



RESTART PLAN

FALL SEMESTER 2021

Jersey City Campus- 684 Newark Avenue, Jersey City, NJ 07306
Belleville Campus – 251 Washington Avenue, Belleville, NJ 07109

EASTERN INTERNATIONAL COLLEGE

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EASTERN INTERNATIONAL COLLEGE OPERATING GUIDE

Fall Semester 2021

GENERAL SAFEGUARDS

Eastern International College (EIC) is taking all the steps necessary to bring the EIC community back on campus safely. Some limitations are strictly implemented to protect our students, faculty, and staff, and to comply with local and state regulations and guidelines.

EIC developed a plan with the purpose of bringing in students for on-campus classes with caution and reducing the risk of transmission of the virus following guidelines set by the Centers for Disease Control and Prevention (CDC), New Jersey Department of Health, and CDC report on the Delta variant which was first detected in the United States in March 2021. The CDC describes this variant as highly transmissible and seems to spread more easily and quickly compared to the other identified variants. The CDC has quoted that so far, studies suggested that the current authorized vaccines work on the circulating variants.

HEALTH, SAFETY, AND PROTECTION: STUDENTS AND EMPLOYEE

Following the Centers for Disease Control (CDC) and the New Jersey Department of Health guidelines on how to protect oneself and others from contacting the COVID-19 virus, Eastern International College has created this policy. The CDC recommends that the best way to prevent illness is to avoid being exposed to the virus which is believed to spread mainly from person-to-person.

COVID-19 Vaccination Requirement for Students (Effective July 20, 2021)

It is the policy of Eastern International College (the “College”) that all students be vaccinated against the COVID-19 virus as a condition for enrollment. In implementing this policy, the College will follow nationally recognized guidelines with guidance from the Centers for Disease Control (“CDC”) and the Equal Employment Opportunity Commission (“EEOC”). To date, COVID-19 has infected over 34 million Americans, resulting in over 614,000 deaths. The Food and Drug Administration (“FDA”) has issued Emergency Use Authorizations for three COVID-19 vaccines, and these vaccines are the most effective method currently available for preventing and/or lessening the transmission of COVID-19. Therefore, as a condition of enrollment, all College students must receive a COVID-19 vaccination or possess an approved exception as set forth in greater detail below. Vaccination Requirement. To be compliant with this requirement, students must do one of the following:

- **Medical Exemption.** A request for a medical exemption may be submitted to Kristine Southard by email at kristine.southard@eicollege.edu. The request must be submitted on the College’s Medical Exemption Request form. This form is to be completed by the student’s treating physician. Medical exemption requests are due on or before September

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1, 2021, for enrolled students. The student will be notified if the request for an exemption has been granted.

- **Religious Exemption.** A request for a religious exemption may be submitted Kristine Southard by email at kristine.southard@eicollege.edu. The Religious Exemption Request form and the required supporting documents must be submitted on or before September 1, 2021. The student will be notified if the request for an exemption has been approved. A new form must be submitted annually.
- **Approved Medical/Religious Exemptions**

In the event of an approved medical or religious exemption, a student's on-campus status may be modified following consultation with the College. If no alternate status is available or feasible, and it is unsafe to the student, other students, or others at the College, for the student in continuing his/her regular assignments, the student may not be allowed to be present on the College site. All students who have approved medical or religious exemptions must be vigilant for the symptoms of COVID-19, and, in the College's sole and absolute discretion, may be required to wear full protective PPE, or must wear a face mask and practice social distancing for the entirety of their time while on the College site.

- **Students Who Have Not Received Vaccination**

If a current student has not received all necessary doses of one or more COVID-19 vaccines, the student must take all reasonable steps necessary to become fully vaccinated and provide the College with proof of immunization on or before September 1, 2021.

Vaccination Information and How to Get Vaccinated

Information about the vaccines as well as a portal to schedule appointments through state-administered vaccination sites is available here: <https://covid19.nj.gov/pages/vaccine>. Additionally, vaccines are available at pharmacies, hospitals, local health departments, and Federally Qualified Health Centers statewide and appointments can be made directly with these providers.

The CDC provides information on the Federal Retail Pharmacy Program for COVID-19 vaccination and the list of participating retail pharmacies by State via the links below.

