



1060 Main Street, River Edge, NJ 07661

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INTERIM POLICIES AND PROCEDURES DURING THE COVID 19 PANDEMIC JULY 1, 2020

This document contains policies and procedures that will be implemented during the time of the Covid-19 Pandemic. It will be modified as needed to reflect the most current recommendations from CDC, OSHA, ADA and NIOSH.

CLEANING AND DISINFECTION

- Suite 201 – Classroom will be cleaned and disinfected (top-to-bottom) before and after each class/meeting. Areas include tables (desks), chairs, light switches, door knobs, hand rails, etc. periodically throughout the day.
- The breakroom will be closed until further notice. Students are welcome bring their own drinks and snacks to be eaten at their assigned seat/table.
- Public restrooms (including toilets, faucets and sinks) will be cleaned and disinfected periodically throughout the day.
- Normal routine cleaning will be done with soap and water and disinfection will be done using an EPA-approved disinfectant effective for use against COVID-19.
- Laboratory (dental operatories) will be cleaned and disinfected (top-to-bottom) before and after each class. Areas include countertops, chairs, light switches, door knobs, hand rails, x-ray unit, exposure button, DXXTR mannequin, X-ray view boxes, etc. periodically throughout the day and upon completion of the laboratory session.

INFECTION CONTROL

- Perform health screenings for faculty, staff, students and visitors.
- All faculty, staff, students and visitors will have their temperatures taken before entering the classroom by an NJHPDI faculty or staff member using an infrared touchless thermometer. Students and faculty member's temperatures will be recorded. If their temperature is below 100.4 and no symptoms are present, the student/faculty is cleared to enter the classroom. Anyone who exhibits symptoms common to COVID-19, including fever, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion, runny nose, nausea or vomiting and diarrhea should stay home.
- All students will be given a questionnaire to fill out before entering the classroom each week.
- All students will be asked to perform hand hygiene with a hand sanitizer when entering the classroom.
- In addition, students and staff who begin to feel sick or exhibit symptoms common to COVID-19 will be sent home immediately.
- If an individual is suspected or confirmed to have COVID-19, NJHPDI will close off areas visited by the ill person, open outside doors and windows and use ventilating fans to increase circulation in the area, and wait 24 hours or as long as practical (during which time the facility should not be open to students or staff), and then conduct cleaning and disinfection as directed by the CDC's Cleaning and Disinfection for Community Facilities guidelines.

- If a student tests positive for COVID-19, as per the CDC, there needs to be evidence of 2 COVID negative tests taken over more than 24 hours apart. If tests were not done, there needs to be at least 3 days since recovery (resolution of fever without use medication and improvement of respiratory symptoms) and at least 7 days since onset of symptoms for a student to return to class.
- As per the CDC, if a student is diagnosed with COVID-19, all students, faculty and staff that came into contact with that student will be contacted.
- If a student is absent from class due to COVID-19, they will be granted an assigned make up time limited to 1 class session. If the student is absent for an extended period of time, they will be welcome to return for the next Dental Radiology course as long as they are COVID negative at the time the class begins.

PHYSICAL DISTANCING

- NJHPDI will limit the class size for Dental Radiology to 12 students until further notice. This will provide students with a seating/desk area that is spaced six feet apart from other students.
- Clear markings (X) will denote seats that the students are permitted to sit in.
- Faculty will enforce social distancing in the classroom and in clinical/laboratory settings.
- There will be no indoor break area and students will not be permitted to crowd in the hall outside the classroom. Students will be encouraged to take breaks outside or in their cars.
- Students should not congregate in the hallway before class starts. Students will be encouraged to wait outside the building or in their car until the classroom is open (10 minutes before class begins).
- No handshaking or physical contact will be permitted.

CLOTH FACE COVERINGS

- It is required that all faculty, staff, students, and visitors wear cloth face coverings except where doing so would inhibit the individual's health. Face coverings will be required during the entire class/lab period.
- Instruction will be given to faculty, staff and students on proper use, donning, doffing and washing of cloth face coverings.
- If a student does not have a cloth face covering, a disposable face mask will be provided to them.
- NJHPDI will maintain adequate supplies of PPE needed for students, faculty and staff including facemasks, disposable lab coats and non-sterile exam gloves (if requested for laboratory).

HAND HYGIENE

- NJHPDI will maintain adequate equipment and supplies for staff and students to wash and sanitize hands periodically. This includes soap, hand sanitizer containing at least 60 percent alcohol, paper towels, tissues, disinfectant wipes, face coverings (as feasible), and no-touch/foot pedal trash cans.
- NJHPDI will place stations with hand sanitizer with 60 percent or more alcohol content at all building entry points and throughout the facility.
- Faculty, staff and students will be provided adequate break time to wash hands regularly.

