



1060 Main Street, River Edge, NJ 07661

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# INTERIM POLICIES AND PROCEDURES DURING THE COVID 19 PANDEMIC

June 1, 2021

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).

### **CLOTH FACE COVERINGS**

- Masks are optional for those that have been fully vaccinated.
- Attendees that have not been vaccinated, 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**

- 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 attendees are encouraged 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.

## **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.

## **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.