

Volume 12, Issue 11: late May 2020 (2019-20 School Year)

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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 online training dates 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

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 June.****

Other Notes:

All in-person SLE courses have been cancelled for the remainder of the 2020 calendar year. Courses will be offered virtually during summer 2020. See details below.

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

Normally, for in-person offerings: 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 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, offered virtually during summer 2020).

Normally, for in-person offerings: 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, offered virtually during summer 2020).

D. Federal Wage & Hour and Child Labor Laws

Online course.

For more information, please email 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 or call at (732) 235-9095 or -4988. Thank you!

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

New Jersey Wage and Hour and Wage Payment and Child Labor Laws, Regulations, and Hazardous Orders Course (\$143)
Note: Please sign up for late July. Later on, you choose a morning 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). Additional details will be emailed to registrants.
Description & Online Registration
Late July, 2020

OSHA 10 Plus (\$294)
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). Additional details will be emailed to registrants.
Description & Online Registration
May 28-29, 2020
June 9-10, 2020
June 24-25, 2020

Designing & Implementing Student Training Plans (\$429)
Note: Please sign up for one of two dates below. Later on, you choose a morning or afternoon session for a live WebEx session for 1-2 hours, with the rest of the course done during the same week (via Rutgers Canvas learning management system). Additional details will be emailed to registrants.
Description & Online Registration
June 4, 2020
July 15, 2020

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. A link to a checklist and infographic from the U.S. Food and Drug Administration (FDA) is also provided below regarding best practices for re-opening retail food establishments during the pandemic. 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/reopen-guidance.html>

[https://www.fda.gov/food/food-safety-during-emergencies/best-practices-re-opening-retail-food-establishments-during-covid-19-](https://www.fda.gov/food/food-safety-during-emergencies/best-practices-re-opening-retail-food-establishments-during-covid-19-pandemic?utm_campaign=FoodCOVID_Reopening_05082020&utm_medium=email&utm_source=Eloqua)

[pandemic?utm_campaign=FoodCOVID_Reopening_05082020&utm_medium=email&utm_source=Eloqua](https://www.fda.gov/food/food-safety-during-emergencies/best-practices-re-opening-retail-food-establishments-during-covid-19-pandemic?utm_campaign=FoodCOVID_Reopening_05082020&utm_medium=email&utm_source=Eloqua)

III. New: NJ Spotlight's COVID-19 Checklist

NJ Spotlight provides an online COVID-19 checklist which includes a number of resources and the latest measures being taken in New Jersey to mitigate effects of the pandemic. The checklist is organized by topic to make it easier to find what you need. General information, COVID-19 testing, workers and the unemployed, business-related, and how to help are some of the topics included.

If you are interested in accessing NJ Spotlight's checklist, please click [here](#).

IV. New: Institute for Community Inclusion Virtual Services for People with Disabilities

The Institute for Community Inclusion, or ICI, has developed a number of resources on providing day and employment services virtually during the COVID-19 pandemic for people with disabilities. Once available technology at home is determined, the appropriate method of providing remote services can be established to meet the needs of the individual.

If you are interested in learning more about ICI's virtual supports related to helping people with disabilities with seeking employment while at home, please visit <https://covid19.communityinclusion.org/>.

V. New: New, Free Online Courses: Introduction to Quantitative Risk Assessment and Introduction to Apprenticeships

The New Jersey Safe Schools team has developed a free, online course titled Introduction to Principles of Quantitative Risk Assessment (QRA), hosted on the Rutgers learning management system (LMS), Canvas. This online course was developed for predominately high school students, but can also be completed by teachers. The objective of this course is to learn the basic steps and components of QRA, which includes understanding the six steps of QRA, acquiring skills on identifying hazards and risks, and learning to assess and identify risks. This new course will take approximately 1.5-2 hours for users to complete. Upon completing this online course, students and teachers will receive a certification of completion. Also, teachers will receive professional development units (PDU).

The New Jersey Safe Schools team has also developed a free, online "Introduction to Apprenticeships in NJ High Schools for Minors and Young Adults" course hosted on the Rutgers Canvas LMS. The goal of the

course is to provide pertinent information regarding apprenticeships in NJ. This course provides definitions, reference data and resources regarding apprenticeships. The course will take approximately 1.5-2 hours for users to complete. Enrollees will receive a certificate of completion and PDU upon completing the course.

The courses will be available for enrollment in June 2020. If you are interested in participating, and or have any questions, please email the New Jersey Safe Schools office at cscbre@sph.rutgers.edu.

VI. 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>.

VII. 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 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 through summer 2020! 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.