EDUCATION AND TRAINING

- NJHPDI will provide training for students regarding COVID-19, including information on sanitization, hand hygiene, and social distancing practices and protocols as a condition for resuming in-person instruction on the first day of class. Students will also be sent this information prior to the start of class in an email.
- NJHPDI will provide training for faculty and staff on appropriate sanitization, hygiene and social distancing standards and regarding the school's restart plan protocols.
- NJHPDI will display CDC hand hygiene posters and other "How to Protect Yourself and Others" materials in English and Spanish

VENTILATION

- NJHPDI will consider methods to get fresh air to individuals and properly utilize ventilation system. Some ways to do so include:
 - Maximizing fresh air through the ventilation system
 - Portable HEPA filtration units placed in the classroom.
- NJHPDI will encourage students to exit the building during breaks to get fresh air.

COLLABORATION WITH HEALTH OFFICIALS

- Collaborate with River Edge Health Department to share reopening plans and revise those plans as necessary.
- Establish testing guidance and contact tracing protocols in consultation with local health officials and in line with existing State and federal health privacy statutes and regulations, at minimum, such protocols should include a mechanism to maintain a log of students, faculty, staff, and visitors to facilitate contact tracing and the reporting of any instances of COVID-19 to local health officials.

SPECIAL GUIDANCE FOR LABS, TECHNICAL, AND CLINICAL PROGRAMS

- During the laboratory portion of instruction, NJHPDI will observe the CDC and NJDOH public health standards for personal protective equipment (masks or face shields as appropriate), physical distancing, sanitizing equipment, hand-washing, cleaning and disinfection, and exclusion of individuals with symptoms or a positive diagnosis of COVID-19.
- All laboratory equipment will be disinfected prior to and after use. This includes but is not limited to: DXTTR training mannequins, XCP holders, digital x-ray sensors, PerioPro automatic developer, X-ray view boxes and any other teaching materials that will be handled by students/faculty.
- Laboratory exercises (exposing x-rays) will be limited to 1-2 students per room with 1 faculty member present.
- Students will be offered non sterile examination gloves during the laboratory portion of the course.

The above policies and procedures will be posted on NJHPDI's website and provided to students and staff in advance of the anticipated date for implementation.

*In addition to complying with all other applicable requirements of this Order, training schools and programs subject to accreditation, approval, or licensure by any professional licensing board within the Division of Consumer Affairs shall submit their restart plans to the applicable board prior to the resumption of in-person education and comply with all applicable rules or standards promulgated by the board or the Director of the Division of Consumer Affairs, including any Administrative Order issued pursuant to P.L.2020, c.18. To the extent that any clinical or hands-on instruction entails the provision of licensed services, training schools must ensure that such services are performed in a manner consistent with all requirements applicable to licensees performing those services. The provision of personal care services by students at such training schools to members of the public shall remain prohibited until such time as the Director of the Division of Consumer Affairs shall adopt an Administrative Order pursuant to P.L.2020, c.18, establishing standards for the supervision of students providing such services.

Emergency Closing

In the event of an emergency closing the following events will occur:

1. Students will be contacted by phone and email to inform them of the emergency school closing.
2. NJHPDI will remain closed until state and local officials deem it safe for faculty/staff and students to return to in person instruction.
3. Instruction MAY continue remotely, however assessments and laboratory exercises will resume when it is safe for the facility to reopen again.

Student Questionnaire:

NJHPDI

Student's name: _____

Temperature today: _____

Date/Time temperature taken: _____

This daily survey must be completed before coming to class. Individuals should only come to class if they have answered "no" to every question.

If you cannot confidently answer "no" to these questions, do not come to class. By coming to class, you are attesting that you confidently answered "no" to the below questions and have a very low risk of carrying or spreading COVID-19. Students who cannot answer "no" to the below questions should advise their faculty member to discuss options. If your symptoms are severe, you may need to contact your medical provider.

Yes	No	Questions
		Do you have a temperature at or above 100.4° or any reason to be concerned that you are developing a temperature (without having taken a fever-reducing medicine)?
		Have you experienced a new cough that you cannot attribute to another health condition?
		Have you experienced new shortness of breath that you cannot attribute to another health condition?
		Have you experienced a new sore throat that you cannot attribute to another health condition?
		Have you experienced new muscle aches that you cannot attribute to another health condition or a specific activity such as physical exercise?
		Have you had a temperature at or above 100.4° or the sense of having a fever in the last 24 hours?
		Within the last 14 days, have you had close contact, without the use of appropriate personal protective equipment (PPE), with someone who is currently sick with suspected or confirmed COVID-19? (Note: Close contact is defined as within 6 feet for more than 10 consecutive minutes.)
		Have you had any of the following additional symptoms in combination with the above: chills, repeated shaking with chills, runny nose or new sinus congestion, fatigue, new GI symptoms (vomiting or diarrhea), new loss of taste or smell?

Student signature: _____

