

BETH MEDRASH GOVOHA
RESTART PLAN
In compliance with:
OSHE Restart Standards for all NJ Institutions of Higher Education

Beth Medrash Govoha (BMG) has developed the following Restart Plan in compliance with New Jersey Secretary for Higher Education's Restart Standards for all New Jersey Institutions of Higher Education. This plan has been developed through a collaborative process involving students, faculty, staff, administrators, the President, and the Board of Trustees of BMG. The Plan has been developed to ensure that students, faculty, staff and the general public will feel confident that BMG has taken appropriate safeguarding measures that take into account concerns for public health, in a manner that balances these considerations with students' urgent need to resume educational activity.

I. RESTART COMMITTEE:

BMG formed a Restart Committee to guide and advise on development of the plan working in concert with student and faculty representatives, and advised and approved by the Institution's legal counsel. This Committee will continue to monitor the implementation of the Restart plan, discuss challenges, and advise on needed adjustments going forward over time as updates are received to health data and federal and state guidance. The Restart Committee will also be responsible for monitoring the State of New Jersey's status and movement between Stages and ensuring that the Institution adjusts policy and procedure accordingly as set out for the various stages.

The following are the members of the Restart Committee:

Treasurer of the Board of Trustees
Chair, Audit Committee, Board of Trustees
President and CEO
Vice-President for Administration
Vice-President, Campus Life
Associate Dean of Students
Professor/Senior Faculty Representative
Vice-President, Government Affairs and Compliance

The draft plan was reviewed by all members of the Restart Committee; by a student advisory group; and by faculty and staff representatives, and their comments were incorporated into the planning process and final Plan.

II. HEALTH AND SAFETY COMMITTEE:

BMG has formed a Health and Safety Committee that will advise the institution on implementation of the restart plan, including identifying areas for improvement. The following are the members of the Health and Safety Committee:

Senior VP, Administration and Campus Life
Vice-President for Administration
Vice-President, Campus Operations
Associate Dean of Students

Professor/Senior Faculty Representative
Director of Facilities
Office Manager
Interdepartmental Coordinator
Associate Director of Culinary Services
Director of Dormitory Placement
Student Representative
Student Representative

III. PLAN UPDATES:

The Plan will be updated periodically as needed, as the situation and guidance from the CDC, NJ DOH, NJ OSHE, and Ocean County Board of Health is updated and additional information is provided.

IV. PUBLIC HEALTH SAFEGUARDING STAGES:

The Plan incorporates flexibility to ensure that the Institution conforms in all policies, procedures, and operations to the public health stages that New Jersey may move between. As per the Restart Standards:

“The overall stages range from: maximum restrictions (most individuals staying at home and activity limited to essential tasks); stage 1 (restrictions are relaxed on low-risk activities if appropriately safeguarded); stage 2 (restrictions are relaxed on additional activities that can be easily safeguarded); and stage 3 (restrictions are relaxed on most activities with significant safeguarding).”

V. BMG HAS PLANS IN PLACE TO COMPLY WITH ALL CRITICAL POLICIES AND PROCEDURES MANDATED BY EXECUTIVE NO. 155:

- 1) BMG will provide training for students regarding COVID-19 sanitization and social distancing practices and protocols and education in self-monitoring for symptoms. as a condition of resuming in-person classes and/or living in on-campus dormitories.
 - a. A slide deck has been created to guide orientation sessions. As needed, orientation sessions will be provided in small group settings with appropriate social distancing observed.
 - b. BMG will employ a “train the trainer” approach whereby key staff members, dormitory coordinators, and faculty members will be trained to deliver the training to small groups, enabling the Institution to quickly and efficiently train large numbers of students in a safe manner observing full social distancing.
 - c. Since BMG’s students do not have easy access to the Internet, the orientation will be made available on home training materials with an accompanying audio guide available via telephone, so students may participate at their convenience and without a need for access to the Internet.

d. The following will be the major points emphasized in the training:

- Effective hand hygiene including washing hands for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing your nose, coughing, or sneezing.
- Always wash hands with soap and water. If soap and water are not readily available, then use an alcohol-based hand sanitizer with at least 60% alcohol and avoid working with unwrapped or exposed foods.
- BMG has hand sanitizer dispensers available around campus, and they should be used frequently.
- Avoid touching your eyes, nose, and mouth.
- Before preparing or eating food, always wash your hands with soap and water for 20 seconds.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash hands after.
- Importance of social distancing and making efforts to remain six feet apart from other people at all times whenever feasible.
- Proper use of masks and face coverings and guidelines for where and when face coverings are required.
- BMG's screening, testing, and contact tracing protocols. Importance of cooperating with such protocols.
- Symptoms of COVID-19 and how to continuously monitor for symptoms.
- When and how to report exposure, symptoms, or diagnosis of COVID-19, and what steps to take next.
- Contact information for key staff responsible for COVID-19 response and mitigation.
- How to obtain up to date information regarding COVID-19.
- Guidelines for residential students in the dormitories.

2) BMG will provide training for faculty and staff on sanitization and social distancing practices and protocols, education regarding self-monitoring for symptoms, as well as institutional policies and procedures developed to limit the spread of COVID-19.

- a. The Director of Human Resources will be responsible to ensure that BMG faculty and staff receive appropriate training.
- b. The Director of HR will ensure that training for managers is conducted, and each manager will then be responsible to train their staff. Managers will be expected to train their staff members in small groups with social distancing, or individually for those who require such accommodation. They will be asked to ensure all information in the slide deck is conveyed, but also to tailor the discussion to particular challenges faced by their department and appropriate safeguards to address such situations.
- c. The Associate Dean of Students and Senior Faculty Representative will be responsible to ensure that trainings are held to accommodate faculty.
- d. All staff will be provided with a copy of the Restart Plan and directed to read it.
- e. The following will be the major points emphasized in the training:

- Effective hand hygiene including washing hands for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing your nose, coughing, or sneezing.
- Always wash hands with soap and water. If soap and water are not readily available, then use an alcohol-based hand sanitizer with at least 60% alcohol and avoid working with unwrapped or exposed foods.
- BMG has hand sanitizer dispensers available around campus, and they should be used frequently.

