

# RETURNING TO RUTGERS

June 18, 2020

**A HOW-TO GUIDE TO  
REPOPULATING  
RUTGERS SPACES  
ACADEMIC YEAR 2021**



**RUTGERS**

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## **RETURNING TO RUTGERS**

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# **EXECUTIVE SUMMARY**

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## A HOW-TO GUIDE TO REPOPULATING RUTGERS SPACES ACADEMIC YEAR 2021

### EXECUTIVE SUMMARY

#### About the Cover

Rutgers looks forward to a time where full population of campuses is again possible, with virus precautions of social distancing and face coverings things of the past.

#### Returning to Rutgers

Over the course of the next several months, as New Jersey and the tri-state area stabilize from the COVID-19 pandemic and stay-at-home restrictions are eased or lifted, Rutgers University will begin to increase the number of employees, students, and patients on its campuses and associated properties. The increase will occur in a planned and careful manner, with a close eye kept on regional public health considerations, with a goal of balancing on-campus activities with public health and safety concerns.

The migration of a remote workforce and student body back to campuses will be a challenge for the university, as operating in the current times has no precedent. However, Rutgers is committed to operating in a manner that is meaningful for its students, effective for faculty and staff, and safe for all who come to campus. The mix of returning employees and students will vary, and in some cases, a segment of the workforce may continue to telecommute and some delivery of education may be remote.

Rutgers has prepared this How-to Guide for repopulating university spaces to address many pressing questions. How can the university most effectively prepare its assets for an increased population in and around buildings? How can Rutgers ensure it is prepared to receive employees, students, and patients—and that its people are prepared for the return—so that the transition is safe, efficient, effective, and aligned to the needs of the university and the needs of its constituents?

The intent of this document is to serve as a framework of ideas and recommendations upon which Rutgers can build—in collaboration with in-house experts and external agencies and authorities—an increasingly useful resource. To that end, this Guide outlines some principles, practices, and protocols that are applicable throughout the university. This concise document cannot provide for specific operational details at every location at Rutgers, but it does offer information and details common to many locations. As the university's understanding of the public health concerns continues to evolve, this and other documents will be updated as appropriate.

To develop this Guide, Rutgers formed a team comprising subject matter experts representing a wide variety of interests at the university – academic, administrative, financial, healthcare, human resources, operations, planning, research, safety, student life, and technology. In addition to internal expertise, information from state and federal resources, peer institutions, and facilities, higher education, and environmental health groups was considered.

Given that new information about the COVID-19 virus is discovered each day, this Guide will be a living document, subject to regular updates.

### **Guiding Principles**

As our planning efforts have progressed, a number of guiding principles have been identified:

- To ensure a safe working and learning environment for all faculty, staff, and students alike.
- To instill recognition that the health and safety of all members of the Rutgers community is a shared responsibility.
- To reimagine all facilities, programs, and services to include social distancing measures, personal hygiene practices, and expanded cleaning and disinfecting protocols that are compliant with public safety guidelines.
- To implement measures designed to reduce direct and indirect forms of physical contact between all members of the campus population and to provide training and equipment necessary to ensure continued and ongoing compliance with public safety guidelines.
- To leverage self-service, online, and remote access to instructional resources and academic support.
- To implement additional safety measures for programs and services that traditionally include a component of physical interaction (swipe access for ID's and other high touch processes). Such measures may include the alteration, suspension, elimination, and/or creation of new processes or services.
- To implement appropriate control measures to identify individuals (employees and students) who exhibit, self-report, or reside with someone who has tested positive or presents with signs and symptoms typically associated with COVID-19 and to ensure protocols are in place to isolate, test, and treat such individuals and mitigate spread of the virus.

### **Emergency Operations Plan - Pandemic Recovery Task Force**

This living document and the ideas contained herein would not have been possible without the extraordinary efforts of many. Task Force members include those individuals listed below, and it must be recognized that many people not listed below were instrumental in the behind-the-scenes efforts.

## Governance

Robert L. Barchi, President  
Nancy Cantor, Chancellor, Rutgers University–Newark  
Phoebe Haddon, Chancellor, Rutgers University–Camden  
Christopher Molloy, Chancellor, Rutgers University–New Brunswick  
Brian Strom, Chancellor, Rutgers Biomedical and Health Sciences  
Jonathan Holloway, President-Designate (*ex officio*)

## Team Leads

Chair:	Antonio Calcado	EVP, Strategic Planning and Operations & COO
Academic Affairs:	Barbara Lee	SVP, Academic Affairs
Board Liaison:	Kimberlee Pastva	Secretary of the University
Communications:	Peter McDonough	SVP, External Affairs
Finance:	J. Michael Gower	EVP, Finance and Administration & University Treasurer
Foundation:	Nevin Kessler	President, Rutgers University Foundation
Healthcare External:	Vicente Graças	SVC, Clinical Affairs
Healthcare Internal:	Melodee Lasky	Asst VC, Health & Wellness
Labor:	Vivian Fernández	SVP, Human Resources & Organizational Effectiveness
Legal:	John Hoffman	SVP & General Counsel
Logistics:	John Shulack	VP, University Facilities
President's Office:	Brian Ballentine	Chief of Staff
Public Safety:	Kenneth Cop	Chief, University Police
Research:	S. David Kimball	SVP, Research & Economic Development
Student Life:	Felicia McGinty	EVC, Administration & Planning RU-NB
Technology:	Michele Norin	SVP, Chief Information Officer

## Members

Romayne Botti	Kathleen Bramwell	Sherri-Ann Butterfield
Matthew Colagiovanni	Mary Beth Daisey	Timothy Fournier
Daniel Hart	Steven Keleman	Kim Manning
Margaret Marsh	Prabhas Moghe	Ashwani Monga
M. Bishr Omary	David Schulz	Michael Sepanic



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# ADMINISTRATIVE FUNCTIONS



## RETURNING TO RUTGERS

### A HOW-TO GUIDE TO REPOPULATING RUTGERS SPACES ACADEMIC YEAR 2021

#### INTRODUCTION

##### Ready-for-Return Essentials

As Rutgers moves toward repopulation of its campuses and facilities, a number of primary focus areas will be applicable in most types of campus spaces. The university has a wide variety of space types, and spaces with research, healthcare, housing, and other specialized activities may have additional requirements and secondary areas of focus. But, for the university as a whole, the following Ready-for-Return Essentials have been identified:

1. **Prepare the Buildings and Campuses:** Many buildings and campus locations have had limited occupancy, or perhaps no occupancy, since late March 2020. Maintenance has not stopped, but may have been reduced to essential operating protocols. What needs to be checked and changed to allow for an increase in occupancy?
2. **Prepare the People:** The pandemic and its effects have created anxiety, confusion, and fear. Will there be a phased approach to increased occupancy? What can the university do to help its employees and students engage in a culture of cooperation and safety when at Rutgers?
3. **Enact an Operations Plan:** Public health concerns drive the need for social distancing, revised pedestrian circulation in buildings, schedule management, and cleanliness of people and places. What policy and protocol changes are required to meet the needs?
4. **Control Access and Circulation:** How will access for employees, students, visitors, and deliveries be managed?
5. **Communicate to the Community:** With all these changes thrust suddenly upon the Rutgers community, the need for clear communication is more important than ever. How will the university effectively manage communications?

##### Working Together to Return to the Campus

The health and safety of the people who come to Rutgers *is a shared responsibility*. The university will establish guidelines, assess policies, and communicate requirements and recommendations to employees and students, and in order to maximize health and safety, *all involved* must work collectively to take precautions, practice safe behavior, and observe social distancing measures. As recommended by the Centers for Disease Control and health professionals, each member of the Rutgers community needs to stay home if and when sick. *Each member of the Rutgers*

*community has an obligation* to protect his or her own health and welfare and that of the people they encounter.

## **PREPARING THE BUILDINGS AND CAMPUSES**

The decision to significantly reduce occupancy of buildings came quickly, as epidemiological data and projections came into focus. While some buildings had occupancy levels dropped significantly, and other buildings were closed entirely, maintenance of facilities was never fully curtailed. Therefore, refilling utility lines and start-up of essential equipment and systems are not necessary prior to increasing on-campus presence.

University Facilities will undertake inspections, cleaning, and maintenance of buildings and grounds in the weeks leading up to repopulation of the campuses. Generally speaking, this will include the following work:

- Building tours to ensure that major systems are in working order and ready for increased occupancy
- Maintenance assessments and repairs incorporating Centers for Disease Controls, New Jersey public health, and ASHRAE guidance where practical and feasible thereby assuring that:
  - HVAC systems are in proper working order
  - Lavatory ventilation systems are in proper working order
  - Dormant water systems are flushed
  - Plumbing drainage systems are in proper working order
- Preventative maintenance measures in accordance with established schedules
- Grounds tours to ensure that sites and parking lots are in conditions suitable for increased occupancy
- Cleaning of public and high-traffic areas in buildings, including building lobbies, elevators, conference rooms, and lavatories
- Provision of hand sanitizer stations in selected locations in buildings
- Implementation of signage and graphics to promote health and safety measures, including social distancing measures, as described in the Operations Plan section of this Guide.

Department heads are responsible for assessing their respective spaces and noting what may need to be accomplished prior to return of employees. Department heads should:

- Ensure that equipment used for telecommuting is returned to the office, as people return
- Replenish/restock essential office supplies that may be needed
- Ensure that all spoiled/dated food from break room refrigerators is placed in appropriate trash receptacles

- Develop seating strategies that will support social distancing (see **Social Distancing** information in this Guide)
- Assess office environments and the potential need for guidance, signage, or other support from Institutional Planning and Operations (see **Working in Office Environments** in this Guide)
- Implement a visitor sign-in protocol, using the sign-in sheet template provided by REHS (see **Visitors** in this Guide) or an electronic file or method that captures the same information in the template

Additionally, department heads may purchase materials and supplies for use by employees to enhance separation, distancing, and cleaning efforts within departmental spaces. These materials are available through the University Warehouse (see **Toolkit**) in this Guide.

## **PREPARING THE PEOPLE**

As stated previously, the health and safety of the people who come to Rutgers *is a shared responsibility*. Rutgers will communicate revised policies, protocols, and practices, and all employees and students are expected to comply with requirements published. Information regarding appropriate sanitization and social distancing practices and protocols and communications regarding limiting the spread of COVID-19 will continue to be shared with all employees and students. Compliance is a key factor in maintaining acceptable levels of public health and Rutgers community safety.

### **Training**

Prior to the resuming in-person instruction, Rutgers will provide training for students and employees that will:

- Describe medical concerns regarding COVID-19
- Explain how the university has updated procedures and protocols in response to public health concerns caused by the virus
- Describe safety protocols and behavioral changes that will reduce the spread of the virus.

### **Phased Staffing**

Rutgers will phase in a return of employees over time in a carefully considered and coordinated manner. The university will assess expanded staffing based on mission-critical operations, ability to control and manage specific work environments, and the need to access on-site resources.

The need to maintain a controlled number of people on campus to meet social distancing requirements will continue for some time. Staff who can continue to effectively work remotely will continue to do so until restrictions are eased for larger gatherings or increased density.

Expanded staffing will be tightly controlled and coordinated to mitigate potential risks and ensure the safety of employees and students, as well as the communities served by Rutgers. No unit or department should increase staffing levels beyond current needs to support critical on-site operations without approval from the appropriate dean, vice president, or chancellor. Once decisions to expand on-site staffing in certain areas have been made, staff must follow the policies and protocols detailed in this Guide for returning to work on campus.

As on-site population increases and operations expand, the university will continue to closely monitor and assess the potential spread of the virus, as well as existing policies and procedures to mitigate it. Testing may be a critical part of assessing the impact of increased staffing. If public health needs dictate, tighter restrictions and reduced staffing may need to be implemented again.

### **Staffing Options**

Once employees have been instructed to return to work on-site, there are several options departments should consider to maintain required social distancing measures.

**Remote Work:** Those who can work remotely to fulfill their work responsibilities may continue to do so to reduce the number of individuals on campus and the potential spread of the COVID-19 virus. These arrangements, which must be approved by the department head, can be done on a full or partial day/week schedule as appropriate.

**Alternating Days/Flexible Work Hours:** In order to limit the number of individuals and interactions among those on campus, departments should schedule partial staffing on alternating days, or allow flexible work hours. Such schedules will help enable social distancing, especially in areas with large common workspaces.

**Staggered Reporting/Departing:** The beginning and end of the workday typically bring many people together at common entry/exit points of buildings. Staggering reporting and departure times will reduce traffic in common areas to meet social distancing requirements.

**Reasonable Accommodations:** According to the Centers for Disease Control, individuals with certain conditions may have a higher risk for COVID-19 infection. Those conditions may include:

- Asthma, moderate-to-severe
- Being immunocompromised
- Chronic kidney disease being treated with dialysis
- Chronic lung disease
- Diabetes
- HIV
- Older adults (aged 65 years and older)
- Serious heart disease
- Severe obesity

Employees who are expected to return to the workplace and who have a medical condition that place them in a higher risk group or those who are pregnant who wish to seek a reasonable accommodation related to returning to the workplace should speak to their supervisor to review telecommuting options that may be available. If there are no telecommuting options suitable, the employee should contact University Human Resources' Office of Employment Equity.

### **Mitigating Workforce Anxiety**

While phased staffing, workplace design, and revised policies and safety protocols are critical pieces of the puzzle, they do not touch on perhaps the most important aspect of return to work – the readiness of the workforce physically, emotionally, and psychologically. Mitigation of employee fears and concerns is important, as people are worried about their personal health and the health of those they care about; they have anxieties about their jobs and perhaps even the future of higher education.

Rutgers is committed to supporting employee and student overall health and well-being, and offers many resources for employees and students. In the immediate future University Human Resources will release a survey to employees to better understand specific concerns of faculty and staff. Survey responses will inform and guide existing programs and resources.

Section 1 of the **Toolkit** included with this Guide provides links to a number of web-based resources available to Rutgers employees.

### **Updated Policies and Practices**

Policies are important in setting the expectation for employees. In response to the emergent and evolving pandemic Rutgers allowed flexibility in some requirements of policy and protocol, especially those related to time off, remote working, and flexible work schedules. Upon determining the new framework for returning to the campuses, Rutgers must consider what policies need to be revisited. Communicating the importance of university policies, including any recent updates, and how they map back to the organization's vision will be critical in establishing a climate of employee awareness and compliance.

The following considerations will be reflected in updated policies and practices:

- Telecommuting/Working remotely
  - When employees should return to work
  - Considerations around at-risk groups
  - Exceptions and processes for parents/caregivers when schools are closed or other caregivers are unavailable
- Policies related to remote work environments

- May include ergonomic instructions, accommodations for remote work tools and equipment
- Employee screening
  - Daily self-screening
  - Onset while at work
  - Reporting requirements
- Guest and visitor policies
  - Limiting access to certain categories of site visitors such as vendors, contractors, and consultants with specific business purpose
  - Restricting the general public's access to the worksite
  - Restricting access to only certain workplace areas
  - Requiring guests and visitors to adhere to face covering and social distancing requirements
- Employee travel policies

### **Shared Responsibilities**

The health and safety of the people who come to Rutgers *is a shared responsibility*. All employees will now play an even more important part in ensuring high levels of safety in the workplace. Employees must understand the contents of this Guide, know where to turn for resources, and know what to do in the event that a worker or student in the workplace presents with signs or complains of symptoms of COVID-19.

Also, supervisors and managers will need to be cognizant of the need to monitor space use for appropriate distancing, coach employees to critically evaluate the requirement for in-person meetings, and advocate for personal safety practices described in this Guide.

### **Employee Screening**

The shared responsibility for the health and safety of the Rutgers community during the pandemic begins each day with every employee undertaking a self-assessment – monitoring for signs and symptoms of COVID-19 before reporting to work. If an employee does not feel well or is sick, *the employee must stay home*.

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these signs and symptoms may have COVID-19:

- Cough
- Shortness of breath and/or difficulty breathing
- Fever
- Chills
- Muscle pain

- Sore throat
- New loss of taste or smell

This list is not all-inclusive. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea. See <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html> for details.

If signs and/or symptoms are identified through the daily self-assessment, *the employee must not come to the workplace*. If signs and/or symptoms develop while at work, the employee must leave work and notify their supervisor. In either case, employees should continue to monitor their condition and seek consultation with their primary care physician or local urgent care center.

It can be anticipated that some people could exhibit signs of illness while at work – coughing or sneezing, for example. It must be understood that these signs could be caused by allergies, the common cold, a pre-existing condition, and perhaps COVID-19.

If an employee is ill and/or displaying signs of COVID-19 and the signs are a new onset and not attributable to a known existing condition (e.g. allergies) or are different from the usual presentation (e.g. “I have allergies but this cough feels different”), the employee should leave the workplace immediately and contact their personal physician. A supervisor or manager who notices a potentially ill employee, or who is informed of symptoms exhibited by an employee, should speak to the employee, contact Occupational Medicine if guidance is needed, and, if the signs/symptoms are of new onset or are different than the usual presentation, then the employee should leave the workplace immediately and contact their personal physician.

If any person on campus or in a Rutgers building presents in significant medical distress, University Public Safety should be called using 9-1-1.

If an employee is diagnosed with COVID-19 (physician-diagnosed or laboratory-confirmed positive), or is out sick with signs and symptoms of the virus, the employee will be required to provide clearance by a medical provider to UHR OneSource to return to the workplace.

If an employee or supervisor has any questions about an employee with symptoms at work, self-assessment for COVID-19 symptoms, or return to work after COVID-related illness, they should contact the Occupational Health office for their respective campus/school below:

Rutgers University New Brunswick, Newark, and Camden Campuses:  
848-932-8254

RBHS Newark Campus:  
973-972-2900

RBHS New Brunswick/Piscataway Campus and UCHC:

848-445-0123 ext. 2

RWJMS Faculty and Staff:  
732-235-6559

## ENACTING AN OPERATIONS PLAN

Public health concerns drive the need for screening, testing, and contact tracing in addition to social distancing, revised pedestrian circulation in buildings, schedule management, and cleanliness of people and places. The Guide provides general requirements that shall be adapted for specific buildings.

### Screening, Testing, and Contact Tracing

Development of a program for self-screening, testing, and contact tracing continues. Self-screening is an important component of keeping members of the Rutgers community healthy, and details can be found in the **Toolkit** section of this Guide. The university will partner with local and State officials in this effort.

Testing protocols are currently being developed by medical teams at RBHS and will be designed to maximize impact of this important function.

The university will partner with public health officials to support contact tracing. Contact tracing is part of a comprehensive strategy being developed and enacted by the state Department of Health.

### Community Safety Practices





Employees should note that Personal Protective Equipment (PPE) is not required to practice community safety in the fight against COVID-19. Certain positions and environments at Rutgers require use of PPE (*i.e.* medical-grade masks, gloves, goggles, gowns). However, use of a face covering to protect others from the employee must not be confused with use of PPE, which protects the employee from others.

**Face Coverings:** Face coverings must be worn by all persons outdoors on campus when in the presence of others when social distancing is not practical and in buildings in non-private enclosed settings (e.g., common work spaces, workstations, meeting rooms, classrooms, etc.). Appropriate use of face coverings is critical in minimizing risks to others, as a person could spread COVID-19 to others even if the person does not feel sick. Note that the face covering is not a substitute for social distancing, and the primary purpose of masks is to protect others, not self.



There are four types of Face Coverings/Masks – see the table below for use and care. Note that medical-grade masks and N95 respirators are reserved for healthcare workers, employees in specific environments, or employees performing specific job duties.

If a cloth face covering is used, the material, use, and cleaning must comport with recommendations of the Centers for Disease Control – see <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>.

TYPE AND INTENDED USE OF FACE COVERINGS/MASKS				
TYPE	 CLOTH FACE COVERING	 DISPOSABLE MASK	 MEDICAL-GRADE SURGICAL MASK	 N95 RESPIRATOR
DESCRIPTION	Home-made or commercially manufactured face coverings that are washable and help contain wearer's respiratory emissions.	Commercially manufactured face coverings that are not washable and help contain wearer's respiratory emissions.	FDA-approved masks to protect the wearer from large droplets and splashes; helps contain wearer's respiratory emissions.	Provide effective respiratory protection from airborne particles and aerosoles; helps contain wearer's respiratory emissions.
INTENDED USE	Required for campus community use in non-healthcare settings (office spaces, general research/work settings, shops, community areas where 6' social distancing cannot be consistently maintained). Must be replaced daily. (May be removed when working alone in an office.)		These masks are reserved for healthcare workers and other approved areas with task-specific hazards determined by REHS.	

A number of cloth face coverings will be made available to employees by Rutgers, or employees may choose to provide their own cloth or disposable face coverings. Disposable masks may only be worn for one day and then must be placed in the trash; cloth face coverings must be cleaned as described below. Regardless of type or source, face coverings must be worn properly and comply with CDC guidelines, and no mask exhaust valves are permitted.

**Use and Care of Face Coverings:**

- Putting on the face covering/ disposable mask:
  - Wash hands or use hand sanitizer prior to handling the face covering/ disposable mask.
  - Ensure the face-covering/ disposable mask fits over the nose and under the chin.
  - Situate the face-covering/ disposable mask properly with nose wire snug against the nose (where applicable).

- Tie straps behind the head and neck or loop around the ears.
- Throughout the process: Avoid touching the front of the face covering/ disposable mask.
- Taking off the face covering/ disposable mask:
  - Do not touch your eyes, nose, or mouth when removing the face covering/ disposable mask.
  - When taking off the face covering/ disposable mask, loop your finger into the strap and pull the strap away from the ear, or untie the straps.
  - Wash hands immediately after removing.
- Care, storage and laundering:
  - Keep face coverings/ disposable mask stored in a paper bag when not in use.
  - Cloth face coverings may not be used more than one day at a time and must be washed after use. Cloth face coverings should be properly laundered with regular clothing detergent before first use, and after each shift. Cloth face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured) or visibly contaminated.
  - Disposable masks must not be used for more than one day and must be placed in the trash after your shift or if it is soiled, damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated. Do not place disposable masks in recycling receptacles.

**Goggles/Face Shields:** Employees do not need to wear goggles or face shields as part of general activity on campus. Good hand hygiene and avoiding touching the face are generally sufficient for non-healthcare environments.

**Gloves:** Employees do not need to wear gloves as part of general activity on campus areas. Gloves are not necessary for general use and do not replace good hand hygiene. Washing hands often is considered the best practice for common everyday tasks.

**Handwashing:** Employees must wash hands often with soap and water for at least twenty (20) seconds after being in a public place, after blowing nose, coughing, sneezing, or touching the face. If soap and water are not readily available, a hand sanitizer that contains at least 60% alcohol may be used. Cover all surfaces of the hands and rub them together until they feel dry. Avoid touching eyes, nose, and mouth at all times.

**Coughing/Sneezing Hygiene:** Always cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow, even if wearing a mask. Throw used tissues in the trash immediately after use. Immediately wash your hands with soap and water for at least 20 seconds, or if soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

**Personal Work Area Cleanliness:** Custodial crews will focus efforts on high-traffic areas such as entrances, elevators, lavatories, conference rooms, and other gathering areas. In accordance with

CDC recommendations, University Facilities has increased routine cleaning of frequently touched surfaces in all buildings, including doorknobs, elevator buttons, and other surfaces. Employees should be mindful of cleanliness in their individual work areas, including frequently touched surfaces such as light switches, door knobs, drawer handles, phone sets, and keyboards.

**Social Distancing:** Keeping space between individuals is one of the best tools to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting sick. Employees and students on campus should follow these social distancing practices:

- Maintain a minimum of six feet of space between people whenever feasible
- Do not gather in groups
  - When in a meeting or gathering, ensure that the room used allows for adequate distancing
  - See the Workplace Scenarios section of this Guide for additional information
- Stay out of crowded places and avoid mass gatherings

### **Guidance for Specific Workplace Scenarios**

**Getting to Work:** Employees who use public transportation to get to work, or those who use ride-sharing services, should wear a mask prior to entering the vehicle, bus, or train and avoid touching surfaces with hands. Upon disembarking or arrival, wash your hands or use hand sanitizer as soon as possible. Follow occupancy recommendations and other requirements as posted on web site of the ride provider.

**Working in Office Environments:** If you work in an open environment, be sure to maintain at least six feet distance from co-workers. In areas of open or unassigned seating have at least one workspace separating you from another co-worker. You must wear a face mask or face covering at all times while in a shared work space/room.

