

ASSUMPTION COLLEGE FOR SISTERS

Denville, NJ 07834



RESTART PLAN

Submitted to the State of New Jersey
Office of the Secretary of Higher Education
August 18, 2020

Website for Restart Plan Posting:
www.acs350.org

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General Safeguarding

Cleaning and Sanitizing:

Stage 1: Since only resident students and a few essential personnel were in the building, restrooms, hallways, student bedrooms are cleaned daily.

Stage 2 and 3: Restrooms are cleaned twice daily. After each class, desks and chairs are sprayed with disinfectant spray. Classrooms and dining room are sprayed each evening with MAXIM Neutral Disinfectant.

Requiring face coverings:

Stage 1: Since only resident students and a few essential personnel were in the building, face masks were only required for one on one interaction.

Stage 2 and 3: Faculty, staff and students are required to wear masks in class and in hallways. Signage for reminders are on restroom doors.

Maintaining adequate supplies, such as personal protective equipment and cleaning supplies:

Stage 1: Since only resident students and a few essential personnel were in the building, restrooms, hallways, student bedrooms are cleaned daily.

Stage 2 and 3: Clorox wipes, bathroom cleaning materials, disinfectant spray are replenished as needed. Paper towel supply is maintained for use in restrooms. Hand sanitizing stations are positioned at both entrances. Hand sanitizers are on each staff member's desk

Requiring individuals to engage in social distancing practices at all times

Stage 1: Only resident students and essential staff were present in the building and all were reminded of this.

Stage 2 and 3: Classroom desks are spaced at 6 feet apart. Signage of the protocol of social distancing is posted throughout the building.

Training students, staff and faculty regarding COVID-19 sanitization and social distancing practices and protocols

Stage 1: During this stage, only 13 resident students were present and sanitization and social distancing were stressed.

Stage 2 and 3: The attached protocols (Appendix A) are distributed to faculty and students at the time of Faculty Orientation and Student Orientation.

Screening, Testing, and Contact Tracing Protocols

What screening measures will be in place? How will you communicate these screening protocols to stakeholders?

Stage 1: Only resident students and essential staff were present in the building and all were reminded of this.

Stage 2 and 3: Each day, for resident students and staff, there is a temperature check at the beginning of the day. For commuter students, faculty, and staff, upon entering the building, there is a temperature check for each individual as well as a health survey checklist to be completed upon entering the building. (See Attachment B) In addition, each day, those present initial a sign-in log. (See Attachment C) to determine students and personnel who are in the building on a given day.

Assumption College for Sisters will work closely with Denville Health Department, located at the Denville City Hall, St. Mary's Place, Denville. The Health Officer is Carlos Perez, phone: 973-625 8300 ext.261.

These protocols are posted on the Assumption College for Sisters website.

What will be the testing protocol?

Stage 1: Only resident students and essential staff were present in the building

Stage 2 and 3: If a faculty member or commuter student presents fever or other symptoms, they are asked to leave and obtain testing. They will not be permitted back into the building until negative results can be provided.

If a resident student presents symptoms, she is taken to the doctor or taken to the Zufall Clinic for Covid 19 testing.

How will the institution house or transport exposed or ill residential students and plan for timely reporting, while maintaining confidentiality?

Stage 1: Only resident students and essential staff were present in the building

Stage 2 and 3: Due to the nature of the residence, the ill student is taken for testing and then appropriately quarantined.

How will the institution log students, faculty, staff and visitors to help facilitate contact tracing?

Stage 1: Only resident students and essential staff were present in the building

Stage 2 and 3: The registrar has prepared a bi-weekly sign in log of students, faculty and staff who are present in the building each day. Students, faculty and staff are asked to initial the form each day. Visitors are asked to sign in on the same master list.

Instruction

How will instruction be offered and what method and/or modality will be utilized (remote, hybrid, lecture, etc.)?

Stage 1: Pursuant to Executive Order 155, as of March 13, all classes were conducted remotely. If a subsequent Executive Order would be issued to revert to this, remote learning will resume.

Stage 2: In-person instruction remained limited to labs and hands-on instruction. With the issuance of Executive Order 175, plans are made to return to in-person instruction.

Stage 3: Assumption College for Sisters will continue comprehensive planning efforts to prepare for all possible scenarios, particularly those that anticipate a return to fully remote teaching and learning instruction. Faculty and staff are prepared to move instruction to remote teaching and learning should this become necessary, and to provide this instruction throughout the semester to students who may be in isolation, quarantine, or are unable to participate in in-person instruction.