- Avoid touching your eyes, nose, and mouth.
 - Before preparing or eating food, always wash your hands with soap and water for 20 seconds.
 - Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash hands after.
 - Importance of social distancing and making efforts to remain six feet apart from other people at all times whenever feasible.
 - Proper use of masks and face coverings and guidelines for where and when face coverings are required.
 - BMG's screening, testing, and contact tracing protocols. Importance of cooperating with such protocols.
 - Symptoms of COVID-19 and how to continuously monitor for symptoms.
 - When and how employees should report exposure, symptoms, or diagnosis of COVID-19, and what steps to take next.
 - Contact information for key staff responsible for COVID-19 response and mitigation.
 - How to obtain up to date information regarding COVID-19.
 - BMG policies, protocols and procedures for employees in regards to COVID-10.
- 3) Maintenance/cleaning staff involved directly with sanitization, cleaning and disinfection have already been trained in appropriate methods. The Director of Facilities is responsible to ensure that any new hires are similarly appropriately trained, and such training is incorporated into general orientation for the maintenance/cleaning team.
 - 4) Signage is being placed in buildings, at sinks and other locations, encouraging frequent handwashing by employees, faculty and students.
 - 5) Faculty, staff, students, and visitors will be required to use face coverings indoors in line with the current EO mandate, except when doing so would inhibit the individual's health. Reminder signage will be posted conspicuously. Complimentary masks will be made available throughout the campus.
 - 6) BMG will increase janitorial staff to ensure capacity for frequent cleaning and sanitization of equipment and high touch surfaces such as elevator buttons, door handles, banisters, sinks, bathroom fixtures, and other shared surfaces in classrooms, residences, restrooms, and other high touch areas. In some instances, access to high-touch areas that cannot be cleaned regularly may be restricted.
 - 7) BMG's Director of Purchasing has been tasked with ensuring that the Institution has an adequate supply of antiseptic wipes, personal protective equipment including masks and gloves, and cleaning supplies in sufficient supply to support the frequent cleaning and sanitization schedule.
 - 8) Hand sanitizer dispensers will be placed prominently in accessible areas, including outside elevators, with signage encouraging students and staff to use them continuously. Dispensers will be checked and refilled as necessary throughout the day.
 - 9) BMG will ensure that continued remote instruction is made available for faculty and/or students who are unable to participate in in-person instruction.

- 10) Measures will be taken to establish social distancing in classrooms, residence halls, restrooms, and other areas as appropriate.
- 11) Where appropriate, furniture will be reconfigured to minimum 6-foot social distancing between each student, and to observe EO capacity limits.
- 12) Prominent signage throughout every facility will be used to guide and remind students to maintain social distancing. Floor markings of 6-foot distancing will be used where appropriate.
- 13) As appropriate to the safeguarding stage, limitations will be placed on the number of students who may return to residence halls, and access to residential common areas will be restricted where applicable.
- 14) There are very few campus elevators; they have limited capacity; and their use will remain limited to disabled individuals and authorized faculty/staff.
- 15) The VP for Campus Operations will work with residential housing and facilities departments to designate and equip space for separation of individuals residing on campus who display symptoms of or have a positive diagnosis of COVID-19.
- 16) BMG has designated a driver to transport sick students residing on campus to essential appointments, following strict protocols for infection control.
- 17) BMG operates its food service and dining operations in compliance with all health and safety standards. The VP for Campus Operations and Associate Director of Culinary Services have reviewed all applicable Executive Orders and special health and safety standards for COVID-19, and will ensure that these are incorporated into BMG's food service and dining protocols and procedures.
- 18) BMG has a plan in place for resumption of on-campus student services with appropriate safeguards and options for remote service for students who do not want or are unable to be served in person.
- 19) BMG has a plan in place for safe return of students and staff from international travel.
- 20) BMG has a plan in place for performance of health screenings for faculty, staff, students and visitors prior to entry to academic buildings and return to residence halls. Education regarding self-monitoring for symptoms is incorporated into the training for students, faculty and staff on sanitization and social distancing procedures. See below, Section VI, for further information.
- 21) BMG has a solid and longstanding working relationship with its local and state officials, including the Ocean County Health Department and the Lakewood Office of Emergency Management. The Institution has been working collaboratively with the Ocean County Health Department on COVID-19 response since the onset of COVID-19 in Lakewood in March 2020. The input of OCHD and other local and state agencies informed BMG's response and closure plan, and BMG has reached out to OCHD for guidance on the Restart Plan.

- 22) BMG is sharing the components of the Restart Plan with OCHD, Lakewood OEM and other collaborating healthcare partners in Lakewood, and will update and revise the plan in response to significant new developments or input from these partners.
- 23) The President and Executive Team monitor daily data summaries from both the regional EMS and hospital systems and from the association of local primary care providers for immediate knowledge of new infections in the larger community, allowing infection control measures to be quickly implemented should a new outbreak occur.

The VP for Campus Operations will liaison closely with the CHEMED FQHC CEO and Chief Medical Officer to adjust plans in accordance with any evolving new outbreak in the community.

- 24) BMG has established a COVID-19 testing and contact tracing protocol in consultation with the Ocean County Health Department and CHEMED and inline with state and federal health privacy statutes and regulations. See below, Section VI, for further information.
- 25) BMG's Restart Plan has been developed with the goal of minimizing gatherings wherever possible, and ensuring that gatherings are appropriate to capacity expectations in the OSHA restart guidelines, which note that activities for students and faculty that take place within the context of a classroom, dining hall or other academic facilities are not subject to the same capacity limits as other group facilities that involve others from outside the campus community.
- a. Signs will be posted in all hall and thoroughfares reminding students not to congregate in these spaces, and they are to be used as entry and exit passageways only.

VI. SCREENING, TESTING, AND CONTACT TRACING PROTOCOLS:

These are BMG's current screening, testing and contact tracing protocols. The protocols have been developed in consultation with local health officials including OCHD and CHEMED and in line with state and federal privacy statutes and regulations.

Screening

- a. BMG will limit entry points to buildings.
- b. As appropriate, BMG will post screeners by entry points to buildings to perform health screening by means of temperature checks on and Covid19 symptom screenings (oral questions) on those entering the building. Students, faculty and employees may be subject to regular temperature checks and Covid19 symptom screenings (oral questions) upon entering BMG buildings.
- c. Faculty, staff and students will be informed that any person with elevated temperature or experiencing any symptoms of Covid19 is not allowed entry into the buildings and any person recovering from a Covid19 infection will not be allowed entry into the building until they receive clearance from a physician.

Testing

In line with NJ State guidelines at this, BMG's testing policy relies on viral swab testing for current infection, and not on serological antibody tests. Current CDC guidelines indicate that: "We do not know yet if having antibodies to the virus can protect someone from getting infected with the virus again, or how long that protection might last."

Currently, “CDC recommends using authorized nucleic acid or antigen detection assays external icon that have received an FDA EUA to test persons with symptoms when there is a concern of potential COVID-19.” In line with these guidelines, any student, faculty member or employee that the institution is made aware of that is experiencing symptoms will be directed to be tested immediately and directed to notify the institution of a positive result as soon as it is received.

Many may choose to do such testing with their local primary care or urgent care physician. Should they need access to testing, BMG has arranged priority testing through CHEMED. CHEMED has set up a high-capacity testing center, conveniently located a few blocks away from BMG. CHEMED utilizes a SARS-COV-2 test, which has a high degree of sensitivity and specificity. CHEMED also has rapid Covid tests available for quick initial indication of possible diagnosis, but those are coupled with the SARS-COV-2 tests to ensure accuracy.

Anyone symptomatic who has been tested will be directed not to enter any BMG buildings (other than isolation rooms in residence halls if they are a resident student) until they receive the results of their test. Students will be directed to inform the institution if they receive a positive test result, and contact tracing will be implemented if such a positive test is received.

CDC guidelines further recommend as follows: “Testing is recommended for all close contacts of persons with SARS-CoV-2 infection, especially initial testing during an outbreak or pandemic due to the high likelihood of exposure. Because of the potential for asymptomatic and pre-symptomatic transmission, it is important that contacts of individuals with SARS-CoV-2 infection be quickly identified and tested.” As such, BMG will notify employees, faculty and students that the institution strongly encourages all individuals on campus who have a close contact who is diagnosed with SARS-CoV-2 infection to get tested for SARS-CoV-2, as well as to follow all other instructions provided by the OCHD in the course of contact tracing or other communications.

