



A STUDENT-CENTERED VISION FOR HIGHER EDUCATION

**New Jersey Office of the Secretary of Higher Education:  
Template for Submission of Institutional Plans for Restart**

**Last Updated: August 11, 2020**

In accordance with Executive Order [No. 155](#), institutions are required to submit a restart plan to the Office of the Secretary of Higher Education (OSHE) within 14 days of their expected date of implementation of their plans. These plans should be tailored to fit each institution's needs, but must be in accordance with State guidance, including the "[Restart Standards for all New Jersey Institutions of Higher Education](#)" and the three Stages of New Jersey's phased "[The Road Back: Restoring Economic Health through Public Health](#)" plan.

Critical to the restart plan for institutions of higher education is the implementation of policies and procedures that limit the possible transmission of COVID-19, including, but not limited to, social distancing, personal protective gear such as face coverings, capacity restrictions, and cleaning regimens. Until a proven vaccine or an approved therapy for COVID-19 is widely available, campus activity will necessarily involve some level of risk. Institutions must develop robust and thoughtful plans for restarting operations that take into account the concerns for public health. Restart plans should include a process for engaging institutional faculty, staff, and students in an ongoing health and safety committee that will help identify areas of noncompliance and inform the ongoing implementation of an institution's restart plan.

The plans, at a minimum, must include the development and implementation of policies and procedures detailed in Executive Order 155 and accompanying standards. The following plan components are not an exhaustive list of all considerations that an institution may need to contemplate, as some elements may be unique to certain institutions and not applicable to others. Non-licensed, out-of-state institutions with instructional activity in New Jersey would submit only the components of the plan that would be implemented within New Jersey (i.e., in-person instruction for clinical rotations taking place in New Jersey). Each plan must follow a phased approach in accordance with the standards and any future supplemental document(s).

Please review OSHE's "Restart Standards for all New Jersey Institutions of Higher Education" before submitting your institution's restart plan. Following submission to the Secretary of Higher Education, the restart plan must be posted on the institution's website and provided to students and staff in advance of the anticipated date for implementation. Institutions may only begin to implement plans for the functional areas for which they submit to OSHE. By submitting a plan, the institution certifies that all statements provided are true and correct and that the institution will comply with all applicable requirements set forth in the Governor's Executive Orders.

Plans should be submitted within 14 days of their expected date of implementation of their plans as a single file in PDF format with the coversheet (available at end of template) to

[OSHE@OSHE.NJ.GOV](mailto:OSHE@OSHE.NJ.GOV) with the subject line “[Institution Name] – Restart Plan.” The plan should clearly outline activity with respect to each of the headings provided below and consider the questions posed within each heading. As public health conditions continue to evolve and new information becomes available, the restart standards may be updated accordingly. OSHE reserves the right to follow up with institutions at any time as needed. Notifications of changes will be posted on OSHE’s [website](#) and emailed directly to institutional leadership who have restart plans on file with the Office.

Plans must be shared with stakeholders, including students, staff, and faculty, and posted prominently on the institution’s website prior to implementation.

**Restart plans must include the following components:**

**Cover Sheet**

- See Appendix A

**General Safeguarding**

- How will the institution implement general safeguarding measures during each stage? These safeguards include but are not limited to:
  - Cleaning and sanitization,
  - Requiring face coverings,
  - Maintaining adequate supplies, such as personal protective equipment and cleaning supplies,
  - Requiring individuals to engage in social distancing practices at all times, and
  - Training students, staff and faculty regarding COVID-19 sanitization and social distancing practices and protocols.

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

Please describe the planned testing and tracing protocol for the institution, including details regarding how you plan to collaborate with your state/local health department for contact tracing and notification of positive tests or viral outbreaks either on campus or among the campus community. Click [here](#) to locate your local health department.

- What screening measures will be in place? How will you communicate these screening protocols to stakeholders?
- What will be the testing protocol?
- How will the institution house or transport exposed or ill residential students and plan for timely reporting, while maintaining confidentiality?
- How will the institution log students, faculty, staff, and visitors to help facilitate contact tracing?

For additional information about the state contract tracing initiative, visit: <https://nj.gov/governor/news/news/562020/approved/20200512a.shtml>

For additional information about the PPE supplier registry, visit:  
<https://covid19.nj.gov/forms/supplier>

**For each of the following categories, please address the institution's plans in all Stages (Stage 1, Stage 2, and Stage 3).**

### **Instruction**

- **How will instruction be offered and what method and/or modality will be utilized (remote, hybrid, lecture, etc.)?**
- For in-person courses, how will you ensure the institution is complying with the social distancing and other general safeguarding measures for classrooms?
- How will you accommodate faculty and students who are immunocompromised, or at high-risk for COVID-19, or have received a positive diagnosis of COVID-19, and are thus unable to attend classes in-person?
- How will you encourage social distancing through signage and layout of classrooms?
- How will you ensure high-touch areas and shared surfaces in classrooms are cleaned and sanitized after every use?

