

**Submission of Institutional Plan for Restart
Cover Sheet**

Institution Name: **Eastern International College**

Date Submitted: September 1, 2020

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Components of Institutional Plan for Restart Checklist

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|--|-------------------------------------|
| 1. General Safeguards ----- | <input checked="" type="checkbox"/> |
| 2. Screening, Testing and Contact Tracing Protocols ----- | <input checked="" type="checkbox"/> |
| 3. Instruction ----- | <input checked="" type="checkbox"/> |
| 4. On-Campus Residential Housing (Not applicable) ----- | <input type="checkbox"/> |
| 5. Computer Labs/Libraries ----- | <input checked="" type="checkbox"/> |
| 6. Research (Not applicable) ----- | <input type="checkbox"/> |
| 7. Student Services ----- | <input checked="" type="checkbox"/> |
| 8. Transportation (Not applicable) ----- | <input type="checkbox"/> |
| 9. On-Campus Dining (Not applicable) ----- | <input type="checkbox"/> |
| 10. Study Abroad and International Travel (Not applicable) ----- | <input type="checkbox"/> |
| 11. Athletics (Not applicable) ----- | <input type="checkbox"/> |
| 12. Other Information/Appendices as needed ----- | <input type="checkbox"/> |

By signing below, the institution certifies that all statements provided are true and correct and that the institution will comply with all applicable requirements set forth in the Governor's Executive Orders.


Signature of President or Appropriate Designee

09/17/2020
Date



RESTART PLAN

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EASTERN INTERNATIONAL COLLEGE OPERATING GUIDE

RESTART PLAN

General Safeguards

Eastern International College (EIC) is taking all the steps necessary to bring the EIC community back on campus safely. Some limitations are strictly implemented to protect our students, faculty, and staff, and to comply with local and state regulations and guidelines.

The objective is to gradually reopen the College. To achieve this, EIC developed a **four-phased** plan with the purpose of bringing in employees and students gradually with caution, and reduce the risk of transmission of the virus following guidelines set by the Centers for Disease Control and Prevention (CDC).

Restart Phases and Instruction

Phase One (July 1-17, 2020)

Since May 26, 2020, all summer semester classes have been conducted online through synchronized learning, and Department Chairs and all faculty members have been working remotely.

The following offices were opened on July 1, 2020:

1. Administration (CEO, VPAA, Dean, Campus Directors, Director of Information Technology and eLearning).
2. Nursing and Dental Hygiene Department Chairs
3. Registrar/Bursar and Financial Aid
4. Admission Officers
5. Library (with restrictions)

On July 1, 2020, a mandatory seminar on COVID-19 posted in the Student Services Canvas was to be completed on or before July 10, 2020 by each student and faculty as a requirement for Phase two of the reopening plan.

Phase Two (July 20, 2020 – August 17, 2020)

The College began to allow Diagnostic Medical Sonography, Cardiovascular Technology, and Medical Assistant students to complete laboratory requirements for Spring 2020 that were suspended due to the State-mandated closure of classes in March 2020. Dental Hygiene students who were currently registered for the summer semester 2020 were allowed on campus in batches to perform and complete their laboratory requirements.

The number of students who were allowed inside each laboratory was controlled and a schedule was created to allow students on campus by batch to comply with social distancing.

Prospective students were allowed on campus to take the HESI entrance examination for Dental Hygiene and Nursing - and the Accuplacer for Diagnostic Medical Sonography and Cardiovascular Technology. A maximum of 30 student applicants a day were allowed on campus, 15 students in the morning and 15 in the afternoon. Six-foot social distancing and wearing a face mask at all times while on campus was strictly enforced.

Only assigned faculty and staff members were allowed on campus. All didactic/lecture courses continued to be delivered online through synchronous learning.