Contact Tracing

The VP for Campus Operations will promptly report any new diagnosed Covid-19 cases among students, staff or faculty which BMG is made aware of to the Ocean County Health Department and assure that recommended steps are carried out in the event of an exposure. As per the direction of the Ocean County Health Department, OCHD will be the primary agency responsible for contact tracing in the event of an exposure at BMG.

In order to facilitate contact tracing, BMG will limit the movement of students and staff between rooms/buildings to the greatest degree possible.

- a. Students will remain with the same study/cluster group throughout the semester with no lateral movement permitted to other groups.
- b. Cluster groups will be limited to use of the same room for the entire semester.
- c. Custodial staff will be assigned to specific buildings and efforts will be made to minimize their rotation between facilities.

BMG has an established mechanism that can be used to maintain logs of students and faculty present in particular rooms/buildings:

- a. The Registrar maintains a detailed list/log of students in each room including maps of seat assignments by cluster group. This seat mapping enables fast and effective contact

- tracing and notification of those who were potentially exposed in the event a student, staff member or faculty member is diagnosed with the pandemic disease.
- b. Should the institution be made aware of a positive Covid-19 test from a faculty member or student, the Registrar's office with assistance of the Interdepartmental Coordinator will coordinate with the OCHD contact tracing effort by sending out letters and phone calls to those potentially exposed with messages and instructions from OCHD regarding how the exposed individuals should proceed, and requesting that they contact OCHD.
 - c. The Director of HR will maintain a log of all employees along with their work locations. Should an employee test positive for Covid-19, the Director of HR or office manager will be responsible to coordinate with the OCHD contact tracing effort by sending out letters, emails, and phone calls to those potentially exposed with messages and instructions from OCHD regarding how the exposed individuals should proceed, and requesting that they contact OCHD.
 - d. All students, staff and faculty exposed to anyone who is diagnosed with the pandemic disease will be directed to stay away from BMG buildings (other than residential students who are isolating in a BMG dorm), and the procedures detailed in BMG's Pandemic Response Plan for institutional response to students, staff or faculty diagnosed with pandemic disease will be followed.

VII. FUNCTIONAL AREAS BY STAGE

The following are the plans for each specific functional area that applies to BMG, divided by Stage.

A) INSTRUCTION

Instruction – Stage 1:

As per the OSHE Restart Standards, "During Stage 1, institutions are limited to using distance learning to provide instruction, unless a waiver supported by a compelling rationale is obtained from the Secretary of Higher Education." If the State were to revert to Stage 1, BMG's President, Board of Trustees and Academic Council would evaluate whether there is a compelling need to apply for a waiver from the Secretary of Higher Education to continue to offer in-person instruction.

BMG would also be prepared to offer in-person instruction in outdoor locations in line with the guidelines and regulations for outdoor gatherings, in the event that this is permitted by State guidelines, and weather permitting. Outdoor instruction will abide by all restrictions under Executive Order and State guidelines. Class gatherings will be limited to the gathering limit in force at the time under Executive Order.

BMG students face unique engagement and access issues that challenge the long-term viability of remote instruction on a mass scale. The compelling rationale for allowing BMG to provide in-person instruction is to ensure access and equity for existing students whose education has been interrupted. Nearly all BMG students live in the immediate region of BMG, and many are married with families. The overwhelming majority of BMG students do not have internet access in their homes due to their religious tenets, as per the personal direction of their religious, Rabbinical leaders. The institution's mode of instruction is therefore by phone conference, and this modality is not suited to engagement with students and leads to many students struggling with the phone model.

As such, if conditions are conducive, BMG would look to apply for a waiver from the Secretary of Higher Education to offer in-person instruction, with full compliance with all Executive Orders and guidelines issued by the Secretary of Higher Education and the NJ Department of Health.

Should BMG apply for a waiver to offer in-person instruction in Stage 1, BMG would follow the Governor's, OSHE's and Department of Health's guidelines for safety precautions in implementing a full complement of health and safety precautions to minimize the risk of Covid19 exposure and spread to students through capacity limits; enforced social distancing; constant screening of students for symptoms; constant and aggressive disinfecting; use of PPE and required use of masks; segregation of groups and limitations on movement; prominent signage and reinforcement of all rules; and closure of shared spaces and potential gathering and mixing spaces.

Instruction – Stage 2:

As in Stage 1, the institution would utilize any opportunity to offer in-person instruction in outdoor locations in line with the guidelines and regulations for outdoor gatherings, in the event that this is permitted by State guidelines. Outdoor instruction will abide by all restrictions under Executive Order and State guidelines. Class gatherings will be limited to the gathering limit in force at the time under Executive Order.

As per the OSHE Restart Standards, in-person instruction in Stage 2 was limited to "curricula that require labs, technical, clinical rotations and hands-on instruction.....All other classes (including lectures, seminars, and those that can otherwise be conducted through remote instruction) must continue to occur via distance education, unless a waiver is obtained from the Secretary of Higher Education." BMG does not offer any classes that include required labs, technical or clinical rotations. This guidance has now been superseded by Executive Order 175, which states that; "Effective immediately, degree-granting institutions of higher education may resume all in-person instruction not previously permitted in Executive Order No. 155 (2020)."

As per E.O. 175, BMG will therefore resume in-person instruction in Stage 2, in keeping with all requirements for safeguarding specified in E.O. 155 and the OSHE guidelines.

In offering in-person instruction indoors in Stage 2, BMG will require compliance with requirements articulated in the Executive Orders including social distancing; screening of students for symptoms; repeated disinfecting; use of PPE and required use of masks; segregation of groups and limitations on movement; prominent signage and reinforcement of all rules; and closure of shared spaces and potential gathering and mixing spaces.

These measures are described below in more detail:

A) All rooms reconfigured to the required social distancing standards and capacity limits as applicable, and with protective measures in place:

1. Furniture in all study areas will be reconfigured to minimum 6-foot social distancing between each student, and to observe EO capacity limits as applicable.

2. Prominent signage and marking throughout every facility that will always be used to guide and remind students to maintain social distancing.
3. Faculty will be provided with plexiglass shielding during lectures.
4. Signage will be placed in restrooms reminding students to maintain social distancing in common facilities.

B) Strict group segregation and limitations on movement within buildings:

1. Students will remain with the same small group throughout the term with no lateral movement permitted to other groups.
2. Cluster groups will be limited to use of the same room for the entire term. Scheduling will be set to ensure that they do not move from classroom to classroom.
3. Signs will be placed in common hallways and connectors indicating that they are to serve as emergency exits only.
4. Restroom facilities will be cleaned and disinfected frequently.
5. Custodial staff will be assigned to specific buildings.

C) Continued closure of common/shared spaces and facilities:

1. Libraries will be open at reduced occupancy, with strict social distancing and masks required. Where possible, curbside pick-up will continue to be offered and encouraged.
2. Only faculty offices in which it is possible to maintain social distancing between faculty members and students will be open for student-faculty meetings. Where possible, faculty will be encouraged to have meetings with students take place by phone.
3. Signs will be posted in all halls reminding students that it is forbidden to congregate in these spaces, and they are to be used as entry and exit passageways only.