*Note: The Secretary of Higher Education retains authority to grant waivers to degree-granting institutions of higher education on a case-by-case basis to allow in-person instruction beyond that authorized by Paragraph 1 of Executive Order [No. 155](#).*

### **On-Campus Residential Housing (if applicable)**

- How will you reduce capacity in on-campus housing facilities to the extent practicable in accordance with Executive Order 155? Please list your overall occupancy rate and your reduced occupancy rate.
- What criteria will your campus use to identify students for whom residential housing is necessary for an equitable education?
- How will the institution ensure infection prevention measures are followed in shared or common areas (such as residence hall kitchens, game rooms, bathrooms, etc.)?
- What steps will the institution take to minimize outside visitors to residence halls?
- Describe routine cleaning measures to be implemented in on-campus housing, including communal bathrooms.
- What protocols are in place for residents who need to isolate and quarantine? Please list the amount of housing (single rooms/private bathrooms) available to house these individuals.

### **Libraries and Computer Labs (other facilities as needed)**

- What is your plan for operation of computer labs and libraries?
- How will the institution implement social distancing measures and cleaning protocols in these facilities?
- How will the institution follow state occupancy restrictions in these facilities and reduce occupancy?

- How will the institution clean and disinfect high-touch areas in these facilities, such as computer terminals?
- Will the institution utilize curbside pickup for libraries? If so, how will the plan for curbside pickup be implemented?

**Research** *(if applicable)*

- What is the institution's plan for the operation of research & research labs?
- How will researchers on campus be informed about this plan?
- How will researchers be encouraged to reduce personal contact and engage in social distancing?
- What will be the cleaning protocol for research labs and research materials?

**Student Services**

- What is the institution's plan for student services?
- How will student service departments reduce in-person interactions and implement safeguarding measures, particularly in waiting areas?
- How will students, staff and faculty who are immunocompromised, or otherwise in an at-risk category, or those with a positive diagnosis, be able to access student services remotely?

**Transportation** *(if applicable)*

- What is the institution's plan for transportation on campus?
- What is the protocol for transporting sick students who may reside on campus to essential appointments?
- What additional mitigation strategies will the institution take for shared transportation?

**Dining** *(if applicable)*

- What is your plan for food service and dining operations, including compliance with health and safety standards, as well as applicable Executive Orders?
- If you have on-campus student housing, how will those in isolation/quarantine access dining services?
- How will dining employees be trained on appropriate sanitization and social distancing practices and protocols?
- How will institutions limit the number of individuals in a single facility, both indoors and outdoors, in accordance with the state occupancy guidelines?

**Study Abroad and International Travel** *(if applicable)*

- What is the institution's plan for study abroad programs, domestic and international travel?
- How will the institution communicate with students and employees regarding changing travel restrictions?

**Athletics** *(if applicable)*

- What is the institution's plan for resumption of athletic programs on campus?

- What is the institution's protocol for mandating frequent screening and testing for coaching staff and student-athletes?
- What are the written protocols for student-athlete and staff orientation/trainings regarding the transmission of COVID-19 and the handling of high-touch items?
- How will the institution limit equipment-sharing?
- How will the institution ensure team meetings are socially distanced with general safeguarding protocols?
- What is the institution's quarantine/isolation protocol for student-athletes who have tested positive for COVID-19, come into contact with those who have tested positive, or who have developed symptoms?
- How will the institution limit nonessential visitors, staff, volunteers, vendors, and media?
- How will student-athletes and athletic staff be educated on policies and protocols prior to arrival on campus?
- What are the institution's protocols for traveling for games or hosting teams in competition?
- How will the institution work with local, state, and conference partners to ensure the safety of student-athletes, employees, and other athletic stakeholders? If you submitted a plan to your conference, please share as an attachment.

**Additional Information?** *(Optional)*

If your institution would like to provide additional information about the restart plan or other campus areas not listed above, please include here. This may include, but is not limited to, such items as adjusted academic calendars or plans for extracurricular activities.

**Appendix A**

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

**Institution Name:**

**Date Submitted:**

**Key Contact(s):**

Name:

Title:

Email:

Phone:

**Website for Restart Plan Posting:**

*Note: Institutions do not need to wait for OSHE confirmation prior to posting to website. The plan should go live on the website when it is submitted.*

**Components of Institutional Plan for Restart Checklist**

*(Note: Before submitting, please review and check that the following components are included in the plan. The plan should be submitted with the headings below. If you are only submitting for certain sections, check only those that apply).*

- 1. General Safeguarding.....
- 2. Screening, Testing, and Contact Tracing Protocols .....
- 3. Instruction .....
- 4. On-Campus Residential Housing .....
- 5. Computer Labs/Libraries .....
- 6. Research.....
- 7. Student Services .....
- 8. Transportation .....
- 9. On-Campus Dining .....
- 10. Study Abroad and International Travel .....
- 11. Athletics .....
- 12. Other Information/Appendices (as needed) .....

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

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**Signature of President or Appropriate Designee**

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**Date**