Phase Three (August 10, 2020 - September 5, 2020)

Nursing students were required to take the Summer 2020 HESI examination on campus. All major course final examinations were taken on campus. The classrooms and testing rooms were utilized at social distancing protocol. Six-foot social distancing, wearing of face mask and face shield, and a temperature check were strictly enforced. Health Assessment final examinations and head-to-toe assessment skills were done on campus in week 14 and 15.

Update as of August 12, 2020: Governor Murphy issued an Executive Order giving students an option to complete instruction online including examinations or take them on campus.

Phase Four (September 14, 2020 - December 23, 2020)

Didactic instruction for the Fall 2020 Semester will be delivered online through synchronous learning with most professors teaching from either the Belleville Campus or Jersey City Campus.

Across degree programs, all laboratory courses will be performed on campus including dental hygiene clinics. The nursing requirement for head-to-toe assessment will be performed on campus. Nursing clinical sessions, and laboratory sessions, will be conducted on campus to utilize the high-fidelity mannequins and laboratory equipment. In addition, virtual simulations and case studies will be used to complement the on-campus clinical experience. Upon official approval of EIC's clinical agencies to permit students on their sites, students will immediately transition to the clinical facilities.

To provide more structure, technical support, fewer distractions, and access to professors during assessments, tests, midterms and final examinations (across all degree programs) including the HESI/Kaplan and HESI/Kaplan retakes, will be completed on campus. Nursing students who have not already completed the QBank and Integrated Testing in NUR 206 and NUR 207 will be required to do them on campus.

The plan for the resumption of on-campus lab, clinicals and testing includes several precautionary measures to help safeguard students, faculty, and staff as outlined in the Health, Safety, and Protection part of this plan.

Health, Safety, and Protection: Students, Faculty, and Employees

Following the Centers for Disease Control (CDC) guidelines on how to protect oneself and others from contracting the COVID-19 virus, Eastern International College has created this policy. The CDC recommends that the best way to prevent illness is to avoid being exposed to the virus which is believed to spread mainly from person-to-person.

1. Social Distancing

All staff, students and visitors must stay at least six feet (about two-arms' length) from each other. Note that some people who are asymptomatic may be able to spread the virus.

2. Face Cover (mandatory) and Face Shield

All staff, students and visitors must wear a face cover (mask) when around others. This is meant to protect other people in case you are infected. Wearing a face mask is not a substitute for social distancing. While staff, students and visitors are expected to provide their own surgical masks, a limited supply is available from a designated college official. If you need a mask, please notify the receptionist at either campus. Those who prefer to use cloth masks, may do so. Staff may use a face shield, in addition to the mask, which will be provided by the College. Students are required to wear face shields and masks inside the lab, classroom or dental station. Reusable face shields are provided to students by EIC (one per student).

3. Be alert of COVID-19 symptoms

The CDC has listed the following: fever, cough, shortness of breath, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea as the main symptoms - though other symptoms, in positive cases, have occurred. If you or any person in your home or person with whom you have come in contact has any of these symptoms, you must stay home, inform the Campus Director, and contact your healthcare provider.

Any employee or student who comes in contact with a person who is lab-confirmed to have COVID-19 should plan to quarantine at home for 14 days and speak with the Campus Director about working from home during that period, if possible.

4. Temperature Screening

Employee, student and visitor temperatures will be taken upon entry into the building using a thermometer gun and/or any similar infrared body temperature measuring device. The CDC considers a temperature of 100.4 as fever. Anyone whose temperature reading is 100.4 or higher will be advised to go home and contact their healthcare provider.

In addition, all dental hygiene students, faculty, and staff must follow the safety protocol implemented by the dental hygiene department, as outlined in the Dental Hygiene Clinical Manual.

EIC recommends the following CDC preventive measures:

1. Wash your hands often with soap and water for at least 20 seconds especially after blowing your nose, coughing, or sneezing.
2. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 70% alcohol.
3. Avoid touching your eyes, nose, and mouth.
4. Clean and disinfect frequently touched surfaces daily.
5. Check the CDC website (www.cdc.gov) regularly for more information and updates on the COVID-19 virus.

