with health and safety protocols.

- A process for contact tracing has been established with local public health departments should this be necessary.
- Ongoing campus communication will continue via video meetings, emails, and the weekly CCMemo.
- A COVID-19 Taskforce will be created to monitor on campus conditions and to make recommendations as necessary.
- Technology support through TASC Plus, the Solution Center, the Center for Teaching and Learning, and the Virtual Campus will be offered to all employees and students
- Meetings will be conducted through video conferencing and not in a live format.

WHAT THE COLLEGE EXPECTS

All employees and students will:

- Complete an interactive, virtual, orientation to support the collective health and well-being of everyone on campus.
- Wear a face covering while on campus
- Wear a college-issued identification badge while on campus
- Be screened upon entry into a building
- Follow social distancing measures while on campus
- Employees will notify their supervisor and Human Resources if they exhibit COVID-19 symptoms
- Students will notify the Office of Health Services if they exhibit COVID-19 symptoms
- Follow [CDC quarantine guidelines](#) if they have been exposed to COVID-19 or test positive for COVID-19
- Engage in honest, open, communication if they have a question, concern or suggestion for how safety and health conditions can be improved on campus. At the end of each section in the plan, readers will find contact information for the relevant party to whom questions should be asked, concerns addressed, and suggestions offered.

HOW THIS PLAN AND UPDATES WILL BE COMMUNICATED

This plan will be housed on the college's [COVID-19 Information and Resource Center webpage](#).

A special COVID-19 Task Force will be established comprised of the membership of College Council and bargaining unit presidents. This task force will meet regularly to assess current policies and procedures; review updates to state regulations and guidance from public health officials; provide recommendations as necessary.

Updates will be communicated regularly by CCM President Anthony J. Iacono to faculty and staff through regular video conference meetings, emails, notices in the CCMemo, and posted on the college's [COVID-19 webpage](#). Vice presidents and executive directors will hold regularly scheduled web conference meetings with respective division employees. Faculty and staff also can contact the

Vice President of Human Resources and Labor Relations at vray@ccm.edu with any questions or situations they may encounter, or they may speak with their executive director or vice president.

The Vice President of Student Development and Enrollment Management (VPSDEM), in coordination with the Vice President of Academic Affairs (VPAA) and Vice President of Professional Studies and Applied Sciences (VPPSAS) will prepare and send communications using multiple platforms to students about the conduct of fall academics and conduct of regularly scheduled virtual meetings with students.

School deans, directors, and chairs will hold regularly scheduled updates and meetings with their units, and forward questions and issues as needed to the appropriate vice president.

GENERAL SAFEGUARDING

Following guidance from New Jersey Governor Murphy's [Executive Order no. 155](#), the Office of the Secretary of Higher Education's (OSHE's) "[Restart Standards for all New Jersey Institutions of Higher Education](#)" as updated on June 18, 2020, public health officials, the Association of Physical Plant Administrators (APPA), and the Centers for Disease Control and Prevention (CDC), the following practices, protocol, and policies will be enforced.

Because the health and well-being of every employee and student is paramount, there is an expectation that administration, faculty, staff and students will take steps beyond what is outlined herein to protect themselves and one another. Recognizing that these are stressful times, we first expect everyone to be kind to one another. All employees and students will be required to:

- Participate in the college virtual orientation
- [Wear a face covering](#) (mask) that covers your mouth and nose when around others
- Wear a college-issued identification badge
- Be screened upon entry to any building
- Follow social distancing measures while on campus; avoid close contact with other people; stay at least 6 feet from other people not in your household
- Monitor their health daily.
 - Employees will notify their supervisor and Human Resources if they exhibit COVID-19 symptoms
 - Students will notify the Office of Health Services if they exhibit COVID-19 symptoms

Other measures to protect oneself as recommended by the CDC include:

- [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

ORIENTATION

All employees are required to participate in a virtual orientation by September 1, 2020 or before their first official workday of the Fall 2020 Semester. The orientation will have interactive components that will explain the measures, protocols, and policies in place to minimize the risks of COVID-19. At the conclusion of the orientation, employees will complete and sign an acknowledgement form. All employees will be reminded to follow the "[Infectious Disease Control Policy for College Employees](#)" adopted by the Board of Trustees. The completed acknowledgement form will indicate that the employee:

- Consents to temperature screening upon entering a campus building.
- Agrees to wear personal protective equipment and practice social distancing while on campus (i.e. masks, cloth face coverings, gloves (as appropriate) maintaining six feet distances).
- Agrees to stay home or leave campus if experiencing any COVID-19 related symptoms.

- Will notify their supervisor and Human Resources if they have been exposed to someone with COVID-19 and will self-quarantine for at least 14 days.
- Will notify Human Resources if a COVID-19 test is recommended by a health care provider or public health official.
- Understand that he or she may be required to self-quarantine if having traveled to areas identified by the CDC or state government as presenting a higher risk for contracting COVID-19.

All students enrolling in courses for Fall 2020 are required to participate in a virtual orientation prior to the start of classes. This orientation will explain the measures, protocols, and policies in place to minimize the risks of COVID-19; and the student’s responsibility to follow the “[Infectious Disease Control Policy for Students](#)” adopted by the Board of Trustees.