Department heads must assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees, other coworkers, and customers, such as:

- Place visual cues such as floor decals, colored tape, or signs to indicate to customers where they should stand while waiting in line.
- Place one-way directional signage for large open work spaces with multiple throughways to increase distance between employees moving through the space, if there is a substantial number of employees in the space.

If you work in an office, no more than one person should be in the same room unless the required six feet of distancing can be consistently maintained. If more than one person is in a room, masks/face coverings must be worn at all times. Masks/face coverings must be worn by any staff in a reception/receiving area. Masks/face coverings should be used when inside any area where others are present, including walking in hallways and stairs where others travel and in break rooms, conference rooms, and other meeting locations.

Deans, directors, vice presidents, or their appropriate representatives may request assistance with space and occupancy assessments, temporary signage and graphics, furniture rearrangements, and environmental health and safety matters from Institutional Planning and Operations. On-site consultation will be provided at no cost. Safety measures covering public areas will be provided at no cost to building occupants. The cost of additional materials and supplies that may be ordered will be borne by the requestor.

To request assistance, call the University Facilities Service Call Center at 848 445-1234 (this number covers all university locations) or visit <https://ipo.rutgers.edu/facilities> and click on Submit a Maintenance Request.

**Using Restrooms:** Use of restrooms should be limited based on size to ensure at least six feet distance between individuals. Toilets with standard height partitions can be used simultaneously, but urinal areas with side-by-side fixtures should be used on an “every other in use” basis. Wash your hands thoroughly after using the restroom to reduce the potential transmission of the virus.

**Using Elevators:** When possible, avoid elevators and use stairs. When elevator use is unavoidable, no more than two people should be in an elevator at a time; the two people should be facing forward and at opposite corners to maximize distance between people, and speaking/sneezing/coughing should be avoided. In high-rise buildings or high-traffic buildings where very limited use of the elevator is not practical, do not crowd into the elevator cab and be aware of social distancing requirements while waiting for the elevator. If you are using the elevator, wear your mask or face covering, face forward, do not speak/sneeze/cough, and avoid touching the elevator buttons with your exposed hand/fingers. Wash your hands or use hand sanitizer with at least 60% alcohol upon departing the elevator.

**Using Stairs:** Where possible, designate stairs for “up” traffic or “down” traffic to minimize crossing traffic. Where this is not possible, wait on a floor or landing and allow cross traffic to pass.

**Meetings and Events:** Convening in groups increases the risk of viral transmission. Where feasible, meetings should be held in whole or part using available collaboration tools.

In-person meetings are strongly discouraged and shall not exceed 50 percent of a room’s capacity, assuming individuals can still maintain six feet of separation for social distancing requirements.

Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support social distancing practices between attendees.

The number of people at and procedures associated with indoor and outdoor meetings and events are, at time of publication, governed by Executive Order(s) and are subject to change. Meetings and events must comply with requirements of current Executive Orders or other applicable regulations.

During your time on campus, you are encouraged to communicate with your colleagues and supervisors as needed by email, telephone, or other available technology rather than face-to-face.

**Meals:** Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus.

If dining on campus, you should wear your mask or face covering until you are ready to eat and then replace it afterward. While eating, individuals should not sit facing one another.

If you are eating in your work environment (break room, office, etc.), maintain six feet distance between you and others. Individuals should not sit facing one another. If in an open area, only remove your mask or face covering in order to eat, then put it back on. Departments should remove or rearrange chairs and tables or add visual cue marks in employee break rooms to support social distancing practices between employees. Wipe all surfaces, including table, refrigerator handle, microwave, coffee machine, etc. after using in common areas.

## CONTROLLING ACCESS AND CIRCULATION

**Access Control System:** Buildings will continue to be secured given the reduced on-campus population.

**ID Cards:** Given that face coverings will be commonplace, Rutgers ID cards must be worn at all times while on campus and/or in Rutgers buildings.

**Visitors:** Visitors with no legitimate business purpose and guests are not allowed in workplaces; this includes visitors who may be friends or family of employees. Department heads must carefully consider the need for in-person meetings, and invite visitors with legitimate business purpose selectively. All visitors must sign in using the host department's sign-in log.

Department heads must implement a visitor sign-in log, using the template provided in the **Toolkit** section of this Guide or an electronic version that captures the necessary information. Records must be retained and be readily accessible.

**Building Entry/Reception, High-Traffic Buildings:** Where crowding of entrances may occur, departments and building coordinators should be flexible on employee arrival and departure times to reduce congestion during typical “rush hours” of the business day.

Some high-traffic buildings may have designated building access and egress doors, and floor markings designating travel routes and/or distance markers, and employees shall obey all directional signage that may be in place.

Reception areas in high-traffic buildings may have clear screening materials installed between the security/reception staff and the traffic area. Seating in lobbies or waiting areas may be removed to promote social distancing and clear lanes of travel.

Building lobbies may have signage installed describing required face covering use, social distancing, and gathering protocols. Building lobbies may have hand sanitizer stations in strategic locations (to the extent that supply is available) as well as added trash receptacles to encourage appropriate mask disposal behavior.

**Shipping and Receiving Areas:** In buildings that have designated shipping and receiving areas, the area shall be limited to deliveries and appropriate staff, to minimize cross-circulation and to ensure that employees use the appropriate building entrance.

**Lobbies/Common Areas/Amenities:** Elevator lobbies may have hand sanitizer stations in strategic locations (to the extent that supply is available) as well as floor markings to encourage social distancing when queuing. Seating in lobbies, amenity spaces, or waiting areas may be removed or rearranged to promote social distancing and clear lanes of travel. Amenities spaces such as fitness facilities will remain out of service. Cafeteria and dining areas may have tables and chairs removed, to restrict the number of people in the room and encourage social distancing. Medium- and large-sized conference and meeting rooms may have revised maximum occupancies posted, and furniture removed or rearranged accordingly.

## COMMUNICATING TO COMMUNITY

The measures described in this How-to Guide will certainly change over time, as additional information becomes known and as the public health situation in the tri-state area changes. However, the overall theme and importance of clear messaging will not change – the details behind Returning to Rutgers will need to be shared with a wide range of internal and external constituents.

### Goals:

- Instill confidence in the university's ability to responsibly manage the ongoing operations of the institution and the safe return of our community to campus.
- Convey that Rutgers is committed to the health and safety of all members of its community.
- Convey that Rutgers is committed to providing the best possible educational experience.

**Strategy:**

- Communicate timely and accurate information through multiple sources and at all levels to ensure audiences receive consistent and useful information about operations, academics, and personal safety.
- Link communications under an overarching university-wide theme that can be customized locally and easily adapted for messaging by units and departments across the institution.

**Primary Audiences:**

- Students
- Parents
- Faculty
- Staff
- Alumni
- Governing Boards
- Government leaders
- Visitors (vendors, contractors, etc.)

**Messages:**

All messaging will evolve as the situation demands. The following are examples:

- Health & Safety
  - Rutgers is committed to providing students, faculty staff and visitors with the safest environment possible to work, learn, and visit.
  - Our health and safety is a shared responsibility and we will help you meet that responsibility by practicing safe habits: washing hands; wearing face coverings; social distancing.
- Facilities
  - University facilities will be inspected and cleaned before staff, faculty, and students return to campus.
  - Constant and continued cleaning and sanitizing will occur at Rutgers. Custodial crews will focus on high-traffic areas such as entrances, elevators, lavatories, conference rooms, and gathering areas. Employees should take care to clean their individual work areas.

- Employees
  - Rutgers will phase in a return of employees to safe working environments over time based on mission-critical operations and the ability to control and manage specific work environments.
  - If public health needs dictate, tighter restrictions and reduced staffing may need to be implemented again.
  
- Visitors
  - Only visitors on campus for a legitimate business purpose and invited guests are permitted in workplaces.

Messages associated with instruction, student life, research, and Athletics will be closely coordinated with appropriate departments.

### **Channels and Tactics:**

1. Email
  - University-wide email messages will convey the broad messages and overall approach and will direct audiences to the web site or other information locations.
  - Tailored emails from chancellors, deans, and leaders of units (i.e. student affairs, residence life) will provide details and area-specific information and guidance.
  
2. Web
  - The existing university-wide COVID-19 web site will be reoriented to provide information about Fall 2020 operations. It will continue to be the primary source for university-wide information.
  - Campus-level and unit-level webpages will provide additional information and details.
  - The Rutgers.edu homepage will continue to maintain a vibrant sense of place and strength of the Rutgers brand.
  
3. Social Media
  - Targeted communications on university-wide social channels and local channels that reach students and other key audiences
  
4. News Media
  - Maintain transparency about university efforts through proactive engagement with targeted news outlets.
  - Engage them as partners in reaching target audiences.
  
5. Rutgers Today
  - Human interest stories; news about the return to Rutgers; info on health and safety



6. Interior and exterior campus message boards
  - o Info for students to aid in their return to Rutgers and about health and safety
7. Signage
  - o Health & safety – reminders about hand washing, face coverings, etc.

## **REVISION OF GUIDELINES**

These guidelines will be reviewed regularly to respond to changing conditions and new information. These guidelines may be revised, suspended, or terminated as the COVID-19 pandemic permits. Suggestions for revisions and questions may be sent to [EOC@rutgers.edu](mailto:EOC@rutgers.edu) with “Returning to Rutgers” in the Subject line.

*Ver 1.2*



## RETURNING TO RUTGERS

A HOW-TO GUIDE TO REPOPULATING RUTGERS SPACES  
ACADEMIC YEAR 2021

# TOOLKIT

## **TABLE OF CONTENTS**

### **General Toolkit Items**

1. Links to COVID-19 Related Resources
2. Self-Screening Information
3. Visitor Log Information and Form
4. Socially Distant Seating Plans
5. Face Covering Types and Handling Instructions
6. Directional Signage, Floor Markings, and Space Dividers Examples and Sources
7. Public Service Announcement (PSA) Posters
8. Telecommuting Work Station Recommendations

### **Toolkit Items Specifically for Residents**

9. Laundry and Cleaning

## Section 1

### Links to COVID-19 Related Resources

There is a wide variety of resources available on the Web. The following resources may be of interest to members of the Rutgers community.

[University wide COVID-19 Information](#)

[OneSource Rutgers Faculty and Staff Service Center](#)

[COVID-19 Guidance](#)

[Emergency Family and Medical Leave Expansion Act \(E-FMLA\) and Emergency Paid Sick Leave Act \(EPSLA\)](#)

[COVID-19 Psychological Services Network](#)

[COVID-19 Telecommuting and Wellness Site – Resources for Working Virtually and Maintaining Wellness](#)

## Section 2

### Self-Screening Information

Self-screening is an important component of keeping members of the Rutgers community healthy. The following Daily Self-Checklist should be consulted prior to traveling to Rutgers.

See **Employee Screening** in the Guide for additional information.



Review this COVID-19 Daily Self Checklist **each day before reporting to work.**

If you reply YES to any of the questions below, STAY HOME and:

- Contact your supervisor and
- Contact [OneSource](#) at (732) 745-7378

Contact a healthcare provider for guidance to determine if testing is warranted. Individuals can call:

- Their primary care provider.
- NJPIES for further evaluation 1-800-962-1253 (24/7 Medical COVID-19 Questions).
- Student Health

If you start feeling sick during your shift, follow steps above.

## COVID-19 Daily Self Checklist

Do you have a fever (temperature over 100.4F) without having taken any fever reducing medications?

- Yes
- No

Loss of Smell/Taste?

- Yes
- No

Muscle Aches?

- Yes
- No

Sore Throat?

- Yes
- No

Cough?

- Yes
- No

Shortness of Breath?

- Yes
- No

Chills?

- Yes
- No

Headaches?

- Yes
- No

Have you experienced any gastrointestinal symptoms such as nausea or vomiting, diarrhea, loss of appetite?

- Yes
- No

Have you, or anyone you have been in close contact with been diagnosed with COVID-19, or been placed on quarantine for possible contact with COVID-19?

- Yes
- No

Have you been asked to self-isolate or quarantine by a medical professional or a local public health official?

- Yes
- No

## **Section 3**

### **Visitor Log Information and Form**

Department heads must carefully consider the need for in-person meetings, and invite visitors with legitimate business purpose selectively.

All Visitors must sign in using the host department's sign-in log. The log must contain:

- Date and time
- Name, affiliation, cell number and E-mail address of visitor
- Name of person hosting visitor
- Reason for visit

The records must be retained and be readily accessible.

The template included in this toolkit may be used, or an electronic version may be used provided that the required information is captured.





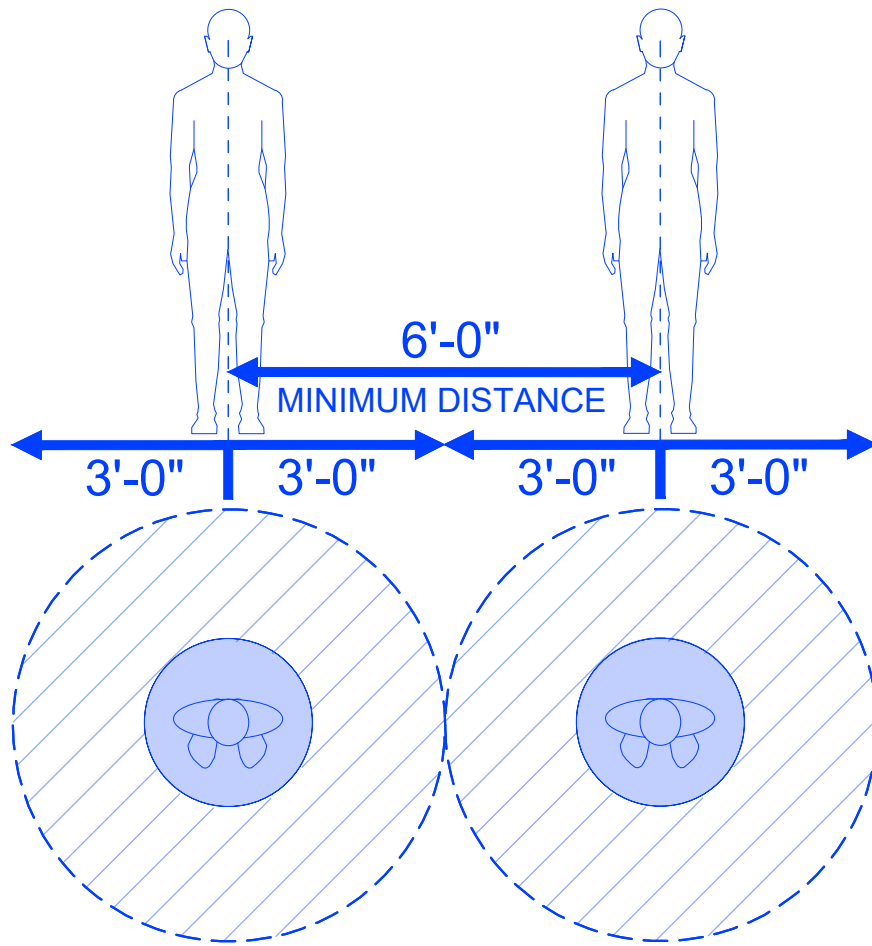
## Section 4

### Socially Distant Seating Plans



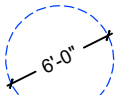

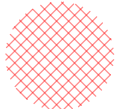
Social distancing is key in controlling spread of the virus. Institutional Planning and Operations can assist in determining appropriate room seating and occupancy. Examples of socially distant seating plans follow.

See **Guidance for Specific Workplace Scenarios** in the Guide for additional information.

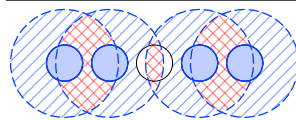
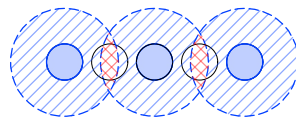
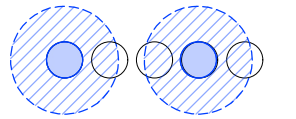
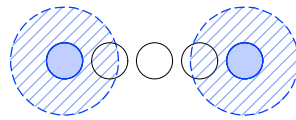
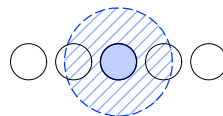
# RUTGERS UNIVERSITY GUIDELINES FOR OBSERVING A 6 FT. SOCIAL DISTANCE



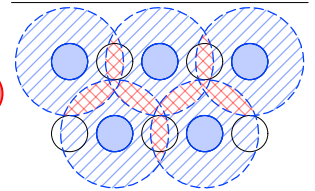
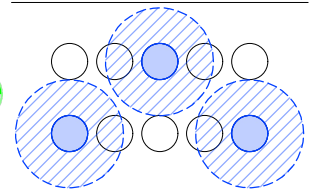
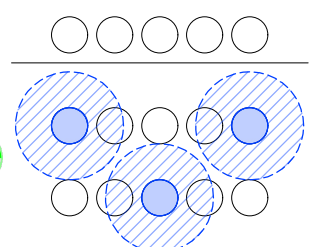
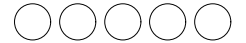
## SYMBOL LEGEND

-  UNOCCUPIED SEAT
-  OCCUPIED SEAT TO MAINTAIN 6'-0" MIN DISTANCE
-  6'-0" DIAMETER CIRCLE
-  MINIMUM REQUIRED SPACING
-  UNACCEPTABLE DISTANCING

### SINGLE ROW SEATING



### MULTI-ROW SEATING



SCALE: AS NOTED  
DATE: 06/18/2020

## SOCIAL DISTANCING GUIDELINES

MINIMUM REQUIREMENTS  
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INSTITUTIONAL PLANNING AND OPERATIONS  
PLANNING, DEVELOPMENT, AND DESIGN

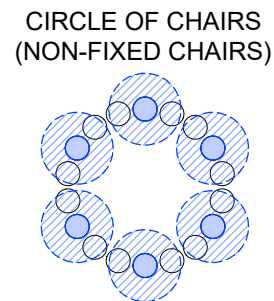
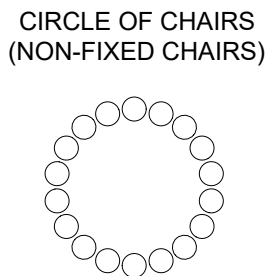
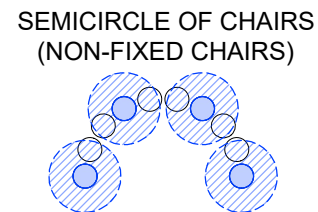
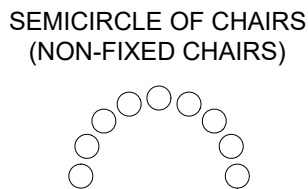
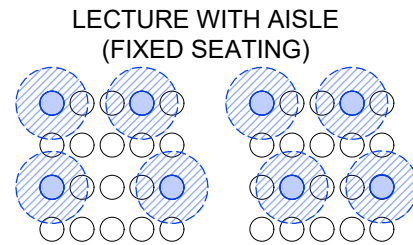
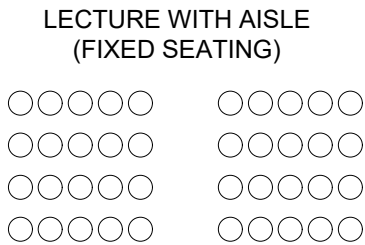
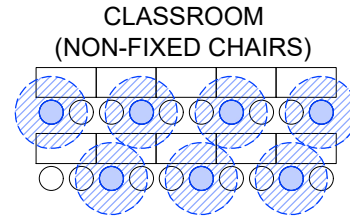
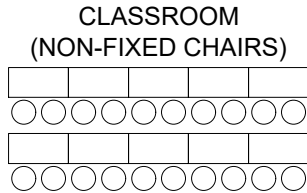
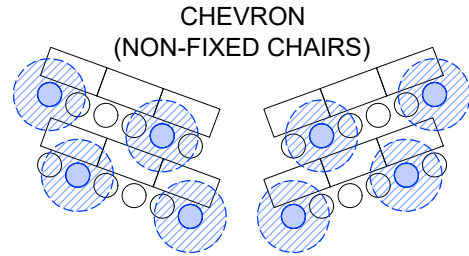
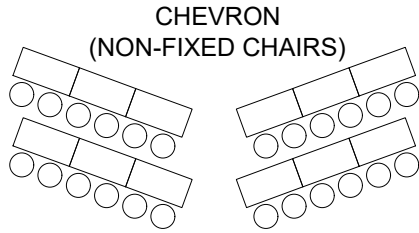
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GUIDELINES  
**001**

# RUTGERS UNIVERSITY GUIDELINES FOR OBSERVING A 6 FT. SOCIAL DISTANCE

## EXISTING SEATING LAYOUT

## UTILIZED SEATS (EXISTING SEATING)



### SYMBOL LEGEND



SCALE: AS NOTED  
DATE: 06/18/2020

**SOCIAL DISTANCING  
GUIDELINES**  
MINIMUM REQUIREMENTS  
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**RUTGERS**  
THE STATE UNIVERSITY  
OF NEW JERSEY  
INSTITUTIONAL PLANNING AND OPERATIONS  
PLANNING, DEVELOPMENT, AND DESIGN

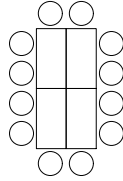
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GUIDELINES  
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# RUTGERS UNIVERSITY GUIDELINES FOR OBSERVING A 6 FT. SOCIAL DISTANCE

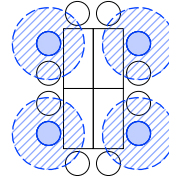
## EXISTING SEATING LAYOUT

## UTILIZED SEATS (EXISTING SEATING)

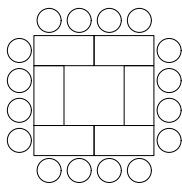
CONFERENCE  
(NON-FIXED CHAIRS)



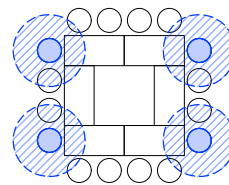
CONFERENCE  
(NON-FIXED CHAIRS)



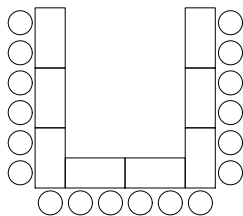
OPEN SQUARE  
(NON-FIXED CHAIRS)



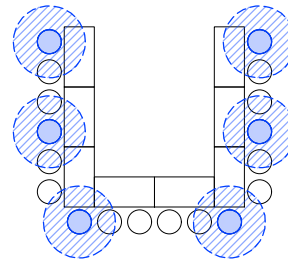
OPEN SQUARE  
(NON-FIXED CHAIRS)



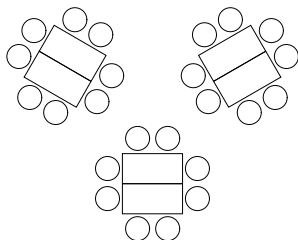
U-SHAPE  
(NON-FIXED CHAIRS)



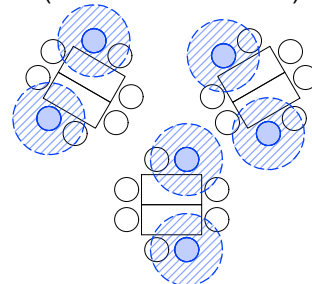
U-SHAPE  
(NON-FIXED CHAIRS)



STANDARD LOUNGE  
(NON-FIXED CHAIRS)



STANDARD LOUNGE  
(NON-FIXED CHAIRS)