D) Enforcement of daily screening:

1. To facilitate screening, BMG will limit entry points to each facility. Some doors will be designated as exit only.
2. All students, faculty and employees will be asked to comply with periodic temperature checks and Covid19 symptom screenings (oral questions) before entering BMG buildings.
3. Any person with elevated temperature or experiencing any symptoms of Covid19 will not be allowed entry into the buildings.
4. Any person recovering from a Covid19 infection will not be allowed entry into the building until they receive clearance from a physician.

E) Regular and thorough disinfecting of facilities and surfaces and infection control:

1. All students and faculty will always be required to wear facial masks.
2. BMG will increase janitorial staff to ensure capacity for hourly cleaning/disinfecting of high touch surfaces such as door handles, banisters, sinks, bathroom fixtures, and other touched surfaces.
3. Hand sanitizer dispensers will be placed prominently in accessible areas with signage encouraging students and staff to use them continuously. Dispensers will be checked and refilled as necessary throughout the day.

4. A supply of antiseptic wipes, masks, and cleaning supplies will be available in every building.

F) Appropriate ventilation:

1. All facilities placed in use will be served by high capacity HVAC systems with superb filtration.

G) Use of PPE:

1. Custodial staff will always be required to wear masks and gloves.
2. BMG will prepare and distribute a guide to proper use and laundering of reusable face coverings and require students to affirm that they have reviewed the guidelines for face coverings/masks.
3. All those in our facilities, including students and faculty, will be required to comply with Executive Order requirements to wear face masks.

H) REMOTE INSTRUCTION

1. BMG will continue to offer class options via remote instruction, including to meet the needs of students and/or faculty who are immunocompromised, at high-risk for Covid-19 or in quarantine or isolation for Covid-19 exposure and/or positive diagnosis.

Instruction – Stage 3:

In Stage 3, BMG will offer modified in-person instruction for all classes.

- a) BMG will provide training for students regarding COVID-19 sanitization and social distancing practices and protocols and education regarding self-monitoring for symptoms as a condition of resuming in-person classes. See above, Section V.1, for further information.
- b) BMG will provide training for faculty and staff on sanitization and social distancing practices and protocols, education regarding self-monitoring for symptoms, as well as institutional policies and procedures developed to limit the spread of COVID-19. See above, Section V.2, for further information.

BMG will operate in accordance with statewide gathering restrictions in force at the time and occupancy limits as articulated in Executive Orders to the extent that they apply to BMG, required us of face coverings, signage to reinforce and remind regarding compliance, and CDC/DOH public health infection control standards, including social distancing, sanitizing equipment, handwashing, and cleaning and disinfection.

These measures are described below in more detail:

A) Rooms reconfigured to required social distancing standards and capacity limits, and with protective measures in place:

1. Furniture will be configured to minimum 6-foot social distancing between students.
2. Signage and marking throughout every facility will be used to guide and remind students to maintain social distancing and to reinforce EO capacity limits where applicable.
3. Faculty will be provided with plexiglass shielding during lectures upon request.
4. Signage will be placed in restrooms reminding students to maintain social distancing in common facilities.

B) Continued limitations on movement within buildings:

1. Students will be asked to remain with the same group throughout the semester with no lateral movement permitted to other groups, except in situations of extreme necessity.
2. Cluster groups will be limited to use of the same room for the entire semester. Scheduling will be set to ensure that they do not move from classroom to classroom.
3. Students will be informed that they are to remain within their designated study building, room and support facilities and not visit other buildings.
4. Signs will be placed in common hallways and connectors indicating that they are to serve as emergency exits only.
5. Restroom facilities will be cleaned and disinfected frequently.
6. Custodial staff will be assigned to specific buildings.

C) Limitations common/shared spaces and facilities:

1. Libraries will be open at reduced occupancy, with strict social distancing and masks required. Where possible, curbside pick-up will continue to be offered and encouraged.
2. Only faculty offices in which it is possible to maintain social distancing between faculty members and students will be open for student-faculty meetings. Where possible, faculty will be encouraged to have meetings with students take place by phone.
3. Signs will be posted in all halls reminding students not to congregate in these spaces, and they are to be used as entry and exit passageways only.

D) Periodic screening:

1. To facilitate screening, BMG will limit entry points to each facility. Some doors will be designated as exit only.
2. All students, faculty and employees will be asked to comply with periodic temperature checks and Covid19 symptom screenings (oral questions) before entering BMG buildings.
3. All students, faculty and employees will be informed that any person with elevated temperature or experiencing any symptoms of Covid19 will not be allowed entry into the buildings. Prominent signage to this effect will be placed on the entrances to all buildings.
4. All students, faculty and employees will be informed that any person recovering from a Covid19 infection will not be allowed entry into the building until they receive clearance from a physician.

E) Increased and thorough cleaning and disinfecting of facilities and surfaces:

1. BMG janitorial staff will frequently clean/disinfect high touch surfaces such as door handles, banisters, sinks, bathroom fixtures, and other touched surfaces.

2. Hand sanitizer dispensers will be placed prominently in accessible areas with signage encouraging students and staff to use them continuously. Dispensers will be checked and refilled as necessary throughout the day.
3. A supply of antiseptic wipes, masks, and cleaning supplies will be available in every building.

F) Appropriate ventilation:

1. All facilities placed in use will be served by high capacity HVAC systems with superb filtration.

G) Use of PPE:

1. Custodial staff will be required to wear masks and gloves.
2. BMG will prepare and distribute a guide to proper use and laundering of reusable face coverings.
3. All students and faculty will be required comply with Executive Order requirements in force at the time regarding wearing of face masks.

H) REMOTE INSTRUCTION

BMG will continue to offer class options via remote instruction, including to meet the needs of students and/or faculty who are immunocompromised, at high-risk for Covid-19 or in quarantine or isolation for Covid-19 exposure and/or positive diagnosis.

I) “ACTIVE CLASSES” – N/A

The OSHE Restart Standards note that institutions may need to provide additional safeguards to protect students in “active classes” in which students may be emitting more aerosols or droplets than normal talking, such as theater, music, or dance. BMG does not offer such classes.

Instruction – Compliance with Limitations for All Stages:

- a) BMG will ensure that faculty and/or students who are immunocompromised or at high-risk for COVID-19 will have the option to provide or receive instruction remotely. Faculty and/or students who require remote instruction options will be instructed to contact the VP for Enrollment Management, who will arrange appropriate accommodations. The institution has a fully functional audio-conferencing system available to facilitate remote instruction. Accommodations to be arranged will include the use of private single study rooms; ability for students to participate from offsite through teleconference; and accommodations for faculty to offer lectures via teleconference.
- b) Individuals presenting with symptoms or a positive diagnosis of COVID-19 will be directed not to attend in-person instruction and will be provided with an alternative option for their work, including remote instruction. The VP for Enrollment Management will arrange appropriate accommodations for such individuals, as above. See above Section VI for BMG’s screening and testing protocols.
- c) BMG will abide by all general safeguarding measures outlined in EO No. 155. See above, Section V for further information.