PERSONAL PROTECTIVE EQUIPMENT (PPE) MEASURES

HAND SANITIZER STATIONS

There will be hand sanitizer stations located throughout the campus. Tabletop dispensers have been added to supplement the wall-mounted units. The distribution of hand sanitizers through campus buildings will be periodically reviewed. In accordance with CDC recommendations, hand washing is the preferred method of hand cleaning. Hand air dryers will remain in place in the public restrooms. Hand sanitizers are installed in all public rest rooms if an individual is uncomfortable with using the air dryer.

FACE COVERINGS

Face coverings (masks or other cloth covering which covers the nostrils and mouth completely and is of a dense enough weave to block droplets from spreading the virus) must be worn prior to entering a building, and inside all shared indoor spaces. Face coverings must be worn outside if social distancing is not possible. Face shields are not a substitute for cloth face coverings.

The College will provide a washable face covering to any employee or student upon request at the screening locations. Disposable masks will be provided should an individual forget to bring one to campus or should their face covering break while on campus. During the evening, masks will be available at the Public Safety Office. Disposable face coverings should be discarded properly in a trash receptacle or taken home for discarding. Employees and students are welcome to use their own face coverings, masks, or other covering as long as it covers the nostrils and mouth completely and is of a dense enough weave to block droplets from spreading the virus. It is up to the discretion of the College to determine that the face covering is sufficient. If the face covering is not sufficient, the College will then provide an acceptable covering for use while on campus.

Employees whose own health or safety is at risk while wearing masks should discuss an alternative assignment with their supervisor and Human Resources. Students whose health or safety is at risk while wearing masks should discuss alternative options with the Office of Student Development and Enrollment Management.

GLOVES

Gloves needed for instructional purposes will be provided by the college and available in the classrooms and labs. The Center for Disease Control (CDC) notes that gloves outside of caring for a sick individual, when disinfecting, or in certain laboratory settings, do not protect you from getting COVID-19. The best way to protect yourself is to regularly wash your hands with soap and water for 20 seconds or use hand sanitizer with at least 60% alcohol.

All cleaning, maintenance, Warehouse, Public Safety, and similar functioning staff will wear gloves while working, cleaning, disinfecting, and touching high-contact surfaces. Gloves will be provided by the College for this work on campus and will be changed as necessary as they become worn or if damaged.

Upon completion of the tasks requiring the use of gloves, employees and students must wash their hands after they remove the gloves, and properly discard the gloves either in a provided trash receptacle or taken home for discarding.

SANITIZING MEASURES TO PROTECT THE HEALTH AND WELL-BEING OF FACULTY, STAFF, STUDENTS AND VISITORS

The Division of Business and Finance has developed a comprehensive reopening plan to provide for ongoing deep cleaning and sanitizing to ensure facilities are maintained and ready for use, to conform to Center for Disease Control (CDC) guidelines and to comply with all applicable federal, state, county and local regulations. That plan is based off the Association of Physical Plant Administrators (APPA) Facility Guidelines COVID-19: Emerging/Best Practices and its Smithsonian Institute sample.

SANITIZING AND DISINFECTING

During this period of pandemic, the college has implemented daily disinfecting procedures. CCM will only use CDC approved materials to disinfect buildings.

In classrooms, labs, and other shared spaces, including but not limited to services located in the Learning Resource Center and the Student Community Center, seats, tables, desks, doorknobs, and all other high touch/contact surfaces will be disinfected throughout the day by Plant and Maintenance staff or other personnel as designated. As a reminder, work order forms are in each classroom for requests as needed.

For individual or shared offices, Plant and Maintenance staff will disinfect daily such items as doors and handles, ledges, windowsills and empty the trash and recycle cans. All other areas of an office will be responsibility of the office occupant.

For shared office spaces such as the Adjunct Faculty office space, Plant and Maintenance staff will disinfect daily such items as tables, doors and handles, ledges, windowsills and empty the trash and recycle cans.

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.

As always, should additional disinfecting measures be needed, contact the Plant and Maintenance Department at 973-328-5500.

HEATING, VENTILATION, AND AIR CONDITIONING

As part of the reopening plan, Plant and Maintenance (PM) has implemented a number of heating, ventilation, and air conditioning HVAC Directives that will remain in effect until the state declares an end to the COVID-19 pandemic. Those include:

- Utilizing the ultraviolet (UV) air handler disinfection system that has been installed in many of the large air handlers in Cohen Hall, Sheffield Hall, Learning Resource Center, Health, and Physical Education building, and Student Community Center which will operate 24 hours a day seven days a week. When switching to “winter” heating mode, a similar system will be used to pull in warmer afternoon air to flush the buildings. The college is currently exploring installing UV air handler disinfection systems in other buildings on campus.
- Running the HVAC system on a more-than-normal outside fresh air mode that allows for maximum outside air to enter the buildings in the morning and evenings to cool the buildings while flushing the facilities with fresh air.
- Maintaining a schedule for diffuser and return grille cleaning and for changing filters. All replaced filters meet or exceed the American Society of Heating, Refrigerating and Air-Conditioning Engineers - Minimum Efficiency Reporting Value (ASHRAE MERV) industry filtration ratings.

DOOR HANDLES AND DOORS SECURED OR LEFT IN OPEN POSITION

Because the handles of doors are high contact surfaces, the following will be implemented to the maximum level allowed by the fire code.

