



BLOOMFIELD COLLEGE

COVID-19 Contingency Planning Task Force

June 16, 2020
Initial Recommendations

Task Force Members

Chair: Dr. Michael A. Palladino, Vice President for Academic Affairs and Dean of Faculty
Leah Brown-Johnson, Director of the Center for Innovation in Teaching to Enhance Learning
Tammy Castro, Professor of Biology (AAUP Representative)
Kevin Cavanagh, Vice President for Enrollment Management
Steven Kreutzer, Professor of Computer Science and Business Division Chair
Sarah Lacz, Vice President for Institutional Advancement
Patrick Lamy, Vice President for Student Affairs and Community Relations
Bill McDonald, Vice President for Finance and Administration
Lisa Michalowicz, Associate Registrar
Jacquelyn Svercauski, Assistant Professor of Nursing (Faculty Council Representative)

Introduction

In response to the current coronavirus (COVID-19) pandemic, and its effect on all aspects of campus life, a COVID-19 Contingency Planning Task Force was charged by President Marcheta P. Evans to plan for possible reopening scenarios for the fall semester and academic year 2020-21. A shared governance approach was taken in creating the Task Force and members were appointed by President Evans in late April that include faculty, staff and administrators.

The health and well-being of all members of the Bloomfield College community is the primary consideration as we plan for the fall 2020 semester and beyond. The Task Force will provide recommendations for how the College can move forward **to fulfill our mission and minimize the risk of transmission of COVID-19 in the campus community**. The Task Force intends to consider all aspects of campus operations that must be accommodated and modified, if necessary, in response to the ongoing and rather unpredictable pandemic. A full report on initial recommendations was provided to President Evans and the Board of Trustees on June 1, 2020. A summary is provided here.

Given the fluidity of the pandemic and the time-sensitive planning directives for the fall semester, it was essential for the Task Force to frame guiding principles that would inform our work based on the information available to date.

The two most important guiding principles are:

- 1. The health and safety of the Bloomfield College community is paramount.**
- 2. Ensuring a quality Bloomfield College educational experience dedicated to student success and achievement.**

The Task Force also recognizes that external factors (federal, state, and local public health and government agencies) will significantly impact campus planning. All our planning is informed by guidance that includes but is not limited to:

- [Guidelines from the Centers for Disease Control \(CDC\)](#);
- Guidance from the Governor's Office, the Office of the Secretary of Higher Education in New Jersey, and state and/or municipal recommendations or requirements for return to work (i.e., social distancing, limiting the number of individuals in the College's facilities, etc.)
- Guidance from other organizations including but not limited to the Occupational Safety and Health Administration (OSHA), and the Equal Employment Opportunity Commission (EEOC).

Therefore, the recommendations contained herein may change as local, state, and federal government agencies provide additional directives or guidelines to higher education institutions concerning fall 2020 operations.

Recommendations

Bloomfield College should reopen the campus in August as scheduled with social distancing measures and enhanced online and hybrid course offerings.

The planning and implementation of the above recommendations include, but are not limited to the below steps:

1. Implementing cleaning protocols and facilities modifications, including spacing plans and social distancing directional signage in all areas of the campus.
2. Plan to equip all students, staff and administrators with Personal Protective Equipment (PPE) even while working under social distancing requirements.
3. Students in a course section are grouped in half (or thirds if necessary) and alternate meeting in person with meeting online - synchronously or asynchronously.
 - a. An additional advantage of this alternative or “flex” hybrid model is that students who may be unable to attend class in person (at the outset of the semester or at any point in the semester due to mitigating circumstances) will have options to complete courses fully online.
4. Professional development plans for full-time and adjunct faculty.
5. Individual academic disciplines may need to address special circumstances such as laboratory experience and seek support through academic affairs support and resources.
6. Suspend all study abroad experiences for 2020-21 and create a Global Education Task Force to review and consider all aspects of, and opportunities for, global education at the College.
7. Return to issuing traditional course grades and discontinue the pass, low pass grading options implemented in spring 2020.
8. College athletics return with practice options, and competition options will continue to be informed by the National Collegiate Athletic Association (NCAA) and Central Atlantic Collegiate Conference (CACC) recommendations, guidelines and requirements. On May 29th the NCAA released [Resocialization of Collegiate Sport: Action Plan Considerations](#).
9. Prioritize plans for student housing in fall 2020 under four different housing scenarios incorporating social distance measures, restricted students per room and per hall, and restricted guest policies, revised sanitation and cleaning protocols, and other specifics.
10. Social distancing and hygiene protocols across areas of Student Affairs and services such as counseling, health services, student-athlete safety and support may require additional resources for implementation.
11. Establish clear communication plans regarding health and safety protocols (e.g. improved hygiene).
12. Employee work from home plans need to be developed by area in accordance with Human Resource guidelines regarding reasonable accommodation procedures, expectations, and concerns about returning to work, if any.
13. Plan for substantive revisions to recruitment practices (both on and off campus), name acquisitions, marketing investments, prospective and accepted student events (in-

person and/or virtual), and related technological investments required to properly support all the above.

14. Institutional Advancement must plan for alternative opportunities to engage alumni, donors and other friends of the College in the event of anticipated restrictions for in-person gatherings.

Ongoing work, actions and considerations

The Task Force will continue to meet twice weekly to address additional steps and actions aimed at minimizing the risk of transmission of COVID-19 while ensuring the quality of the Bloomfield College experience for all students.

This includes but is not limited to:

1. Ongoing refinement of unit/dimension-specific priorities and social distancing measures.
2. Planning for a limited campus opening and full online instruction for the entire or partial academic year should government or public health officials dictate we do so or if determined to be necessary by the College to protect the health and safety of the College community.
3. Defining a timeline for ordering technology, establishing cleaning protocols, facilities modifications for social distancing, etc.
4. Solicit feedback from faculty, staff and students through campus surveys.
5. Determine course delivery approaches (underway).
6. Develop a unified plan to secure PPE and related safety equipment across all areas of the College, budget this accordingly and emphasize that individual areas of the College should not be making large acquisitions of PPE independently.
7. Establish cleaning and sanitizing protocols for all areas of campus.
8. If antibody testing, contact tracing, or monitoring is mandated, the College will partner with a diagnostic testing company or a hospital system to deliver such services.
9. Address hardware and software needs of faculty, staff and students as necessitated by teaching plans, division plans, and survey feedback.
10. Develop a universal policy for on-campus tours, visits off-campus and small and large-scale events.