<https://www.cdc.gov/vaccines/covid-19/retail-pharmacy-program/index.html>

<https://www.cdc.gov/vaccines/covid-19/retail-pharmacy-program/participating-pharmacies.html>

COVID-19 Vaccination Requirement for Employees (Effective July 26, 2021)

It is the policy of Eastern International College (the "College") that all employees be vaccinated against the COVID-19 virus. This policy applies to all College faculty and staff ("employees"). In implementing this policy, the College will follow nationally recognized guidelines with

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guidance from the Centers for Disease Control (“CDC”) and the Equal Employment Opportunity Commission (“EEOC”). To date, COVID-19 has infected over 34 million Americans, resulting in over 614,000 deaths. The Food and Drug Administration (“FDA”) has issued Emergency Use Authorizations for three COVID-19 vaccines, and these vaccines are the most effective method currently available for preventing and/or lessening the transmission of COVID-19. Therefore, as a condition of employment, all College employees must receive a COVID-19 vaccination or possess an approved exception as set forth in greater detail below.

- **Medical Exemption.** A request for a medical exemption may be submitted to Kristine Southard by email at kristine.southard@eicollege.edu. The request must be submitted on the College’s Medical Exemption Request form. This form is to be completed by the employee’s treating physician. Medical exemption requests are due on or before September 1, 2021. The employee will be notified if the request for an exemption has been granted.
- **Religious Exemption.** A request for a religious exemption may be submitted Kristine Southard by email at kristine.southard@eicollege.edu. The Religious Exemption Request form and the required supporting documents must be submitted on or before September 1, 2021. The employee will be notified if the request for an exemption has been approved. A new form must be submitted annually.
- **Approved Medical/Religious Exemptions**

In the event of an approved medical or religious exemption, an employee's on-campus status may be modified following consultation with the College. If no alternate status is available or feasible, and it is unsafe to the employee, other employees, or others at the College, for the employee in continuing his/her regular assignments, the employee may not be allowed to be present on the College site. All employees who have approved medical or religious exemptions must be vigilant for the symptoms of COVID-19, and, in the College’s sole and absolute discretion, may be required to wear full protective PPE, or must wear a face mask and practice social distancing for the entirety of their time while on the College site.

Consequences of Non-Compliance. If an employee does not comply with the above COVID-19 Vaccination Policy through obtaining a vaccination and providing proof of such vaccination to the College, or obtaining an approved medical/religious exemption, the employee will be provided with a notice and required to submit their proof of vaccination and/or medical/religious exemption form within two (2) business days. If the employee fails to provide proof of vaccination and/or medical/religious exemption form, the employee will be placed on suspension for up to fourteen (14) business days. If the employee remains non-compliant after the fourteen (14) business day suspension period, the employee will be terminated for failure to meet the mandatory requirement.

Face Cover and Social Distancing

To maximize protection from the Delta variant and prevent possibly spreading it to others, all employees, students and visitors regardless of vaccination status are mandated to wear a face

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cover (mask) before entering the building, when around others, and while on the premises, except where it is impracticable for an individual to wear a face mask, such as when the individual is eating or drinking. Face cover is required in classrooms, labs, work areas, and activities that would require individuals to be present in a single room or space and in close proximity. Students on clinical rotations involving services to patients must adhere to additional personal protective equipment (PPE) and any other health and safety standards required by the clinical sites. The Dental Hygiene Department requires both face mask and face shield to be worn at all times within the Dental Hygiene department premises. Employees may remove their face masks when situated at their workstations or when alone in a walled office. Employees may use a face shield, in addition to the face mask, if desired.

When a student or employee cannot wear a mask or shield because of a disability or illness, the student may be provided with reasonable accommodation unless doing so would cause an undue hardship to EIC's operations. EIC will require students and employees to produce medical documentation supporting claims that they are unable to wear a face mask and/or shield due to a disability or illness. Students and employees with approved vaccination exemptions due to religious or medical reasons will be required to maintain social distancing where possible.

Be Alert of COVID-19 Symptoms

The CDC has listed the following: fever, cough, shortness of breath, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, or vomiting, and/or diarrhea as the main symptoms - though other symptoms, in positive cases, have occurred.

Employees and students who appear to have COVID-19 symptoms, as defined by CDC, or who become sick during the day, will be sent home and advised to consult a healthcare provider.

Temperature Screening and Self-Assessment Questionnaire

Employee, student, and visitor temperatures will be taken upon entry into the building using a thermometer gun and/or any similar infrared body temperature measuring device. The CDC considers a temperature of 100.4 as fever. Anyone whose temperature reading is 100.4 or higher will be advised to go home and contact their healthcare provider

Eastern International College has implemented a self-assessment COVID-19 questionnaire tool for faculty and students. It is adapted from the CDC Facilities Covid-19 Screening tool.