- All interior doors for unused spaces shall be closed and locked. A small sign shall be placed above the door handle indicating the space is not in use and the door is secured (locked) at all times.
- All restroom doors that are not fire rated shall be propped in the open position to reduce contact.
 - This applies to all multi-stall restrooms or restrooms with a single but enclosed stall (family style restrooms).
 - This shall not apply to restrooms that are for single users (gender-neutral restrooms).
 - This shall not apply to restrooms where there is a concern for line-of-sight privacy.
- All service space doors such as the Tutoring Center, Accessibility Services, Testing Center, etc. where it can be done safely shall be propped open at the discretion of the department.

SPACE UTILIZATION / SOCIAL DISTANCING MEASURES

CLASSROOMS / LABS / OFFICES

Space changes for the Fall 2020 Semester will be established to address CDC Recommended Social Distancing Guidelines and to decrease the risk of virus transmission. The use of space in most instances will be restricted to ensure six feet of social distancing and to limit contact with others. The specific layouts of classrooms and labs can be obtained by contacting the [Vice President of Business and Finance](#).

Faculty members who have questions or concerns with their offices, classrooms or labs should contact their Department Chairperson or School Dean to discuss alternatives that still conform with social distancing measures. Each space identified is a typical representation of the type of room and will be adjusted as needed throughout the buildings.

Administration and staff who have questions or concerns with their office spaces or general work areas should contact their director, dean or vice president to discuss alternatives that still conform with social distancing measures.

Faculty and staff who are not working on campus this fall will still have limited access to their offices using the process that was put in place in Spring 2020. Approval to access offices may be obtained by emailing a request to the employee's supervisor/dean, noting the date and room number of the visit. If approved, the supervisor/dean will forward the request to Public Safety for tracking purposes. In an effort to minimize risk by limiting time and frequency on campus, this process will allow for proper social distancing measures and disinfecting of the spaces being occupied.

Faculty who wish to use their offices should coordinate with their office mates to insure social distancing, should notify their school dean's office when they have entered their office, and should use materials supplied by the College to surface-clean their desk or workspace.

Faculty who are teaching on campus and who wish to use their offices on a regular basis should notify their chair and dean in writing. Deans will work with Public Safety and Plant and Maintenance for disinfecting purposes.

Individuals working in administrative offices will coordinate with their deans, directors, and vice presidents to create a schedule that conforms with social distancing measures.

Removal of chairs, tables or the blocking of seats where possible will be used to enforce the seating layouts. The seating layouts will be in addition to the requirement of all students and employees (faculty and staff) wearing a face covering while inside the buildings in any space other than when alone in a room or while eating (maintaining the 6' spacing).

Plastic barriers will be used selectively where other means are not possible to maintain distancing or at transaction windows. Materials for clear barriers are at a premium and have very long lead times at a substantially higher-than-normal cost. These barriers may also have accessibility, egress and fire (smoke generation and flammability) concerns or code compliance issues.

Signage and floor markings will be used to reinforce social distancing requirements.

Signage throughout campus buildings, offices, and rest rooms will be utilized as an effective means of reinforcing CCM requirements, CDC recommendations, Executive Order requirements and proper social distancing guidelines.

DRAGONETTI AUDITORIUM

The Dragonetti Auditorium occupancy will be reduced to the use of 95 seats, while maintaining all ADA spaces (depending on stage extension and front row seat removals). This can be accomplished by blocking entire rows with tape and blocking those seats between allowed seating locations.

LIMITING CONTACT

Faculty and staff will still have limited access to their offices using the process that was put in place in Spring 2020. Approval to access offices may be obtained by emailing a request to the employee's supervisor/dean, noting the date and room number of the visit. The supervisor/dean will forward the request to Public Safety for tracking purposes. In an effort to minimize risk by limiting time and frequency on campus, this process will allow for proper social distancing measures and disinfecting of the spaces being occupied.

Administration, faculty, staff and students will enter buildings at designated entrances where screening stations will be located. Administration and staff will be encouraged to enter only the buildings where their offices are located and leave by the closest exit to their office space. At the conclusion of class, students are to immediately leave the building using the closest exit. Building access will be limited to those who need to be in a building for academic or academic support purposes. This practice will limit the number of individuals in the corridors during class changes and discourage individuals from walking through adjoining buildings (such as the academic complex).

Students who have a break between classes are not permitted to remain in any building; they can be outside maintaining social distancing measures, sit in their vehicle or make other arrangements.

Walk-in visitors to any academic support department shall be limited for all areas. Students or prospective students shall be required to make an appointment to meet with administrators, faculty or staff in advance. These appointments will limit access to any area/office at any given time and minimize risk and exposure.

Campus meetings, such as College Council and employee meetings, will be held via web conference platforms. Face-to-face meetings will be held only if no other reasonable alternative is available or practical and should be scheduled in advance, limited in time, and take place in a large space that can maintain proper social distancing measures and other safety protocols such as the use of face coverings. In an effort to minimize the risk by limiting time and frequency on campus, employees who must schedule an on-campus meeting will be required to gain approval from their supervisor/dean.

Any questions about the information listed in this section may be directed to the [Vice President of Business and Finance](#).

The following were consulted for recommendations related to General Safeguards: Administrative Cabinet; College Council Reopening Task Force; Fall Schedule Task Force; Bargaining Unit Presidents; Faculty and Student survey data; Instructional Deans; Department Chairs, and faculty; Vice President of Business & Finance; Director of Plant & Maintenance; College Architect; NJ Governor's Executive Order No. 155; OSHE Restart Guidelines; CDC.