- d) BMG will require the use of face coverings by faculty, staff, students, and visitors, except when doing so would inhibit the individual's health. Reminder signage will be posted conspicuously. Complimentary masks will be made available throughout the campus.
- e) Measures are being taken to establish and encourage social distancing in classrooms, restrooms, and other areas as appropriate.
- f) Where appropriate, furniture including chairs, tables, desks, etc. is being reconfigured to minimum 6-foot social distancing between each student, and to observe EO capacity limits.
- g) Prominent signage throughout every facility will be used to guide and remind students to maintain social distancing. Floor markings of 6-foot distancing will be used where appropriate.
- h) Signs will be posted in all hall and thoroughfares reminding students not to congregate in these spaces, and they are to be used as entry and exit passageways only.
- i) Signage will be posted at entryways and exits reminding students to enter and leave one at a time and avoid crowding entryways and exits.
- j) The Director of Facilities is responsible to ensure that janitorial staff clean and sanitize equipment and high touch surfaces such as elevator buttons, door handles, banisters, sinks, bathroom fixtures, and other shared surfaces after each class session.
- k) The Director of Facilities will survey the buildings and direct maintenance staff to restrict access to any high-touch areas and shared surfaces that cannot be cleaned regularly.
- l) Sanitation stations (i.e. hand sanitizer dispensers) are being placed prominently in accessible areas with signage encouraging students and staff to use them continuously. Dispensers will be checked and refilled as necessary throughout the day.
- m) Signage is being placed in academic and other buildings, at sinks and other locations, encouraging frequent handwashing by employees, faculty and students.

B) ON-CAMPUS RESIDENTIAL HOUSING

Residential Housing – Stage 1:

As per the OSHE Restart Standards, “During Stage 1, institutions may not open on-campus residential housing to students, with the exception of students with extenuating circumstances, such as those using on-campus housing as their primary residence.” In line with the above, the following students continue to reside on BMG’s Campus in Stage 1:

- 1) Students living with their families in BMG’s multi-family housing apartment complexes. These student apartment complexes contain individual fully-contained apartment units rented out to students living with their spouses and children, and in every way resemble typical multi-family apartment housing. Each apartment is a self-contained unit with kitchens, bathrooms, bedrooms etc. housing families that can lock-down/quarantine within their own apartment according to the guidelines of the Executive Orders.
- 2) Students living in the dormitories who are unable to return to their parents’ homes due to extenuating circumstances, including but not limited to: Student has been exposed to COVID-19 and parents are vulnerable/elderly/immunocompromised; student has been exposed to or is diagnosed with COVID-19 and is unable to travel; student is unable to travel or move back home for other reasons; student has no viable means of transportation (flights grounded, etc.) This

group is kept to a minimum, and efforts are made to help as many students as possible return to their parents' home.

Residential Housing – Stage 2:

In Stage 2, the institution permits a limited number of additional students to return to on-campus dormitories with rigorous adherence to social distancing, cleaning/sanitation protocols and general safeguards detailed in EO No. 155.

- a) The Institution will reduce density in dormitories to the extent practicable. Initially occupancy in buildings will be reduced to 65% of normal capacity. BMG's normal overall occupancy rate is 1,300 dormitory residents; the initial reduced occupancy rate will be a maximum of 845 residents.
- b) In deciding which students will be allowed to return to campus, the institution is mindful of students for whom residential housing is necessary to obtain an equitable education. The institution will therefore prioritize students who do not live in close enough proximity to commute to return first to the dormitories. These are the students who do not have the ability to participate in in-person instruction without living in the dormitories, as they do not have local accommodations, and as such, they are the most at risk for not receiving an equitable education without access to residential facilities. Students will be prioritized on the basis of equitable education in a need-blind manner – and not based on their ability to afford room and board charges. Students requiring room and board scholarships who require the dormitory accommodations in order to be able to access equitable education will be prioritized ahead of locally-based students who can afford to pay room and board charges.
- c) There are very few common areas in the BMG dormitories, but any such areas will remain closed with signage posted accordingly and doors locked where possible.
- d) Essential utility rooms will be open (laundry room, etc). There are no couches or other furniture that enable/encourage students to congregate in utility rooms. These rooms will be cleaned and sanitized frequently. Signage will be posted reminding students of the requirements for social distancing and related health and safety precautions.
- e) Exterior doors will be locked (to outside entry) with combinations for residents only.
- f) Entry to the dormitories will be limited to residents only, with exception only for those with a compelling reason to be in the building (meal delivery, emergency personnel, security personnel, maintenance, etc.) Sign-in sheets for visitors will be posted at all entrances to residential buildings to facilitate contact tracing if necessary.
 - a. Exception will be made for staff and immediate family members of resident students to assist with student move-in and related activities if needed, only if they have completed a screening for COVID-19.
- g) Signage will be posed to discourage resident students from visiting between rooms in order to help prevent spread of COVID-19.

Residential Housing – Stage 3:

In Stage 3, the institution will permit additional students to return to the dormitories with rigorous adherence to social distancing, cleaning/sanitation protocols and general safeguards detailed in EO No. 155.

- a) The Institution will continue to reduce density in dormitories to the extent practicable.

- b) In deciding which students will be allowed to return to campus dormitories, the institution will continue to be mindful of students for whom residential housing is necessary to obtain an equitable education. These decisions will continue to be made in a need-blind manner, prioritizing those students who do not have local housing accommodations available.
- c) There are very few common areas in the BMG dormitories, but any such areas will reopen for limited usage with social distancing and safeguarding. The institution will post signage in any common area requiring social distancing and reminding students of health and safety precautions. These rooms will be cleaned and sanitized frequently.
- d) Essential utility rooms will remain open (laundry room, etc). There are no couches or other furniture that enable/encourage students to congregate in utility rooms. These rooms will be cleaned and sanitized frequently. Signage will be posted reminding students of the requirements for social distancing and related health and safety precautions.
- e) Exterior doors will continue to be locked (to outside entry) with combinations for residents only.
- f) Entry to the building will be limited to residents only, with exception only for those with a compelling reason to be in the building (meal delivery, emergency personnel, security personnel, maintenance, etc.). Sign-in sheets for visitors will be posted at all entrances to residential buildings to facilitate contact tracing if necessary.
- g) Exception will be made for staff and immediate family members of resident students to assist with student move-in and related activities if needed, only if they have completed a screening for COVID-19.

Dormitories – Compliance with Limitations for All Stages:

- a) BMG will set aside designated single rooms with private bathrooms for isolating dormitory residents who display symptoms or have a positive diagnosis of COVID-19. BMG will designate a block of rooms on the first floor of the Irvington dormitory for this purpose, and on the third floor of the Tanenbaum dormitory for this purpose. These facilities include 10 single rooms with private bathrooms.
- b) BMG will not require any student to live on campus. Although it is the general policy of the institution to require any student without spouse and/or dependents to live on campus, BMG will suspend this requirement for any student who does not want to live on campus during any stage of public health safeguarding.
- c) BMG will promote social distancing measures within the dormitories, including limiting gathering of residents:
 - a. Prominent signage in each dormitory will be used to guide and remind students to maintain social distancing. Signs will be posted in all hall and thoroughfares reminding students not to congregate in these spaces, and they are to be used as entry and exit passageways only.
 - b. As noted above, in essential utility rooms and in that remain open, and in any common areas that can reopen under Stage 3, the institution will post signage requiring social distancing and reminding students of health and safety precautions.
- d) The institution will post signage encouraging frequent self-monitoring by residents for symptoms of COVID-19. Dormitory staff will perform periodic walk-throughs of the dormitory

during break hours when students are present to inquire as to the residents' welfare and remind them to continue self-monitoring for symptoms.