Each faculty member is asked to wear a mask and/or face shield and to remind students that they must wear a mask also. At the time of Orientation, students are instructed for Covid 19 sanitary and social distancing practices. Attachment A to this document outlines procedures for health and safety. Signs are posted on each classroom door.

A plexiglass shield is installed in front of the instructor in each classroom.

For in-person courses, how will you ensure the institution is complying with the social distancing and other general safeguarding measures of classrooms?

Stage 1: Pursuant to Executive Order 155, as of March 13, all classes were conducted remotely. If a subsequent Executive Order would be issued to revert to this, remote learning will resume.

Stage 2: In-person instruction remained limited to labs and hands-on instruction. With the issuance of Executive Order 175, plans are made to return to in-person instruction.

Stage 3: Assumption College for Sisters will continue comprehensive planning efforts to prepare for all possible scenarios, particularly those that anticipate a return to fully remote teaching and learning instruction. Faculty and staff are prepared to move instruction to remote teaching and learning should this become necessary, and to provide this instruction throughout the semester to students who may be in isolation, quarantine, or are unable to participate in in-person instruction.

Each faculty member is asked to wear a mask and/or face shield and to remind students that they must wear a mask also. At the time of Orientation, students are instructed for

Covid 19 sanitary and social distancing practices. Attachment A to this document outlines procedures for health and safety. Signs are posted on each classroom door.

A plexiglass shield is installed in front of the instructor in each classroom.

How will you accommodate faculty and students who are immunocompromised, or at high-risk for COVID-19, or have received a positive diagnosis of COVID-19, and are thus unable to attend classes in person?

Stage 1: Pursuant to Executive Order 155, as of March 13, all classes were conducted remotely. If a subsequent Executive Order would be issued to revert to this, remote learning will resume.

Stage 2: In-person instruction remained limited to labs and hands-on instruction. With the issuance of Executive Order 175, plans are made to return to in-person instruction.

Due to small numbers with which we deal, this would be handled on an individual needs basis. If a student or faculty member tests positive for COVID-19, he/she will remain at home and remote instruction would be provided. A resident student testing positive would be isolated in her bedroom. During Stage 2, there had been no need to do so.

Stage 3: Assumption College for Sisters will continue comprehensive planning efforts to prepare for all possible scenarios, particularly those that anticipate a return to fully remote teaching and learning instruction. Faculty and staff are prepared to move instruction to remote teaching and learning should this become necessary, and to provide this instruction throughout the semester to students who may be in isolation, quarantine, or are unable to participate in in-person instruction.

Due to small numbers with which we deal, this will be handled on an individual needs basis. We would ask the individual to present his/her concerns. If a student or faculty member tests positive for Covid-19, he/she will remain at home and remote instruction would be provided. A resident student testing positive would be isolated in her bedroom.

How will you encourage social distancing through signage and layout of classrooms?

Stage 1: Pursuant to Executive Order 155, as of March 13, all classes were conducted remotely. If a subsequent Executive Order would have been issued to revert to this, remote learning would have resumed.

Stage 2: In-person instruction had been limited to labs and hands-on instruction. With the issuance of Executive Order 175, plans are made to return to in-person instruction.

Signs are posted on each classroom door in the three major languages spoken by our student population. Student desks are spaced at a 6 feet distance. Students will be encouraged not to congregate in small areas, but rather step outdoors for fresh air.

Stage 3: Signs are posted on each classroom door in the three major languages spoken by our student population. Student desks are appropriately spaced at a 6 feet distance. Students are encouraged not to congregate in small areas, but rather step outdoors for fresh air.

How will you ensure high-touch areas the shared surfaces in classrooms are cleaned and sanitized after every use?

Stage 1: Pursuant to Executive Order 155, as of March 13, all classes were conducted remotely. If a subsequent Executive Order would be issued to revert to this, remote learning will resume.

Stage 2: In-person instruction had been limited to labs and hands-on instruction. With the issuance of Executive Order 175, one student in each class is asked to spray a disinfectant on desks and chairs that have been used during that class time. Students will be asked to sit in the same seat for each class.

Each faculty member is asked to use Verilux Clean Wave Sanitizing Wand© on any surface the faculty member has touched or used.

