

Volume 12, Issue 10: early May 2020 (2019-20 School Year)

## Contents (Sections I-VIII):

- I. 2020 CTE SLE Required Trainings Schedule and Course Costs
- II. **New! Official State and Federal COVID-19 Guidance**
- III. **New! The American Federation of Teachers, or AFT's, Plan to Reopening Schools**
- IV. **New! Federal Guidance on Reducing Workplace Risk Exposure**
- V. **New! Federal Guidance on Safety and Health Practices for Businesses**
- VI. **New! National Autism Awareness Month, April 2020**
- VII. Redesigned NJ Safe Schools Web Pages
- VIII. Permanent NJ Safe Schools Resources (available online for free)

### I. 2020 CTE SLE Required Trainings Schedule and Course Costs

For more information and the full 2020 calendar year schedule, please visit website below. The recently redesigned Training Schedule web page now displays content in a matrix format for better organization and easier navigation purposes. Please make note of training dates and locations and simultaneously plan school district / school approval processes, with purchase orders sent to us as soon as possible or pay by person check. **Course prices and registration are now available.**

<https://sph.rutgers.edu/training/nj-safe-schools/required-courses.html> Email: [cscbre@sph.rutgers.edu](mailto:cscbre@sph.rutgers.edu)

Please **send all checks and purchase orders to our address on the following link:**

<https://sph.rutgers.edu/training/nj-safe-schools/contact-us.html>

\*\*\*\*Please note these training dates are subject to cancellation depending on state guidance. Please stay tuned; we will have 1-2 more newsletters in each of May and June.\*\*\*\*

Other Notes:

Trainings start at 9:00am in 2019-2020 school year and finish between 3-3:30pm.

"Federal Wage & Hour & Child Labor Laws" course is only offered online; see details below.

A. OSHA 10+ (normally two day in-person training, likely to be offered virtually during summer 2020)

This course has a mandatory online introduction. After you register online, an email will be sent approximately two weeks prior to the start of the course with additional information about the online portion. The online portion is the NJDOE 2-hour Safety and Health overview for 2.0 PDUs. This should be completed the week before the in-person class and no later than the week after the in-person course. Certificates and blue cards will not be mailed until requirements of this course have been completed, and payment is received.

B. Designing & Implementing Student Training Plans (normally three day in-person training, likely to be offered virtually during summer 2020)

This course includes two in-person meeting days with a site visit day in-between. The 1st and 3rd days are at the location you register for and the 2nd day is off-site to allow flexibility in conducting required field visit(s) and preparing for group discussion. For the site visit day, you can contact NJDOE staff by email or phone to arrange a specific time period to talk with their SLE consultants.

C. New Jersey Wage & Hour/Child Labor Laws (normally one day in-person training, likely to be offered virtually during summer 2020)

D. Federal Wage & Hour and Child Labor Laws

Online course.

For more information, please email [cscbre@sph.rutgers.edu](mailto:cscbre@sph.rutgers.edu)

*Note:* There are no refunds for SLE courses paid by personal check or district/school check in advance; however, you may move to another open training date for the same SLE course in the same calendar year.

Note: Remember, as of January 1, 2020, the updated State of NJ minimum wage is now \$11.00 per hour.

**Structured Learning Experience (SLE) Refresher Course**

The SLE Refresher is now offered as a free online course on Rutgers Canvas learning management system. Teachers, supervisors and other staff working in NJ K-12 public and charter plus certain private secondary schools will receive two professional development units upon completing the course.

If you are interested in enrolling and completing the SLE Refresher course, please email the New Jersey Safe Schools office at [cscbre@sph.rutgers.edu](mailto:cscbre@sph.rutgers.edu) or call at (732) 235-9095 or -4988. Thank you!