### SYMBOL LEGEND

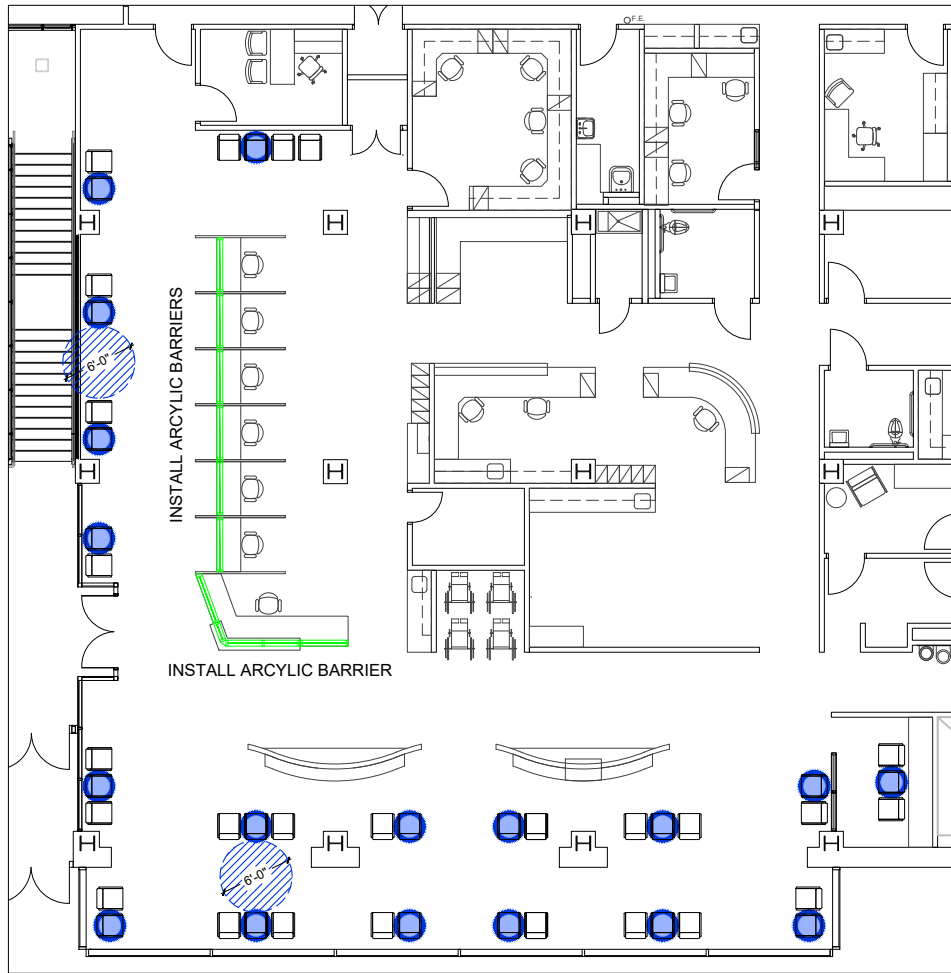
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DATE: 06/18/2020

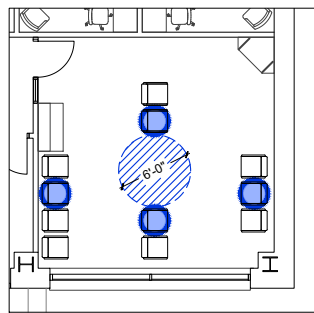
**SOCIAL DISTANCING  
GUIDELINES**  
MINIMUM REQUIREMENTS  
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INSTITUTIONAL PLANNING AND OPERATIONS  
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SHEET CODE:  
GUIDELINES  
**003**



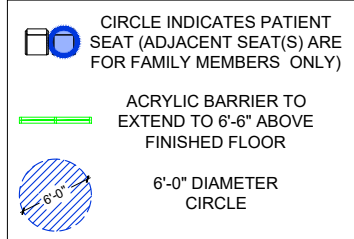
TYPICAL MAIN WAITING AREA



TYPICAL SUBWAITING AREA



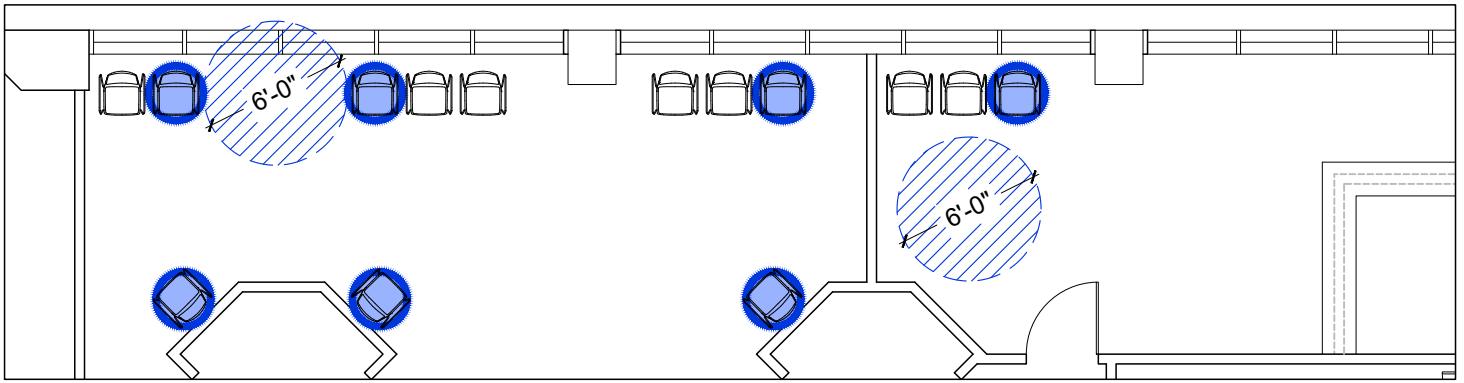
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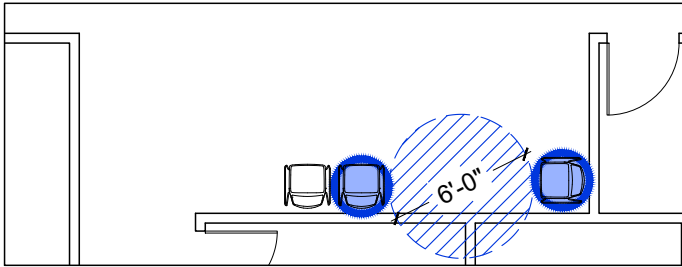
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 DATE: 06/15/2020

SOCIAL DISTANCING STUDY:  
 PATIENT WAITING ROOMS  
 Page 34 of 101

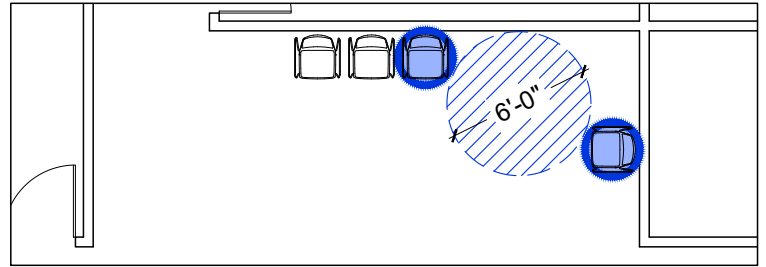
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 PLANNING, DEVELOPMENT, AND DESIGN



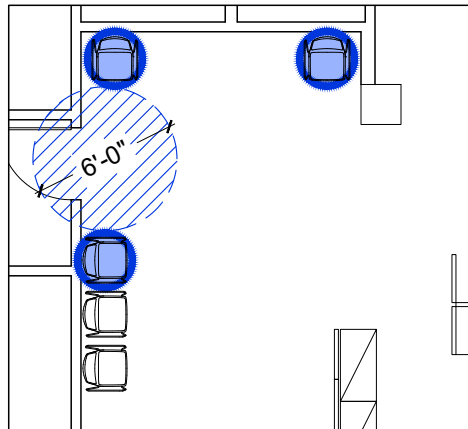
TYPICAL WAITING AREAS - EXAMPLE 1



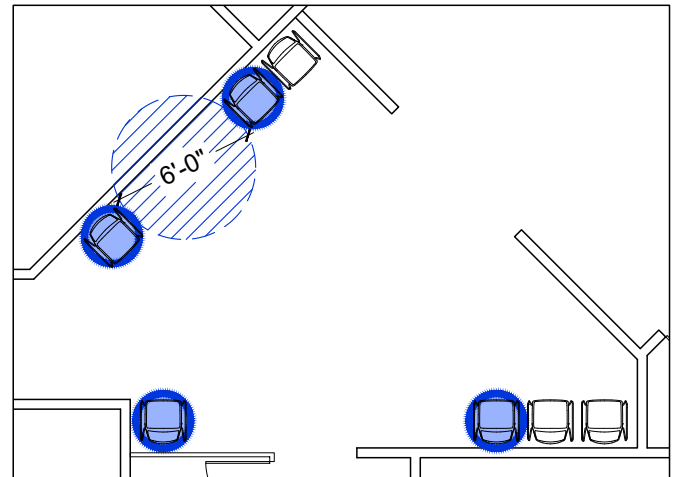
TYPICAL WAITING AREA - EXAMPLE 2



TYPICAL WAITING AREA - EXAMPLE 3





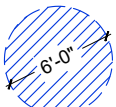
TYPICAL WAITING AREA - EXAMPLE 4



TYPICAL WAITING AREA - EXAMPLE 5



SYMBOL LEGEND:

 CIRCLE INDICATES PATIENT SEAT (ADJACENT SEAT(S) ARE FOR FAMILY MEMBERS ONLY)  
 ACRYLIC BARRIER TO EXTEND TO 6'-6" ABOVE FINISHED FLOOR  
 6'-0" DIAMETER CIRCLE

NOTE: INSTALL ACRYLIC BARRIERS AT RECEPTION WINDOWS AND STATIONS IF NOT ALREADY PRESENT

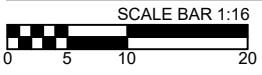
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DATE: 06/18/2020

SOCIAL DISTANCING STUDY:  
PATIENT WAITING ROOMS  
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
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PLANNING, DEVELOPMENT, AND DESIGN



**TYPICAL ADMINISTRATIVE OFFICE**



**SYMBOL LEGEND:**

-  OCCUPIED SEAT TO MAINTAIN 6'-0" MIN DISTANCE
-  6'-0" DIAMETER CIRCLE

PROPOSED OCCUPANCY = 27 PEOPLE  
ACTUAL OCCUPANT COUNT = 46 PEOPLE

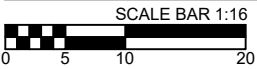
SCALE: AS NOTED  
 DATE: 06/18/2020

**SOCIAL DISTANCING STUDY:**  
**ADMINISTRATIVE OFFICE**  
 Page 36 of 101

**RUTGERS**  
THE STATE UNIVERSITY OF NEW JERSEY  
 INSTITUTIONAL PLANNING AND OPERATIONS  
 PLANNING, DEVELOPMENT, AND DESIGN



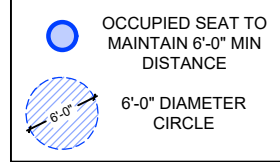
**TYPICAL ADMINISTRATIVE OFFICE**



PROPOSED OCCUPANCY = 23 PEOPLE

ACTUAL OCCUPANT COUNT = 42 PEOPLE

**SYMBOL LEGEND:**

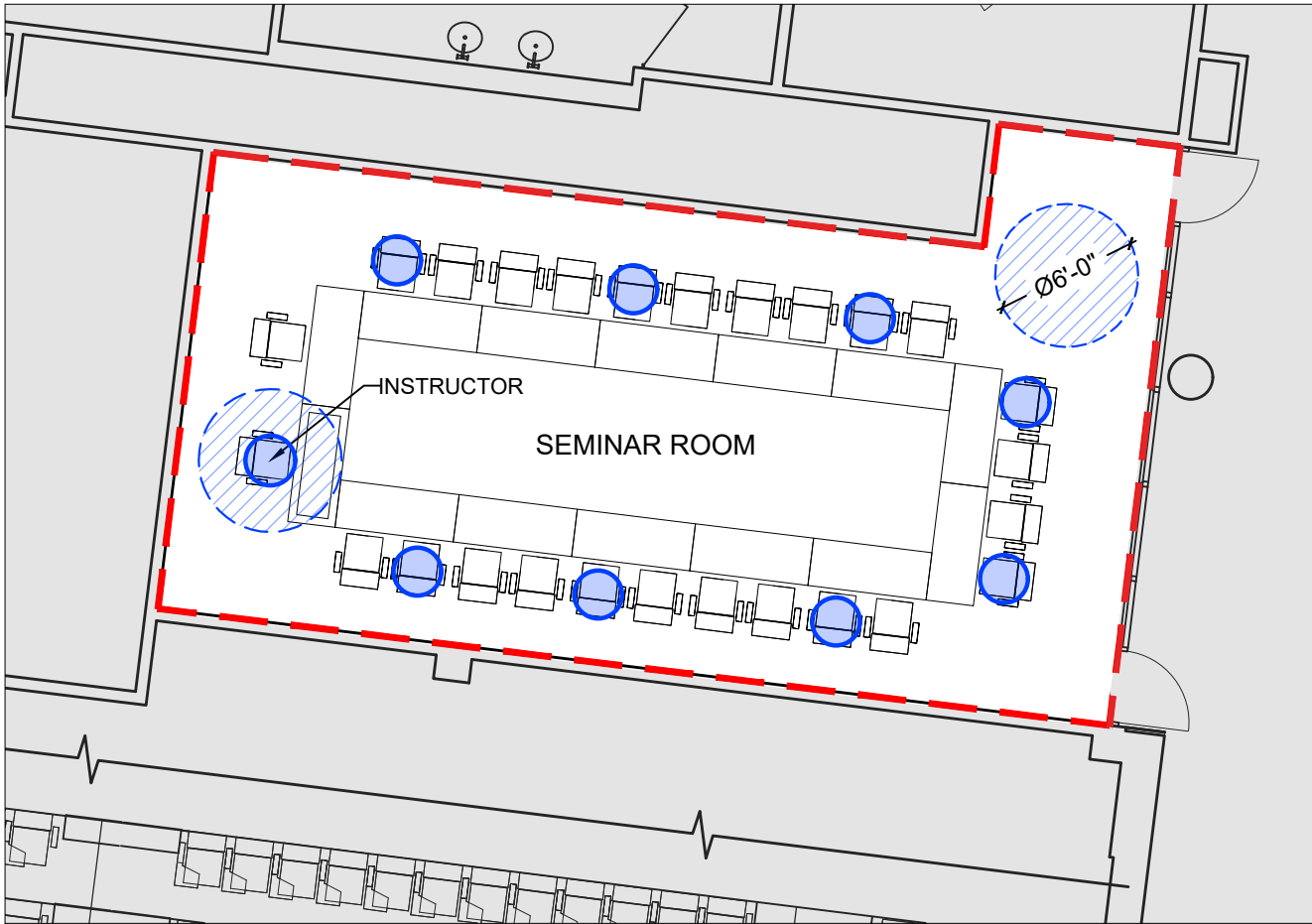


SCALE: AS NOTED  
DATE: 06/18/2020

**SOCIAL DISTANCING STUDY:  
ADMINISTRATIVE OFFICE**  
Page 37 of 101

**RUTGERS**  
THE STATE UNIVERSITY  
OF NEW JERSEY  
INSTITUTIONAL PLANNING AND OPERATIONS  
PLANNING, DEVELOPMENT, AND DESIGN



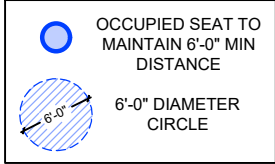


**TYPICAL SEMINAR ROOM**

SCALE BAR 1:8



**SYMBOL LEGEND:**



PROPOSED OCCUPANCY =

**9 OCCUPANTS  
(INSTRUCTOR + 8 STUDENTS)**

ACTUAL OCCUPANT COUNT =

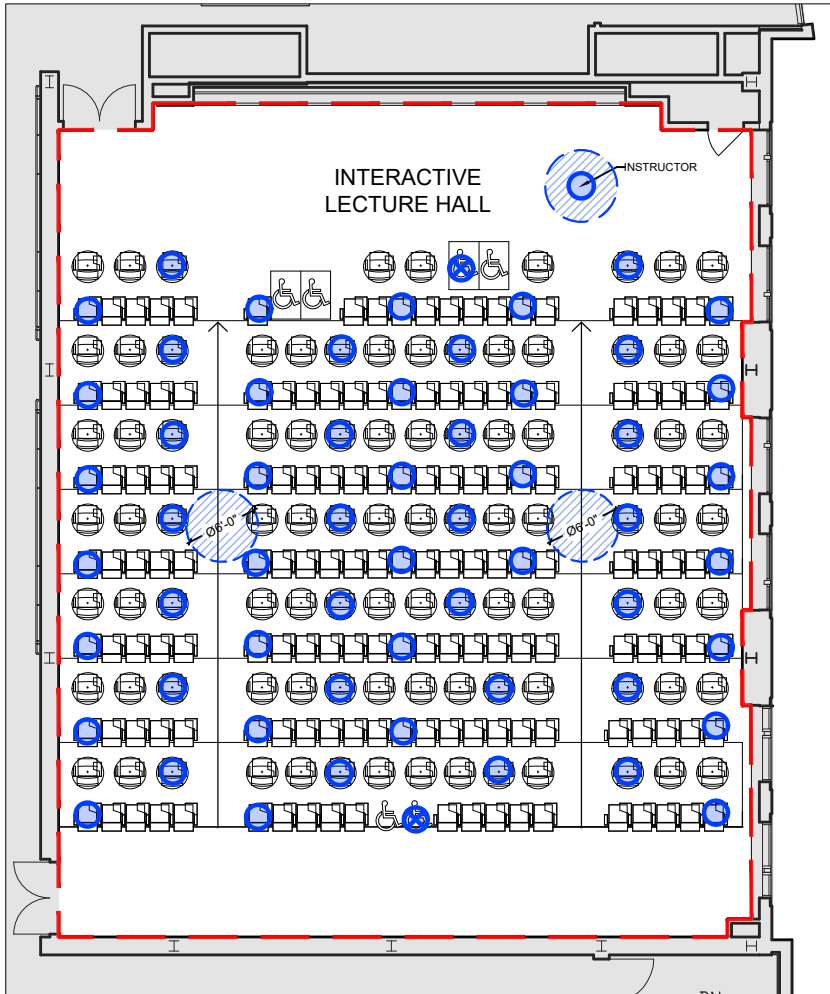
26 PEOPLE

SCALE: AS NOTED  
DATE: 06/18/2020

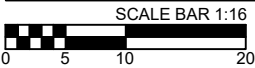
**SOCIAL DISTANCING STUDY:  
SEMINAR ROOM**



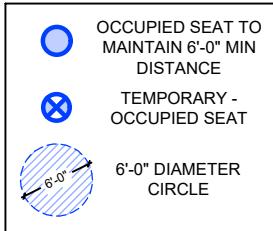
INSTITUTIONAL PLANNING AND OPERATIONS  
PLANNING, DEVELOPMENT, AND DESIGN



TYPICAL LECTURE HALL



**SYMBOL LEGEND:**

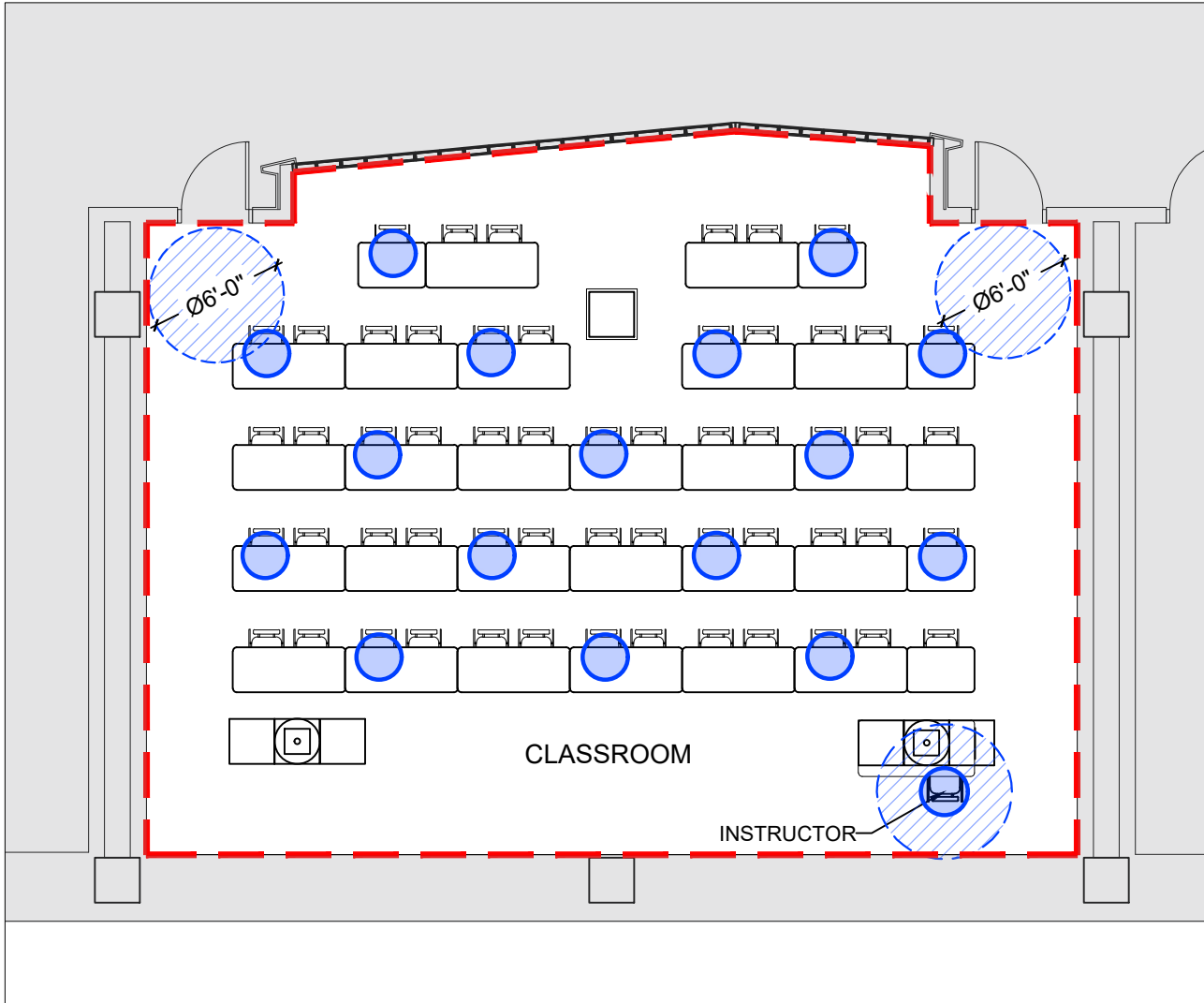


PROPOSED OCCUPANCY = **60 OCCUPANTS**  
(INSTRUCTOR + 59 STUDENTS)