SCREENING, TESTING, AND CONTACT TRACING PROTOCOLS

The college will conduct screening of all administrators, faculty, staff, students, and visitors upon entrance to campus buildings ([see below](#)).

The college will not be responsible for testing of COVID-19. Individuals will be directed to contact their health care provider (HCP) or public health official to learn where they can acquire the test.

SCREENING (ID BADGES, TEMPERATURE CHECKS)

All buildings will have a designated entrance for the screening of all administrators, faculty, staff, students, and visitors. Screening will include confirmation of an identification badge (employee, student, visitor), temperature assessment, and wearing of appropriate face covering.

The screening procedures will be explained in the required orientation for employees and students. Upon completion of the orientation, employees and students will indicate their understanding of and willingness to comply with these procedures by signing an acknowledgment form.

All students and employees will be required to wear a college-issued identification badge. The badge should be worn above the waist, with the front facing forward. CCM identification badges can be obtained from the Office of Campus Life, either at the Information Window or virtually following the instructions at [this link](#).

Upon arrival at the college, all visitors 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, and if necessary, obtain a disposable face mask. All visitors will be reminded of the college health and safety protocols for minimizing the risk of COVID-19.

Employees, students, or visitors without a fever (temperature less than 100 degrees Fahrenheit) may enter the building provided they are wearing the college-issued ID badge and an approved face covering. Use of face coverings while outside is also encouraged and is mandatory outside if social distancing is not maintained or not possible. Employees whose own safety is at risk while wearing masks should discuss an alternative assignment with their supervisor and Human Resources. Students whose own safety is at risk while wearing mask should discuss an alternative option with the Office of Student Development and Enrollment Management.

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

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 quarantine space will not be occupied by other individuals until such time as the college can appropriately disinfect the space.

If an employee exhibits symptoms of COVID-19 the employee should notify Human Resources (HR); at humanresources@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 should notify the Office of Student Development and Enrollment Management; at dsd@ccm.edu for guidance on how to address their medical condition in relation to their academic responsibilities.

COVID-19 TESTING

The College will not conduct COVID-19 testing. Employees or students exhibiting symptoms, believing they have been exposed to the virus, or for other reasons needing to be tested are directed to contact their health care provider or public health department in the town in which they reside.

CONTACT TRACKING/TRACING SUPPORT

Following the guidance from Morris County and Township of Randolph public health officials, if a student or employee tests positive for COVID-19, the local public health department officials in the town in which the student or employee reside will conduct contact tracing and notify any individual considered at risk. CCM consulted and worked with these agencies on the development of this plan.

In accordance with [CDC guidelines](#) and New Jersey state guidelines, anyone who has been in close contact with someone who has COVID-19 should quarantine for 14 days after their last contact with that person and monitor their health.

NOTIFICATION OF POSITIVE CASES

If an employee tests positive for COVID-19 they should notify Human Resources. In accordance with the “[Infectious Disease Control Policy for College Employees](#)” adopted by the Board of

Trustees, employees who are ill and/or experiencing the following symptoms which may include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue are required to notify the office of their vice president and Human Resources.

If a student tests positive for COVID-19 they should notify the Office of Health Services. In accordance with the “[Infectious Disease Control Policy for Students](#)” adopted by the Board of Trustees, students should contact the [Office of Health Services](#) for guidance on how to address their medical condition in relation to their academic responsibilities.

The college administration will maintain ongoing communications with the campus community regarding signs and/or symptoms of COVID-19 and the protocol for referral of suspected cases.

STAY HOME OR GO HOME IF YOU FEEL ILL

[If an employee or student tests positive for COVID-19 or thinks they might have COVID-19](#), the individual should stay home, monitor their symptoms, separate themselves from other people as much as possible, and stay in touch with your health care provider.

The college’s “[Infectious Disease Control Policy for College Employees](#)” adopted by the Board of Trustees states that during an infectious disease outbreak, it is critical that employees do not report to work while they are ill. Should they become ill while at work, they are required to inform the office of their vice president and Human Resources before they leave campus. The Centers for Disease Control and Prevention recommends that people with an infectious illness such as the flu remain at home until at least 72 hours after they are symptom free without the use medications.

The college’s “[Infectious Disease Control Policy for Students](#)” states that students who become ill while at school should contact the [Office of Health Services](#) for guidance on how to address their medical condition in relation to their academic responsibilities.

Employee questions about the information listed in this section may be directed to the [Vice President of Human Resources and Labor Relations](#).

Student questions about the information listed in this section may be directed to the [Vice President of Student Development and Enrollment Management](#).

The following were consulted for recommendations related to Screening, Testing, and Contact Tracing Protocols: College Council Reopening Task Forces; Bargaining Unit Presidents; Business & Finance Reopening Plan, Office of Public Safety; Director of Plant & Maintenance; College Architect; NJ Governor's Executive Order No. 155; OSHA Restart Guidelines; CDC; Randolph Township Department of Health; CCM Medical Advisor, Morris County Office of Risk Management.

INSTRUCTION

The College will optimize teaching, learning and educational support while maintaining appropriate infection control measures commencing fall term 2020.

For information on social distancing measures and disinfecting procedures, refer to the [General Safeguarding](#) section.