<b>Federal Wage and Hour and Child Labor Laws, Regulations, and Hazardous Orders Course (1 day - 9:00am to 4:00pm - \$143)</b>		
Location & Date	Description & Online Registration	Directions
December 2019-June 2020 as an online course	For description and to register, please <a href="#">click here</a> .	<a href="#">Directions</a>

<p><b>New Jersey Wage and Hour and Wage Payment and Child Labor Laws, Regulations, and Hazardous Orders Course (1 day - 9:00am to 4:00pm - \$143)</b></p> <p><b>Note: Please sign up for late July. Later on, you choose a morning, midday or afternoon session for a live Microsoft Teams (MT) session for 1-1.5 hours, with the rest of the course done during late July (available via Rutgers Canvas learning management system and MT).</b></p>
Description & Online Registration
<a href="#">Late July, 2020</a>

<p><b>OSHA 10 Plus (2 days - 9:00am-4:00pm - \$294, includes \$8 OSHA card processing fee)</b></p> <p><b>Note: Please sign up for one of two open dates below. Later on, you choose a morning (9:30-11:30 AM) or afternoon (1-3 PM) session for a live WebEx session for 1.5-2 hours, with the rest of the course done before (via Career Safe and Rutgers Canvas learning management system).</b></p>
Description & Online Registration
<a href="#">May 27-28, 2020 (closed/full)</a>
<a href="#">June 9-10, 2020</a>
<a href="#">June 24-25, 2020</a>

<p><b>Designing &amp; Implementing Student Training Plans (3 days - 9:00am-4:00pm - \$429)</b></p> <p><b>Note: Please sign up for one of two dates below. Later on, you choose a morning, midday or afternoon session for a live Microsoft Teams session for 1-2 hours, with the rest of the course done during the same week (via Rutgers Canvas learning management system).</b></p>
Description & Online Registration
<a href="#">June 2-4, 2020</a>
<a href="#">July 13-15, 2020</a>

**II. New: Official State and Federal COVID-19 Guidance**

The State of NJ has a number of credible resources regarding COVID-19. Live updates, announcements, health information and services, and resources for at home student learning can be accessed for free online. If you are interested in accessing official State of NJ guidance, please visit

<https://covid19.nj.gov/>  
<https://www.nj.gov/health/cd/topics/ncov.shtml>  
<https://www.nj.gov/education/covid19/>.

The U.S. government also provides COVID-19 guidance related to schools. A couple resources are provided below from the Centers for Disease Control and Prevention (CDC) on recommendations for cleaning and disinfection. The NJ PEOSH Program recommends these resources as well. If you are interested in accessing these federal guidance, please visit

[https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html?deliveryName=USCDC\\_10\\_4-DM24118](https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html?deliveryName=USCDC_10_4-DM24118)  
<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

### **III. New: American Federation of Teachers (AFT) Plan to Reopening Schools**

The American Federation of Teachers (AFT) has released a plan that outlines a path to safely reopen schools and other institutions crucial to the well-being of our communities. The detailed plan includes maintaining physical distancing until the number of new cases declines for at least 14 consecutive days, providing infrastructure for testing, ensuring worker involvement in reopening plans, providing public health tools to prevent the virus from spreading, and investing in recovery.

If you are interested in reading the AFT's complete guidance document, please click [here](#).

### **IV. New: Federal Guidance on Reducing Workplace Risk Exposure**

The U.S. Department of Labor's Occupational Safety and Health Administration (OSHA) has issued a new poster outlining steps federal and private sector workplaces in NJ can implement to reduce the risk of exposure to the coronavirus.

The poster highlights 10 different infection prevention measures every employer can take to protect employees' safety and health during the coronavirus pandemic. Safety measures include encouraging sick workers to stay home; establishing flexible worksites and staggered work shifts; discouraging workers from using phones, desks and other work equipment and tools primarily used by other workers; and using U.S. Environmental Protection Agency-approved cleaning and disinfecting chemicals with label claims against the coronavirus.

The new poster is available for [download in English](#), or [Spanish](#), and in other languages online at: <https://www.osha.gov/pls/publications/publication.searchresults?pSearch=Ten+Steps+All+Workplaces+Can+Take+to+Reduce+Risk+of+Exposure+to+Coronavirus+Poster>

### **V. New: Federal Guidance on Safety and Health Practices for Businesses**

Retail food stores, restaurants, and food pick-up/delivery are continuing to provide services during the COVID-19 pandemic. The U.S. Food and Drug Administration (FDA) has released suggested best practices, also provided as infographics in a number of languages, to help protect the safety and health of employees and consumers. This guidance provides key considerations for how foods offered at retail can be safely handled and delivered to the public, as well as key best practices for employee health, cleaning and sanitizing and disinfecting, and personal protective equipment (PPE). If you are interested in learning more about the FDA's guidance, please click [here](#).

Further guidance and recommendations regarding how to prepare small businesses and employees for the effects of COVID-19 are also provided by the U.S. Centers for Disease Control and Prevention (CDC). If you are interested in reviewing these recommendations, please click [here](#).