ACTUAL OCCUPANT COUNT = 248 OCCUPANTS

SCALE: AS NOTED  
DATE: 06/18/2020

**SOCIAL DISTANCING STUDY:**  
**INTERACTIVE LECTURE HALL**  
Page 39 of 101



**TYPICAL CLASSROOM**

SCALE BAR 1:8



**SYMBOL LEGEND:**

	OCCUPIED SEAT TO MAINTAIN 6'-0" MIN DISTANCE
	6'-0" DIAMETER CIRCLE

PROPOSED OCCUPANCY =

**17 OCCUPANTS  
(INSTRUCTOR + 16 STUDENTS)**

ACTUAL OCCUPANT COUNT =

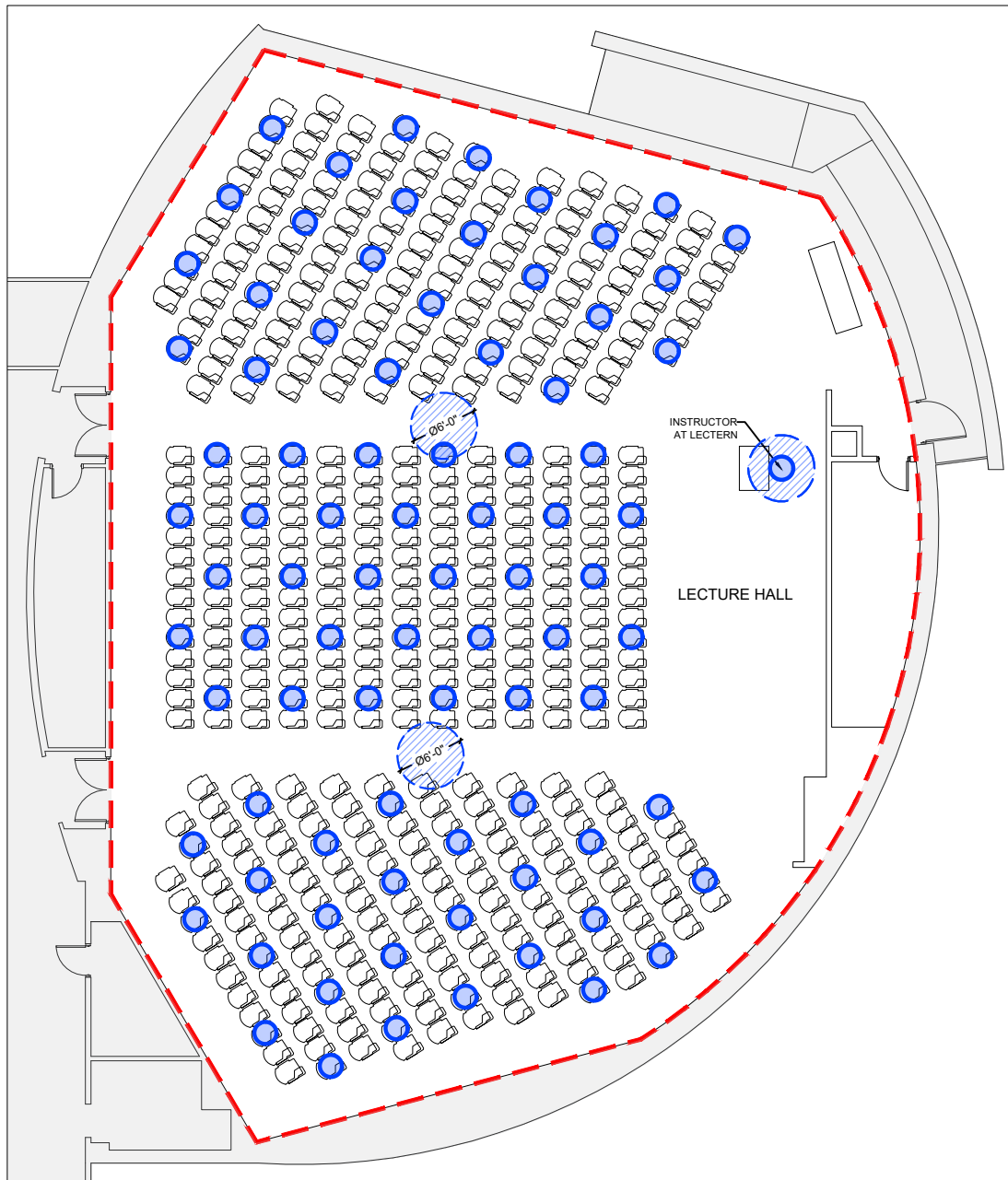
54 PEOPLE

SCALE: AS NOTED  
DATE: 06/18/2020

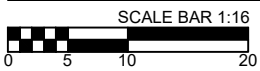
**SOCIAL DISTANCING STUDY:  
50 PERSON CLASSROOM**



INSTITUTIONAL PLANNING AND OPERATIONS  
PLANNING, DEVELOPMENT, AND DESIGN



**TYPICAL LECTURE HALL**



**SYMBOL LEGEND:**

- OCCUPIED SEAT TO MAINTAIN 6'-0" MIN DISTANCE
- 6'-0" DIAMETER CIRCLE

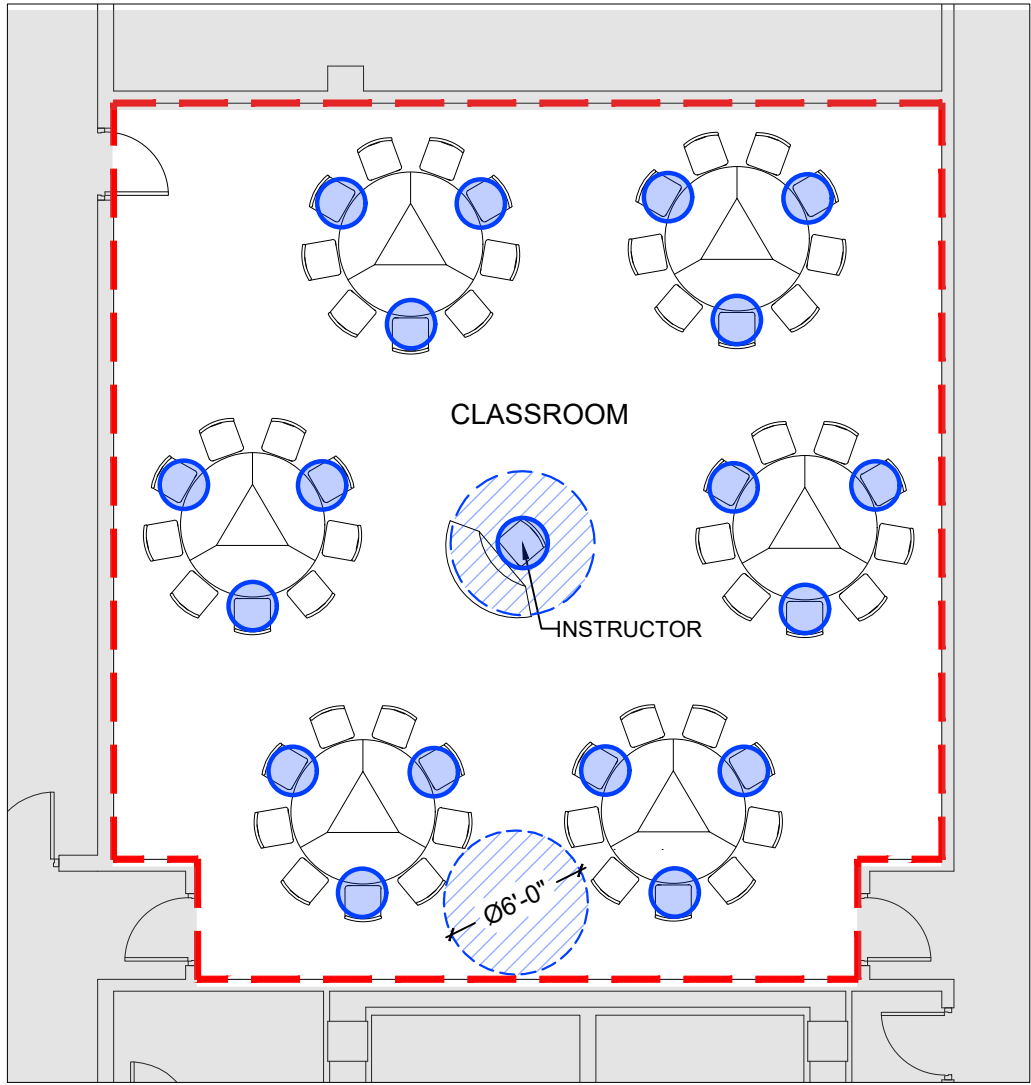
PROPOSED OCCUPANCY = **84 OCCUPANTS**  
(INSTRUCTOR + 83 STUDENTS)

ACTUAL OCCUPANT COUNT = 500 OCCUPANTS

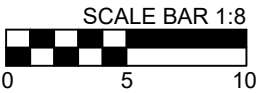
SCALE: AS NOTED  
DATE: 06/18/2020

**SOCIAL DISTANCING STUDY:**  
**500 PERSON LECTURE HALL**  
Page 41 of 101

**RUTGERS**  
THE STATE UNIVERSITY OF NEW JERSEY  
INSTITUTIONAL PLANNING AND OPERATIONS  
PLANNING, DEVELOPMENT, AND DESIGN



**TYPICAL ACTIVE LEARNING CLASSROOM**



**SYMBOL LEGEND:**

- OCCUPIED SEAT TO MAINTAIN 6'-0" MIN DISTANCE
- 6'-0" DIAMETER CIRCLE

PROPOSED OCCUPANCY = **19 OCCUPANTS (INSTRUCTOR + 18 STUDENTS)**

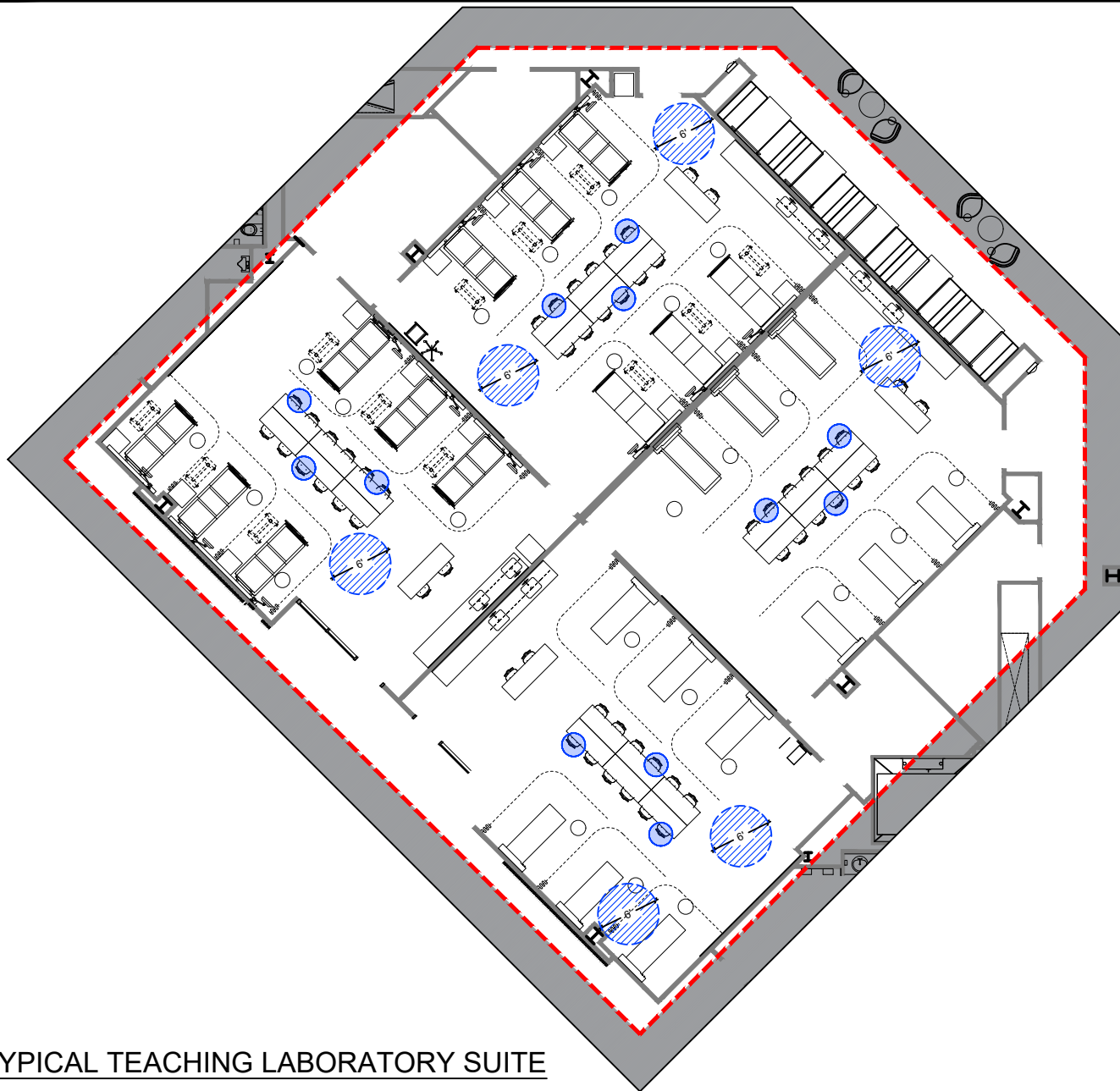
ACTUAL OCCUPANT COUNT = 54 PEOPLE

SCALE: AS NOTED  
 DATE: 06/18/2020

**SOCIAL DISTANCING STUDY:  
 ACTIVE LEARNING  
 CLASSROOM**



INSTITUTIONAL PLANNING AND OPERATIONS  
 PLANNING, DEVELOPMENT, AND DESIGN



**TYPICAL TEACHING LABORATORY SUITE**



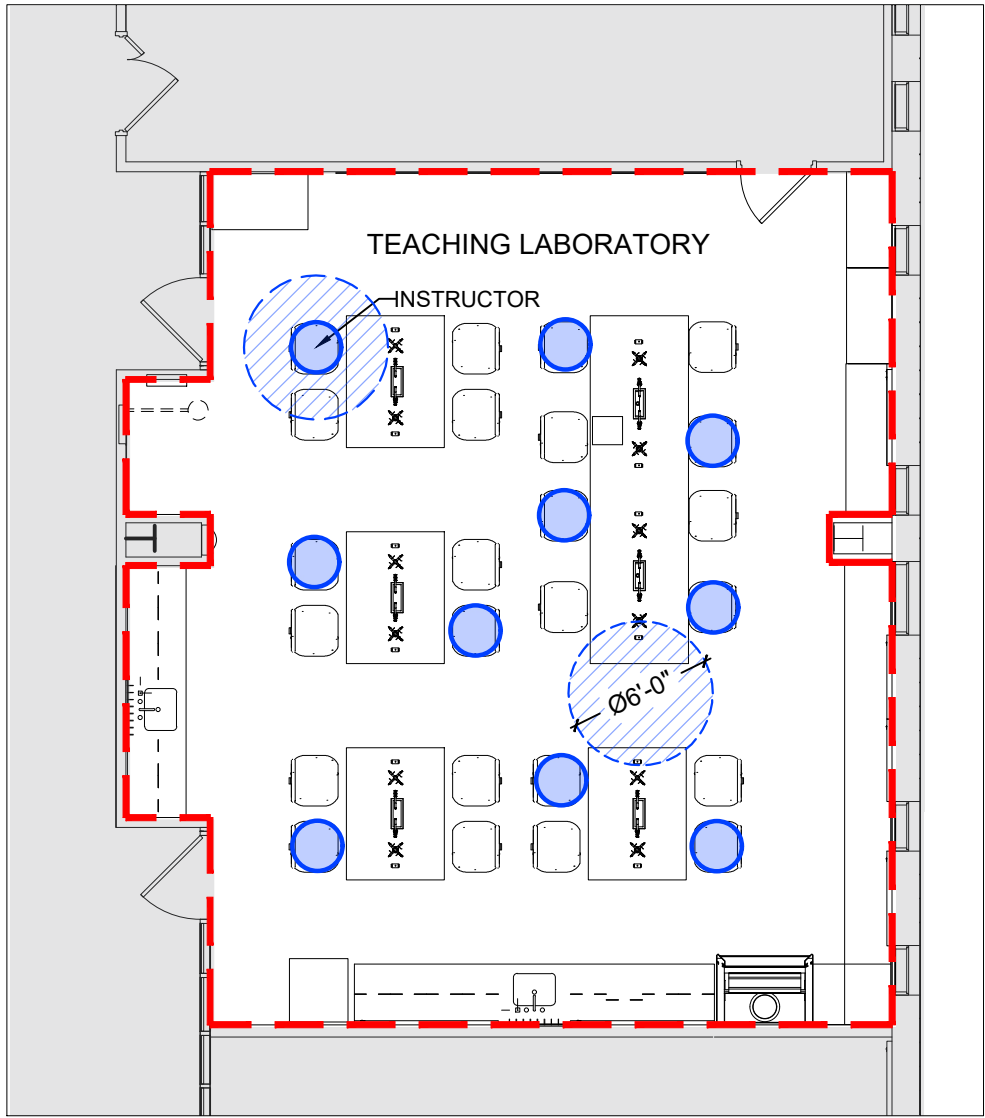
**SYMBOL LEGEND:**

	ONE OCCUPANT PER BAY TO MAINTAIN 6'-0" MINIMUM DISTANCE
	6'-0" DIAMETER CIRCLE

SCALE: 1/32" = 1'-0"  
 DATE: 06/18/2020

**SOCIAL DISTANCING STUDY:  
 TYPICAL TEACHING  
 LABORATORY SUITES**  
 Page 43 of 101

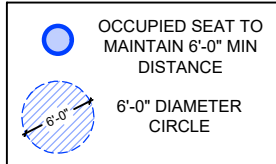
**RUTGERS**  
THE STATE UNIVERSITY  
 OF NEW JERSEY  
 INSTITUTIONAL PLANNING AND OPERATIONS  
 PLANNING, DEVELOPMENT, AND DESIGN



**TYPICAL TEACHING LABORATORY**



**SYMBOL LEGEND:**



PROPOSED OCCUPANCY = **10 OCCUPANTS**  
(INSTRUCTOR + 9 STUDENTS)

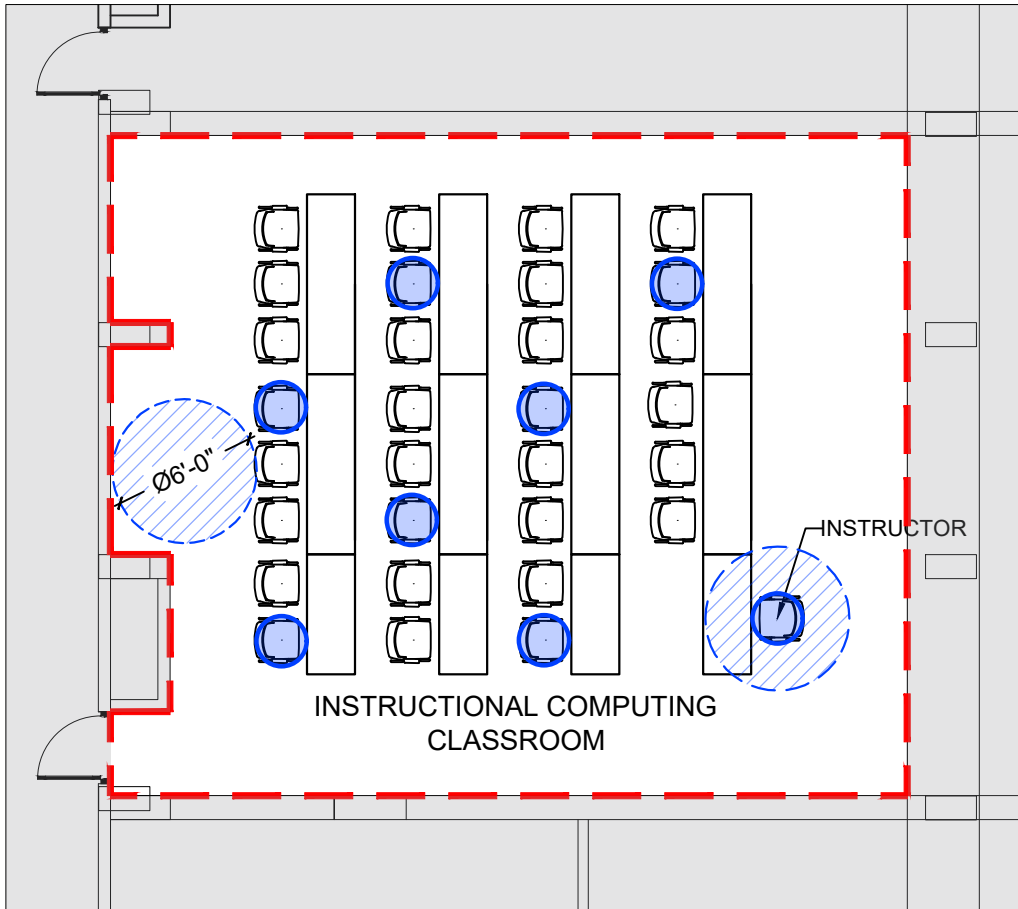
ACTUAL OCCUPANT COUNT = 24 OCCUPANTS

SCALE: AS NOTED  
DATE: 06/18/2020

**SOCIAL DISTANCING STUDY:  
TEACHING LAB**



INSTITUTIONAL PLANNING AND OPERATIONS  
PLANNING, DEVELOPMENT, AND DESIGN



**TYPICAL INSTRUCTIONAL COMPUTING CLASSROOM**



**SYMBOL LEGEND:**

- OCCUPIED SEAT TO MAINTAIN 6'-0" MIN DISTANCE
- 6'-0" DIAMETER CIRCLE

PROPOSED OCCUPANCY = **8 OCCUPANTS (INSTRUCTOR + 7 STUDENTS)**

ACTUAL OCCUPANT COUNT = 30 PEOPLE

SCALE: AS NOTED  
DATE: 06/18/2020

**SOCIAL DISTANCING STUDY:  
INSTRUCTIONAL COMPUTING  
CLASSROOM**



INSTITUTIONAL PLANNING AND OPERATIONS  
PLANNING, DEVELOPMENT, AND DESIGN



## Section 5

### Face Covering Types and Handling Instructions

Face coverings go hand-in-hand with social distancing for controlling spread of the virus.

See **Community Safety Practices** in the Guide for detailed information regarding face mask use and care. The following infographics may be downloaded and printed for use in the workplace.

# Face Coverings

## Cloth Face Covering



Commercially made or homemade 2-ply cotton face coverings help people who may be unaware that they have the virus from transmitting it to others.

Acceptable for use as Face Covering ([CDC recommended](#))

## Procedure or Surgical Face Masks



Loose-fitting, disposable masks that cover the nose and mouth prevent droplets, splashes, sprays or splatter from being spread by the person wearing them.

Acceptable for use as a Face Covering

## Dust Masks



Loose-fitting, disposable masks that cover the nose and mouth prevent droplets from being spread by the person wearing them. A Dust Mask is not a N95.

Acceptable for use as a Face Covering

## Respirators (N95)



Tight-fitting, NIOSH-approved respirators are in limited supply and should be reserved for healthcare staff. Medical clearance, fit-testing and training is required by OSHA regulations.

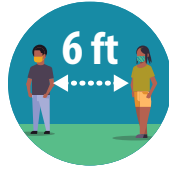
**NOT RECOMMENDED**  
for use as a face Covering

# Important Information About Your Cloth Face Coverings

As COVID-19 continues to spread within the United States, CDC has recommended additional measures to prevent the spread of SARS-CoV-2, the virus that causes COVID-19. In the context of community transmission, CDC recommends that you:



**Stay at home as much as possible**



**Practice social distancing (remaining at least 6 feet away from others)**



**Clean your hands often**



**In addition, CDC also recommends that everyone wear cloth face coverings when leaving their homes, regardless of whether they have fever or symptoms of COVID-19. This is because of evidence that people with COVID-19 can spread the disease, even when they don't have any symptoms.** Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.

## How cloth face coverings work

Cloth face coverings prevent the person wearing the mask from spreading respiratory droplets when talking, sneezing, or coughing. If everyone wears a cloth face covering when out in public, such as going to the grocery store, the risk of exposure to SARS-CoV-2 can be reduced for the community. Since people can spread the virus before symptoms start, or even if people never have symptoms, wearing a cloth face covering can protect others around you. Face coverings worn by others protect you from getting the virus from people carrying the virus.



## How cloth face coverings are different from other types of masks

Cloth face coverings are NOT the same as the medical facemasks, surgical masks, or respirators (such as N95 respirators) worn by healthcare personnel, first responders, and workers in other industries. These masks and respirators are personal protective equipment (PPE). Medical PPE should be used by healthcare personnel and first responders for their protection. Healthcare personnel and first responders should not wear cloth face coverings instead of PPE when respirators or facemasks are indicated.



N95 respirator



Cloth covering

## General considerations for the use of cloth face coverings

When using a cloth face covering, make sure:

- The mouth and nose are fully covered
- The covering fits snugly against the sides of the face so there are no gaps
- You do not have any difficulty breathing while wearing the cloth face covering
- The cloth face covering can be tied or otherwise secured to prevent slipping



Avoid touching your face as much as possible. Keep the covering clean. Clean hands with soap and water or alcohol-based hand sanitizer immediately, before putting on, after touching or adjusting, and after removing the cloth face covering. Don't share it with anyone else unless it's washed and dried first. You should be the only person handling your covering. Laundry instructions will depend on the cloth used to make the face covering. In general, cloth face coverings should be washed regularly (e.g., daily and whenever soiled) using water and a mild detergent, dried completely in a hot dryer, and stored in a clean container or bag.

For more information, go to: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-faq.html>

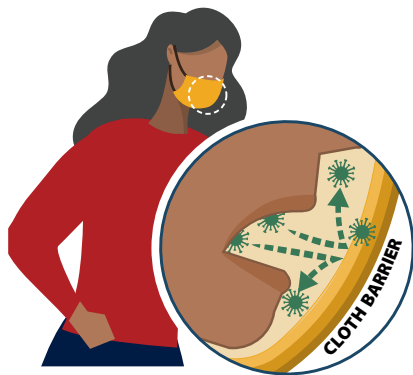


# How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

## WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



## USE THE FACE COVERING TO PROTECT OTHERS

- Wear a face covering to protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

## FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



## TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



**Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.**

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

## Section 6

### **Directional Signage, Floor Markings, and Space Dividers Examples and Sourcing**

Deans, directors, vice presidents, or their appropriate representatives may request assistance with space and occupancy assessments, temporary signage and graphics, furniture rearrangements, and environmental health and safety matters from Institutional Planning and Operations.