COURSE FORMAT

[Executive Order No. 155](#) requires "continued remote instruction for faculty and/or students who are unable to participate in in-person instruction" and "social distancing in classrooms." Therefore, each of the college's three schools – School of Business, Mathematics, Engineering and Technologies; School of Health Professions and Natural Sciences; and School of Liberal Arts will conduct courses in one of three formats: online format where there is no required web conference time, in a remote mode that has scheduled, required attendance at web conferences, or in hybrid format where in-person instruction on campus will occur at pre-scheduled times. Faculty members decide the format of the classes they teach and whether they wish to come to campus or not. Students in health profession programs where no remote option is available will be accommodated with a seat in a subsequent semester.

Online classes are completely asynchronous, as online classes have been to date. There are no regularly scheduled, required web conferences (although optional web conferences are fine). If a class is designated as "online," the Registrar will delete any scheduling information (e.g., "M-W 9-10:15") currently in place.

Remote classes are completely online but include required synchronous web conferences. The term "Remote" has been adopted to communicate with students the synchronous requirements of courses with this designation as students need to know what they are committing to in advance of registration. Scheduling information will remain in place, and required web conferences must take place at the time when the class is currently scheduled (e.g., "T-Th 12:30-1:45 p.m."). Instructors do not need to schedule a web conference for every meeting on the current class schedule, but can only conference during the assigned time. For the previous example, for instance, the instructor might hold conferences only on Thursday at 12:30 p.m., or only every other Tuesday at 12:30 p.m. (and this, of course, will be communicated to the enrolled students). The instructor may not require attendance at a web conference outside of these times, e.g., Monday at 4:00 p.m.

Any class with an on-campus learning experience is hybrid. On-campus experiences will be scheduled during the time the class is already scheduled to meet, and the instructor will inform students when and where those experiences will occur. The use of classrooms or labs will be scheduled in a manner to limit the number of individuals in a specific area at one time. On-campus experiences will involve social distancing (6-foot separation) between students as described below and appropriate PPE (generally masks and gloves), as well as a plan for those students who cannot participate. For information on [classrooms, labs](#), and [PPE](#), see the [General Safeguards](#) section.

Students may participate in off-campus experiential learning during the term on a voluntary basis. 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 while maintaining social distancing protocols to minimize the risk of exposure to the COVID-19 virus. 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.

The Association of Physical Plant Administrators (APPA) recommends a structural social distancing strategy for anticipated contact over 10 minutes. Ten minutes and under is considered by APPA and its referenced medical professionals as low risk if the individuals are all wearing masks. Corridor passing, thereby, should be lower risk as long as the wearing of face coverings is mandatory. Classrooms that will be in use will be reconfigured to adhere to social distancing guidelines to decrease the likelihood of virus transmission. The recommended classroom space changes consist of the removal of chairs and tables, and the blocking of fixed seats. If necessary, open corridors will be divided into traffic lanes to assist with social distancing. Elevator occupancy will be limited through signage. As an option, the open corridors could be divided into traffic lanes to assist with social distancing. Arrows will be placed at intersections to reinforce direction of travel in the lanes.

Students have the option of deciding what classes they wish to take and will be able to review Titans Direct for the course delivery information. Online orientation, both synchronously and recorded, will be provided for enrolled students. Students will be asked to sign a code of conduct acknowledging that they understand and agree to comply with our COVID-19 operating procedures.

Any or all classes may have to revert to remote or online modes if government or public health officials so direct, or if local circumstances as determined by CCM may warrant. Students will be notified through multiple means that all on-campus instruction is subject to this contingency.

Faculty and students in programs that require a clinical component (Nursing, Radiography, Respiratory Therapy and Biomedical Engineering, Certified Nurse Aide), are required (and have always been required) to comply with those guidelines as set forth by the health care institutions for participation in clinical rotations, this includes those requirements that have been put in place as a result of COVID-19. The Lab classes in the health professions, natural and physical sciences, and engineering will operate on schedules that limit the number of students in accord with AAPA guidance. Students unable to participate in clinical components of these programs will be reserved a seat in the program in a subsequent semester if no other alternative is available.

All instructors are strongly encouraged to post and maintain a Blackboard page for each course taught containing, as a minimum, the course syllabus, links to course materials, and student grades (using the gradebook). Faculty office hours will be scheduled on a regular basis or by appointment, and identified in the course syllabus. Students are encouraged to contact their professor directly or refer to the course syllabus.

The School Deans and academic departments will provide administrative support to staff and faculty remotely with occasional on-campus presence of administrative staff.

The School Deans in consultation with Department Chairs, the Center for Teaching and Learning, and Virtual Campus, will support faculty through the following faculty development activities:

- Distance Education Coaching.
- QM course certification.

- QM distance education training.
- Adhering to ADA compliance standards for accessible distance learning.
- Additional workshops especially for adjuncts on the basic use of Blackboard and the grade book.

THE CENTER FOR WORKFORCE DEVELOPMENT

The Center for Workforce Development (WFD) will deliver the majority of its courses, programs, and activities remotely through the Zoom platform. Information Sessions will be provided as a virtual open house.

Programs that will require some on-campus training include but are not limited to:

- Certified Nurse Aide program
- Manufacturing courses
- Pre-Apprentice Boot Camp Program
- ESL Level 1 and Level 1 b

Administrative on-campus support will be adjusted as student demand requires; this will allow maintenance of social distancing.

The Director of the Center for Workforce Development will coordinate training with the Center for Teaching and Learning for WFD instructors in the use of Blackboard and conferencing software.