### **VI. New: National Autism Awareness Month, April 2020**

National Autism Awareness month was April 2020. In recognition of, and as a follow-up to Autism Awareness month, Scott Michael Robertson, Policy Advisor on the U.S. Department of Labor's Office of Disability Employment (ODEP) Employment-Related Supports Policy Team, wrote a blog on "Employment Resources for People on the Autism Spectrum." Robertson examines how the disruption in the routines of daily life because of the COVID-19

pandemic can have a disproportionate impact on youth and adults on the autism spectrum, who may now not be able to access any, or sufficient, supports and services. There are resources available from the U.S. Department of Labor, ODEP, the Job Accommodation Network, and the Employer Assistance and Resource Network on Disability Inclusion.

If you are interested in reading the National Autism Awareness month blog, please click [here](#).

Additionally, if you are interested in reading the White House/President's proclamation for April 2020 Autism Awareness Day on 4/2/2020, please click [here](#).

## VII. Redesigned NJ Safe Schools Web Pages

The NJ Safe Schools program has recently redesigned its Special Health Care Needs and Websites & Resources web pages. The web pages now display content in a matrix format for better organization and easier navigation purposes.

Also, as noted above, we redesigned our Trainings web pages including the SLE schedule page. To access a number of NJ and Federal safety and health, school-to-careers, and school-to work and/or apprenticeships resources, please visit <https://sph.rutgers.edu/training/nj-safe-schools/special-health-care-needs.html> and <https://sph.rutgers.edu/training/nj-safe-schools/websites.html>.

## VIII. Permanent NJ Safe Schools Resources (available online for free)

**A. The non-SLE schedule** will be added throughout the year. For more information, see below and visit <https://sph.rutgers.edu/training/nj-safe-schools/non-sle-general.html>.

Please contact us at 732-235-4988 or [cscbre@sph.rutgers.edu](mailto:cscbre@sph.rutgers.edu) for details and how to enroll. Note: There are no new course enrollments July through September of each calendar year.

### **B. Structured Learning Experience Frequently Asked Questions (NJ Safe Schools website)**

We have a frequently asked question (FAQ) section on the NJ Safe Schools website. There are over 50 FAQs on the list covering a range of topics in four subcategories pertaining to structured learning experiences (SLEs). Questions about SLE supervision eligibility, SLE program set-up, worksite placement considerations, required paperwork and on-site workplace concerns for students in SLEs are included. The list of FAQs was compiled from actual questions submitted by NJ teachers/supervisors. Each of the responses previously appeared in print or electronic newsletters through the NJ Safe Schools Program or the "SLE info share listserv." Please go to: <https://sph.rutgers.edu/training/nj-safe-schools/faq.html>.

**C. NJ Safe Schools Manual** is annually updated to reflect the latest changes to both federal and/or State of NJ codes pertaining to the National Fire Protection Agency and National Electrical Code, Hazard Communication Standard, etc. The Manual includes a collection of self-inspection checklists covering environmental, health and safety regulations for secondary occupational and career orientation programs in New Jersey public schools and private schools for the disabled. The entire Manual is available to access online and as an app (see below), and meets Accessibility Guidelines.

Please go to the NJ Safe Schools website at <https://sph.rutgers.edu/training/nj-safe-schools/manual.html>.

*Note:* The Manual does not replace responsibility of each school district and school to provide students with a safe and healthful environment, i.e., beyond hazards outlined in Manual.

The Manual is also still available via mobile app for download in Google Play! The app name is "NJ SS Manual" if you want to look it up directly. This app is free to download! When accessed on a mobile device you will be prompted to download this free app.

The app has a home page plus three other sections easily navigated from a home page description--Checklists, Supporting checklists, Appendices (all as PDF files).

**D. Online Incident Reporting Mandated by State of NJ Law**

The New Jersey Safe Schools/NJDOE Incident Reporting Form for Career and Technical Education Programs, Cooperative Education Experiences, and Structured Learning Experiences is online at <https://sph.rutgers.edu/training/nj-safe-schools/incident-reporting.html>.

Schools are now required by code (N.J.A.C. 6A:19-6.5) to submit their incident report online. You can also download a copy of the newly updated "Guidance Manual for Completing the Incident Reporting Form" on this site. Note: The Guidance Manual was updated as of December 2018.