Meetings

Staff meetings with more than eight (8) participants must be done virtually using Google Meet. Meetings will be recorded. If it is done on campus, six feet social distancing will be strictly observed.

Library Use

The library will only be used for HESI entrance exams and Accuplacer testing. A total of 26 students will be accommodated each day with 13 students from 9-1 PM and 15 students from 2-6 PM. The room and computers will be disinfected daily between 1 PM – 2 PM and again prior to the next morning. Students can access the online library 24/7 and contact the Librarian for technology inquiries, research aid, and bibliographic instruction from 9-6 M-TH & 9-5 Fridays by email (kelsey.gallagher@eicollege.edu) or phone, 201.630.2077. The physical items in the library collection will continue to circulate. Students will have to contact the Librarian at least 24 hours in advance and the item will be available for ‘outside pickup’ in the lobby. Upon returning a book, please do not use any disinfectants or cleaners on the item; the library has its own policy for ensuring items are properly disinfected before returning them to the collection.

Students will be able to make in-person appointments to use the Library facilities and the Librarian’s services. Students must contact the Librarian at least 24 hours in advance; the Librarian or designee will confirm a specific day and time slot for the student to come into the library. This decision will be based on a shared calendar, that all staff have access to, in order to keep the capacity below 13 students.

More information about the Library’s Policy for reopening is available on the Student Services shell in the College’s Learning Management System, Canvas.

Clinical Rotations in Externship Sites

Students will be allowed to resume clinical rotations in an externship site on July 20, 2020 - provided the site follows CDC guidelines for health, safety, and protections. Pending directive

from the NJ State and OSHE: Dental Hygiene clinical treatments, including community outreach activities (rotation), will be resumed to normal in Fall of 2020; each student will be expected to attend specific clinical sessions or rotation schedules, based on their clinical calendar which will be determined by the Dental Hygiene Department. All on-site Nursing clinicals remain suspended until further notice. Clinical and laboratory courses continue to utilize virtual simulations and case studies.

The site must agree, in writing, to provide personal protective equipment (PPE) to the students and faculty while on site.

COVID-19 Positive Test

An employee, faculty member or student who shows proof of a lab-confirmed positive test will be advised to contact their healthcare provider and will be required to stay home until full recovery. A student who tests positive may be given a chance to complete all missed requirements after recovery, dependent upon the length of absence. A proof of a lab-confirmed negative test is necessary for an employee, faculty member or student to return on campus.

Accommodating Persons Identified as At-Risk

All synchronous teaching for major courses is delivered on campus. Staff and Faculty members, who are at-risk based on CDC specifications, may request, in writing to the Campus Director or College Dean, permission to deliver instruction remotely (a physician's note supporting the request must also be provided) . A student who is at-risk, based on CDC specifications, may request in writing to take the exams remotely. A note from the student's doctor is necessary to grant this request. A request to complete lab or clinical requirements online is permitted based on availability of online materials and appropriate resources. Other accommodations may be offered subject to availability of resources.

Contact Tracing

Student attendance, taken by the professor for each lab and clinical on campus, will serve as documentation for contact tracing. All employees, including faculty, must use the sign-in sheet or the QR code in EIC's mobile app upon entry into the building.

(Note: Eastern International College has one building at the Jersey City campus and one building at the Belleville campus).

Cleaning and Sanitization of Facilities

Eastern International College implements cleaning and sanitizing procedures following CDC guidelines to reduce the risk of spreading the Coronavirus (COVID-19).

The Campus Director provides the overall leadership in campus cleaning, procurement and distribution of sanitizing products. Markers are installed in high traffic areas to assure social distancing and discourage unnecessary socializing. Faculty members understand that implementing the CDC precautions is a shared responsibility. Housekeeping staff are instructed

to prioritize cleaning and disinfecting high touch areas/surfaces and making sure that hand sanitizer stations are consistently refilled and the machines are operable. Staff members are provided with sanitizing materials to clean their workspaces.