Questions about the information listed in this section may be directed to the [Vice President of Academic Affairs](#) or the [Vice President of Professional Studies and Applied Sciences](#).

The following were consulted for recommendations related to Instruction: Administrative Cabinet; College Council Reopening Task Force; Fall Schedule Task Force; Bargaining Unit Presidents; Faculty and Student survey data; Academic Affairs (AA) faculty and staff; Professional Studies and Applied Sciences (PSAS) faculty and staff; School of Business, Mathematics, Engineering, and Technology Dean, Department Chairpersons, and faculty; Engineering Technology/Engineering Sciences faculty; School of Health Professions and Natural Sciences Dean, Department Chairs, and faculty; School of Liberal Arts (LA) Dean, Department Chairpersons, faculty, and administrative assistant; Director for WFD; Career USA Grant staff; Dean of Virtual Campus; Center for Teaching & Learning staff; Administrative Assistants to instructional Vice Presidents; Vice President of Business & Finance; Director of Plant & Maintenance; College Architect; NJ Governor's Executive Order No. 155; OSHE Restart Guidelines; CDC.

COMPUTER LABS/LIBRARY

COMPUTER LABS

The CCM computer labs will be open only to members of the CCM community and not to the general public to better ensure the safety of students, faculty and staff. Computer labs will be reconfigured with the removal of chairs to allow for proper social distancing. Silicon coverings on computer keyboards will be installed to allow for proper disinfecting.

THE LIBRARY / LEARNING RESOURCE CENTER

The CCM Library will be open only to members of the CCM community and not to the general public to better ensure the safety of students, faculty and staff. Common use areas, such as computer carrels and open table seating, will be limited to approximately 50% of normal capacity. Extra seating will be removed and placed in an adjacent locked classroom for storage. Silicon coverings on computer keyboards will be installed to allow for proper disinfecting.

Disinfecting materials will be made available for library patrons. Plant and Maintenance will disinfect the area regularly as discussed in the [General Safeguard](#) section.

The Learning Resource Center (LRC) will provide full digital/remote services for the CCM community to include digital texts, research assistance, and bibliographic instruction, and the following in-person services to students, staff and faculty in accordance with the [State's multi-stage approach](#) :

- Curbside pickup and delivery for book checkout (OSHE Stage 2).
- By appointment, socially distanced places to study or use computers (OSHE Stage 3 only).
- Subject to available space, a waiting area for students before and after taking part in on-campus learning experiences (OSHE Stage 3 only).

Questions about the information listed in this section may be directed to the [Vice President of Academic Affairs](#).

The following were consulted for recommendations related to the Library/LRC and computer labs: LRC Dean and Staff, College Council Reopening Task Force.

STUDENT SERVICES

Student Development and Enrollment Management will continue to provide quality student support services in a manner that will protect the health, safety and well-being of our students and staff, while allowing students to have the support they need to achieve their academic aspirations.

Student services at CCM include Accessibility Services, Admissions, Bursar, Campus Store, Counseling and Student Success, Career Services, the Educational Opportunity Fund Program, Financial Aid, Health Services, Records and Registration, Student Clubs and Campus Life, The Academic Success Center (TASC), Testing Center, Transfer Services, and Tutoring. In compliance with state guidelines, and in keeping with the institution's objective of maintaining the health and well-being of our students and staff, most student services will continue to operate remotely to the greatest extent. All typical student services events, orientations, fairs, information sessions, workshops, etc., will be conducted virtually. Additionally, academic advisement, offered by faculty, will remain available online through Titans Direct.

In-person counseling, advising, and transaction services will remain available for Accessibility Services, Admissions, Bursar, Campus Life, Career Services, Counseling Services, the Educational Opportunity Fund Program, Financial Aid, Records and Registration, TASC, the Testing Center, and Transfer Services, while limiting the number of staff in the office as well as maintaining reduced in-person hours of operations. The college will limit the number of walk-in visitors by encouraging the use of virtual services. Students or prospective students who want to meet in-person will be asked to make an appointment in advance to meet with staff. These appointments will limit access to any area/office at any given time; be held in a space to accommodate proper social distancing; and will provide a means to trace exposure through contact tracking/tracing. Should someone arrive on campus without an appointment, the department will need to document that visit for retroactive contact tracing should that become necessary. Reception areas will be minimized in terms of individuals waiting to be seen. If necessary, as students arrive for appointments, they will "check-in" and then depart the area until they receive a call or text message that the department is ready to meet with them.

The Campus Store will reopen to customers once the campus is reopened. Capacity will be limited in accordance with current state regulations for retail establishments with capacity controls in place at the store entrance. As with all campus facilities, face coverings (masks) are required and hand sanitizers will be made available within the store. Shields will be installed at registers and the customer service desk. Textbook purchases will be made through counter service. Clothing purchases will be made upon request at the counter; fittings will not be available for clothing; and garment returns will be quarantined for 7 days. In-store pickup for online orders will be offered with the pick-up location outside of the Student Community Center.

The Tutoring Center will provide full remote tutoring, including both SmartThinking contracted tutoring and organic CCM tutoring. Limited in-person supplemental instruction and tutoring will be provided by appointment. The Testing Center will continue with remote proctoring testing as a viable option where necessary. If in-person testing is scheduled, appointments will need to be made in advance and social distancing will be implemented, reducing the Testing Rooms to 50% of current capacity.

