



1060 Main Street, River Edge, NJ 07661

(201) 342-2204

# INTERIM POLICIES AND PROCEDURES DURING THE COVID 19 PANDEMIC JULY 1, 2020

This document contains policies and procedures that will be implemented during the time of the Covid-19 Pandemic. It will be modified as needed to reflect the most current recommendations from CDC, OSHA, ADA and NIOSH.

## **IN-PERSON COURSE PROTOCOL (TESTING & VACCINATION)**

- Prior to attending an in-person course, all attendees who have not been fully vaccinated for COVID-19 must be tested within 4 days of the course they are registered for. Attendees must email a copy or confirmation of their negative test result to [info@njhpdi.com](mailto:info@njhpdi.com).
  - If you have been vaccinated, you are not required to take a test. You must provide us proof with a copy of your COVID-19 vaccine dates. This can be emailed to us at [info@njhpdi.com](mailto:info@njhpdi.com).
- All attendees are required to wear a face mask at all times. Attendees must put on a mask or face covering prior to entering building and continue to wear a mask or face covering throughout the entire course.

## **CLEANING AND DISINFECTION**

- Suite 201 – Classroom will be cleaned and disinfected (top-to-bottom) before and after each class/meeting. Areas include tables (desks), chairs, light switches, door knobs, hand rails, etc. periodically throughout the day.
- The breakroom will be closed until further notice. Attendees are welcome bring their own drinks and snacks to be eaten at their assigned seat/table.
- For full day courses, we will be placing orders for prepackaged individual lunches.
- Public restrooms (including toilets, faucets and sinks) will be cleaned and disinfected periodically throughout the day.
- Normal routine cleaning will be done with soap and water and disinfection will be done using an EPA-approved disinfectant effective for use against COVID-19.

## **INFECTION CONTROL**

- Perform health screenings for faculty, staff, students and visitors.
- All speakers, sponsors, staff, attendees and visitors will have their temperatures taken before entering the classroom by an NJHPDI faculty or staff member using an infrared touchless thermometer. Attendees and speaker's temperatures will be recorded. If their temperature is below 100.4 and no symptoms are present, the attendee/speaker is cleared to enter the classroom. Anyone who exhibits symptoms common to COVID-19, including fever, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion, runny nose, nausea or vomiting and diarrhea should stay home.
- All course registrants will be given a questionnaire to fill out before entering the classroom.

- All attendees will be asked to perform hand hygiene with a hand sanitizer when entering the classroom.
- In addition, attendees, speakers and staff who begin to feel sick or exhibit symptoms common to COVID-19 will be sent home immediately.
- If an individual is suspected or confirmed to have COVID-19, NJHPDI will close off areas visited by the ill person, open outside doors and windows and use ventilating fans to increase circulation in the area, and wait 24 hours or as long as practical (during which time the facility should not be open to students or staff), and then conduct cleaning and disinfection as directed by the CDC's Cleaning and Disinfection for Community Facilities guidelines.
- As per the CDC, if an attendee is diagnosed with COVID-19, all attendees, speakers and staff that came into contact with that attendee will be contacted.

## **PHYSICAL DISTANCING**

- NJHPDI will limit the class size for all courses until further notice. This will provide attendees with a seating/desk area that is spaced six feet apart from other attendees.
- Clear markings (X) will denote seats that the attendees are permitted to sit in.
- Staff will enforce social distancing in the classroom.
- There will be no indoor break area and attendees will not be permitted to crowd in the hall outside the classroom. Attendees will be encouraged to take breaks outside or in their cars.
- No handshaking or physical contact will be permitted.

