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## Restart Plan

Submitted to the State of New Jersey  
Office of the Secretary of Higher Education  
August 14, 2020

### Website for Restart Plan Posting:

<https://www.nbts.edu/nbts-responds-covid-19/>

General Safeguarding.....	2
Screening, Testing, and Contact Tracing Protocols .....	3
Instruction.....	5
Computer Labs/Libraries .....	6
Student Services .....	7
Study Abroad and International Travel.....	7

## Re-Opening Taskforce

A task force has helped to create this plan. Members of the task force include staff, faculty, and a student. After we re-open, this task force will continue to help identify areas of noncompliance and inform the ongoing implementation of the NBTS restart plan. This task force will meet once a month or as needed.

## General Safeguarding

### Cleaning and Sanitization

Common area objects, including tabletops, railings, armrests, doorknobs, etc., will receive a sanitizing spray and wipe on a daily basis. Hard surface floors are disinfected once a week. Carpet is vacuumed once a week.

Classrooms, when in session, will be vacuumed every other day, desk surfaces and doorknobs will be sanitized with a spray and wipe procedure every day or after every scheduled class whichever is more frequent.

If other common rooms are used, the person using the room will contact building staff to have the room cleaned before its next use.

All bathrooms are cleaned and sanitized on a daily basis (Mon. - Fri.). This includes a spray and wipe surface treatment and floor mopping.

Private offices are vacuumed once a week. Private office doorknobs are sanitized daily. Occupants are responsible for sanitizing desktops, computer, and personal items.

### Face Coverings

Face coverings are required in all public areas. Face coverings may be removed temporarily while eating or drinking or if alone in a private office. Face coverings are available for people at the entrances of the buildings.

### Social Distancing

Social Distancing is encouraged as much as possible. Classrooms, meeting rooms, and offices are configured in a way that allows for social distancing with at least six feet between each person. In rooms with two doors, one will be designated as entry, the other as exit. Restrooms and elevator are limited in occupancy. Signage is present in all common rooms, including classrooms, to remind people of the requirement of social distancing.

### Hygiene

Hand-washing is encouraged. Hand sanitizing stations are available throughout the seminary. Sanitizing wipes for surfaces are also available around the seminary.

### Supplies

Our cleaning supplies include Lysol and Clorox wipes, Clorox concentrate (to make a diluted spray), BNC-15 One Step Disinfectant (for various surfaces), and BETCO pH 7Q One Step Disinfectant for floors.

We have an adequate supply of cleaning products and PPE for several months and have reliable vendors for re-stocking.

### **Training**

All faculty, staff, and students will be sent via email training videos on hand washing and social distancing. **Videos:** <https://youtu.be/fpXh2XHwMmE>, <https://www.youtube.com/watch?v=W-zhhSQDD1U>.

Signs from the CDC will be posted around campus, encouraging best practices for stopping the spread of COVID-19, including: hand-washing, staying home when sick, and social distancing.

## **Screening, Testing, and Contact Tracing Protocols**

### **Screening**

All faculty, staff, students, and visitors to the building will be asked to self-monitor their health for COVID-19 symptoms including answering the following questions via an online questionnaire (<https://bit.ly/NBTSCOVID>) before entering the building:

1. Have you had contact with anyone that you know has been diagnosed with COVID-19? (Contact is defined as being within 6 feet (2 meters) of a person for more than 15 minutes or having direct contact with infectious fluids from a person with confirmed COVID-19 (for example, being coughed or sneezed on).
2. Have you traveled internationally or outside of state in the last 14 days?
3. Have you had a positive-COVID test for active virus in the past 10 days?
4. Do you have any of these symptoms that you cannot attribute to another condition?
  - Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - Recent onset of loss of taste or smell
  - Sore throat
  - Congestion
  - Nausea or vomiting
  - Diarrhea

If a person answers yes to any of these questions, they are directed to not come to campus but to contact the Director of Student Care and Outreach if they are a student, or the Chief of Staff if they are an employee or visitor.

This questionnaire will also give us the data we need to see who has been in the building on any specific date for contact tracing purposes.

### **Testing**

All faculty, staff, students, and visitors are encouraged to get tested if they have COVID-19 symptoms, have been in contact with someone diagnosed with COVID-19, or have traveled internationally or to an area with a travel advisory. Testing site information will be available through links on our website.

### **Returning to campus after a suspected or confirmed case of COVID-19**

Faculty, staff, students and visitors who have a case of unconfirmed/confirmed COVID-19 with illness/symptoms (no hospitalization) can return to the campus only under all of the following conditions:

- At least 3 days have passed since recovery, with no fever for a minimum of 72 hours. Employees must have no abnormal temperature for 72 hours *without* the use of any fever-reducing medicines (aspirin, acetaminophen, or ibuprofen).
- Respiratory symptoms have improved.
- No continuing illness: the employee exhibits no symptoms of COVID-19.
- 10 days have passed since the beginning of any symptoms.
- If possible, the employee has had a *confirmed negative COVID-19 tests*, administered by a medical professional.

Faculty, staff, students and visitors who have a case of confirmed COVID-19 with *no* illness/symptoms (or someone in their household with confirmed case) can return to the campus only under all of the following conditions:

- After at least 10 days have passed since the date of their first positive COVID-19 test.
- They have not become ill.