Student club and organization meetings and events will take place virtually using web conferencing platforms. The college's student publications will be distributed online via campus-wide email. And, Campus Life trips and excursions will be suspended. All campus recreational and social space and facilities will be closed until such time that it is safe to make the facility available with specific guidelines in place.

The Office of Health Services will continue to provide medical care, health and wellness services and resources in-person, with limited hours. Individuals will be screened carefully upon accessing this department and every effort will be made to distinguish between typical medical care needs and potential COVID-19 cases. Those individuals exhibiting COVID-19 symptoms will be asked to leave campus immediately and the Coordinator of Health Services will follow-up by telephone with instructions and additional guidance. Students and employees may continue to access health-related resources through the department's website and online communication with the Coordinator of Health Services.

Questions about the information listed in this section may be directed to the [Vice President of Student Development and Enrollment Management](#) or to the [Vice President of Business and Finance](#).

The following were consulted for recommendations related to Student Services: College Council Reopening Task Forces; SDEM Directors, Coordinators, and Department staff; the Fall Schedule Task Force; Instructional Vice Presidents; Business & Finance Reopening Plan, Office of Public Safety; Office of Marketing and Public Relations; NJ Governor's Executive Order No. 155; OSHA Restart Guidelines; CDC; High School Counselors; Randolph Township Department of Health; CCM Medical Advisor

ON-CAMPUS DINING

The Cohen Café will remain closed following the state restrictions for indoor dining currently in place. Upon opening of indoor dining, the dining area seating will be limited, and patrons will be encouraged to eat outdoors when possible. Each table will have only one chair and the layout options will be restricted.

The food service vendor, Chartwells, must submit a final plan that meets state regulations and is approved by the college. Food service, most likely, will consist of grab-and-go (packaged or pre-wrapped), options only. There will be a clear plastic shield installed at the cashier with the bottom portion open for monetary transactions.

As stated above, patrons will be encouraged to eat outdoors when possible.

The campus community will be provided with updates and any changes through campus update emails, notices in the CCMemo, and posted on the college's [COVID-19 webpage](#).

Any questions about the information listed in this section may be directed to the [Vice President of Business and Finance](#).

TRAVEL

EMPLOYEE TRAVEL

As communicated in Spring 2020, there is a freeze on all travel unless it is an essential component of the employee's position or directly related to helping us manage the crisis. All travel must be approved by the employee's Executive Director or Vice President.

According to the "[Infectious Disease Control Policy for Employees](#)" adopted by the Board of Trustees, during periods of an infectious disease outbreak, travel will be restricted. Employees are not permitted to travel out of state for college purposes without approval from their respective Vice President or Executive Director. Business-related travel out of the continental United States must receive the approval of the college president and the chair of the Board of Trustees. Employees traveling to or employees returning from travel to locations designated by the Centers for Disease and Prevention (CDC) and by Executive Order of the Governor of New Jersey as a threat are required to notify their Executive Director or Vice President and the Office of Human Resources before returning to campus. The employee will be required to follow the CDC recommendations and New Jersey state guidelines for self and/or public health official imposed quarantine. These employees will not be permitted on campus without medical certification. The college reserves the right to require a second medical opinion. Current leave policies will be applied to these types of absences. Employees should check the College website regularly for updates to restrictions which may change rapidly.

Any questions about the information listed in this section may be directed to the employee's Executive Director or Vice President and/or the Vice President for Human Resources.

STUDENT TRAVEL

Currently, County College of Morris has imposed a moratorium on student participation in study abroad that involves international travel. However, students can participate in programs that offer virtual experiences.

According to the "[Infectious Disease Control Policy for Students](#)" adopted by the Board of Trustees, during periods of an infectious disease outbreak, travel will be restricted. Students traveling to or returning from travel to countries and regions in the United States that are restricted by federal, state, or local agencies or organizations will be required to notify the Office of Student Development and Enrollment Management before returning to campus. The student will be required to follow the CDC recommendations and New Jersey state guidelines for self and/or public health official imposed quarantine. Students will not be permitted back on campus without medical certification, and, the college reserves the right to require a second medical opinion. Students should check the College website regularly for updates to restrictions, which may change, should an infection spread either domestically or internationally.

Any questions about the information listed in this section may be directed to the [Vice President of Academic Affairs](#).

The campus community will be provided with updates and any changes to college policies related to employee travel and study abroad programs through web conference meetings, emails, notices in the CCMemo, and posted on the college's [COVID-19 webpage](#).

The following were consulted for recommendations related to Study Abroad Programs and International Travel: College Council Reopening Task Forces; Study Abroad Advisor; Instructional Vice Presidents; NJ Governor's Executive Order No. 155; OSHE Restart Guidelines; CDC.

ATHLETICS

General Guidelines

- As recommended by the National Junior College Athletic Association (NJCAA), CCM's low-risk, non-contact intercollegiate sports (Golf and ESports) will compete during Fall 2020 while our intercollegiate contact sports (Men's and Women's Soccer, Volleyball, Men's and Women's Basketball, Baseball and Softball) will compete after January 1, 2021. NJCAA guidelines will permit these programs to have minimal practices and scrimmages during the fall.
- Athletics will follow the comprehensive College plan for return of staff.
- Comply with college cleaning and disinfecting plan for all campus facilities as established by Business and Finance.
- Development and placement of COVID-19 recommended signage.
- Develop COVID-19 educational pieces for student-athletes, coaches, and staff.
- Create two distinct sets of athletic personnel – an inner bubble, for the players and those that are in close contact with the players, and an outer bubble of people who are necessary to run an event, but who are not in the same close contact with the players.