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EIC recommends the following CDC preventive measures:

1. Wash hands often with soap and water for at least 20 seconds especially after blowing your nose, coughing, or sneezing.
2. Cover coughs and sneezes
3. If soap and water are not readily available, clean hands with a hand sanitizer that contains at least 70% alcohol.
4. Avoid touching eyes, nose, and mouth.
5. Avoid sharing personal items like drinking glasses, cups, eating utensils, etc.
6. Clean and disinfect frequently touched surfaces daily.

Check the CDC website (www.cdc.gov) regularly for more information and updates on the COVID-19 virus.

COVID-19 Testing

Students and employees who are fully vaccinated do not need to undergo routine COVID-19 testing unless they experience symptoms. Those who are exempted from the vaccination requirement due to medical and/or religious reasons must be tested weekly and test results must be submitted every Monday by 10AM via email to covid.exemptions@eicollege.edu. If the student/employee is unable to send the results via email, a copy of the test result can be submitted to the following: Ms. Agnieszka Drupka (Campus Director- Jersey City) and Ms. Mayra Sanchez (Campus Director - Belleville).

INSTRUCTIONAL DELIVERY AND CLINICAL/EXTERNSHIP ROTATIONS

All instructional delivery for Dental Hygiene and Nursing courses will be on campus or face-to-face. Didactic instructional delivery for the Cardiovascular Technology (CVT), Diagnostic Medical Sonography (DMS), and General Education courses will be delivered online through synchronous learning. Clinical courses for nursing and externship for CVT and DMS will be done in respective clinical facilities contingent upon the decision of the clinical agencies. The DH Department will hold clinics on campus. If clinical agencies will not permit students due to COVID-related reasons, clinical courses for Nursing will utilize virtual simulations, on-campus high fidelity mannequins, case studies, and laboratory equipment. The CVT and DMS students will be placed in other rotation sites contingent on availability and permission from the sites. Across all degree programs, all laboratory courses will be performed on campus.

Dental Hygiene will follow CODA approvals in the lab and clinics if live patients are not permitted on campus due to COVID-related reasons.

Clinical Agency Protocols on COVID-19

The Assistant Dean for Clinical Placements (Nursing) and the Program Director (CVT, DMS, DH) are responsible for the mandatory orientation and training of students and clinical instructors regarding COVID-19 protocols in clinical sites.

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COVID-19 POSITIVE TEST

Regardless of vaccination status, an employee or student who tests positive for the COVID-19 must not report on campus and contact the Campus Director/Campus Manager (employee) or instructor/s (student). They will be strongly advised to stay home, isolate themselves and contact their healthcare provider immediately. They should strictly follow their healthcare provider's advice. Proof of the lab confirmed positive test must be submitted to the Campus Director/Campus Manager. To be able to return on campus after full recovery, proof of a lab confirmed negative COVID-19 test must be submitted to the Campus Director/Campus Manager. A student who tests positive will be given a chance to complete all missed requirements after recovery, depending upon the length of absence.

No employee is allowed to work from home without a written confirmation and permission from the Senior Administration (SA). The SA will evaluate the employee's request to work from home and will notify the employee if this request is approved or not. The decision for approval or disapproval of the request is done on an individual basis considering the need of the college at this given time.

From the first day of absence due to COVID-19 related circumstances (testing positive or quarantine due to contact with a positive tested person) the employee has to determine what benefits they are entitled to. To confirm eligibility, employees should visit <https://covid19.nj.gov/faqs/nj-information/assistance-and-benefits/am-i-eligible-for-sick-leave-family-leave-or-temporary-disability-insurance-if-i-or-a-family-member-have-been-impacted-by-the-outbreak> and select the "benefits eligibility tool" <https://getstarted.nj.gov/labor>

The CDC recommends the following guidelines for persons who are sick of COVID-19:

1. Isolate- Isolation keeps someone who is infected with the virus away from others, even in their home. People who are in isolation should stay home until it is safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific "sick room" or area and using a separate bathroom if available.

Who needs to isolate?