Faculty, staff, students and visitors who have a case of confirmed COVID-19 with illness/symptoms and hospitalization can return to the building after all of the following conditions:

- At least 3 days have passed since recovery, with no fever for a minimum of 72 hours. Employees must have no abnormal temperature for 72 hours *without* the use of any fever-reducing medicines (aspirin, acetaminophen, or ibuprofen).
- Respiratory symptoms have improved.
- No continuing illness: the employee exhibits no symptoms of COVID-19.
- 10 days have passed since the beginning of any symptoms.
- The employee has had *2 confirmed negative COVID-19 tests*, administered by a medical professional and spaced at least 24 hours apart.
- Return to work authorizations from the employee's healthcare professional have been submitted.

### **Disclosure of a confirmed or unconfirmed COVID-19 case**

Faculty, staff, students, and visitors who have been on campus in the previous 14 days are required to disclose to NBTS if they have tested positive for COVID-19 or have been in contact with someone who tests positive.

To the extent faculty, staff, students, and visitors are on campus, they are required to disclose if they or someone they live with is/are experiencing any coronavirus-related symptoms (fever, cough, body aches, sore throat, etc.).

The Chief of Staff or Director of Student Care and Outreach will ask if they are willing to disclose symptoms or a positive diagnosis to others, and whether the person is comfortable with NBTS doing so.

The Chief of Staff or Director of Student Care and Outreach will ask the person who has tested positive to provide a list of individuals (employees, students, contractors, vendors) with whom the person came in contact in the last 14 days in the NBTS community or those with whom we conduct business as well as rooms/areas they may have visited, including common areas. NBTS will reach out to those who the employee had contact with. NBTS will notify the Middlesex Office of Health Services to report the case.

### **NBTS disclosure after notification of a confirmed or unconfirmed COVID-19 case**

NBTS will disclose that a person who has been on campus in the previous 14 day has (or is suspected to have) COVID-19 to the faculty, staff, and permanent renters (without disclosing the identity of the individual unless consent is obtained).

NBTS will contact the list of individuals that the person has had contact with on campus in the last 14 days to let the individuals know they may have been exposed to COVID-19 (without disclosing the identity of the individual unless consent is obtained).

### **Local Health Department**

Middlesex Office of Health Services is our local health department. When we become aware of a case, we will contact the Middlesex Office of Health Services, report the case(s), and share with them any information we have on the contact that person has had with other individuals on campus, along with their contact information.

## **Instruction**

**Stage 1:** All courses are held remotely.

**Stage 2:** All courses are held remotely except for our Field Education and Clinical Pastoral Education courses which are experience-based courses and may require in-person interaction at their placement location. Those students who are immunocompromised, at high-risk for COVID-19, or have safety concerns may speak with the Director of Field Education for a re-assignment to an online formatted site. Each of our in-person site supervisors will need to read over the safety guidelines for being a host site, which include social distancing and the use of masks. They will need to agree to these safety guidelines in order to have students assigned to their site.

**Stage 3:** Same guidelines as stage 2.

## **On-Campus Residential Housing**

*Not Applicable.*

## **Libraries and Computer Labs**

**Stage 1:** The Library Building is closed to all external users. Members of the NBTS community will have access to materials and reference services virtually. Students with recognized disabilities will have access to digital scans of materials in compliance with Copyright Law of the United States.

**Stage 2:** Same guidelines as stage 1 with additional services provided. Physical copies of materials will be offered by utilizing door-side pickup or mail-out services. Door-side pickup services will be offered in a contactless environment and in compliance with the Executive Order of the State of New Jersey. Library staff will wear required Personal Protection Equipment (PPE) while handling materials for borrowers using book drops, door-side, and/or mail-out services. This includes protective non-surgical masks and/or face shields with gloves while handling library materials. Materials will be placed inside paper bags with the borrower's name attached and placed inside the library vestibule by library staff. Users will pick up materials at a pre-arranged time. No more than one user will be allowed entry inside the vestibule at any time. The vestibule will remain locked at all times, until such a time as a user requests entry by using an intercom with library staff. Library staff will remotely allow entry to reduce contact with users. Users will be asked to wear protective masks to enter the vestibule. The library vestibule will be sanitized after each door-side pickup user vacates the area. This will include disinfecting door handles and the intercom system. Book drops will be open for the return of materials and will be quarantined for 72 hours before reuse. During our public closure, high-touch shared areas, including the circulation desk and bathrooms, will be sanitized three times a week for the safety of our staff.

**Stage 3:** Same guidelines as stage 2.

## **Research**

*Not Applicable.*

## Student Services

**Stage 1:** Student services will be fully online and accessible through our website, email, video conferencing, and phone calls. There will be a student services website set up within our Learning Management System that will list resources and will support communication with our student services personnel.

**Stage 2:** Same as stage 1, but if a student needs to come on campus for a scheduled meeting, it will happen in a room where social distancing can be maintained, and masks will be worn. If a student must wait for a meeting to begin, they will be able to wait in an area where social distancing of at least 6 feet can be achieved, and masks will be required.

**Stage 3:** Same guidelines as stage 2.

## Transportation

*Not Applicable.*

## Dining

*Not Applicable.*

## Study Abroad and International Travel

**Stage 1:** There will be no Seminary-sponsored international travel. Anyone visiting a COVID-19 travel advisory area will be required to follow state and local quarantine guidelines before returning to campus.

**Stage 2 & 3:** Same guidelines as stage 1.

## Athletics

*Not Applicable.*