

Volume 12, Issue 12: June 2020 (2019-20 School Year)

Contents (Sections I-IX):

- I. 2020 CTE SLE Required Trainings Schedule, Virtual Offerings, and Course Costs
- II. Ongoing Priority Section: **Official State and Federal COVID-19 Guidance**
- III. New! **The Boggs Center COVID-19 Resources**
- IV. New! **New, Free Online Courses: Introduction to Quantitative Risk Assessment and Introduction to Apprenticeships**
- V. New! **Working Papers for Minors in NJ**
- VI. New! **America Achieves' Quest for Success Curriculum**
- VII. New! **Federal Guidance on 3D Printing Personal Protective Equipment**
- VIII. Redesigned NJ Safe Schools Web Pages
- IX. 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 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>

Important Spring 2020 Notes:

All in-person SLE courses have been cancelled for the remainder of the 2020 calendar year.

Courses will be still be offered, however, virtually during summer 2020 (late May, June-July). See details below.

A. OSHA 10+ (normally two day in-person training, offered virtually during summer 2020—details will follow by email after your registration completed online).

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—details will follow by email after your registration completed online).

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—details will follow by email after your registration online).

D. Federal Wage & Hour and Child Labor Laws

Online course available throughout the school year (and during summer 2020).

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-July 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 on Thursday July 23 or Thursday July 30 for a live Microsoft Teams (MT) session for about 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 date below. Later on, you choose a morning (9:30-11:30 AM) or afternoon (1:00-3:00 PM) session in late June for a live WebEx session for about 2-2.25 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
June 24-25, 2020

Designing & Implementing Student Training Plans (\$429) Note: Please sign up for date below. Later on, you choose a morning (9:30-11:00 AM) or afternoon session (1:30-3:00 PM) for a live WebEx session for 1.5-2 hours on this date, with the rest of the course done during the week prior (via Rutgers Canvas learning management system). Additional details will be emailed to registrants.
Description & Online Registration
July 15, 2020

II. Ongoing Priority Section: 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 the following webpages:

- <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, as well as a six step infographic from the U.S. Environmental Protection Agency (EPA) for safe and effective disinfectant use. 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 the following webpages:

- 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.epa.gov/sites/production/files/2020-04/documents/disinfectants-onepager.pdf>
- 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: The Boggs Center COVID-19 Resources

The RWJMS Boggs Center on Developmental Disabilities website has a webpage dedicated to COVID-19 resources of potential use for individuals (students, adults) with various special health care needs and their teachers, job coaches, parents/guardians/caregivers and other program staff.

If you are interested, please visit <http://rwjms.rutgers.edu/boggscenter/links/COVID-19Resources.html>.

The Boggs Center and Children's Specialized Hospital have also developed a series of resources to help children understand and feel comfortable wearing face masks.

If you are interested in accessing these resources, please click on the following links:

[A Parent's Guide: Helping Your Child Wear a Face Mask](#)
[Help Your Child Feel Good about Using and Seeing Others Wearing Face Masks](#)

IV. 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 are now approved and 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.

V. New: Working Papers for Minors in NJ

Governor Murphy recently signed NJ Executive Order (E.O.) No. 135 effective date 5/4/20 to temporarily change some of the legal requirements for obtaining Employment Certificates for working minors in NJ. Changes are in

effect only for the duration of the Public Health Emergency declared in NJ E.O. No. 103 (then extended by E.O. 119, 138, and 151 to date). In summary, in NJ, minors seeking to certify their working papers with a school-designated official will be permitted to do so virtually via videoconference. Individual school districts will design procedures to satisfy the requirements for required signatures without requiring in-person contact.

If you are interested in reading an article/press release on NJ E.O. 135, please visit <https://nj.gov/governor/news/news/562020/approved/20200501d.shtml>.

If you are interested in reading the full text of this NJ E.O, please visit <https://nj.gov/infobank/eo/056murphy/pdf/EO-135.pdf>.

VI. New: America Achieves' Quest for Success Curriculum

America Achieves, in partnership with the Louisiana Department of Education, has developed the Quest for Success curriculum. Quest for Success is a new, free career exploration course. Activities can be used by school districts across the US to help students develop essential 21st-century skills. The course consists of eight student-centered units and includes a variety of career-ready, project-based learning tasks.

If you are interested in learning more about Quest for Success, please visit <https://www.americaachievesednetworks.org/quest-for-success>.

If you are interested in viewing a video synopsis of the course materials, please visit <https://www.youtube.com/watch?feature=youtu.be&v=Tns9GBsQaTs>.

VII. New: Federal Guidance on 3D Printing Personal Protective Equipment

The U.S. Food and Drug Administration (FDA) addressed the option of 3D printing personal protective equipment (PPE) during the COVID-19 pandemic. PPE are designed to protect the wearer from the spread of biological agents associated with infection or illness. While it is possible to use 3D printing to make certain PPE, there are technical challenges. 3D-printed PPE may provide a physical barrier, but 3D-printed PPE are unlikely to provide the same barrier to fluids (e.g., chemicals) and the same air filtration protection as [U.S. FDA approved/cleared] surgical masks and [U.S. CDC-NIOSH approved] N95 respirators.

For more information on 3D printing of PPE and its potential limitations, please visit the FDA's frequently asked questions (FAQs): <https://www.fda.gov/medical-devices/3d-printing-medical-devices/faqs-3d-printing-medical-devices-accessories-components-and-parts-during-covid-19-pandemic>.

For more information on open source designs for 3-D printing, please visit the following National Institutes of Health (NIH) website: <https://3dprint.nih.gov/discover/ppe>.

VIII. 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. During summer 2020, we will update the Manual web page in a similar manner; stay tuned on the release in our fall e-newsletter in 2020-2021 school year.

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>.

IX. 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.