- People who have symptoms of COVID-19 and can recover at home
 - People who have no symptoms (are asymptomatic), but have tested positive for infection with COVID-19
2. Steps to take
 - Monitor symptoms. Seek emergency medical treatment for emergency warning signs like trouble breathing
 - Stay in a separate room from other household members, if possible
 - Use separate bathroom, if possible
 - Avoid contact with other members of the household and pets
 - Do not share personal household items, like cups, towels, and utensils

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- Wear a mask when around other people if you are able to
- Follow strictly the advice of your healthcare provider

EXPOSURE TO PEOPLE WITH KNOWN, SUSPECTED, OR POSSIBLE COVID-19

Fully vaccinated people with no COVID-like symptoms following an exposure to someone with suspected or confirmed COVID-19 (Lifted from the CDC website)

Fully vaccinated people who have come into close contact with someone with suspected or confirmed COVID-19 should be tested 3-5 days following the date of their exposure and wear a mask in public indoor settings for 14 days or until they receive a negative test result. They should isolate if they test positive. Fully vaccinated people who live in a household with someone who is immunosuppressed, at increased risk of severe disease, or unvaccinated (including children <12 years of age) could also consider masking at home for 14 days following a known exposure or until they receive a negative test result. Fully vaccinated people with no COVID-like symptoms do not need to quarantine or be restricted from work following an exposure to someone with suspected or confirmed COVID-19, if they follow the testing and masking recommendation cited above. Fully vaccinated people should monitor for symptoms of COVID-19 for 14 days following an exposure.

Fully Vaccinated People with COVID-19 Symptoms (Lifted from the CDC Website)

Although the risk that fully vaccinated people could become infected with COVID-19 is low, any fully vaccinated person who experiences symptoms consistent with COVID-19 should isolate themselves from others, be clinically evaluated for COVID-19, and tested for SARS-CoV-2 if indicated. The symptomatic fully vaccinated person should inform their healthcare provider of their vaccination status at the time of presentation to care.

Unvaccinated or not fully vaccinated (or exempted from vaccination due to medical or religious reasons) employees and/or students who have had close contact (within six feet for a total of 15 minutes or more in a 24-hour period) with a Covid-19 positive person, suspected Covid-19 person, or possible Covid-19 person must immediately stay home and inform the instructor (for students) and/or Campus Director/Campus Manager, and are required to quarantine and monitor symptoms.

The CDC recommends the following guidelines for persons who have been in close contact with someone who has COVID-19:

1. Quarantine- Quarantine keeps someone who might have been exposed to COVID-19 away from others to help prevent the spread of the disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms.

What counts as close contact?

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- The close contact is defined by a direct communication within 6 ft or less from the infected person for more than 10 min
- Provided care at home to someone who is sick with COVID-19
- Direct physical contact (hugging or kissing) with a person sick of COVID-19
- Shared drinking or eating utensils
- The sick person sneezed, coughed, or somehow got respiratory droplets on another person

2. Steps to take

- Stay home and quarantine. Quarantine can end after Day 10 without testing and if no symptoms have been reported during daily monitoring. Those who got tested with a negative result five days following exposure may end the quarantine on Day 7 if no symptoms were reported during daily monitoring.
- Watch for fever (100.4F or higher), cough, shortness of breath, or other symptoms of COVID-19
- If possible, stay away from others, especially people who are at higher risk for getting very sick from COVID-19.

An employee who is allowed to work remotely, or unable to work remotely, during the quarantine period must contact the Campus Director/Campus Manager.

If an employee cannot report to work due to the employee's need to care for an immediate family member who has been diagnosed with COVID-19, or was directed by a medical professional or government agency to self-isolate or quarantine due to possible exposure to or diagnosis with COVID-19, the employee shall submit documentation verifying the family member's COVID-19-related illness, exposure, and/or quarantine period to the Campus Director/Campus Manager who are tasked with receiving sick or leave documentation within two days of the employee's initial absence. Per NJ State regulation, employees may only take leave to care for immediate family members (parents/children/spouse)

www.state.nj.us/csc/Coronavirus%20FAQs.FINAL.pdf

A student who tested positive for the coronavirus or who quarantined due to coronavirus exposure will be given the opportunity to make up all missed course requirements upon return with a negative covid-19 test result. Absences incurred during isolation and/or quarantine will not count against the student's attendance grade.

CONTACT TRACING

Student attendance, taken by the professor for each lab and clinical on and off campus, will serve as documentation for contact tracing. All employees, including faculty, must use the sign-in sheet or the QR code in EIC's mobile app upon entry into the building.

(Note: Eastern International College has one building at the Jersey City campus and one building at the Belleville campus).

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All students and employees will be promptly informed of any known exposure to COVID-19 at the worksite or on campus following confidentiality requirements. The worksite and campus where an employee or student have been before diagnosis will be cleaned and disinfected in accordance with CDC guidelines.

For students and employees with lab confirmed COVID-19 test results, they will be contacted by the Campus Director/Campus Manager or designated personnel to gather more information about test dates, exposure, and patient wellbeing.

CLEANING AND SANITATION OF FACILITIES

Eastern International College implements cleaning and sanitizing procedures following CDC guidelines to reduce the risk of spreading the Coronavirus (COVID-19).