- e) BMG has developed a reporting protocol for residents to follow if they are experiencing symptoms of COVID-19. Resident students with symptoms of COVID-19 are instructed to contact the BMG Pandemic Task Force via phone (732)364-7243 or email (COVID19@bmg.edu) and provide their name, contact info, dormitory in which they reside, faculty member, and BMG buildings in which the student attends classes.
- f) The Interdepartmental Coordinator is responsible to monitor the phone messages and emails and notify the Director of Dormitory Placement (DDP) with contact information for any resident student who reports in. The DDP will then contact the resident student and make appropriate arrangements for testing, isolation and/or return home as indicated.
- g) BMG has a protocol for enhanced screening measures for students returning to campus after having been off campus for extended breaks. BMG will send out a robocall to all students in advance of their return asking that they self-monitor for COVID-19 symptoms, and if they have symptoms or have been exposed to someone who tested positive for COVID-19, they not return to campus until they speak with the Director of Dormitory Placement, who will advise them on required testing or quarantine time, so the student can be medically cleared prior to returning to the dormitory. BMG will also place screening personnel in dormitories on days on which students return to campus from extended break, to screen students for self-reported symptoms and perform temperature checks as necessary. Any student with symptoms of COVID-19 will be directed to undergo immediate testing and either postpone return to campus or enter an isolation room until medically cleared.
- h) The Director of Dormitory Placement is responsible to coordinate with students to ensure that move-in/move-out times occur in a staggered manner. While BMG will make an exception to the no-visitors policy and allow parents and others to assist in move-in/move-out, due to the demographics of BMG's student body (no first-time, full-time freshmen; most students enter at age 21 or older), it is rare for parents or others to assist with move-in/move-out. BMG will place screening personnel in dormitories on move-in/move-out days to screen residents and those helping with move-in for symptoms of COVID-19.
- i) Prior to move-in, resident students will be directed to self-screen for symptoms and report any symptoms to the DDP. Any student experiencing symptoms of COVID-19 will be required to reschedule their move-in for after they have received a negative viral swab test for COVID-19.
- j) BMG will institute increased cleaning and sanitization of common or high-touch areas such as elevators and stairwells, including frequent cleaning of high touch surfaces such as elevator buttons, door handles, banisters, sinks, bathroom fixtures, and other shared surfaces.
- k) BMG will institute increased cleaning and sanitization and protective measures in shared bathrooms, including:
 - a. Prominent signage will be posted near sink and shower areas:
 - i. Reminding residents of the risk of transmission of COVID-19 in communal bathrooms.
 - ii. Asking residents not to keep personal items in the bathroom, and instructing residents to utilize a shower caddy or basket, so as not to place personal items directly on bathroom surfaces, and
 - iii. Providing best practices for use of sinks and showers to prevent infection.
- l) Janitorial staff will empty shared bathroom trashcans regularly. Gloves will be utilized for this task (as for other cleaning and sanitization tasks in bathrooms).
- m) Janitorial staff will clean each shared bathroom at least twice daily.

- n) BMG will provide training for dormitory residents and all dormitory managers and staff regarding COVID-19 sanitization and social distancing practices and protocols, education in self-monitoring for symptoms as a condition, and institutional policies and procedures developed to limit the spread of COVID-19, including dormitory rules.

C) COMPUTER LABS

BMG does not have dedicated computer labs. Computers are available in some libraries, and will be addressed below Section VII.D.

D) LIBRARIES

Libraries – Stage 1:

As per the Restart Standards, in Stage 1, BMG’s formal lending libraries are closed. The Chief Librarian is responsible to ensure that any staff working to take in returned items will ensure such items are sanitized wherever possible.

Since BMG’s students have limited access to internet and therefore to online resources, library staff wherever possible make available fax-back and mailed out copies of research materials and excerpts from academic texts.

Libraries – Stage 2:

In Stage 2 BMG’s formal lending libraries re-open in a limited fashion in accordance with Executive Orders and Administrative Orders governing the re-opening of libraries.

- a) Students are encouraged to reach out with more involved research questions/requests for guidance by phone, to avoid lengthy in-person interactions, and to shorten duration of students’ time spent in the library, so as to allow others to enter and observe mandated occupancy limits
- b) BMG Libraries are subject to occupancy limitations in compliance with state indoor occupancy guidelines.
- c) Tables and desks in “communal spaces” will be reconfigured to enforce social distancing, and where necessary, furniture will be removed and/or areas will be closed where social distancing is difficult to observe.
- d) Prominent signage throughout the libraries will be used to guide and remind students to maintain social distancing.
- e) Library staff will remind patrons as appropriate to maintain proper 6-foot social distancing.
- f) BMG janitorial staff will carry out frequent cleaning and sanitization of high touch furniture and equipment such as tables and computer terminals, and other shared surfaces including bookshelves, doorknobs, banisters, etc.

- g) Hand sanitizer stations will be placed prominently in accessible areas with signage encouraging students and staff to use them continuously. Dispensers will be checked and refilled as necessary throughout the day.
- h) Library staff will be instructed in proper infection control practices, including regular hand washing, coughing and sneezing etiquette, and proper tissue usage and disposal.
- i) Library staff will be instructed to wash their hands repeatedly throughout the day, and will be given break times for handwashing.
- j) Library patrons will be required to use face coverings indoors in line with the current EO mandate, except when doing so would inhibit the individual's health. Reminder signage to use face coverings will be posted conspicuously.
- k) Library staff are required to wear face coverings and gloves when interacting with other workers or students. BMG will provide face coverings and gloves for library staff.
- l) Returned items are sanitized where possible.

In addition to available in-person service, BMG's librarians facilitate curbside pick-up of requested materials under the supervision of the Chief Librarian. Library employees delivering materials for curbside pick-up should wear masks and gloves, and are directed to place materials directly into car trunks whenever possible.

Libraries – Stage 3:

- a) BMG Libraries are open with occupancy limitations in compliance with state indoor occupancy guidelines.
- b) Measures will be taken to establish social distancing in libraries. Prominent signage throughout the libraries will be used to guide and remind students to maintain social distancing.
- c) Library staff will remind patrons as appropriate to maintain proper 6-foot social distancing.
- d) Where appropriate, furniture will be reconfigured to minimum 6-foot social distancing between each patron.
- e) BMG janitorial staff will carry out frequent cleaning and sanitization of high touch furniture and equipment such as tables and computer terminals, and other shared surfaces including bookshelves, doorknobs, banisters, etc.
- f) Hand sanitizer stations will be placed prominently in accessible areas with signage encouraging students and staff to use them continuously. Dispensers will be checked and refilled as necessary throughout the day.
- g) Library patrons will be required to use face coverings indoors in line with the current EO mandate, except when doing so would inhibit the individual's health. Reminder signage to use face coverings will be posted conspicuously.
- h) The Director of IT will develop and post signage near computer terminals directing every individual user as to how disinfect the computer terminal before and after every usage. Supplies of antiseptic wipes for this purpose will be placed near each computer terminal and checked and refilled as necessary throughout the day.
- i) Tables and desks in "communal spaces" will be reconfigured to enforce social distancing, and where necessary, furniture will be removed and/or areas will be closed where social distancing is difficult to observe.

