

TETERBORO SCHOOL OF AERONAUTICS
CAMPUS REOPENING PLAN

**As referenced by the Executive Order No.155, New Jersey's Secretary of Higher Education,
New Jersey Department of Labor, and Workforce Development New Jersey Department of
Education**

The following is an enumerated plan which describes the steps Teterboro School of Aeronautics (TSA) has and will be implementing to maintain “a safe and sustainable” campus.

Teterboro School of Aeronautics Campus Reopen Plan consist of the following steps:

1. Establishment of a COVID-19 coordinator.

The COVID -19 coordinator of each campus is the on-site Campus Executive Director. The Campus Executive Directors (Edward Bennett) is responsible for the day to day operations and compliance of TSA.

Mr. Bennett participated in two COVID-19 comprehensive training sessions developed by the home office Coronavirus Task Force.

2. Contact information and procedures for reaching the local health department.

The following information will be posted in multiple locations at the campus as well as linked to the TSA website (www.teterboroschool.com):

Information regarding the Teterboro Department of Health with respect to COVID-19 can be found on the following website: www.teterboronj.org.

Teterboro Department of Health address and phone number:

510 US-46

Teterboro, NJ 07608

201-288-1200

The procedure for contacting the Teterboro Department of Health (TDH) as a “representative” of TSA will include notifying the Campus Executive Director who would be the primary point of communication with the TDH.

3. Students' initial return to campus

TSA is well prepared for students return to the campus. This preparation began in March with the development of a corporate led Coronavirus Task Force. With respect to students, the Task Force has implemented the following process which occurs daily for students returning to campus (TSA has no dorms or 'housed' students).

1. Covid-19 Guidance posters are located throughout the schools reminding students to practice social distancing, when to wear face coverings, washing hands procedures, when to wear gloves, and when to stay at home.
2. In addition to this information, all students will be required to be screened for temperature each day. Any student with a temperature greater than 100.4 degrees will not be allowed to attend school that day.
3. Campus labs and lecture room have been adjusted to promote social distancing with respect to CDC guidelines.
4. Hand sanitization stations have been made available throughout the campus.
5. All faculty and staff have participated in COVID-19 Screening and Safety Training.

4. Education/training of students: consider COVID-19 prevention education as part of student orientation.

1. As reference in step 3, Covid-19 Guidance posters are located throughout the schools reminding students to practice social distancing, when to wear face coverings, washing hands procedures, when to wear gloves, and when to stay at home.
2. The Coronavirus Task Force has made several COVID19 screening and safety training links from state and federal health agencies available to all students to give them the opportunity to better understand their part on minimizing CONVID19.

5. Physical Distancing, according to CDC guidance:

a) Strategies to allow physical distancing in classrooms/learning environments.

TSA has adjusted all labs and classrooms to allow for physical distancing, including reducing class sizes and reconfiguring classroom layouts so no student will be sitting directly next to another student.

b) TSA has no "outside activities" such as dinning services, extracurricular activities, or sorority/fraternity life.

c) TSA has postponed all “gatherings” in line with the Governor’s orders.

d) TSA does not offer any food/dining services.

6. Hygiene practices and cleaning/disinfecting protocols.

a) Cleaning and disinfection protocols to include frequently touched surfaces; transport vehicles; schedules for increased cleaning, routine cleaning, and disinfection; ensuring adequate cleaning supplies and correct use/storage

The entire school is cleaned and disinfected everyday, including frequently touched surfaces. If there is a question about possible contamination, a “deep” cleaning of the area is ordered by the Campus Executive Director in line with our Coronavirus Task Force requirements.

b) Provisions for hand sanitizer/handwashing stations

Multiple hand sanitizer stations have been added to the campus. The campus will typically have a hand sanitizer station in every classroom and lab as well as multiple stations in the administrative areas.

c) Minimize shared objects and ensure adequate supplies to minimize sharing to the extent possible (e.g. dedicated student supplies, lab equipment, computers, etc.).

TSA’s policy for shared equipment use include a required sanitizing “wipe-down” of all equipment after each use.

7. TSA does not offer housing and has no plans to offer housing.

8. Implement flexible sick leave policies and practices that enable faculty, staff and students to stay home or self-isolate when they are sick or have been exposed.

TSA made changes to their employees PTO and sick leave policies at this time. All employees were given flexible to remain at home and “borrow” PTO hours for a limited time. In addition to this, TSA allowed for an additional sick leave which coincided with the 14 day home-isolation recommended by the CDC.

The College’s Coronavirus taskforce developed a policy where any student or employee who indicate they “have” or “may have” COVID-19 must self-isolate for 14 days and produce medical documentation indicating they have tested negative for COVID-19 before they can return to TSA.

9. TSA does not have any international students and has no immediate plans to enroll international students.

10. Face coverings.

The plan for face coverings are in line with CDC guidelines. Posters indicating the policy of wearing facing covering are posted in multiple areas around the school. These polices have been communicated to all students via their email address.

The policy for face covering will include a requirement to wear face covers when social distance is not possible. Face coverings will be required in lab setting.

Students, faculty, and staff, who do not follow the policy of face coverings will be asked to the leave the campus for the day in line with the school's and employee's code of conduct.

11. TSA has postponed all large gatherings of over 100 people in line with the Governor's COVID-19 order.

12. Communications strategy

The communication strategy for TSA includes the following steps:

1. Frequent communication with students (who have been taking classes online) via their instructors to indicate what the school is doing to prepare for the next "phase."
2. Email "blast" communication from TSA leaders to the students to notify them of the TSA COVID-19 polices, and procedures and their effect to the students.
3. Posting of COVID-19 policies and procedures on the TSA website (www.teterboroschool.com).

13. Orientation and education/training, including anti-stigma training

The training to address COVID-19 started for TSA in March 2020 with the development of the Coronavirus Task Force. This task force developed policies and procedure as well as a system of training events to ensure faculty and staff are aware and prepared to work with students. The training included a two-day session with each Campus Executive Director. In addition to this training, all returning students will receive training on how TSA has addressed the COVID-19 issue and the school's COVID-19 policies and procedures, much of which are found in the document. Finally, the COVID-19 policies and procedures for students will be posted on the TSA' website.