1. Classrooms and Laboratories

All didactic courses/lectures are delivered through synchronous online learning except during examination periods (tests, midterm and final exams) when students are required to be present on campus. The classrooms will be cleaned and sanitized after each use following the CDC guidelines, and the capacity of the rooms will be limited to ensure social distancing. Exam scheduling will be set in advance to accommodate this and students may be required to take exams outside their usual class schedule or campus.

Students are required to complete the laboratory and clinical components of their courses on campus. To comply with social distancing, laboratory sessions are divided by batches. Sanitizers like wipes are available inside labs for ready use. High touch machines like computers and ultrasound scanners are sanitized by the user before and after each usage. Students are required to wear masks, face shields, gloves, and gowns inside the lab. All other lab equipment are cleaned and sanitized following CDC guidelines.

2. Common Spaces (Lobbies, elevators, hallways, waiting areas)

Common spaces like lobbies, elevators, waiting areas, and hallways are cleaned routinely and maintained throughout the day by housekeeping. High touch areas like elevator touch buttons, doorknobs, and tables are frequently disinfected with EPA-approved disinfectants against. Hand sanitizer dispensers are constantly checked for refilling. The use of the elevator is limited to only two persons at a time.

Waiting areas are designed to comply with social distancing with chairs spaced 6 feet apart and markers are very visible. Chairs are disinfected several times during the day by the housekeeping staff. Only the student applicant who takes the test is allowed inside the building, and once the test is completed, the student should immediately leave the premises. Visitors are not allowed inside the building (EIC has one building in Jersey City and another one in Belleville).

3. Offices and Workstations

Employees are tasked to disinfect their respective offices and clean their work areas. The College provides EPA-approved cleaning and disinfecting products. Housekeeping provides routine cleaning including vacuuming and removal of trash.

4. Computer Labs

1. Computer labs are used for testing only. The College provides cleaning materials (alcohol-based wipes and sprays containing at least 70% alcohol) for lab staff and users to disinfect keyboards and computer stations before and after usage. The user disinfects

the computer keyboard and mouse before and after usage including the cubicle workstation. The user is also instructed to disinfect hand before and after usage.

5. Restrooms

Restrooms are cleaned and disinfected by cleaning staff throughout the day. Bathroom supplies like liquid soap are monitored frequently to make sure dispensers are refilled as needed.

6. High Touch Areas

High touch areas like tables, chairs, doorknobs, light switches, phones, desks, toilets, sinks are cleaned and disinfected daily and several times during the day by housekeeping using EPA-approved disinfecting products.

Employees with individual offices and workstations are responsible to clean and disinfect their spaces with disinfecting supplies provided by EIC.

Student Services

All student services are moved to remote/online delivery platforms. A Student Services Canvas shell is available and accessible 24/7 online. All active students are able to remotely access this information.

2. Academic and Course Advising - Course and academic advising are done remotely via email, Google Meet or phone.
3. Counseling - Counseling is done remotely following privacy protocols.
4. Tutoring - Most courses have built-in tutoring time that is integrated into the course schedule. Additional tutoring time is done remotely via Google Meet or phone.
5. Disability resources are available online and application for academic accommodations can be requested through email.
6. Information Technology - Canvas, EIC's online Learning Management System, has 24/7 tier one support available. EIC's Helpdesk is during business hours and can provide assistance remotely.
7. Financial Aid Services - Financial aid services and transactions are done remotely although a student may request a face-to-face meeting with a financial assistance advisor. When this happens, an appointment is needed and all CDC protocols (face mask, social distancing) must be strictly observed.
8. Admission advising and testing - Admission advising is done remotely but testing (for HESI and the Accuplacer) is done on campus. The protocol for sanitizing and cleaning high touch areas in the testing center is followed. The user disinfects the computer keyboard and mouse before and after usage including the cubicle workstation and chair. The user is also instructed to disinfect hand before and after usage

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Additional COVID-19 Resources

www.cdc.gov

www.state.nj.us/highereducation