## **CLOTH FACE COVERINGS**

- It is required that all attendees, speakers, staff, students, and visitors wear cloth face coverings except where doing so would inhibit the individual's health. Face coverings will be required during the entire course.
- If an attendee does not have a cloth face covering, a disposable face mask will be provided to them.
- NJHPDI will maintain adequate supplies of PPE needed for attendees, speakers and staff including facemasks, disposable lab coats and non-sterile exam gloves

## **HAND HYGIENE**

- NJHPDI will maintain adequate equipment and supplies for staff and attendees to wash and sanitize hands periodically. This includes soap, hand sanitizer containing at least 60 percent alcohol, paper towels, tissues, disinfectant wipes, face coverings (as feasible), and no-touch/foot pedal trash cans.
- NJHPDI will place stations with hand sanitizer with 60 percent or more alcohol content at all building entry points and throughout the facility.
- Attendees, staff and speakers will be provided adequate break time to wash hands regularly.

## **EDUCATION AND TRAINING**

- IF requested, NJHPDI will provide training for attendees regarding COVID-19, including information on sanitization, hand hygiene, and social distancing practices and protocols.
- NJHPDI will provide training for faculty and staff on appropriate sanitization, hygiene and social distancing standards and regarding the school's restart plan protocols.
- NJHPDI will display CDC hand hygiene posters and other "How to Protect Yourself and Others" materials in English and Spanish

## **VENTILATION**

- NJHPDI will consider methods to get fresh air to individuals and properly utilize ventilation system. Some ways to do so include:
  - Maximizing fresh air through the ventilation system
  - Portable HEPA filtration units placed in the classroom.
- NJHPDI will encourage attendees to exit the building during breaks to get fresh air.

## **COLLABORATION WITH HEALTH OFFICIALS**

- Collaborate with River Edge Health Department to share reopening plans and revise those plans as necessary.
- Establish testing guidance and contact tracing protocols in consultation with local health officials and in line with existing State and federal health privacy statutes and regulations, at minimum, such protocols should include a mechanism to maintain a log of attendees, faculty, staff, and visitors to facilitate contact tracing and the reporting of any instances of COVID-19 to local health officials.

The above policies and procedures will be posted on NJHPDI's website and provided to students and staff in advance of the anticipated date for implementation.

## **EMERGENCY CLOSING**

In the event of an emergency closing the following events will occur:

1. Attendees will be contacted by phone and email to inform them of the emergency school closing.
2. NJHPDI will remain closed until state and local officials deem it safe for faculty/staff and students to return to in person instruction.

Attendee Questionnaire:

NJHPDI

Attendee's name: \_\_\_\_\_

Temperature today: \_\_\_\_\_

Date/Time temperature taken: \_\_\_\_\_

This daily survey must be completed before coming to class. Individuals should only come to class if they have answered "no" to every question.

If you cannot confidently answer "no" to these questions, do not come to class. By coming to class, you are attesting that you confidently answered "no" to the below questions and have a very low risk of carrying or spreading COVID-19. Students who cannot answer "no" to the below questions should advise their faculty member to discuss options. If your symptoms are severe, you may need to contact your medical provider.

Yes	No	Questions
		Do you have a temperature at or above 100.4° or any reason to be concerned that you are developing a temperature (without having taken a fever-reducing medicine)?
		Have you experienced a new cough that you cannot attribute to another health condition?
		Have you experienced new shortness of breath that you cannot attribute to another health condition?
		Have you experienced a new sore throat that you cannot attribute to another health condition?
		Have you experienced new muscle aches that you cannot attribute to another health condition or a specific activity such as physical exercise?
		Have you had a temperature at or above 100.4° or the sense of having a fever in the last 24 hours?
		Within the last 14 days, have you had close contact, without the use of appropriate personal protective equipment (PPE), with someone who is currently sick with suspected or confirmed COVID-19? (Note: Close contact is defined as within 6 feet for more than 10 consecutive minutes.)
		Have you had any of the following additional symptoms in combination with the above: chills, repeated shaking with chills, runny nose or new sinus congestion, fatigue, new GI symptoms (vomiting or diarrhea), new loss of taste or smell?

Attendee signature: \_\_\_\_\_