Daily Screening Procedures

- Use college protocol established for staff.
- Student-athletes will complete a four-question screening each day, prior to a workout, practice, or athletic training session.
 - In the past 14 days, have you been in close contact (within 6 feet for > 10 minutes) with an individual that has been diagnosed with COVID-19 or a person who had COVID-19 symptoms but was not tested?
 - Do you currently have and/or have you had within the past 24 hours- fever, chills, repeated shaking with chills, or night sweats?
 - Do you currently have and/or have you had within the past 24 hours- cough, shortness of breath, sore throat, diarrhea, headache, muscle pains, or new loss of taste or smell?
 - Within the past 24 hours, have you experienced increased anxiety, inconsistent mood swings, or changes in sleeping or eating habits?

Student-Athlete Protocols and Educational Requirements

- Mandatory physical prior to first workout for all Student-Athletes.
- Completion of all COVID-19 educational requirements prior to first workout.
- Student-athletes will be required to watch an educational video presenting the new COVID-19 protocols in place for all campus facilities.
- Student-athletes will be required to acknowledge that they received an educational document provided by the athletic department.
- Student-athletes will also be required to attend an educational session prior to their first workout/practice/training room visit.
- Mask or face covering must be worn at all times, except during a practice or workout session.
- Follow all entry/exit and screening procedures.
- Always adhere to social distancing guidelines.
- Wipe down all equipment after each use. Equipment is not to be shared with another student-athlete until it has been completely wiped down with college approved disinfecting agents.
- Do not share food, drinks, clothing, towels, or other personal items.

- Wash hands or use hand sanitizer prior and following workouts.
- Any student-athlete who has COVID-19 symptoms will be required to stay home and contact the college's Athletic Trainer and Office of Health Services for guidance

Staff and Coaches Protocols

- Ensure educational sessions are completed by all student-athletes prior to their first workout.
- Mask or face covering must always be worn.
- Complete a screening procedure upon arriving on campus each day.
- Enforce mask usage and social distancing of student-athletes.
- Conduct post-training session cleaning / disinfecting.
- No facility access outside of scheduled hours.
- Communicate any potential symptoms or sickness on team immediately.

Athletic Facilities

- The Athletic Office suite will be open to staff only. Student-athletes should make appointments to meet with an athletic staff member.
- Strength and conditioning will be open at specific scheduled times and then will close for 30 minutes following a training session to allow staff members to clean the room.
- No spectators allowed for indoor competitions. Spectators will be allowed for outdoor competitions, but spectators may not interact with players in competition and/or bench areas.
- The locker rooms will be closed, except for visiting teams.
- Event staffing will be minimized and follow social distancing guidelines

Away Competitions

- Intercollegiate competition schedules will be established in collaboration with the Garden State Athletic Conference and Region XIX of the National Junior College Athletic Association.
- Team rosters for traveling parties to competitions may be limited.
- Student-athletes will be responsible for traveling to away locations on their own. They will complete the college's Traveling Hold Harmless Agreement prior to traveling.

Sports Medicine Protocols

- If a player tests positive, he/she will need to be quarantined for 14 days. Decisions will need to be made regarding contact tracing and notification. If the decision is that all close contacts need to be quarantined for 14 days, then further decisions will need to be made regarding continued play for the entire team.

Questions about the information listed in this section may be directed to the [Vice President of Student Development and Enrollment Management](#).

The following were consulted for recommendations related to Athletics: Athletics staff; College Council Reopening Task Forces; SDEM Directors & Coordinators; NJCAA, Region XIX, and GSAC Athletic Directors; Business & Finance Reopening Plan, OSHE Restart Guidelines; CDC.

TECHNOLOGY

EXTENDING CCM'S TECHNOLOGY FUNCTIONS AND EXPERIENCES

The Information Systems – Institutional Effectiveness Division (IS-IE) is tasked with having two environments operating simultaneously and seamlessly: one on-campus and one off-campus/remote. Using CCM's reopening plans, and task force suggestions, IS-IE has identified and prioritized the classrooms and offices, for faculty, staff and administration, that need to have their computers restored with updates and patches so they are ready for use in September.

As took place during the Spring 2020 Semester, IS-IE is ready to help students achieve their goals by providing the technology to support them in that endeavor. There is an increased number of available laptops, webcams, and microphones available to loan to students and employees if needed. Any student requiring technology assistance (computer, web cam, microphone) should contact TASC Plus (tascplus@ccm.edu). Equally, any employee requiring technology assistance (computer, web cam, microphone) should contact their vice president.

Technology support through TASC Plus, the Solution Center, the Center for Teaching and Learning, and the Virtual Campus will continue to be offered in a remote working environment for all employees and students.

Academic technology and software are being maintained and where necessary, upgrades are being implemented; software for teaching and learning will be ready for use in the fall semester. To assure the College maintains academic integrity, IS-IE will continue to support instruction with the purchase licenses for Zoom, ProctorU, Shindig, etc. as well as move the Office 365 environment.

Questions about the information listed in this section may be directed to the Solution Center (solutioncenter@ccm.edu or 973-328-5600) or the [Vice President of Information Systems/Institutional Effectiveness](#).

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