Examples of materials available for use follow. Some may be downloaded and printed for use in the workplace; some materials are available from the Institutional Planning and Operations (IP&O) Warehouse within Marketplace.

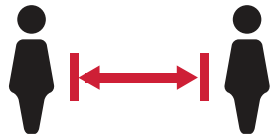
See **Guidance for Specific Workplace Scenarios** in the Guide for additional information.



# It's Up to Us!

**PRACTICE  
SOCIAL  
DISTANCING**

6 Feet Minimum



**WEAR A  
FACE  
COVERING**



**WASH  
HANDS  
OFTEN**



**DON'T  
FEEL WELL?  
STAY HOME**



TOGETHER, BUT SIX FEET APART.

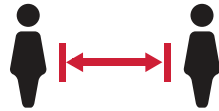


RUTGERS

# It's Up to Us!

**PRACTICE  
SOCIAL  
DISTANCING**

6 Feet Minimum



**WEAR A  
FACE  
COVERING**



**WASH  
HANDS  
OFTEN**



**DON'T  
FEEL WELL?  
STAY HOME**

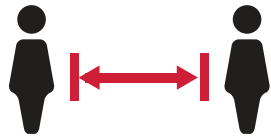


TOGETHER, BUT SIX FEET APART.

# It's Up to Us!

**PRACTICE  
SOCIAL  
DISTANCING**

6 Feet Minimum



**WEAR A  
FACE  
COVERING**



**WASH  
HANDS  
OFTEN**



**LIMIT  
OCCUPANCY**



TOGETHER, BUT SIX FEET APART.



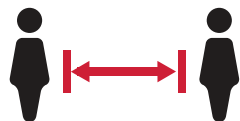


RUTGERS

# It's Up to Us!

**PRACTICE  
SOCIAL  
DISTANCING**

6 Feet Minimum



**WEAR A  
FACE  
COVERING**



**WASH  
HANDS  
OFTEN**



**LIMIT  
OCCUPANCY**



TOGETHER, BUT SIX FEET APART.



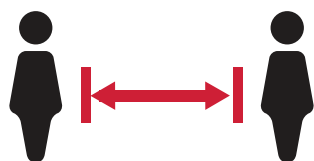
# RUTGERS

## It's Up to Us!

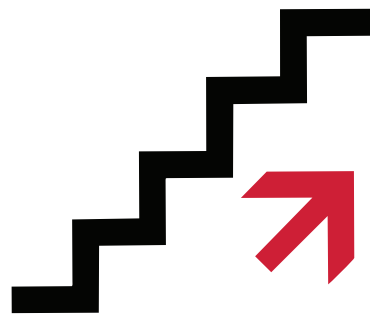
BEFORE USING THE ELEVATOR, PLEASE  
KEEP THE FOLLOWING IN MIND:

### **PRACTICE SOCIAL DISTANCING**

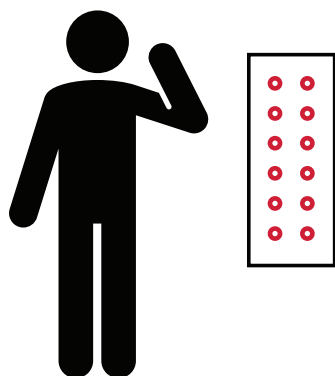
6 Feet Minimum  
or Opposite Corners



### **TAKE THE STAIRS WHEN POSSIBLE**



### **USE YOUR ELBOW OR AN OBJECT TO PRESS BUTTONS**



### **WEAR A FACE COVERING**



TOGETHER, BUT SIX FEET APART.

**THANK YOU FOR PRACTICING**



**SOCIAL DISTANCING**



**UP  
ONLY**



**Stairs for Downward**

**Travel Only**



RUTGERS



**AUTHORIZED  
PERSONNEL ONLY**



RUTGERS



**AUTHORIZED PERSONNEL ONLY  
BEYOND THIS POINT**



**ONE  
WAY**

**ENTER**

**Please maintain  
6 feet of social  
distancing.**

**ONE  
WAY**

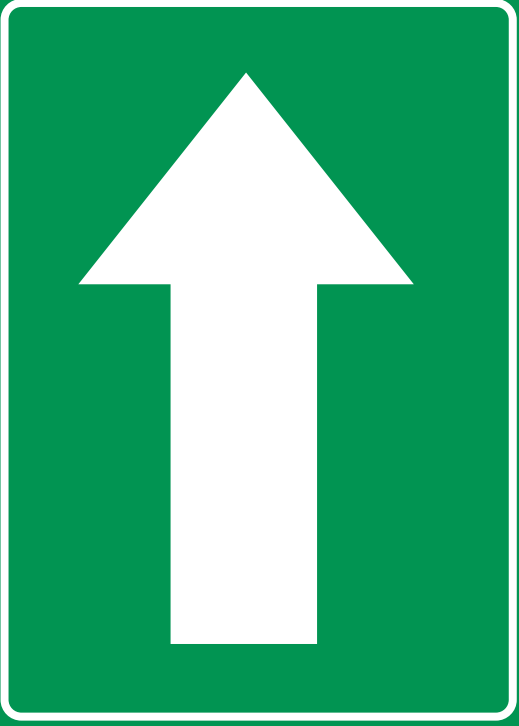


**EXIT ONLY**

**Thank you for observing  
6 feet of social  
distancing.**







**EXIT  
HERE**



**EXIT FOR  
EMERGENCY  
USE ONLY**





## **Section 7**

### **Public Service Announcement (PSA) Posters**

The following infographics may be downloaded and printed for use in the workplace.

#### **Center for Disease Control (CDC) PSAs**

- a. How to Protect Yourself
- b. Hand washing
- c. Stop the Spread
- d. Important Information About Your Cloth Face Covering

#### **Rutgers Student Health PSAs**

- a. Wear Face Covering
- b. Wash Your Hands
- c. Social Distancing
- d. Social Distancing Household
- e. COVID-19 Asymptomatic Carrier

# How to Protect Yourself and Others

## Know how it spreads



- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
  - » Between people who are in close contact with one another (within about 6 feet).
  - » Through respiratory droplets produced when an infected person coughs, sneezes or talks.
  - » These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
  - » Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

## Everyone should

### Clean your hands often

---



- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol.** Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

### Avoid close contact

---



- **Stay home if you are sick.**
- **Avoid close contact** with people who are sick.
- **Put distance between yourself and other people.**
  - » Remember that some people without symptoms may be able to spread virus.
  - » This is especially important for **people who are at higher risk of getting very sick.** [www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html)



## Cover your mouth and nose with a cloth face cover when around others

---



- **You could spread COVID-19 to others** even if you do not feel sick.
- **Everyone should wear a cloth face cover when they have to go out in public**, for example to the grocery store or to pick up other necessities.
  - » Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- **The cloth face cover is meant to protect other people** in case you are infected.
- Do **NOT** use a facemask meant for a healthcare worker.
- Continue to **keep about 6 feet between yourself and others**. The cloth face cover is not a substitute for social distancing.

## Cover coughs and sneezes

---



- **If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

## Clean and disinfect

---



- **Clean AND disinfect frequently touched surfaces** daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant.** You can see a list of [EPA-registered household disinfectants here](#).

# Handwashing and Hand Sanitizer Use

## at Home, at Play, and Out and About



Germs are everywhere! They can get onto hands and items we touch during daily activities and make you sick. Cleaning hands at key times with soap and water or hand sanitizer is one of the most important steps you can take to avoid getting sick and spreading germs to those around you.

There are important differences between washing hands with soap and water and cleaning them with hand sanitizer. For example, alcohol-based hand sanitizers don't kill ALL types of germs, such as a stomach bug called norovirus, some parasites, and *Clostridium difficile*, which causes severe diarrhea. Hand sanitizers also may not remove harmful chemicals, such as pesticides and heavy metals like lead. Handwashing reduces the amounts of all types of germs, pesticides, and metals on hands. Knowing when to clean your hands and which method to use will give you the best chance of preventing sickness.

### When should I use?

#### Soap and Water

- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone who is sick
- Before and after treating a cut or wound
- After using the bathroom, changing diapers, or cleaning up a child who has used the bathroom
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal food or treats, animal cages, or animal waste
- After touching garbage
- If your hands are visibly dirty or greasy

#### Alcohol-Based Hand Sanitizer

- Before and after visiting a friend or a loved one in a hospital or nursing home, unless the person is sick with *Clostridium difficile* (if so, use soap and water to wash hands).
- If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol, and wash with soap and water as soon as you can.

\* Do **NOT** use hand sanitizer if your hands are visibly dirty or greasy: for example, after gardening, playing outdoors, or after fishing or camping (unless a handwashing station is not available). Wash your hands with soap and water instead.



## How should I use?

### Soap and Water

- **Wet** your hands with clean running water (warm or cold) and apply soap.
- **Lather** your hands by rubbing them together with the soap.
- **Scrub** all surfaces of your hands, including the palms, backs, fingers, between your fingers, and under your nails. Keep scrubbing for 20 seconds. Need a timer? Hum the “Happy Birthday” song twice.
- **Rinse** your hands under clean, running water.
- **Dry** your hands using a clean towel or air dry them.

### Alcohol-Based Hand Sanitizer

Use an alcohol-based hand sanitizer that contains at least 60% alcohol. Supervise young children when they use hand sanitizer to prevent swallowing alcohol, especially in schools and childcare facilities.

- **Apply.** Put enough product on hands to cover all surfaces.
- **Rub** hands together, until hands feel dry. This should take around 20 seconds.

**Note:** Do not rinse or wipe off the hand sanitizer before it’s dry; it may not work as well against germs.



For more information, visit the CDC handwashing website, [www.cdc.gov/handwashing](http://www.cdc.gov/handwashing).





**CLEAN  
HANDS KEEP  
YOU HEALTHY.**

Wash your hands with soap  
and water for at least

**20 SECONDS.**

LIFE IS BETTER WITH

**CLEAN  
HANDS**

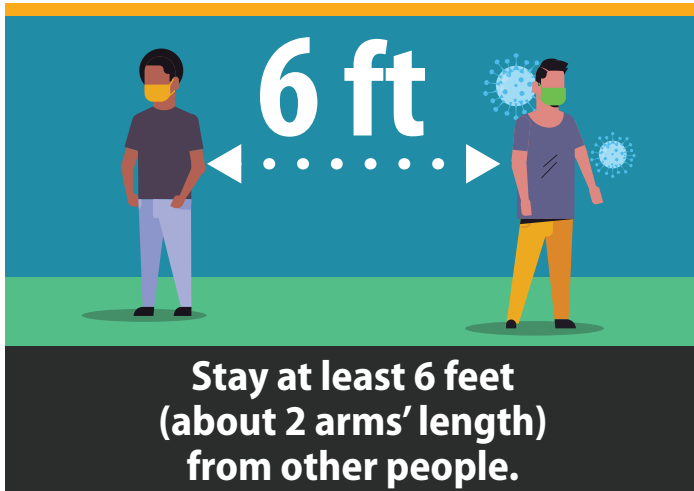


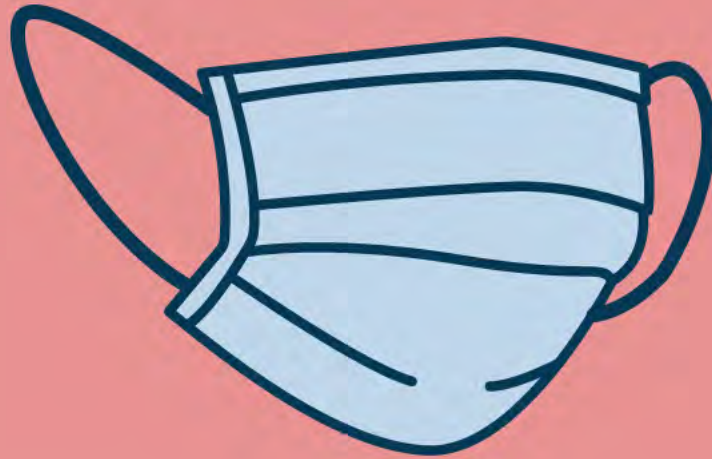
[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)



# Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.





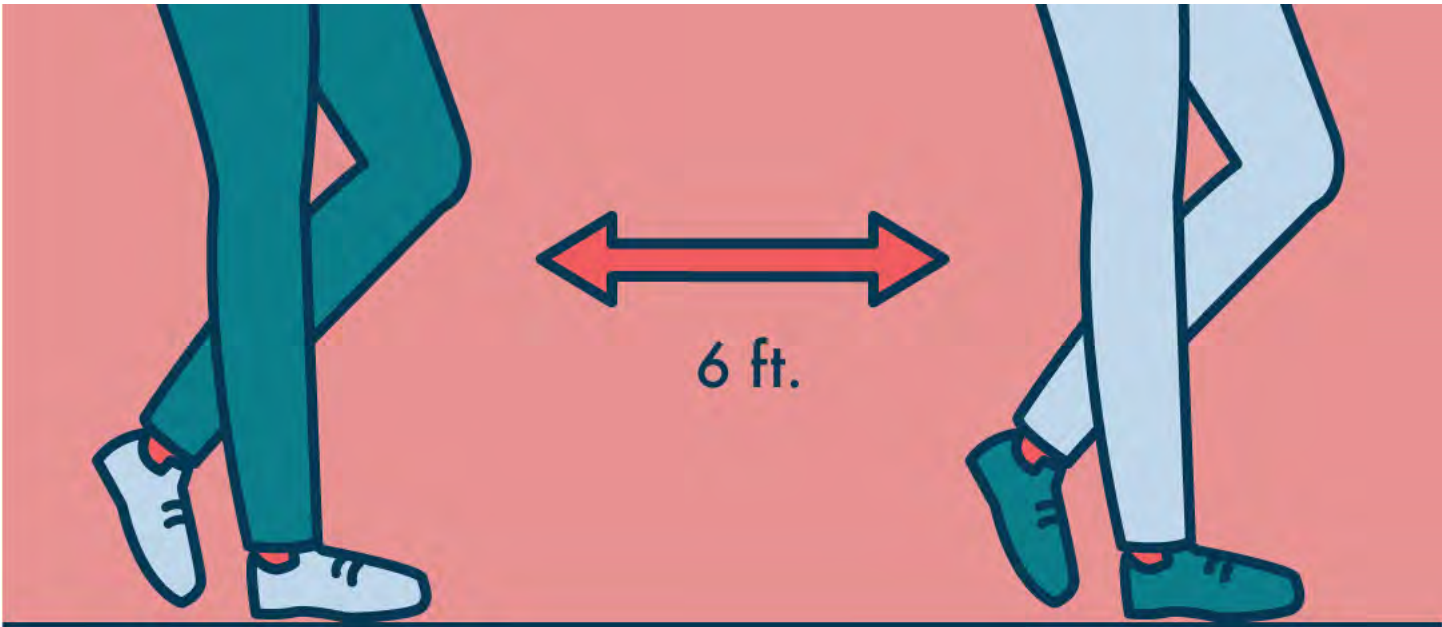
**Public Health Reminder:  
Wear a face mask when  
out in public.**

**RUTGERS.**  
Student Affairs



Public Health Reminder:  
Wash your hands frequently.

RUTGERS.  
Student Affairs



Public Health Reminder:  
Practice social distancing.

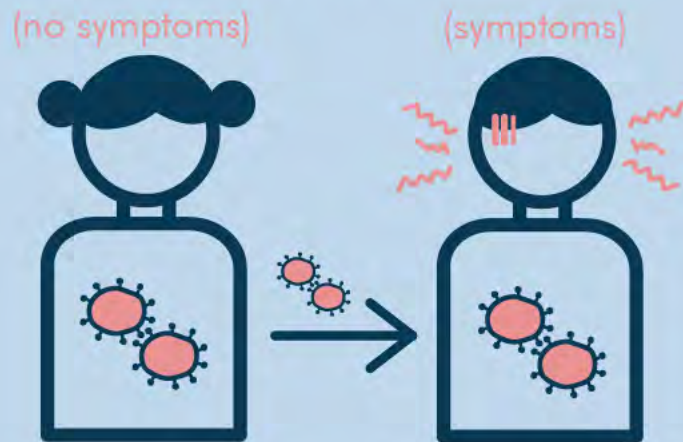
RUTGERS.  
Student Affairs

Only socialize with  
people in the same  
household as you.



**RUTGERS.**  
Student Affairs

# Did you know you can be an asymptomatic carrier of COVID-19?



That means you can have the virus but show no symptoms and don't get sick. BUT you can still spread the virus to other people and THEY can get sick and also spread to others.

## **Section 8**

### **Telecommuting Work Station Recommendations**

- a. Computer Set Up**
- b. Do's and Don'ts**
- c. Ergonomic Considerations/Safety**





## How To Set Up Your Workstation

To improve comfort, safety, and productivity anywhere



Raise the top of your monitor to eye level or below



Screen distance should be an arm's length away (18-30")



Keep elbows at your sides and rest gently on armrests



Maintain neutral wrists and forearms parallel to ground



Rest feet flat on the floor with knees at or below hip level  
Leave 1" to 2" space between calves and the seat's edge



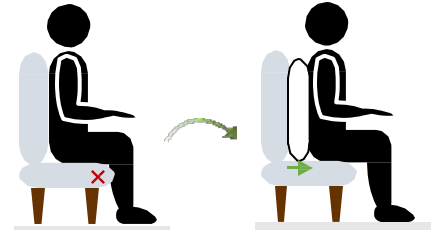
## Using A Laptop?



Raise your laptop to eye level  
*Try a stand, box, or step stool*



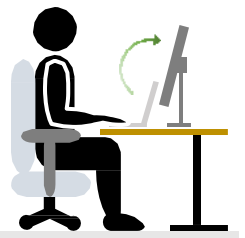
And use a separate keyboard and mouse



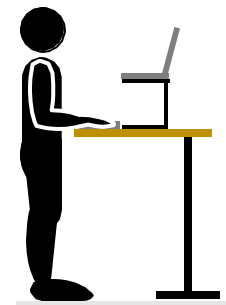
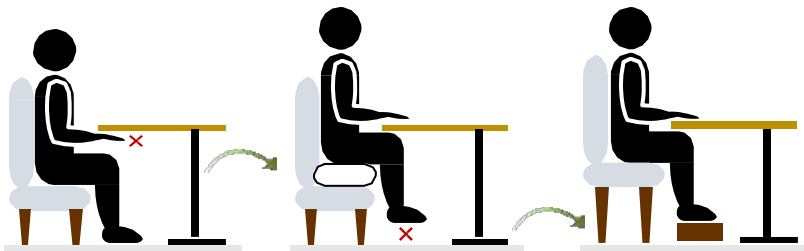
## Sinking In Your Deep Couch?



Use a pillow to shorten the seat  
A pillow or towel roll can also be used for lumbar support



Or use a monitor and type on your laptop  
If you have a keyboard, mouse, and monitor, raise your laptop off to the side for dual monitors



## Work Surface Too High?



Use a taller chair or raise your seat with a cushion



Use a footrest or box to support your legs from dangling



Type on a lower surface like a keyboard tray, lap desk, or side table

## Prefer To Stand?



Find a counter or tall surface



Wear comfortable shoes



Try standing on a kitchen mat

# Telecommuting Tips

## Do's

- **Do sit in a neutral posture –** Sit with hips, knees, elbows, and ankles at a 90° angle and feet flat on the floor
- **Do have a designated work area –** move items that are frequently used close by to reduce overreaching
- **Do avoid glares while looking at a computer –** position the screen perpendicular to windows or close the blinds. Avoid working under bright lights
- **Do visit the OSHA Computer Workstation eTool for other ergonomic related topics -** <https://www.osha.gov/SLTC/etools/computerworkstations/index.html>

## Don'ts

- **Don't hunch over your work station –** raise the top of the screen at or slightly below eye level. Sit with lower back supported and shoulders straight
- **Don't turn a bed or couch into an all day workstation –** having your legs or full body in a vertical position all day can lead to muscle numbness and discomfort
- **Don't rest wrists, arms, or elbows on surfaces while typing –** reduce contact stress by floating wrists, arms, and elbows while typing and resting them while reading or viewing
- **Don't forget to take breaks –** take a 1 to 2 minute microbreak every 20-30 minutes to reduce strain and repetitive motions.

# Ergonomic Considerations for Telecommuters

Proper workstation design is important in maintaining comfort, increasing productivity, and preventing injuries. When telecommuting from home, set up your workstation by utilizing the following recommendations.



## Workstation

- Head and neck balanced and in-line with torso
- Shoulders relaxed
- Elbows close to body and supported
- Lower back supported
- Wrists and hands in-line with forearms and in a neutral position (not bent upwards or downwards)
- Keyboard/mouse directly in front of you at approximately elbow height
- Adequate room for keyboard and mouse
- Feet flat on the floor or footrest

## Monitor

- Keep the monitor in line with the keyboard
- Set the monitor at a distance between 18-30 inches from your eyes
- The top of the screen should be at or just below eye height
- The monitor should be in a location that reduces glare

## Chair

- Solid five castor based legs, a soft supportive seat with rounded edges
- Move easily across the floor
- Provide adjustable height, lumbar support, and padded armrests (optional)



## Laptop Computers

- Position the laptop at elbow height, and keep your wrists straight while typing
- If possible, add an external keyboard and mouse and follow the same recommendations as above
- If possible, in conjunction with adding an external mouse and keyboard, place the laptop on a stand, book or other surface that raises it to a height that you can see the screen without having to bend or rotate your neck

For additional information:

- Contact REHS at (732) 445-2550
- Visit OSHA's Ergonomic eTool at:  
<http://www.osha.gov/SLTC/etools/computerworkstations/index.html>

## Electrical Considerations for Telecommuters

Computer and office equipment should be installed properly. To help reduce the risk of fires, electric shocks, and other safety hazards, employees should ensure the following:



Frayed wire

### Equipment Cords and Plugs

- Check cords for damage. If the cords are worn, frayed or cracked, replace them immediately
- Ensure all equipment is Underwriter's Laboratory (UL) approved
- If an appliance has a three-prong plug, use it only in a three-slot outlet. Never force it to fit into a two-slot outlet or extension cord

### Outlets, surge protectors and extension cords

- Never overload extension cords, wall sockets, or circuits. Avoid using "octopus plugs" which allow many cords to be plugged into a single receptacle
- Never put cords under carpeting, over ceiling tiles, or through wall or door openings
- Use an appropriate surge protector. Never plug a surge protector into an extension cord or another surge protector
- Ensure the breaker and outlet have sufficient amperage to handle installed equipment. Nuisance tripping of the circuit breaker indicates overloaded outlet or other electrical problems



Overloaded outlet



Unsecured cords

### Other Considerations

- Prevent tripping hazards by keeping cords out of walkways and away from your feet and chair. Neatly secure the cords under your desk
- Allow room for air circulation for the computer or laptop
- Make sure all electrical appliances are turned off when unattended or when you leave the house
- Immediately unplug any piece of equipment that gives even the slightest shock (i.e. tingling sensation) and have it checked by a qualified electrician

For additional information, Contact REHS at (732) 445-2550 or contact a qualified electrician.

## **Section 9**

### **Information for Residents - Laundry and Cleaning**



# Laundry

## Maintain Social Distancing:

- Stay at least 6 feet (2 meters) apart
- Wear your face covering

## For clothing, towels, linens and other items:

- Launder items according to the manufacturer's instructions.
- Use the warmest appropriate water setting and dry items completely.
- Dirty laundry from a sick person can be washed with other people's items:
  - Wear disposable gloves when handling dirty laundry from a person who is sick.
  - Wash hands with soap and water as soon as you remove the gloves
- Do not shake dirty laundry.
- Clean and disinfect clothes hampers.