Libraries – Limitations for All Stages:

- a) As noted above, returned materials will be sanitized with antiseptic wipes where possible.
- b) As detailed above, computer terminal users will be directed to disinfect the computer keyboard prior to and after each use. Additionally, janitorial staff will clean and disinfect computer terminals periodically throughout the day.
- c) The Chief Librarian will continue to make available remote requests (fax, mail, email, etc.) and curbside pick-up for those patrons unable or uncomfortable to enter the library.
- d) Where possible, the library staff will arrange special hours for immunocompromised students and faculty upon request.
- e) BMG encourages students to digital versions of research volumes and texts, but many students are limited due to lack of easy access to the internet.
- f) Prominent signage will be posted encouraging library staff and patrons to frequently wash their hands and use hand sanitizing stations. Library staff will be provided ample break times for handwashing throughout the day.

E) RESEARCH

N/A. BMG's program does not include research studies, and BMG facilities do not include research labs.

F) STUDENT SERVICES

BMG intends to continue offering the full complement of student services to students throughout all Stages. These include career advising, academic advising, and customer service in the Registrar and Financial Aid departments.

Student Services - Stage 1:

In Stage 1, BMG's office buildings are closed to the public, and most of the staff telecommute from home. During this stage, staff continues to provide student services over the telephone; via Zoom; and through email. The institution also arranges drop-boxes for forms at the office that are checked regularly and, in cases of extraordinary necessity, porters equipped with PPE will offer drop-off/pick-up service outside students' homes.

Student Services – Stage 2:

BMG's Student Services offices re-open on a limited basis with social distancing for those employees that have projects and responsibilities that are not easily completed from home. Students are allowed into the building for in-person services on a limited basis. Due to occupancy limits and to prevent crowding, the number of students allowed into the building at one time is limited. Masks are required, and prominent signage directs anyone with symptoms of COVID-19 not to enter the building.

Employees that are able to work from home or request to do so due to COVID-19 concerns remain at home. Those employees working from home continue to provide student services over the telephone; via Zoom and through email. Porters equipped with PPE remain available for drop-off/pick-up service for students that are unable or concerned to leave their homes.

Student Services – Stage 3:

BMG's Student Services offices fully re-open, with continued social distancing and face coverings. Additional employees return to the office, with appropriate configurations to maintain social distancing. Efforts are made to ensure that students can be served without coming in close proximity to staff, by using customer service windows external to the Registrar's office instead of allowing students to enter the office for service. Students and faculty who are immunocompromised, or otherwise in at-risk category, or who must quarantine or have a positive diagnosis, will continue to receive full service remotely via phone, Zoom, and email. When home pick-up or drop-off of documents is required, BMG will continue to make porters available for this purpose. Student services employees who are immunocompromised, otherwise at-risk, or who must quarantine or isolate will be allowed to continue and/or resume their at-home telecommuting arrangements.

Student Services – Limitations for All Stages:

- a) Students who are immunocompromised or at-risk will be served remotely by student services personnel. Students requiring special accommodations will be instructed to contact the VP for Enrollment Management, who will facilitate remote service arrangements.
- b) Employees who are immunocompromised or at-risk should report such concerns to the Director of HR, and she will arrange to them to be able to work remotely.
- c) Advising/counseling offices use scheduled appointments, and will space appointments appropriately to help reduce capacity in waiting areas.
- d) Signage is being placed in student services areas, at sinks and other locations, encouraging frequent handwashing by employees and students.
- e) Faculty, staff, students, and visitors will be directed to use face coverings indoors in line with the current EO mandate, except when doing so would inhibit the individual's health. Reminder signage will be posted conspicuously.
- f) Janitorial staff will ensure frequent cleaning and sanitization of equipment and high touch surfaces such as elevator buttons, door handles, banisters, sinks, bathroom fixtures, and other shared surfaces in student services offices and their auxiliary areas.
- g) Prominent signage will be used to guide and remind employees and students to maintain social distancing.
- h) The Registrar's Office has an exterior customer service window to allow students to be served while maintaining social distancing from staff, and also allowing students to queue in the lobby where there is more room for social distancing.

G) TRANSPORTATION

N/A - BMG does not provide on-campus transportation services to students.

The institution has designated the Director of Dormitories and Students to transport sick students residing on campus to essential appointments, following strict protocols for infection control including disinfecting all touched areas on the vehicle between trips; requiring face coverings for the driver and all passengers; and encouraging passengers and driver to open windows wherever possible to increase ventilation.

H) DINING

Dining – Stage 1:

As per the Restart Standards, BMG's in-person, campus-owned indoor dining facilities are closed during Stage 1. This means students will not be permitted to eat inside in the dining room.

The number of students requiring food service in Stage 1 is greatly reduced due to the ban on in-person instruction and requirements to minimize dorm residents. BMG's Associate Director of Culinary Services is responsible for coordinating the provision of takeout and "grab-and-go" meals for those who continue to reside on campus. This would include the option of receiving a pre-packaged meal individually wrapped which can easily be taken "to go". Delivery options are available as well for students who must quarantine or isolate on campus.

Dining – Stage 2:

During Stage 2 of reopening, BMG encourages students to partake in our takeout and "grab-and-go" options. This includes the option of receiving a pre-packaged meal individually wrapped which can easily be taken "to go". Delivery options are available as well for students who must quarantine or isolate on campus.

In addition, BMG's culinary staff will offer outdoor dining in accordance with state outdoor dining guidelines in place at the time, with general safeguards implemented in accordance with health and safety guidelines. Such guidelines include:

- a) Limit capacity to a number that ensure patrons can remain six feet apart from all other patrons, except for those with whom they are sharing a table;
- b) Configure tables seating individual groups are six feet apart in all directions.
- c) Minimize patrons from entering the indoor premises except to walk through such premises when entering or exiting the food or beverage establishment in order to access the outdoor area, or to use the restroom;
- d) Direct patrons to use face covering while inside the indoor premises of the food or beverage establishment, unless the patron has a medical reason for not doing;
- e) Prohibit smoking in any outdoor areas designated for the consumption of food and/or beverages; and
- f) Satisfy all standards issued by the Department of Health in EXECUTIVE DIRECTIVE NO. 20-014.
- g) Post signage explaining and encouraging proper hygiene protocol at all sinks and in all bathrooms.
- h) Janitorial staff to disinfect and sanitize all workplace areas with increased frequency, with special attention paid to high-touch and food preparation surfaces such as counters, tables, sinks, etc.
- i) Staff to sanitize tables and other touched surfaces in between diners.

BMG will transition to modified indoor dining when permitted by Executive Order. As per Executive Order 175, institutions of higher education are permitted to resume indoor dining limited to staff and students only, and with appropriate social distancing. BMG has therefore resumed offering in-person, indoor dining in keeping with the safeguards specified in Executive Order 155 (see below – Dining – Limitations for all Stages) and infection control practices described in the OSHE Reopening Guidelines, which are described below under the functional areas of Managing Employee Health, Personal Hygiene for Employees, Managing Operations in a Food Service Establishment, and Managing Food Pick-up.