Stage 3: One student in each class is asked to spray a disinfectant on desks and chairs that have been used during that class time. Students are asked to sit in the same seat for each class.

Each faculty member is asked to use Verilux Clean Wave Sanitizing Wand© on any surface the faculty member has touched or used.

On-Campus Residential Housing

How will you reduce capacity in on-campus housing facilities to the extent practical in accordance with Executive Order 155? Please list your overall occupancy rate and your reduced occupancy rate.

Stage 1: Twenty international Sister students were in residence at Assumption College for Sisters. They were pursuing an AA degree and were using campus housing at their primary residence.

Stage 2: Because of the nature of Assumption College for Sisters which invites Sisters from the developing world to attain an AA degree, it is necessary for them to reside on campus in order to receive their education.

Stage 3: Each residential student has her own bedroom with a sink. Capacity for resident students is 20. Due to immigration/visa issues, there may only be 16 residential students. If all receive visas, we are mindful that this housing is their primary residence.

What criteria will your campus use to identify students for whom residential house is necessary for an equitable education?

Stage 1: Twenty international Sister students were in residence at Assumption College for Sisters. They were pursuing an AA degree and were using campus housing at their primary residence.

Stage 2: Because of the nature of Assumption College for Sisters which invites Sisters from the developing world to attain an AA degree, it is necessary for them to reside on campus in order to receive their education.

Stage 3: Each residential student has her own bedroom with a sink. Capacity for resident students is 20. Due to immigration/visa issues, there may only be 16 residential students. If all receive visas, we are mindful that this housing is their primary residence.

How will the institution ensure infection prevention measures are followed in shared or common areas (such a residence hall kitchens, game rooms, bathrooms)?

Stage 1:

Resident students only will be allowed to use the kitchen and dining area since this is a convent (housing for Religious Women) and this is their home.

Stage 2: Kitchen and dining area is used only by resident students and resident staff. With the issuance of Executive Order 175, resident students use restrooms on their bedroom level floor. Commuter students use restrooms on first floor and basement. Faculty and staff use single restroom on first floor.

All restrooms are sprayed with disinfectant after each use and cleaned twice daily. Trash cans will be emptied daily.

In the communal shower area, resident students will not place personal items on any surface. Trash cans are emptied daily.

Each day resident students receive a temperature check initial a health screening survey.

Stage 3: Same as Stage 2.

What steps will the institution take to minimize outside visitors to residence halls?

Stage 1: During this Stage only the nurse and essential personnel were allowed into the building on an as needed basis.

Stage 2: During this Stage, Administration and Support Staff returned to work. No visitors were allowed into the building.

Stage 3: Due to the nature of the college, there are few outside visitors. With the more relaxed protocol during this stage, any visitor is asked to log in, have a temperature check and complete a health survey.

Describe routine cleaning measures to be implemented in on-campus housing, including communal bathrooms.

Stage 1: Since only resident students were present, regular sanitizing and cleaning took place.

Stage 2: Restrooms are cleaned twice daily. Clorox wipes and Lysol spray are supplied. Doorknobs, latches on individual compartments in restrooms, railings on stairway are wiped daily with a Clorox wipe.

MAXIM disinfectant spray is used in classrooms each evening.

Stage 3: Same as Stage 2.

What protocols are in place for residents who need to isolate and quarantine? Please list the amount of housing (single rooms/private bathrooms) available to house these individuals.

Stage 1: Due to the “lock down”, no one was out to needed to quarantine.

Stage 2: Each resident student has her own bedroom in order to isolate. Meals are provided for her by staff and appropriate precautions are taken (e.g. paperware, disposal of paperware, etc.).

Stage 3: Same as Stage 2. In total there are 20 individual bedrooms with a sink available for residential students.

Libraries and Computer Labs

.What is your plan for operation of computer labs and libraries?

Stage 1: Most students utilize on-line books and resources. Each student has her own laptop and the computer lab is not used.

Stage 2: Students receive instruction at alternating computers which provides the appropriate social distancing. They use disinfectant wipes to clean keyboards and terminals after each use.

For purposes other than direct instruction, students use personal laptops.

Stage 3: Same as Stage 2.

How will the institution implement social distancing measures and cleaning protocols in these facilities?

Stage 1: Most students utilize on-line books and resources. Each student has her own laptop and the computer lab is not used.

Stage 2: Students receive instruction at alternating computers which provides the appropriate social distancing. They use disinfectant wipes to clean keyboards and terminals after each use. There are only 6 students in the computer class and there are twelve computers.