## How to Clean Your Room, Apartment or Suite for COVID-19 Virus

To help reduce the chance of spreading the COVID-19 virus, the CDC recommends frequent cleaning of commonly touched surfaces in your shared rooms (i.e. keyboards, remotes, counters, bathrooms, desk, utensils, micro-fridges, etc)

**Q:** What Cleaner or Disinfectant Should I Use:

**A:** Many commercially available household cleaning and disinfecting products are adequate to kill bacteria and viruses, including, Lysol, Mr. Clean, Pine Sol, Windex, or Clorox cleaners and disinfectants. A list of products with an Environmental Protection Agency (EPA)-approved for emerging viral pathogens is available at Novel Coronavirus (COVID-19) Fighting Products (<https://www.americanchemistry.com/Novel-Coronavirus-Fighting-Products-List.pdf> )

All cleaners and disinfectants must be used in accordance with the directions on the product label

**Q:** What cleaner is Rutgers using in common spaces in dormitory and apartments common spaces?

**A:** Rutgers is using a disinfectant that will also adequately kill the virus in accordance with its labeling.

**Q:** How should I clean my clothes and dishes?

**A:** Wash sheets, towels, and other linens using household laundry detergent and dry on a hot setting. Eating utensils should be washed either in a dishwasher or by hand with soap and water. Linens, eating utensils, and dishes belonging to those with flu-like illness do not need to be cleaned separately, but these items should not be shared without washing thoroughly first.

**Q:** How do I dispose of trash:

**A:** Use lined trash can. Place used disposable gloves, facemasks, and other contaminated items in a lined trash can. Use gloves when removing garbage bags, and handling and disposing of trash. Wash hands afterwards.

**Q:** How else can I protect myself?

**A:** Cover your nose and mouth with a tissue when you cough or sneeze and dispose of the tissue in the trash. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.

Wash your hands frequently with soap and water for at least 20 seconds or use alcohol-based hand sanitizers that contain at least 60% alcohol, especially after going to the bathroom, before eating, and after blowing your nose, coughing or sneezing.

Avoid touching your eyes, nose or mouth.

Avoid contact with individuals who have flu-like symptoms. COVID-19 and flu are spread from person to person by coughing and sneezing and by touching contaminated surfaces.

If you get sick, stay home or in your room and limit contact with others to avoid infecting them.

**Q:** If I do not feel well or have other questions, who should I contact?

**A:** For medical concerns, please contact your respective Student Health Office at:

Rutgers University – New Brunswick	848-932-7402
Rutgers University – Camden	856-225-6005
Rutgers University – Newark	973-353-5231
RBHS - Camden/Stratford	856-566-6825
RBHS - Newark	973-972-8219
RBHS - New Brunswick/Piscataway	732-235-8993

**Q:** Where can I find additional information regarding responses or updates for our Nation, State, and/or Rutgers?

**A:** Please regularly check the Rutgers CoVOID-19 website for updates at:  
<https://academichealth.rutgers.edu/coronavirus>

or the NJ Department of Health or CDC COVID-19 websites:  
NJ DOH: Communicable Disease Service  
<https://www.nj.gov/health/cd/topics/ncov.shtml>

Center for Disease Control and Prevention  
<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

Initial Date: 03/04/2020  
Revision: 5/07/2020





## RETURNING TO RUTGERS

A HOW-TO GUIDE TO REPOPULATING RUTGERS SPACES  
ACADEMIC YEAR 2021

# APPENDICES

# RETURNING TO RUTGERS

## A HOW-TO GUIDE TO REPOPULATING RUTGERS SPACES ACADEMIC YEAR 2021

### SUMMARY OF DOCUMENT CHANGES

As described in the Executive Summary, given that new information about the COVID-19 virus is discovered each day this Guide will be a living document, subject to regular updates. This section provides a summary of changes, obviating the need to search for updated items. Inconsequential corrections to spelling, grammar, or graphics are not listed.

#### July 14, 2020

- Appendices added to Table of Contents
- Page 13 – Language added to clarify use of face coverings outdoors
- Page 14 – Graphic table in Face Coverings section updated to show N95 respirator without exhaust valve
- Page 14 – Phrase added to clarify that no exhaust valves are permitted in face coverings
- Page 18 – Erroneous cross-reference deleted.
- Toolkit – Landscape-oriented signs added
- Toolkit – Exit sign graphic corrected
- End of document – Appendices section added to include Summary of Document Changes and Summary of Executive Orders

Ver 1.0



# RETURNING TO RUTGERS

## A HOW-TO GUIDE TO REPOPULATING RUTGERS SPACES ACADEMIC YEAR 2021

### SUMMARY OF EXECUTIVE ORDERS

New Jersey Governor Phil Murphy has issued a number of Executive Orders that address matters related to the public health emergency. A summary of Executive Orders that contain provisions that may affect Rutgers operations is attached. For details see the complete Executive Orders at [https://nj.gov/infobank/eo/056murphy/approved/eo\\_archive.html](https://nj.gov/infobank/eo/056murphy/approved/eo_archive.html)

SECTION 1: New Jersey Executive Orders with **Definite and/or Direct Impact** on University  
July 9, 2020

Executive Order Number	Date Released	Description of Issue/Applicability to Rutgers	Link	Supersedes	Notes/Other Information
163	7/8/2020	<p><b>Must wear face coverings in outdoor public spaces</b> when not practicable to socially distance. Exempt for medical reasons, when exercising, when in water or when eating. Child care centers and youth facilities are not considered outdoor public spaces and instead continue to be governed by EO 149.</p> <p><b>Definition of "outdoor areas"</b> is superseded from EO 156 to include open air spaces with no roof or cover or a fixed roof or temporary cover with at least 2 open sides comprising 50% of total wall space. Food or beverage establishments may offer in-person service in these types of spaces, recreational/entertainment businesses may open these types of spaces to the public.</p> <p>No change to policy for face covering in <b>indoor public spaces</b>. For indoor non-public commercial spaces like <b>office buildings</b>, policy must require face covering at a minimum during prolonged proximity to others. This does not apply to child care centers and youth facilities, which continue to be governed by EO 149.</p> <p><b>Low-risk sports</b> (see DOH guidance) may practice and compete indoors and outdoors. <b>Medium-risk sports</b> may hold no-contact practices indoors or outdoors; contact practices or competitions may be held outdoors only. <b>High-risk sports</b> may hold no-contact practices indoors or outdoors; contact practices and competitions are prohibited. All are subject to "Guidance for Sports Activities" (DOH), EO 157 para 7, and other applicable laws, regs, EOs.</p>	<a href="https://nj.gov/infobank/eo/056murphy/pdf/EO-163.pdf">https://nj.gov/infobank/eo/056murphy/pdf/EO-163.pdf</a>	EO 156 para 4 EO 157 para 4 EO 149 para 13	
162	7/2/2020	Extends public health emergency for an additional 30 days	<a href="https://nj.gov/infobank/eo/056murphy/pdf/EO-162.pdf">https://nj.gov/infobank/eo/056murphy/pdf/EO-162.pdf</a>		
161	7/2/2020	Outdoor gathering limit increased to 500. All other requirements related to outdoor gatherings remain in effect. Religious services and protests are exempt.	<a href="https://nj.gov/infobank/eo/056murphy/pdf/EO-161.pdf">https://nj.gov/infobank/eo/056murphy/pdf/EO-161.pdf</a>	EO 152, para 2A EO 156, para 2 EO 107, 142, 148, 152, and 156 or any that reference these orders with regard to outdoor gathering limits	
159	6/30/2020	Extends statutory deadlines shown in appendix by amount shown in appendix. See yellow highlights in "EO159Appendix" section for those that potentially apply to Rutgers.	<a href="https://nj.gov/infobank/eo/056murphy/pdf/EO-159.pdf">https://nj.gov/infobank/eo/056murphy/pdf/EO-159.pdf</a>		Appendix Link: <a href="https://nj.gov/infobank/eo/056murphy/pdf/EO-159-Appendix.pdf">https://nj.gov/infobank/eo/056murphy/pdf/EO-159-Appendix.pdf</a>
158	6/29/2020	Prohibits food and beverage establishments from opening indoor dining. Recreational and entertainment businesses may not offer indoor food or beverages. No smoking indoors even where previously allowed. No smoking in outdoor areas used for dining.	<a href="https://nj.gov/infobank/eo/056murphy/pdf/EO-158.pdf">https://nj.gov/infobank/eo/056murphy/pdf/EO-158.pdf</a>	EO 157 para 5, para 4F	
157	6/26/2020	<p><b>Indoor retail establishments may open at 50% capacity excluding employees; outdoor areas maintain capacity that allows 6' social distancing.</b> Also requires high-risk population hours, shield guards, infection control practices, contactless pay where possible, 6' signage and demarcations, face coverings for anyone indoors, gloves for staff.</p> <p><b>Outdoor dining</b> permitted at 6' social distance; no smoking in outdoor areas meant for food or beverage consumption</p> <p><b>Indoor dining</b> permitted 7/2/20 at 25% capacity excluding employees. 6' social distancing, face coverings, table service establishments may only serve customers who are seated.</p> <p><b>Personal care facilities</b> may open to the public provided DCA and DOH guidelines are met. Face coverings may be removed only when necessary to perform services.</p> <p><b>Recreational and entertainment businesses</b> may open July 2, 2020 whether <b>indoor or outdoor</b>. 25% indoor capacity excluding employees, maintain 6' social distance outdoors except pools, water parks, and amusement parks which must maintain 50% capacity; encourage online payment/reservations; use shield guards; limit equipment rentals; demarcate 6'; infection control practices; cleaning and sanitization protocols, especially high-touch areas; limit restroom capacity; limit high-touch areas; send home sick employees; face coverings required except while eating or in pools.</p> <p>Certain recreational and entertainment businesses are <b>still prohibited from opening indoor spaces: health clubs, indoor water/amusement parks, concert venues, movie theaters, performing arts centers.</b></p> <p><b>Health clubs may offer indoor programming to individuals and immediate family members by appointment only.</b> Individual rooms or floor-to-ceiling barriers required.</p> <p>Playgrounds may open 7/2/20.</p> <p>Current indoor and outdoor gathering limits remain in effect.</p>	<a href="https://nj.gov/infobank/eo/056murphy/pdf/EO-157.pdf">https://nj.gov/infobank/eo/056murphy/pdf/EO-157.pdf</a>	EO 153, any others that are inconsistent with this order.	
156	6/22/2020	<p><b>Indoor gatherings</b> at 25% of room capacity, capacity may never be greater than 100 or less than 10. <b>Outdoor gatherings</b> limited to 250 people.</p> <p>Except for capacity limits listed in EO 152, all other provisions in EO 152 remain in full effect (must wear face covering, must be six feet apart, and must have no contact. Gatherings under 10 people should wear face coverings. Organizers should demark six feet of space. Items can not be shared by attendees.)</p>	<a href="https://nj.gov/infobank/eo/056murphy/pdf/EO-156.pdf">https://nj.gov/infobank/eo/056murphy/pdf/EO-156.pdf</a>	EO 152, para1(a), para 2(a); Any EO or AO that referenced gathering limits from EO 107, 142, 148, and 152 are amended to reflect these new limits.	Outdoor areas: open air spaces without a fixed roof, besides temporary or seasonal awning or cover.

SECTION 1: New Jersey Executive Orders with **Definite and/or Direct Impact** on University  
July 9, 2020

Executive Order Number	Date Released	Description of Issue/Applicability to Rutgers	Link	Supersedes	Notes/Other Information
155	6/18/2020	<p>Beginning July 1, 2020, degree-granting institutions of higher education (IHE) may resume in-person instruction of students that require labs, technical, clinical, or hands-on instruction.</p> <p>IHE's must submit a restart plan to Secretary of Higher Education in accordance with the Restart Standards for all NJ Institutions of Higher Education no later than 14 days prior to the expected date of implementation of plan.</p> <p>Plan Must include at minimum: <b>training</b> for students, faculty, and staff regarding sanitization and social distancing; use of <b>face coverings</b> except for medical reasons; frequent <b>cleaning and sanitization</b> of classrooms, residences, restrooms, high-touch areas and equipment/shared surfaces; maintenance of <b>adequate supplies</b> (PPE and cleaning); <b>continue remote instruction</b> for students/faculty who are unable to participate in person; <b>social distancing</b> in facilities and other areas across campus; <b>limit number of students</b> who may return to residence halls and restricted access to residential common areas; designation of space for <b>separation of residents</b> who display symptoms or have positive diagnosis; <b>on-campus transportation plan</b> including transportation of sick residents to essential appointments; <b>plan for operation</b> of research labs, computer labs, <b>food service</b> in compliance with health/safety standards and other EOs, resumption of <b>athletics</b> programs, <b>student services</b>, and <b>study abroad</b>/international travel; performance of <b>health screenings</b> and self-monitoring for fac/staff, students, visitors; <b>commitment to working with state and local officials</b> to share plan and revise as necessary; and establishment of COVID-19 testing guidance and contract tracing protocols.</p> <p>Following submission, <b>plan must be posted on IHE's website</b> and provided to students and staff prior to implementation.</p> <p>The Secretary of Higher Education &amp; DOH will issue health and safety standards that are applicable to all IHEs that are authorized to resume in-person instruction.</p> <p>Programs must adhere to any health and safety standards issued by agencies to which a program's authorization, accreditation, licensure, etc. is subject, such as Dept. of Labor and Workforce Development, Department of Education, Division of Consumer Affairs, etc.</p> <p>EO applies to IHE's who previously received a waiver to resume in-person instruction. Secretary may grant additional waivers beyond those authorized to resume in-person instruction pursuant to this EO.</p> <p>Additional information in EO for training schools.</p>	<a href="https://nj.gov/infobank/eo/056murphy/pdf/EO-155.pdf">https://nj.gov/infobank/eo/056murphy/pdf/EO-155.pdf</a>	EO 104, para 3; EO 107, para 13	
154	6/13/20	<b>Personal care facilities can reopen</b> 6a on June 22, 2020, must satisfy DOH standards, personal care services offered outside of personal care service facilities or health facilities providing medically necessary or therapeutic services shall remain prohibited	<a href="https://nj.gov/infobank/eo/056murphy/pdf/EO-154.pdf">https://nj.gov/infobank/eo/056murphy/pdf/EO-154.pdf</a>	supersedes EO 107	Personal care is cosmetology shops; barber shops; beauty salons; hair braiding shops; nail salons; electrolysis facilities; spas, including day spas and medical spas, at which solely elective and cosmetic medical procedures are performed; massage parlors, tanning salons, and tattoo parlors
153	6/9/20	<b>Pool facilities may open</b> but must satisfy all standards issued by DOH and this order: Limit capacity to maintain social distancing; limit access to outdoor spaces only; electronic/telephone payment; shield guards; limit equipment use; demarcate 6' of spacing; require infection control practices; limit occupancy in restrooms; concessions must comply with EO 150.	<a href="https://nj.gov/infobank/eo/056murphy/pdf/EO-153.pdf">https://nj.gov/infobank/eo/056murphy/pdf/EO-153.pdf</a>	supersedes parts of EO 107, 133, 143, 146, 147, 148 (see page 11)	
152	6/9/20	<b>Indoor gatherings</b> must be 25% of room capacity, not to exceed 50 people, must wear face covering, must be six feet apart, and must have no contact. Gatherings under 10 people should wear face coverings. Organizers should demarc six feet of space. Items can not be shared by attendees. <b>Outdoor gatherings</b> must be 100 persons or fewer, must be six feet apart, must have no contact, should demarc six feet apart and should wear face coverings. Protests or under 25 people do not need to comply but should wear face coverings.	<a href="https://nj.gov/infobank/eo/056murphy/pdf/EO-152.pdf">https://nj.gov/infobank/eo/056murphy/pdf/EO-152.pdf</a>	Supersedes paragraph 5 EO 107, paragraphs 3 and 7 EO 133, paragraphs 4 and 8 of EO 142 and paragraphs 1 and 5 EO 148 (2020)	
150	6/3/20	As of 6a 6/15/20, <b>outdoor dining</b> permitted following DOH, federal, state, local standards, patrons must be six feet apart except if sharing table, prohibits patrons accessing indoors (where they must wear face covering) except to access outdoor area or restroom, prohibits smoking in food service space. Picnic areas and pavilions open to public. As of 6a 6/15/20, <b>non-essential retail</b> may reopen, must meet requirements essential retail are meeting.	<a href="https://nj.gov/infobank/eo/056murphy/pdf/EO-150.pdf">https://nj.gov/infobank/eo/056murphy/pdf/EO-150.pdf</a>	Supersedes paragraph 8 of EO 107, paragraph 2 EO 133, Paragraph 2 EO 143, Paragraph 2 EO 147, and Paragraph 10 EO 148	
149	5/30/20	<b>Child care centers and youth summer camps</b> resume operations at 6:00am on June 15, 2020 provided they comply with the COVID-19 Child Care and Youth Summer Camp Standards and other applicable statutes, regulations, and orders.	<a href="https://nj.gov/infobank/eo/056murphy/pdf/EO-149.pdf">https://nj.gov/infobank/eo/056murphy/pdf/EO-149.pdf</a>	rescinds EO 110	
148	5/22/20	<p><b>Increasing capacity limit on outdoor gatherings. Must</b> be outdoors other than restroom use; open air structures used only for protection against weather; 25-person capacity; maintain 6' social distance except family/household members; no contact between non-household members; no organized sports; seating must be limited to individuals except family/household members, must be spaced out, and must be sanitized before and after use; equipment may not be shared except with family/household members and sanitized before/after use; contactless payment must be offered wherever feasible. <b>Attendees should</b> wear face coverings when other social distancing practices are not possible and demarcate 6' of distance.</p> <p>Outdoor recreation facilities permitted to reopen in EO 147 must limit capacity to ensure 6' social distancing and at no time shall limit exceed 25 people.</p> <p>For indoor gatherings or those not adhering to this order or EO 142 relating to car gatherings, then gatherings of 10 persons or fewer remain in compliance with EO 107 para 5.</p> <p>Schools may allow individuals on their premises to engage in passive recreation or to participate in a gathering authorized by EO 142.</p>	<a href="https://nj.gov/infobank/eo/056murphy/pdf/EO-148.pdf">https://nj.gov/infobank/eo/056murphy/pdf/EO-148.pdf</a>	Supersedes EO 107 para 5, para 1	

SECTION 1: New Jersey Executive Orders with **Definite and/or Direct Impact** on University  
July 9, 2020

Executive Order Number	Date Released	Description of Issue/Applicability to Rutgers	Link	Supersedes	Notes/Other Information
147	5/18/20	<b>Certain outdoor recreational businesses may re-open provided they comply with provisions of this order:</b> pre-payment/electronic payment where possible; limit capacity to no more than 10 people at a time; physical barrier/6' distance between visitors and employees where feasible; limit use of equipment to one person except family/household members; signs/demarcations of 6' in commonly used areas; require infection control practices; employee break time for handwashing; provide sanitization materials; limit restroom occupancy; require frequent sanitization of high-touch areas and also after a known COVID exposure; clean and disinfect rented equipment; train and equip employees to perform above protocols; additional restrictions to limit intercation; separate and send home symptomatic employees; notify workers of known exposure in accordance with confidentiality requirements.	<a href="https://nj.gov/infobank/eo/056murphy/pdf/EO-147.pdf">https://nj.gov/infobank/eo/056murphy/pdf/EO-147.pdf</a>	supersedes EO 107, para 9 supersedes EO 133, para 9	Archery ranges, batting cages, golf driving ranges, horseback riding, shooting ranges, tennis clubs, golf courses, community gardens, Picnic areas, playgrounds, pavilions, fitness centers, locker rooms, and indoor facilities other than restrooms or those providing access to an outdoor facility are to remain closed.
145	5/15/20	<b>Elective surgeries and invasive procedures may resume</b> at 5:00am on May 26, 2020, subject to limitations and precautions set forth in Executive Directives issued by the DOH in consultation with DCA. Licensed healthcare providers not licensed by the DOH may proceed subject to limitations set forth by DCA in consultation with DOH.	<a href="https://nj.gov/infobank/eo/056murphy/pdf/EO-145.pdf">https://nj.gov/infobank/eo/056murphy/pdf/EO-145.pdf</a>	rescinds EO 109	
142	5/13/20	Physical operations of all <b>nonessential construction projects are permitted to resume</b> subject to conditions: no non-essential visitors; social distancing; meetings to fewer than 10 persons; stagger start/end times where practicable; limit individuals in high-risk areas where practicable; stagger lunch and work times where practicable; require face coverings except for health/medical reasons; require gloves; require infection control practices such as regular hand washing, coughing and sneezing etiquette, proper tissue usage and disposal; limit sharing of tools, equipment, machinery; provide portable washing stations where running water is not available; require frequent sanitization of high-touch areas; when worksite is an occupied residence, require workers to sanitize work areas and keep a distance of 6' from occupants; place conspicuous signage detailing above mandates.  <b>Gatherings adhering to following rules do not violate EO 107 para 5:</b> arrive and stay in vehicle during the gathering; vehicle remains entirely closed except if 6' from others, if a law enforcement officer etc. asks to open door/window; individuals organizing event must follow all applicable executive and administrative orders; any payment must be offered contactless where feasible. Recreational and entertainment events that adhere to these rules are also not in violation of EO 107 para 9.  <b>Non-essential retail businesses are permitted to re-open to the public</b> provided they follow these requirements: curbside pickup only; employees only within store wherever feasible; transactions handled in advance wherever feasible; customers shall schedule arrival time in advance wherever feasible; remain in car if applicable for staff to deliver purchase. Additionally the policies in this paragraph <b>should</b> ensure that non-essential retail employers do the following: require infection control practices; break time for handwashing; sanitization materials; require frequent sanitizing of high-touch surfaces; require workers to wear cloth face coverings and gloves, provided at employers' expense.	<a href="https://nj.gov/infobank/eo/056murphy/pdf/EO-142.pdf">https://nj.gov/infobank/eo/056murphy/pdf/EO-142.pdf</a>	Supersedes EO 122 para 2 Supersedes EO 122 para 3 to the extent that it applied to businesses engaged in essential construction projects	
136	5/2/20	<b>All timeframes governing public notice, review, or final action</b> on applications for, or renewals of permits, registrations, plans, petitions, licenses, rates, and other approvals under the following statutes <b>administered by DEP are tolled, beginning on March 9, 2020</b> , by each day during the Public Health Emergency declared by EO 103, and no request submitted pursuant to these statutes shall be deemed approved or complete for failure to act within the prescribed time frame: N.J.S.A. 13:1D-32, N.J.S.A. 13:19-8, N.J.S.A. 48:3-7, and N.J.S.A. 58:16A-67.  The timeframes associated with <b>registration, licensing, etc. to engage in soil and fill recycling</b> are extended by the number of days of the public health emergency plus an additional 60 days.  <b>Recycling tonnage report</b> deadline and <b>electronic device collection reports</b> deadlines are extended 60 days.  DEP shall issue Administrative Order <b>extending regulatory timeframe to accept public comment on applications</b> .	<a href="https://nj.gov/infobank/eo/056murphy/pdf/EO-136.pdf">https://nj.gov/infobank/eo/056murphy/pdf/EO-136.pdf</a>	Suspends N.J.S.A. 13:1D-32, N.J.S.A. 13:1E-99.16.e, N.J.S.A. 13:1E-99.105c, N.J.S.A. 13:1E-127.1, N.J.S.A. 13:19-8, N.J.S.A. 48:3-7, and N.J.S.A. 58:16A-67 to the extent that they are inconsistent with this order.	
133	4/29/20	<b>Golf courses allowed to re-open to the public and to members but must follow these requirements:</b> arrange for pre-payment or electronic payment/reservation while considering those without internet/credit card access; tee times staggered 16 minutes apart; golf carts limited to single occupant use except family/household members; require frequent sanitization of high-touch areas including after a known COVID-19 exposure; limit touching of common surfaces by removing holes; close all buildings to the public; remove bunker rakes and on-course furniture; no removing/touching flag stick; no club/equipment rentals; no caddies; tee times limited to 2 players except family/household members; individuals should wear face coverings where other social distancing practice cannot be maintained; require players to maintain social distancing.  Mini golf courses and <b>driving ranges remain closed</b> .	<a href="https://nj.gov/infobank/eo/056murphy/pdf/EO-133.pdf">https://nj.gov/infobank/eo/056murphy/pdf/EO-133.pdf</a>	supersedes the operative paragraphs of EO 118 in full.  Supersedes EO 107 para 9 to the extent that it closes golf courses as a non-essential recreational business	
130	4/28/20	Gives local governing bodies the authority to <b>extend second and fourth quarter property taxes</b> (depending on budget cycle) to June 1, 2020.	<a href="https://nj.gov/infobank/eo/056murphy/pdf/EO-130.pdf">https://nj.gov/infobank/eo/056murphy/pdf/EO-130.pdf</a>		
125	4/11/20	<b>Unaffiliated private carriers (transit providers) who use an in-person workforce must adopt policies</b> that include the following at a minimum: May limit occupancy to 50% stated maximum capacity; must require infection control practices, arrange for contactless payment where possible, use back doors where feasible, remove seats from service near bus operator where possible, place signage alerting to social distancing practices, require face coverings except for medical reasons or persons under 2 years of age, require workers to wear face coverings, and require workers to wear gloves when in contact with customers. Must provide face coverings and gloves to workers at carrier's expense.	<a href="https://nj.gov/infobank/eo/056murphy/pdf/EO-125.pdf">https://nj.gov/infobank/eo/056murphy/pdf/EO-125.pdf</a>		An unaffiliated private carrier is defined as private carriers that NJ TRANSIT has not entered into contracts with and run their own individual lines of intrastate service in New Jersey as well as interstate service to New York and Pennsylvania. Most likely applies to Rutgers transit.