Dining - Stage 3

- a) Outdoor dining option will continue in accordance with state occupancy and outdoor dining guidelines in place and similar to those implemented in Stage 2.
- b) Takeout and “grab and go” options are available for students who cannot dine in a congregate setting. Delivery options are available as well for students who must quarantine or isolate on campus.
- c) Indoor dining facilities are open subject to state orders and applicable health and safety protocol. Dining facilities will adhere to all CDC and DOH protocols, social distancing and sanitation practices, including those detailed in Stage 2 above as applicable.

Beth Medrash Govoha employs its own culinary staff and has two full kitchens on its campuses. During all stages of reopening, Beth Medrash Govoha will follow FDA guidelines on all aspects of food safety related activities. Such prevention and protocols will include the following:

Managing Employee Health

- a) BMG will instruct employees with symptoms associated with COVID-19 to report them to their supervisors, stay home and to follow the CDC’s [What to do if you are sick with coronavirus disease 2019 \(COVID-19\)](#). As necessary, BMG culinary services supervisors will consult with the local health department for additional guidance.
- b) If an employee is sick at work, supervisors will send them home immediately and ensure that janitorial staff cleans and disinfect surfaces in their workspace. Others at the facility with close contact (i.e., within 6 feet) of the employee during this time should be considered exposed.
- c) BMG will instruct employees who are well but know they have been exposed to COVID-19, to notify their supervisor and follow CDC-recommended precautions (see below).
- d) BMG will inform fellow employees of their possible exposure to COVID-19 in the workplace, if an employee is confirmed to have COVID-19, while maintaining confidentiality.
- e) Culinary staff will implement workplace controls to reduce transmission among employees, including:
 - 1. Pre-screen - e.g., daily assessment of symptoms prior to starting work.
 - 2. Janitorial staff will disinfect and clean workspaces and equipment with more frequent cleaning of high touch surfaces.
 - 3. BMG will ask employees to regularly self-monitor for symptoms of coronavirus.
 - 4. BMG will require all staff working in kitchen and dining areas to wear a mask or face covering and gloves.
 - 5. BMG will train employees in how to practice social distancing and stay at least 6 feet from other people whenever possible in the course of their work.

Personal Hygiene for Employees

- a) BMG trains all culinary services employees in proper handwashing and hygiene techniques and will reinforce such trainings with reminders and signage.
- b) BMG requires all culinary services employees to wash their hands with soap and water for 20 seconds every time before beginning food preparation. Culinary supervisors will encourage employees to take more frequent breaks for repeated handwashing.

Managing Operations in a Foodservice Establishment

BMG already follows established food safety protocols and best practices for food establishments and will ensure implementation of important COVID-19 recommendations, as follows:

- a) Follow the 4 key steps to food safety: Always — Clean, Separate, Cook, and Chill.
- b) Wash, rinse, and sanitize food contact surfaces dishware, utensils, food preparation surfaces, and beverage equipment after use.
- c) Frequently disinfect surfaces repeatedly touched by employees or customers such as door knobs, equipment handles, check-out counters, tables, etc.
- d) Frequently clean and disinfect floors, counters, and other facility access areas using EPA-registered disinfectants.
- e) Prepare and use sanitizers according to label instructions.
- f) When changing normal food preparation procedures, service, delivery functions, or making staffing changes, apply procedures that ensure:
 1. Cooked foods reach the proper internal temperatures prior to service or cooling.
 2. Hot foods are cooled rapidly for later use – check temperatures of foods being cooled in refrigerators or by rapid cooling techniques such as ice baths and cooling wands.
 3. The time foods being stored, displayed, or delivered are held in the danger zone (between 41°F and 135°F) is minimized.
- g) BMG will reinforce proper training for food employees with new or altered duties and supervise to ensure that they apply the training procedures properly.
- h) Verify that the ware-washing machines are operating at the required wash and rinse temperatures and with the appropriate detergents and sanitizers.
- i) BMG will maintain good infection control and social distancing by:
 1. Discontinuing operations, such as self-service salad bars, buffets, and beverage service stations the like that require use of common utensils or dispensers.
 2. Prominent signage will be posted to encourage spacing between students while in line for service.

Manage Food Pick-Up

- a) BMG will observe established food safety practices for time/temp control, preventing cross contamination, cleaning hands, no sick workers, and storage of food, etc.
- b) BMG will evaluate and apply operational changes where appropriate in order to maintain social distancing for students picking up take-out/carry-out portions.
- c) Where appropriate, this will include designated pick-up zones to help maintain social distancing.
- d) When delivering food to students unable to utilize pick-up options, employees will ensure they keep hot foods hot and cold foods cold by storing in appropriate transport vessels.
 - o Keep cold foods cold by keeping enough coolant materials, e.g., gel packs.
 - o Keep hot foods hot by ensuring insulated cases are properly functioning.
- e) Culinary staff will keep foods separated to avoid cross contamination, e.g., keeping raw foods separated from cooked and ready-to-eat foods.
- f) Culinary staff will ensure that any wrapping and packaging used for food transport is done so that contamination of the food is prevented.
- g) Staff will routinely clean and sanitize coolers and insulated bags used to deliver foods.

Dining – Limitations for all Stages:

- a) All individuals entering dining facilities will be directed to wear face coverings. Complimentary masks will be made available.
- b) BMG will require all dining employees to wear gloves and face coverings while in dining facilities or providing food outside of the facilities for the purposes of outdoor dining and delivery. Exceptions will be made only for medical reasons.
- c) BMG will train all dining employees on appropriate sanitization and social distancing practices and protocols, as well as on the institutional policies and procedures developed to limit the spread of COVID-19.
- d) Limits will be placed on the number of individuals in a single facility at any given time, including employees, in accordance with the occupancy guidelines in force at each stage.
- e) BMG will eliminate buffet style dining, self-serve open food stations and the like, and shared items (such as condiments) will be eliminated.
- f) Additional staff will be brought in to ensure proper food distribution is done in an orderly fashion.
- g) As detailed above, BMG will follow State and federal safeguarding guidelines on proper hygiene protocol, wear masks and practicing social distancing
- h) Checklists will be used to ensure proper cleaning and disinfecting are occurring regularly.
- i) Dining facilities will be rearranged to reduce the possible transmission of COVID-19. Such rearrangements could include rearranging/reducing the number of tables and seats in the dining facility to allow for proper social distancing.
- j) Entrance/exits will be monitored to control flow/capacity.
- k) Clearly marking six feet of distance with signage to help patrons visualize appropriate social distancing.
- l) Implement timed dining once statewide occupancy capacity is increased to help reduce capacity and allow for additional cleaning in between dining shifts.
- m) Explore additional space on campus for dining if needed to allow for social distancing.
- n) Post signage throughout dining facility to notify students of COVID-19 symptoms and other safeguarding guidance.
- o) Use disposable food service items such as eating utensils and dishes.

I) STUDY ABROAD AND INTERNATIONAL TRAVEL

The institution does not offer Study Abroad and organized International Travel for students at this time.

J) ATHLETICS

N/A. BMG does not offer athletics programs.