For purposes other than direct instruction, students use personal laptops.

Stage 3: Same as Stage 2.

How will the institution follow state occupancy restrictions in these facilities and reduce occupancy?

Stage 1: Same as above.

Stage 2: Same as above.

Stage 3: Same as above.

How will the institution clean and disinfect high-touch areas in these facilities, such as computer terminals?

Stage 1: The computer lab is not used.

Stage 2: Each student disinfects keyboard and mouse after use with a disinfectant wipe..

Stage 3: Same as Stage 2.

Will the institution utilize curbside pick up of libraries? Not applicable

Student Services

What is the institution's plan for student services?

Stage 1: Only essential student services were provided (e.g. access to school nurse for health concerns, access to academic dean for advisement, and access to Technology consultant). All will conference by appointment with a mask and social distancing.

Stage 2 and 3: All access student services via conference call or by appointment with a mask and social distancing. Staff member has plexiglass shield separating staff member from student.

How will student service departments reduce in-person interactions and implement safeguarding measures, particularly in waiting areas?

Stage 1: There was interaction only between nurse and individual student, wearing mask and appropriately distanced.

Stage 2 and 3: All access student services via conference call or by appointment with a mask and social distancing. Staff member has plexiglass shield separating staff member from student.

How will students, staff and faculty who are immunocompromised or otherwise in an at-risk category, or those with a positive diagnosis, be able to access student services?

Stage 1: No one was in these categories.

Stage 2 and 3: All access student services via conference call or by appointment with a mask and social distancing. Staff member has plexiglass shield separating staff member from student.

Dining

What is your plan for food service and dining operations, including compliance with health and safety standards as well as applicable Executive Orders?

Stage 1,2, 3: Resident students only are allowed to use the kitchen and designated dining area since this is a convent home for the Sisters. Commuter students and faculty and staff are asked to bring their lunch/snack and use the student center, outdoor patio tor other designated area to eat. No one other than the food preparation staff member is allowed in the kitchen.

If you have on-campus student housing, how will those in isolation/quarantine access dining services?

Stages 1,2,3: Staff delivers meals, all with disposable paperware to the individual's room.

How will dining employees be trained on appropriate sanitization and social distancing practices and protocols?

Stages 1,2,3: There is only one staff member who does the food preparation and she has been part of this planning process.

How will institutions limit the number of individuals in a single facility, both indoors and outdoors, in accordance with the state occupancy guidelines?

Stages 1,2,3: There is a very small number of students who reside at Assumption College for Sisters. They are instructed to maintain social distancing. Faculty, staff and commuter students, dine outdoors (weather permitting) or in a separate designated area.

Additional Information

Submission of Institutional Plan for Restart

Institution Name: Assumption College for Sisters

Date Submitted: August 18, 2020

Key Contact(s): Sister Joseph Spring, SCC
President
president@acs3350.org
973-957-0188 Ext. 102

Sister Teresa Bruno, SC
Academic Dean
academmicdean@acs350.org
973-957-0188 Ext. 100

Mrs. Patricia McGrady
Treasurer
treasurer@acs350.org
973-957-0188 Ext. 101

Website for Restart Planning: acs350.org

Assumption College for Sisters has a unique configuration. The College has been accredited decennially since 1965 by Middle States Commission on Higher Education (most recent accreditation in 2016). Classrooms and computer labs are housed within the convent (house for religious women) where the Sister resident students and two staff members live.

At the time of this submission, there are 18 resident students who will attend class. They reside as a family within the college facility which includes classroom, computer lab, dining room, student center, language lab and chapel. They have been strictly confined until June 7 when the governor had lifted restrictions on going out. During the time of confinement, the Sisters used face masks when necessary, maintained social distancing, and maintained a regular cleaning schedule.

Because of our unique situation (this is the resident students' home), the kitchen and dining area will remain open for regular meals for only the resident students and resident staff. At this date, that would be a maximum of 20 persons.

When classes officially open on August 24, there will be approximately 16 commuter students. Each day, 3-4 members of the faculty will come to conduct in-person instruction and 3-4 staff members would be present in their individual offices.

APPENDIX A: Protocol for Faculty and Students

APPENDIX B: Health Screening Checklist

APPENDIX C: Daily Sign In

Sister Joseph Spring, S.C.C.

August 18, 2020

Signature of President

Date