SECTION 1: New Jersey Executive Orders with **Definite and/or Direct Impact** on University  
July 9, 2020

Executive Order Number	Date Released	Description of Issue/Applicability to Rutgers	Link	Supersedes	Notes/Other Information
122	4/8/20	<p><b>Essential businesses permitted to maintain in-person operations must adopt at minimum the following policies:</b> 50% occupancy; hours of operation for high-risk customers where possible; shield guard and/or 6' of distance where possible between cashiers/baggers and customers; require infection control practices; breaktime for handwashing; contactless payment, pickup, and/or delivery wherever possible; provide sanitization materials to customers and employees; require frequent sanitization of high-touch areas; place conspicuous signage requiring 6' distancing; demarcate 6' spacing in checkout lines; require employees and customers to wear face coverings except for medical reasons; require employees to wear gloves when in contact with customers or goods; businesses must provide employee gloves and face coverings at their expense.</p> <p><b>Manufacturing, warehousing, and essential construction businesses must adhere to the following mandates:</b> no non-essential visitors; social distancing; meetings to fewer than 10 persons; stagger start/end times where practicable; limit individuals in high-risk areas where practicable; stagger lunch and work times where practicable; require face coverings except for health/medical reasons; require gloves; require infection control practices such as regular hand washing, coughing and sneezing etiquette, proper tissue usage and disposal; limit sharing of tools, equipment, machinery; provide portable washing stations where running water is not available; require frequent sanitization of high-touch areas; when worksite is an occupied residence, require workers to sanitize work areas and keep a distance of 6' from occupants; place conspicuous signage detailing above mandates. Immediately separate and send home who appear to have symptoms of COVID-19; promptly notify workers of known exposure on the worksite consistent with confidentiality requirements; clean and disinfect work site when a worker has been diagnosed; and continue to follow DOH, CDC, and OSHA guidelines as applicable.</p> <p>Where a business is authorized to maintain in-person operations, <b>including universities, owners of buildings shall adopt policies that implement the following cleaning protocols in areas where operations are conducted:</b> routinely clean and disinfect high-touch areas in accordance with CDC guidelines and ensure that cleaning takes place following known exposure to COVID-19; otherwise maintain cleaning procedures in all other areas of the facility; ensure facility has enough workers to perform the above cleaning protocols.</p>	<a href="https://nj.gov/infobank/eo/056murphy/pdf/EO-122.pdf">https://nj.gov/infobank/eo/056murphy/pdf/EO-122.pdf</a>		
121	4/8/20	<b>Higher weight limit for vehicles carrying COVID relief supplies,</b> remains in effect 120 after March 25, 2020.	<a href="https://nj.gov/infobank/eo/056murphy/pdf/EO-120.pdf">https://nj.gov/infobank/eo/056murphy/pdf/EO-120.pdf</a>		
117	4/7/20	<b>Waives student assessment requirements</b> for Spring 2020 for secondary schools.	<a href="https://nj.gov/infobank/eo/056murphy/pdf/EO-117.pdf">https://nj.gov/infobank/eo/056murphy/pdf/EO-117.pdf</a>		
115	4/6/20	<p><b>Retirees may return to employment by a government agency</b> without re-enrolling in retirement system if retired before date of order, if separated from employer for 30 days, and if return to employment is needed for COVID-19 response. Retirees re-entering employment are still considered retirees.</p> <p>Any person hired by government agency in response to COVID-19 <b>may immediately enroll in SHBP.</b></p>	<a href="https://nj.gov/infobank/eo/056murphy/pdf/EO-115.pdf">https://nj.gov/infobank/eo/056murphy/pdf/EO-115.pdf</a>	suspends N.J.S.A. 43:15A-7(d), N.J.S.A. 43:15A-57.2, N.J.S.A. 43:15A-65, N.J.S.A. 43:16A-3, N.J.S.A. 43:16A-15.3, N.J.S.A. 53:5A-5, N.J.S.A. 53:5A-28, and N.J.A.C. 17:1-17.14 for the duration of this emergency.	
113	4/2/20	State Director of Emergency Management <b>authorized to take or use personal services and/or real or personal property, including medical resources, for the purpose of protecting or promoting the public health, safety, or welfare.</b> Compensation shall be provided following procedures established in the Disaster Control Act.	<a href="https://nj.gov/infobank/eo/056murphy/pdf/EO-113.pdf">https://nj.gov/infobank/eo/056murphy/pdf/EO-113.pdf</a>		
112	4/6/20	<b>Reactivates the license of any healthcare professional</b> previously licensed to practice in New Jersey who retired from active practice within the last five years.	<a href="https://nj.gov/infobank/eo/056murphy/pdf/EO-112.pdf">https://nj.gov/infobank/eo/056murphy/pdf/EO-112.pdf</a>		
111	3/28/20	Health care facilities designated by the New Jersey Office of Emergency Management <b>shall report data concerning their capacity and supplies on a daily basis by 10:00 a.m.,</b> starting on Sunday, March 29, 2020. NJOEM has discretion to establish which facilities must submit data, to establish what data must be submitted, and to disseminate information. NJOEM will establish a process for submission of information.	<a href="https://nj.gov/infobank/eo/056murphy/pdf/EO-111.pdf">https://nj.gov/infobank/eo/056murphy/pdf/EO-111.pdf</a>		
109	3/23/20	<b>Suspends all elective surgeries beginning March 27, 2020.</b>	<a href="https://nj.gov/infobank/eo/056murphy/pdf/EO-109.pdf">https://nj.gov/infobank/eo/056murphy/pdf/EO-109.pdf</a>		
107	3/21/20	<b>All residents are directed to stay at home until further notice.</b>	<a href="https://nj.gov/infobank/eo/056murphy/pdf/EO-107.pdf">https://nj.gov/infobank/eo/056murphy/pdf/EO-107.pdf</a>	supersedes EO 104	

**SECTION 2: New Jersey Executive Orders with Potential and/or Indirect Impact on University**  
July 9, 2020

<b>Executive Order Number</b>	<b>Date Released</b>	<b>Description of Issue/Applicability to Rutgers</b>	<b>Link</b>	<b>Supersedes</b>	<b>Notes/Other Information</b>
151	6/4/20	Extends public health emergency in the State of New Jersey	<a href="https://nj.gov/infobank/eo/056murphy/pdf/EO-151.pdf">https://nj.gov/infobank/eo/056murphy/pdf/EO-151.pdf</a>		could have implications for funding
141	5/12/20	All local, county, and regional health departments use the CommCare platform to support their contact tracing efforts	<a href="https://nj.gov/infobank/eo/056murphy/pdf/EO-141.pdf">https://nj.gov/infobank/eo/056murphy/pdf/EO-141.pdf</a>		could affect how Rutgers performs contact tracing in order to conform with health departments
129	4/27/20	Extends retired officer carry permits that expired during the term of the Public Health Emergency by a period of 90 days until after the ongoing Public Health Emergency ends, provided they meet additional requirements as outlined in this order.	<a href="https://nj.gov/infobank/eo/056murphy/pdf/EO-129.pdf">https://nj.gov/infobank/eo/056murphy/pdf/EO-129.pdf</a>		could apply to retired officers of RUPD
128	4/24/20	Upon written request from a tenant, including electronic communication, a security deposit governed by the provisions of N.J.S.A. 46:8-19 et seq. as well as tenant's portion of interest or earnings accumulated thereon, shall be applied to or credited towards rent payments due or to become due from the tenant during the Public Health Emergency or up to 60 days after the Public Health Emergency terminates. This order shall remain in effect until 60 days after the end of the Public Health Emergency.	<a href="https://nj.gov/infobank/eo/056murphy/pdf/EO-128.pdf">https://nj.gov/infobank/eo/056murphy/pdf/EO-128.pdf</a>		could apply if Rutgers rents housing to those other than students
126	4/13/20	No cable or telecommunications provider that provides residential internet and voice services to New Jersey residents shall terminate such internet and voice service due to nonpayment as long as this order remains in effect. Provider may downgrade or reduce quality if acting pursuant to policy approved in writing by Board of Public Utilities. May charge fees. Upon request from customer must reconnect at no cost if service was disconnected after March 16, 2020 due to nonpayment.	<a href="https://nj.gov/infobank/eo/056murphy/pdf/EO-126.pdf">https://nj.gov/infobank/eo/056murphy/pdf/EO-126.pdf</a>	suspends N.J.A.C. 14:3-3A.1a(3)-(4)	could apply if Rutgers charges any residents for cable, internet, or phone



**APPENDIX TO EXECUTIVE ORDER NO. 159**

AGENCY	STATUTORY PROVISION	DESCRIPTION	EXTENSION
Banking and Insurance, Division of Insurance	N.J.S.A. 17B:27B-13	The affected statutory provision requires that a third party administrator shall file an annual report for the preceding calendar year with the Commissioner on or before March 1 of each year. The extension will extend the time for filing the report by 120 days.	Extend by 120 days
Banking and Insurance, Division of Insurance	N.J.S.A. 17:23-42(a)	The affected statutory provision requires an insurer/insurance group of which an insurer is a member to submit an annual corporate governance disclosure no later than June 1st of each calendar year. This extension will extend the time for an insurer/ insurance group to submit an annual corporate governance disclosure statement by 60 days from June 1, 2020.	Extend by 60 days
Banking and Insurance, Division of Insurance	N.J.S.A. 17:23-1	The affected statutory provision requires every insurance company transacting business in the State to file quarterly statements regarding their financial condition covering the periods ending on March 31, June 30, and September 30, within 45 days after each such date. This extension will extend by 30 days the deadlines for quarterly statements covering the periods ending on March 31 and June 30.	Extend by 30 days
Banking and Insurance, Division of Insurance	N.J.S.A. 17:27A-3(a)	The affected statutory provision requires certain insurers to annually register by April 1 of each year, and to report all material changes or additions to the Commissioner within fifteen days after the end of the month in which the insurers learn of such changes or additions. This extension will extend by 60 days the time within which insurers must register and/or report material changes or additions.	Extend by 60 days
Banking and Insurance, Division of Insurance	N.J.S.A. 17:27A-3(d)	The affected statutory provision requires certain insurers to keep current the information required to be disclosed in their registration statements by reporting all material changes or additions on amendment forms provided by the Commissioner within 15 days after the end of the month in which it learns of each such change or addition. This extension will extend by 60 days the time within which insurers must report material changes or additions.	Extend by 60 days
Banking and Insurance, Division of Insurance	N.J.S.A. 17:27A-3(j)	The affected statutory provision states that a disclaimer of affiliation between any person and any authorized insurer shall be deemed to have been granted unless the Commissioner, within 30 days following receipt of a complete disclaimer, notifies the filing party in writing that the disclaimer is disallowed. This extension will extend by 90 days the time for the Commissioner to notify the filing party in writing that a disclaimer is disallowed.	Extend by 90 days
Banking and Insurance, Division of Insurance	N.J.S.A. 17:27A-3(k)	The affected statutory provision requires that the ultimate controlling person of every insurer subject to registration shall file an annual enterprise risk report. This extension will extend the time for an insurer to file an annual enterprise risk report by 60 days.	Extend by 60 days
Banking and Insurance, Division of Insurance	N.J.S.A. 17:27A-4 (c)(2)(a)(i)	The affected statutory provision states that a domestic insurer subject to registration may pay an extraordinary dividend or make an extraordinary distribution to its shareholders if the Commissioner has received notice of the declaration thereof and has not disapproved such payment within 30 days after having received notice. This extension will extend the time for the Commissioner to take action under this statute by 90 days.	Extend by 90 days
Banking and Insurance, Division of Insurance	N.J.S.A. 17:27A-4 (c)(2)(c)(i)	The affected statutory provision states that a domestic insurer may declare an extraordinary dividend or distribution which is conditional upon the Commissioner's approval thereof, and such a declaration may confer rights upon shareholders if the Commissioner does not disapprove such payment within 30 days after having received notice of the declaration thereof. This extension will extend the time for the Commissioner to take action under this statute by 90 days.	Extend by 90 days
Banking and Insurance, Division of Insurance	N.J.S.A. 17:27A-4(a)(2)	The affected statutory provision prohibits certain transactions involving a domestic insurer and any person in its holding company system unless the insurer has notified the Commissioner in writing of its intention to enter into the transaction at least 30 days prior thereto, or such shorter period as the Commissioner may permit, and the Commissioner has not disapproved it within that 30-day period. This extension will extend by 90 days the period within which the Commission may disapprove the transaction.	Extend by 90 days
Banking and Insurance, Division of Insurance	N.J.S.A. 17:29A-46.1(c)	The affected statutory provision states that any initial rates filed by an insurer pursuant to N.J.S.A. 17:29A-46.1(b), which governs initial filings for additional rating plans which are based on a percentage increase or decrease of the existing rate level in the insurer's current rating plan, shall be deemed to be approved if not disapproved by the Commissioner within 120 days of receipt of the filing by the Department. This extension will extend by 90 days the time for the Commissioner to disapprove initial rates.	Extend by 90 days
Banking and Insurance, Division of Insurance	N.J.S.A. 17:29A-46.6(d)	The affected statutory provision states that a filing by an insurer, affiliated group of insurers, or a rating organization requesting an increase in its Statewide average base rate for private passenger automobile insurance of up to 3% shall be deemed to be approved unless rejected or modified by the Commissioner not later than 30 days after receipt of the filing, unless the Commissioner grants an extension, in which case the filing shall be deemed approved not later than 45 days after receipt of the filing; and a filing requesting an increase of more than 3%, but not more than 7%, shall be deemed to be approved unless rejected or modified by the Commissioner not later than 45 days after receipt of the filing, unless the Commissioner grants an extension, in which case the filing shall be deemed approved not later than 60 days after receipt of the filing. This extension will extend by 90 days the time by which the Commissioner must issue a decision before a filing is deemed approved.	Extend by 90 days
Banking and Insurance, Division of Insurance	N.J.S.A. 17:29A-5.7(a)	The affected statutory provision requires that each insurer, except those exempt from filing pursuant to section 6 of this act, shall annually file with the Commissioner, on or before July 1 of each year, a profits report containing the information and calculations required by this section. This extension will extend the time for filing a profits report by 30 days.	Extend by 30 days

Banking and Insurance, Division of Insurance	N.J.S.A. 17:29A-7	The affected statutory provision states that ratings-systems filed by or on behalf of an insurer shall be deemed approved if the Commissioner fails to approve or disapprove the rating-systems within 90 days from the filing thereof. This extension will extend the time for the Commissioner to approve or disapprove any rating-systems by 90 days.	Extend by 90 days
Banking and Insurance, Division of Insurance	N.J.S.A. 17:29AA-5.1(a)	The affected statutory provision states that an annual rate change for medical malpractice liability insurance filed by insurer or rating organization may become effective not less than 30 days after its filing. This extension will extend the time for a rate change for medical malpractice liability insurance to become effective by 90 days, such that a rate change may become effective not less than 120 days after its filing.	Extend by 90 days
Banking and Insurance, Division of Insurance	N.J.S.A. 17:29AA-6	The affected statutory provision states that for commercial lines insurance, insurers shall file copies of all policy forms for approval with the Commissioner at least 30 days prior to the policy form's effective date, and that a policy form filed under this section shall be deemed approved as of its effective date unless disapproved by the Commissioner prior to its effective date. This extension will extend the time for the Commissioner to take action under this statute by 90 days, such that the waiting period shall be 120 days unless waived by the Commissioner in full or in part.	Extend by 90 days
Banking and Insurance, Division of Insurance	N.J.S.A. 17:33A-15(a)	The affected statutory provision states that every insurer writing health insurance or private passenger automobile insurance in this State shall file with the Commissioner a plan for the prevention and detection of fraudulent insurance applications and claims, and that such plan shall be deemed approved by the Commissioner if not affirmatively approved or disapproved by the Commissioner within 90 days of the date of filing. This extension will extend the time for the Commissioner to approve or disapprove a plan by 90 days.	Extend by 90 days
Banking and Insurance, Division of Insurance	N.J.S.A. 17:33B-29(c)	The affected statutory provision states that any application for a temporary certificate of authority which authorizes an insurer to issue private passenger automobile insurance policies or make contracts of private passenger automobile insurance in this State shall be deemed approved if not disapproved by the Commissioner within 30 days of the application filing date. This extension will extend the time for the Commissioner to approve or disapprove an application made under this statute by 90 days.	Extend by 90 days
Banking and Insurance, Division of Insurance	N.J.S.A. 17:36-5.35(c)	The affected statutory provision gives the Commissioner 30 days from the date an expedited rate filing is received to challenge a proposed alteration to a filer's homeowners insurance rating system when the filer requests an increase of no more than five percent in its Statewide rate for homeowners insurance. This extension will extend by 90 days the time within which the Commissioner must challenge the proposed alteration.	Extend by 90 days
Banking and Insurance, Division of Insurance	N.J.S.A. 17:48-6	The affected statutory provision pertaining to insurance contracts issued by hospital service corporations provides that if a policy or contract covers unmarried dependents whose coverage terminates at a specified age, and such a dependent became incapable of self-sustaining employment due to intellectual disability or physical handicap and who became so incapable before turning 19 and who is chiefly dependent on the policy- or contractholder for support and maintenance, coverage will not terminate at the specified age if the policy- or contractholder submits proof to the insurer of such dependent's incapacity within 31 days after the dependent reaches the limiting age. This extension will extend the time for the insured to notify the carrier about the dependent's incapacity from 31 days after such dependent's attainment of the limiting age until 30 days after the last day of the public health emergency.	Extend until 30 days after last day of PHE
Banking and Insurance, Division of Insurance	N.J.S.A. 17:48-6.1	The affected statutory provision pertaining to group insurance contracts issued by hospital service corporations provides that if a policy or contract covers unmarried dependents whose coverage terminates at a specified age, and such a dependent became incapable of self-sustaining employment due to intellectual disability or physical handicap and who became so incapable before turning 19 and who is chiefly dependent on the policy- or contractholder for support and maintenance, coverage will not terminate at the specified age if the policy- or contractholder submits proof to the insurer of such dependent's incapacity within 31 days after the dependent reaches the limiting age. This extension will extend the time for the insured to notify the carrier about the dependent's incapacity from 31 days after such dependent's attainment of the limiting age until 30 days after the last day of the public health emergency.	Extend until 30 days after last day of PHE
Banking and Insurance, Division of Insurance	N.J.S.A. 17:48-8.2(b)	The affected statutory provision states that a contract or related form filed with the Commissioner for approval pursuant to this section shall be deemed approved upon the expiration of 60 days after the submission of the form unless disapproved in writing by the Commissioner within that time. This extension will extend the time for the Commissioner to approve or disapprove of a contract or related form by 90 days.	Extend by 90 days
Banking and Insurance, Division of Insurance	N.J.S.A. 17:48-8.2(d)	The affected statutory provision states that a contract or related form resubmitted by a Hospital Service Corporation in response to the Commissioner's objections shall be deemed approved upon the expiration of 30 days after its resubmission unless disapproved in writing by the Commissioner within that time. This extension will extend the time for the Commissioner to disapprove, in writing, a contract or related form resubmitted under the statute by 90 days.	Extend by 90 days
Banking and Insurance, Division of Insurance	N.J.S.A. 17:48A-5	The affected statutory provision pertaining to subscription contracts issued by medical service corporations provides that if a policy or contract covers unmarried dependents whose coverage terminates at a specified age, and such a dependent became incapable of self-sustaining employment due to intellectual disability or physical handicap and who became so incapable before turning 19 and who is chiefly dependent on the policy- or contractholder for support and maintenance, coverage will not terminate at the specified age if the policy- or contractholder submits proof to the insurer of such dependent's incapacity within 31 days after the dependent reaches the limiting age. This extension will extend the time for the insured to notify the carrier about the dependent's incapacity from 31 days after such dependent's attainment of the limiting age until 30 days after the last day of the public health emergency.	Extend until 30 days after last day of PHE

Banking and Insurance, Division of Insurance	N.J.S.A. 17:48A-7.1	The affected statutory provision pertaining to group contracts issued by medical service corporations provides that if a policy or contract covers unmarried dependents whose coverage terminates at a specified age, and such a dependent became incapable of self-sustaining employment due to intellectual disability or physical handicap and who became so incapable before turning 19 and who is chiefly dependent on the policy- or contractholder for support and maintenance, coverage will not terminate at the specified age if the policy- or contractholder submits proof to the insurer of such dependent's incapacity within 31 days after the dependent reaches the limiting age. This extension will extend the time for the insured to notify the carrier about the dependent's incapacity from 31 days after such dependent's attainment of the limiting age, until 30 days after the end of the Public Health Emergency.	Extend until 30 days after last day of PHE
Banking and Insurance, Division of Insurance	N.J.S.A. 17:48E-13.2(b)	The affected statutory provision states that certain contracts or related forms filed by a Health Service Corporation with the Commissioner shall be deemed approved upon the expiration of 60 days after the submission of the form unless disapproved in writing by the Commissioner within that time. This extension will extend the time for the Commissioner to disapprove in writing a contract or related form by 90 days.	Extend by 90 days
Banking and Insurance, Division of Insurance	N.J.S.A. 17:48E-13.2(d)	The affected statutory provision states that a contract or related form, resubmitted by a Health Service Corporation in response to the Commissioner's objections, shall be deemed approved upon the expiration of 30 days after its resubmission unless disapproved in writing by the Commissioner within that time. This extension will extend the time for the Commissioner to disapprove in writing any contract or related form by 90 days.	Extend by 90 days
Banking and Insurance, Division of Insurance	N.J.S.A. 17:48E-22	The affected statutory provision pertaining to insurance coverage issued by health service corporations provides that if a policy or contract covers unmarried dependents whose coverage terminates at a specified age, and such a dependent became incapable of self-sustaining employment due to intellectual disability or physical handicap and who became so incapable before turning 19 and who is chiefly dependent on the policy- or contractholder for support and maintenance, coverage will not terminate at the specified age if the policy- or contractholder submits proof to the insurer of such dependent's incapacity within 31 days after the dependent reaches the limiting age. This extension will extend the time for the insured to notify the carrier about the dependent's incapacity from 31 days after such dependent's attainment of the limiting age until 30 days after the last day of the public health emergency.	Extend until 30 days after last day of PHE
Banking and Insurance, Division of Insurance	N.J.S.A. 17:48E-26(d)	The affected statutory provision states that increased rates for hospitalization benefits filed pursuant to this subsection shall be deemed to be approved unless disapproved by the Commissioner on or before the day the rates are to become effective, which shall be no later than 20 days following their filing, unless the Commissioner waives the 20 day period or any portion thereof. This extension will extend the deadline after which rates will be deemed approved by 90 days.	Extend by 90 days
Banking and Insurance, Division of Insurance	N.J.S.A. 17:48E-3(i)	The affected statutory provision requires that on or before June 30, 2019, and annually thereafter, the Commissioner shall report to the Governor, and to the Legislature pursuant to section 2 of P.L.1991, c.164 (C.52:14-19.1), on the compliance of a health service corporation with the provisions of P.L.2017, c.100 (C.17:48E-17.3 et al.). This extension will extend the time for the Commissioner to report to the Governor and Legislature under the provisions of this statute until 180 days after the last day of the public health emergency.	Extend until 180 days after last day of PHE
Banking and Insurance, Division of Insurance	N.J.S.A. 17:48E-30	The affected statutory provision pertaining to group insurance coverage issued by health service corporations provides that if a policy or contract covers unmarried dependents whose coverage terminates at a specified age, and such a dependent became incapable of self-sustaining employment due to intellectual disability or physical handicap and who became so incapable before turning 19 and who is chiefly dependent on the policy- or contractholder for support and maintenance, coverage will not terminate at the specified age if the policy- or contractholder submits proof to the insurer of such dependent's incapacity within 31 days after the dependent reaches the limiting age. This extension will extend the time for the insured to notify the carrier about the dependent's incapacity from 31 days after such dependent's attainment of the limiting age until 30 days after the last day of the public health emergency.	Extend until 30 days after last day of PHE
Banking and Insurance, Division of Insurance	N.J.S.A. 17:48F-5(a)	The affected statutory provision states that a notice of modification submitted to the Commissioner by a prepaid prescription service organization under this statute shall be deemed approved if the Commissioner fails to affirmatively approve or disapprove the change or modification within 60 days of submission of the notice, although the Commissioner may extend the 60-day review period for not more than an additional 30 days. This extension will extend the time for the Commissioner to take action under this statute by 90 days.	Extend by 90 days
Banking and Insurance, Division of Insurance	N.J.S.A. 17:48F-8	The affected statutory provision states that a contract submitted by a prepaid prescription service organization shall be deemed approved if the Commissioner does not affirmatively approve or disapprove the contract within 60 days of the date of submission, although the Commissioner may extend the 60-day review period for not more than 30 additional days. This extension will extend the time for the Commissioner to take action under this statute by 90 days.	Extend by 90 days
Banking and Insurance, Division of Insurance	N.J.S.A. 17:48H-14(a)	The affected statutory provision states that a notice of modification submitted to the Commissioner by a licensed organized delivery system under this statute shall be deemed approved if the Commissioner fails to affirmatively approve or disapprove the change or modification within 60 days of submission of the notice, although the Commissioner may extend the 60-day review period for not more than an additional 30 days. This extension will extend the time for the Commissioner to take action under this statute by 90 days.	Extend by 90 days
Banking and Insurance, Division of Insurance	N.J.S.A. 17:48H-6(a)	The affected statutory provision states that a notice of modification submitted to the Commissioner by a certified organized delivery system under this statute shall be deemed approved if the Commissioner fails to affirmatively approve or disapprove the change or modification within 60 days of submission of the notice, although the Commissioner may extend the 60-day review period for not more than an additional 30 days. This extension will extend the time for the Commissioner to take action under this statute by 90 days.	Extend by 90 days