The Campus Director provides the overall leadership in campus cleaning, procurement, and distribution of sanitizing products. Housekeeping staff are instructed to prioritize cleaning and disinfecting high touch areas/surfaces and making sure that hand sanitizer stations are consistently refilled, and the machines are operable. Staff members are provided with sanitizing materials to clean their workspaces.

1. Classrooms and Laboratories

The classrooms will be cleaned and sanitized following the CDC guidelines. Sanitizers like wipes are available inside labs for ready use. High touch machines like computers and ultrasound scanners are sanitized by the user before and after each usage. All other lab equipment is cleaned and sanitized following CDC guidelines.

2. Common Spaces (Lobbies, elevators, hallways, waiting areas)

Common spaces like lobbies, elevators, waiting areas and hallways are cleaned routinely and maintained throughout the day by housekeeping. High touch areas like elevator touch buttons, doorknobs, and tables are frequently disinfected with EPA-approved disinfectants. Hand sanitizer dispensers are constantly checked for refilling. The use of the elevator is limited to only two persons at a time.

3. Offices and Workstations

Employees are tasked to disinfect their respective offices and clean their work areas. The College provides EPA-approved cleaning and disinfecting products. Housekeeping provides routine cleaning including vacuuming and removal of trash.

4. Computer Labs

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The College provides cleaning materials (alcohol-based wipes and/or sprays containing at least 70% alcohol) for lab staff and users to disinfect keyboards and computer stations before and after usage.

5. Restrooms

Restrooms are cleaned and disinfected by the cleaning staff throughout the day. Bathroom supplies like liquid soap are monitored frequently to make sure dispensers are refilled as needed.

6. High Touch Areas

High touch areas like tables, chairs, doorknobs, light switches, phones, desks, toilets, sinks are cleaned and disinfected daily. Employees with individual offices and workstations are responsible to clean and disinfect their spaces with disinfecting supplies provided by EIC.

STUDENT SERVICES

Student services will be done face-to-face and online depending on the preference of the student and the nature of the service. A Student Services Canvas shell is available and accessible 24/7 online. All active students can remotely access this information.

1. Academic and Course Advising - Course and academic advising will be both face-to-face or remotely via email, Google Meet, or phone.
2. Counseling - Counseling is done remotely and face-to-face following privacy protocols.
3. Tutoring - Most courses have built-in tutoring time that is integrated into the course schedule. Additional tutoring time is done remotely via Google Meet or phone. Scanning tutoring, lab remediation, and lab skills will be face-to-face.
4. Disability resources are available online and application for academic accommodations can be requested through email. Students can also make an appointment to meet with the Disability Coordinator face to face.
5. Information Technology - Canvas, EIC's online Learning Management System, has 24/7 tier one support available. EIC's Helpdesk is during business hours and can help remotely.
6. Financial Aid Services - Financial aid services and transactions are done remotely although a student may request a face-to-face meeting with a financial assistance advisor. When this happens, an appointment is needed, and all protocols (face mask, social distancing) must be strictly observed.
7. Admission advising and testing - Admission advising is done both remotely and face to face, but testing (for TEAS, HESI and the Accuplacer) is done on campus
8. Career and placement services will be both face-to-face or remotely via email, Google Meet, or phone.

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COVID-19 CAMPUS CONTACT INFORMATION

Jersey City Campus: Ms. Agnieszka Drupka, Campus Director

Email: agnieszka.drupka@eicollege.edu

Telephone: 201 – 942 – 0640

Belleville Campus: Ms. Mayra Sanchez, Campus Manager

Email: mayra.sanchez@eicollege.edu

Telephone: 973-302-0020

Academic Department Contact Information

Cardiovascular Technology- Dr. Shahida Qureshi (shahida.qureshi@eicollege.edu)

Nursing - Dr. Lisa Dickerson (lisa.dickerson@eicollege.edu)

Dental Hygiene - Dr. Alaa Mohsen (alaa.mohsen@eicollege.edu)

Diagnostic Medical Sonography- Dr. Kristine Southard (kristine.southard@eicollege.edu)

COVID-19 INFORMATION RESOURCES

<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/index.html>

www.cdc.gov

www.state.nj.us/highereducation

www.nj.gov/health

www.cdc.gov/vaccines/covid-19/retail-pharmacy-program/index.html

RESTART PLAN UPDATES

This restart plan will be constantly updated based on new directives from the New Jersey Department of Health, Office of the Secretary of Higher Education, CDC, and the State of New Jersey.

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