Banking and Insurance, Division of Insurance	N.J.S.A. 17:49A-10(b)	The affected statutory provision states that amendments to bylaws of a joint insurance fund shall be deemed approved unless the Commissioner either approves or disapproves the amendment within 30 working days of receipt. This extension will extend the time for the Commissioner to take action under this statute by 90 days.	Extend by 90 days
Banking and Insurance, Division of Insurance	N.J.S.A. 17:49A-8(b)	The affected statutory provision states that the bylaws or plan of risk management of a joint insurance fund shall be deemed approved unless the Commissioner either approves or disapproves the bylaws or plan of risk management within 30 working days of receipt. This extension will extend the time for the Commissioner to take action under this statute by 90 days.	Extend by 90 days
Banking and Insurance, Division of Insurance	N.J.S.A. 17:51B-2(b)(4)(a)	The affected statutory provision states that, to qualify as an accredited reinsurer within the meaning of this provision, an insurer must maintain a surplus in regard to policyholders in an amount which is not less than \$20,000,000 and have submitted an accreditation that has not been denied by the Commissioner within 120 days of its submission. This extension will extend the time for the Commissioner to take action under this statute by 90 days.	Extend by 90 days
Banking and Insurance, Division of Insurance	N.J.S.A. 17B:25-18.2(b)	The affected statutory provision states that any life insurance policy or contract, health insurance policy or contract, annuity, or variable contract subject to the provisions of Title 17B of the New Jersey Statutes (Provisions for Other than Group Life Insurance), or related form, filed with the Commissioner for approval pursuant to this section shall be deemed approved upon the expiration of 60 days after the submission of the form unless disapproved in writing by the Commissioner within that time. This extension will extend the time for the Commissioner to take action under this statute by 90 days.	Extend by 90 days
Banking and Insurance, Division of Insurance	N.J.S.A. 17B:25-18.2(d)	The affected statutory provision states that a life insurance policy, health insurance policy, annuity, or variable contract or related form, resubmitted in response to the Commissioner's objections pursuant to subsection b. of this section, shall be deemed approved upon the expiration of 30 days after its resubmission unless disapproved in writing by the Commissioner within that time. This extension will extend the time for the Commissioner to take action under this statute by 90 days.	Extend by 90 days
Banking and Insurance, Division of Insurance	N.J.S.A. 17B:25-18.3(d)	The affected statutory provision requires the Commissioner to send an acknowledgement that the form and a certification memorandum which conforms to the requirements of this section have been received within 60 days of receipt. This extension will extend the time for the Commissioner to send such an acknowledgement by 90 days.	Extend by 90 days
Banking and Insurance, Division of Insurance	N.J.S.A. 17B:25-18.4(d)	The affected statutory provision requires the Commissioner to send an acknowledgement that the form and a certification memorandum which conforms to the requirements of this section have been received within 30 days of receipt. This extension will extend the time for the Commissioner to send such an acknowledgement by 90 days.	Extend by 90 days
Banking and Insurance, Division of Insurance	N.J.S.A. 17B:26-2(b)	The affected statutory provision pertaining to individual health insurance provides that if a policy or contract covers unmarried dependents whose coverage terminates at a specified age, and such a dependent became incapable of self-sustaining employment due to intellectual disability or physical handicap and who became so incapable before turning 19 and who is chiefly dependent on the policy- or contractholder for support and maintenance, coverage will not terminate at the specified age if the policy- or contractholder submits proof to the insurer of such dependent's incapacity within 31 days after the dependent reaches the limiting age. This extension will extend the time for the insured to notify the carrier about the dependent's incapacity from 31 days after such dependent's attainment of the limiting age until 30 days after the last day of the public health emergency.	Extend until 30 days after last day of PHE
Banking and Insurance, Division of Insurance	N.J.S.A. 17B:26A-6(a)(1)	The affected statutory provision states that, at the expiration of 30 days after submission of a Medicare supplement policy or certificate, or any application, rider or endorsement to be used in connection with the issuance or renewal of any such policy or certificate, such form shall be deemed filed unless prior thereto it has been affirmatively filed or disapproved for filing by the Commissioner. This extension will extend the time for the Commissioner to take action under this statute by 90 days.	Extend by 90 days
Banking and Insurance, Division of Insurance	N.J.S.A. 17B:27-30	The affected statutory provision pertaining to group health and blanket insurance provides that if a policy or contract covers unmarried dependents whose coverage terminates at a specified age, and such a dependent became incapable of self-sustaining employment due to intellectual disability or physical handicap and who became so incapable before turning 19 and who is chiefly dependent on the policy- or contractholder for support and maintenance, coverage will not terminate at the specified age if the policy- or contractholder submits proof to the insurer of such dependent's incapacity within 31 days after the dependent reaches the limiting age. This extension will extend the time for the insured to notify the carrier about the dependent's incapacity from 31 days after such dependent's attainment of the limiting age until 30 days after the last day of the public health emergency.	Extend until 30 days after last day of PHE
Banking and Insurance, Division of Insurance	N.J.S.A. 17B:27A-30	The affected statutory provision states that a plan of operation or any subsequent amendments thereto for individual health coverage shall be deemed approved if not expressly disapproved by the Commissioner in writing within 90 days of receipt by the Commissioner. This extension will extend the time for the Commissioner to take action under this statute by 90 days.	Extend by 90 days
Banking and Insurance, Division of Insurance	N.J.S.A. 17B:27A-33	The affected statutory provision states that any standard form submitted to the Commissioner by the board of directors for the New Jersey Small Employer Health Benefits Program shall be deemed approved if not expressly disapproved in writing within 60 days of its receipt by the Commissioner. This extension will extend the time for the Commissioner to take action under this statute by 90 days.	Extend by 90 days
Banking and Insurance, Division of Insurance	N.J.S.A. 17B:27B-2(b)	The affected statutory provision states that an application for licensure under this provision shall be deemed approved if not disapproved by the Commissioner within 60 days of receipt of a completed application. This extension will extend the time for the Commissioner to take action under this statute by 90 days.	Extend by 90 days

Banking and Insurance, Division of Insurance	N.J.S.A. 17B:27E-10(b)	The affected statutory provision states that a long-term care insurance policy, contract or related form filed with the Commissioner for approval pursuant to this section shall be deemed approved upon the expiration of 60 days after the submission of the form unless disapproved in writing by the Commissioner within that time. This extension will extend the time for the Commissioner to take action under this statute by 90 days.	Extend by 90 days
Banking and Insurance, Division of Insurance	N.J.S.A. 17B:27E-10(d)	The affected statutory provision states that a long-term care insurance policy, contract or related form resubmitted in response to the Commissioner's objections pursuant to subsection b. of this section shall be deemed approved upon the expiration of 30 days after its resubmission unless disapproved in writing by the Commissioner within that time. This extension will extend the time for the Commissioner to take action under this statute by 90 days.	Extend by 90 days
Banking and Insurance, Division of Insurance	N.J.S.A. 17B:29-7(g)(2)	The affected statutory provision states that any form or schedule of premium rates pertaining thereto filed with the Commissioner for approval pursuant to this subsection shall be deemed approved upon the expiration of 60 days after the submission of the form or schedule of premium rates unless disapproved in writing by the Commissioner within that time. This extension will extend the time for the Commissioner to take action under this statute by 90 days.	Extend by 90 days
Banking and Insurance, Division of Insurance	N.J.S.A. 17B:29-7(g)(4)	The affected statutory provision states that a form or schedule of premium rates, resubmitted in response to the Commissioner's objections pursuant to paragraph (2) of this subsection, shall be deemed approved upon the expiration of 30 days after its resubmission unless disapproved in writing by the Commissioner within that time. This extension will extend the time for the Commissioner to take action under this statute by 90 days.	Extend by 90 days
Banking and Insurance, Division of Insurance	N.J.S.A. 18A:18B-4(b)(8)(b)	The affected statutory provision states that an amendment to the bylaws of a fund or an amendment to a risk management program filed by the trustees of a school board insurance group shall be deemed approved if the Commissioner neither approves nor disapproves the amendment within 60 days of receipt. This extension will extend the time for the Commissioner to take action under this statute by 90 days.	Extend by 90 days
Banking and Insurance, Division of Insurance	N.J.S.A. 18A:18B-7(a)	The affected statutory provision states that a school board insurance group's bylaws or risk management program, or both, as the case may be, shall be deemed approved if the Commissioner fails to approve or disapprove them within 60 days of their filing. This extension will extend the time for the Commissioner to take action under this statute by 90 days.	Extend by 90 days
Banking and Insurance, Division of Insurance	N.J.S.A. 18A:64-91(a)	The affected statutory provision states that the bylaws of a State college risk management group, or any joint liability fund of the group, shall be deemed approved if the Commissioner fails to approve or disapprove the bylaws within 60 days following filing of the bylaws with the Commissioner. This extension will extend the time for the Commissioner to take action under this statute by 90 days.	Extend by 90 days
Banking and Insurance, Division of Insurance	N.J.S.A. 26:2J-43(b)	The affected statutory provision states that any health maintenance organization contract, evidence of coverage or related form filed with the Commissioner for approval pursuant to this section shall be deemed approved upon the expiration of 60 days after the submission of the form unless disapproved in writing by the Commissioner within that time. This extension will extend the time for the Commissioner to take action under this statute by 90 days.	Extend by 90 days
Banking and Insurance, Division of Insurance	N.J.S.A. 26:2J-43(d)	The affected statutory provision states that a contract, evidence of coverage or related form, resubmitted by a health maintenance organization in response to the objections of the Commissioner pursuant to subsection b. of this section, shall be deemed approved upon the expiration of 30 days after its resubmission unless disapproved in writing by the Commissioner within that time. This extension will extend the time for the Commissioner to disapprove a contract, evidence of coverage or related form under this statute by 90 days.	Extend by 90 days
Banking and Insurance, Division of Insurance	N.J.S.A. 26:2SS-11(a)	The affected statutory provision requires that if attempts to negotiate reimbursement for services between an out-of-network health care provider and a member of a self-funded plan do not result in a resolution of the payment dispute within 30 days after the plan member is sent a bill for the services, the plan member or out-of-network health care provider may initiate binding arbitration to determine payment for the services. This extension will extend the time for the out-of-network health care provider and the member of a self-funded plan to negotiate a resolution by 30 days.	Extend by 30 days
Banking and Insurance, Division of Insurance	N.J.S.A. 26:2SS-14(b)	The affected statutory provision requires the Department to annually report to the Governor and the Legislature on the savings to policyholders and the healthcare system that result from the provisions of the Out-of-network Consumer Protection, Transparency, Cost Containment and Accountability Act. This extension will extend the time by which the Department must submit its annual report until December 28, 2020.	Extend until December 28, 2020
Banking and Insurance, Division of Insurance	N.J.S.A. 26:2SS-9(c)	The affected statutory provision states that if a carrier notifies a provider that the carrier considers a claim to be excessive, the carrier and provider shall have 30 days from the date of this notification to negotiate a settlement, and that if no settlement is reached after the 30 days, the carrier, provider, or covered person, as applicable, may initiate binding arbitration within 30 days of the final offer. This extension will extend two time periods, each by 30 days: (a) the time for the carrier and provider to negotiate a settlement; and (b) the time for the carrier, provider, or covered person, as applicable, to initiate binding arbitration.	Extend by 30 days
Banking and Insurance, Division of Insurance	N.J.S.A. 40A:10-41(c)	The affected statutory provision states that the bylaws or plan of risk management of any joint insurance fund shall be deemed approved if the Commissioner shall fail to either approve or disapprove the bylaws or plan of risk management within 30 working days of receipt. This extension will extend the time for the Commissioner to take action under this statute by 90 days.	Extend by 90 days
Banking and Insurance, Division of Insurance	N.J.S.A. 40A:10-43(c)	The affected statutory provision states that any amendment to the bylaws or plan of risk management of any joint insurance fund shall be deemed approved if the Commissioner shall fail to either approve or disapprove the amendment within 30 working days of receipt. This extension will extend the time for the Commissioner to take action under this statute by 90 days.	Extend by 90 days

Education, Division of Finance	N.J.S.A. 18A:7F-41(c)3	The affected statutory provision states that a board of education may appropriate federal impact aid funds to establish or supplement the reserve account in the district's annual budget, or through a transfer by a two-thirds affirmative vote of the authorized membership of the board between June 1 and June 30, for withdrawal in any subsequent school year. This extension will extend the June 30, 2020 deadline by three months, until September 30, 2020, but does not affect the June 1, 2020 start date.	Extend by 3 months
Education, School Ethics Commission	N.J.S.A. 18A:12-26	The affected statutory provision requires all school officials to file with the School Ethics Commission an annual financial disclosure statement by April 30. This extension will extend the deadline for school officials to file annual financial disclosure statements to July 31, 2020.	Extend until July 31, 2020
Health, Division of Employment, Environmental, and Occupational Health	N.J.S.A. 34:5A-10(b)	The affected statutory provision requires every employer to update the workplace survey for his facility every five years. This extension will extend until November 15, 2020, the deadline for public employers whose surveys for the 2019 reporting year are due on July 15, 2020.	Extend until November 15, 2020
Health, Environmental, Epidemiology, and Occupational Health	N.J.S.A. 24:10-57.2	The affected statutory provision states that permits for milk plants and bulk milk haulers shall expire on June 30 of each year unless an earlier date is specified by such permit. This extension will extend current, expiring milk plant and bulk milk hauler permits by 90 days.	Extend by 90 days
Health, Environmental, Epidemiology, and Occupational Health	N.J.S.A. 4:19-15.3	The affected statutory provision requires dog licenses, registration tags and renewals to expire by no later than June 30 in the year stated on the license. This extension will extend by 90 days the expiration date of dog licenses, registration tags, and renewals.	Extend by 90 days
Health, Environmental, Epidemiology, and Occupational Health	N.J.S.A. 4:19-15.8(b)	The affected statutory provision states that all licenses to operate a kennel, pet shop, shelter or pound shall expire on the last day of June of each year. This extension will extend the expiration date of current, expiring licenses to operate a kennel, pet shop, shelter or pound by 90 days.	Extend by 90 days
Health, Division of Medicinal Marijuana	N.J.S.A. 24:6I-7(k)(1)	The affected statutory provision authorizes the first six alternative treatment centers that were issued permits to sell or transfer the permit to a for-profit entity within one year of the effective date of P.L. 2019, c. 153, on July 2, 2019. This extension will extend the deadline for such sales or transfers by 90 days for submissions received prior to July 1, 2020.	Extend by 90 days
Human Services	P.L. 2019, c.499	The affected statutory provision requires the Commissioner to issue a report on the nature and frequency of social isolation occurring in the State, and the resources that are available to combat social isolation, by October 17, 2020. This extension will extend the deadline for the report by 6 months.	Extend by 6 months
Human Services, Division of Family Development	N.J.S.A. 44:10-51(e)	The affected statutory provision requires the Division of Family Development to compile identifying information for all individuals who receive emergency assistance in connection with Work First New Jersey and Supplemental Security Income, and to submit that information to the Legislature on an annual basis no later than April 1 of the current calendar year for expenditures in the prior calendar year. This extension will extend by 6 months the time by which the Division must submit its report to the Legislature.	Extend by 6 months
Human Services, Division of Family Development	N.J.S.A. 44:10-51(i)	The affected statutory provision requires the Commissioner to annually report to the Legislature the number of recipients deemed ineligible for emergency assistance in connection with Work First New Jersey and Supplemental Security Income on the grounds that the individual has reached the maximum period of emergency assistance allowed, and the total number of months of emergency assistance provided by the Department. This extension will extend by 6 months the time by which the Commissioner must submit the annual report to the Legislature.	Extend by 6 months
Human Services, Division of Family Development	P.L. 2019, c.429	The affected statutory provision requires the Department to establish guidelines and make available certain health care and social service resources during a Code Blue Alert. This extension will extend by 6 months the June 1, 2020 deadline by which the Department must establish and make available the specific guidelines and resources.	Extend by 6 months
Human Services, Division of Medical Assistance and Health Services	N.J.S.A. 30:4D-3c(b)	The affected statutory provision requires the Commissioner to annually publish the results of the Department's performance evaluations of all entities responsible for intake and processing of applications for Medicaid and NJ FamilyCare programs. This extension will extend by 6 months the time by which the Commissioner must publish the Department's performance evaluations.	Extend by 6 months
Human Services, Division of Medical Assistance and Health Services	P.L. 2019, c.343	The affected statutory provision requires health benefits and Medicaid coverage for breastfeeding support, effective July 11, 2020, stating that the Department shall, contingent on maintaining or receiving necessary federal approvals, ensure that benefits for comprehensive lactation support, counseling, and consultation, and the costs for renting or purchasing breastfeeding equipment, in conjunction with each birth, for the duration of breastfeeding shall be provided with no cost-sharing to eligible persons under the Medicaid program. This extension will extend by 6 months the effective date of the expanded Medicaid coverage.	Extend by 6 months
Human Services, Division of Medical Assistance and Health Services	P.L. 2019, c.473	The affected statutory provision provides for coverage of comprehensive tobacco cessation benefits in Medicaid, and states that information regarding the availability of such tobacco cessation services shall be provided to all individuals authorized to receive such tobacco cessation services no later than 90 days after the effective date of the provision; upon the establishment of an individual's eligibility for medical assistance; and upon the redetermination of an individual's eligibility for medical assistance. This extension will extend by 6 months the effective date of the expanded Medicaid coverage.	Extend by 6 months
Human Services, Division of Medical Assistance and Health Services	P.L. 2019, c.87	The affected statutory provision prohibits Medicaid reimbursement for non-medically indicated early elective deliveries performed earlier than 39 weeks gestation, effective September 1, 2019 and July 1, 2020 for education and implementation, respectively. This extension will extend the July 1, 2020 deadline until 6 months after the last day of the public health emergency.	Extend until 6 months after last day of PHE
Human Services, Division of Mental Health and Addiction Services	P.L. 2019, c.391, s.2	The affected statutory provision requires the Commissioner to designate one or more mental health agencies or facilities in each geographic area of the State as a screening service, effective August 1, 2020. This extension will extend the effective date of this provision until 3 months after the last day of the public health emergency.	Extend until 3 months after last day of PHE

Human Services, Division of Medical Assistance and Health Services	P.L. 2019, c.317	The affected statutory provision requires Medicaid coverage for pasteurized donated human breast milk under certain circumstances, effective May 1, 2020. This extension will extend by 6 months the effective date of the expanded Medicaid coverage.	Extend by 6 months
Labor and Workforce Development	N.J.S.A. 34:21-10(a)	The affected statutory provision, which becomes effective on July 1, 2020, requires New Jersey call center employers to notify the Commissioner if they experience a 35% or greater decrease in staffing capacity relative to call volume when measured against the previous six-month average volume, which results in the call center employer becoming ineligible to receive certain State financial assistance for 36 months. This extension will extend the effective date until 60 days after the last day of the public health emergency.	Extend until 60 days after last day of PHE
Labor and Workforce Development, Employee Residency Review Committee	N.J.S.A. 52:14-7(a)	The affected statutory provision requires the Committee to issue a decision on New Jersey First exemption applications based on hardship or critical need within 30 days of receipt, or the application is denied. The extension will extend the deadline for the Committee to act until 90 days after the last day of the public health emergency.	Extend until 90 days after last day of PHE
Labor and Workforce Development, Employee Residency Review Committee	N.J.S.A. 52:14-7(d)	The affected statutory provision requires persons holding or attempting to hold an office, employment or position with the State or an instrumentality or political subdivision of the State (including school districts), subject to certain exceptions, to ensure that their primary residence is in New Jersey within one year of taking such office, employment or position. This extension will extend the time within which persons holding or attempting to hold such office, employment or position must obtain primary residency in New Jersey until 90 days after the last day of the public health emergency.	Extend until 90 days after last day of PHE
Labor and Workforce Development, Division of Workers Compensation	N.J.S.A. 34:15-95.6(d)	The affected statutory provision requires insurance carriers or self-insured employers responsible for the payment of workers' compensation death benefits to a dependent to notify the Division of Workers' Compensation of the need to have the Second Injury Fund make supplemental benefit payments to the dependent not later than 60 days after the date on which it is determined that payment of supplemental benefits is required. This extension will extend the time by which insurance carriers or self-insured employers must notify the Fund that supplemental benefit payments are required until 60 days after the last day of the public health emergency.	Extend until 60 days after last day of PHE
New Jersey Economic Development Authority	N.J.S.A. 34:1B-7.42a(b)(5)	The affected statutory provision requires emerging technology and biotechnology companies, which wish to surrender certain tax benefits to other non-affiliated corporations, to apply by June 30 of each fiscal year to the New Jersey Economic Development Authority for approval to surrender and transfer the tax benefits. Additionally, applicants must meet the criteria of a "new or expanding" business as of June 30. This extension will extend until September 30, 2020, the date by which eligible emerging technology and biotechnology companies must apply to transfer the tax benefits and meet the program criteria.	Extend until September 30, 2020
State, Division of Elections	P.L. 2019, c.382	The affected statutory provision requires the establishment of a secure Internet website to be maintained by the Secretary of State for online voter registration and authorizes use of digitized signatures from New Jersey Motor Vehicle Commission's database, effective 180 days following enactment on January 21, 2020. This extension will extend the effective date by 45 days.	Extend by 45 days
State, Division of Elections	P.L. 2019, c.487	The affected statutory provision requires that a table or database containing the election results compiled at the election districts level be made available on an official website within 90 days following the certification of the results of any special, primary, school, municipal, or general election, and of any public question voted by the voters at an election, pursuant to Title 19 of the Revised Statutes. This extension will extend by 90 days the deadline for making the table or database available.	Extend by 90 days

