

Volume 13, Issue 14: May 2021 (2020-21 School Year)

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### I. 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/roadforward/> “The Road Forward: Engage, Recover, and Reimagine Education in New Jersey” (This includes information on new initiatives, funding sources available, and standardized testing plans for the remainder of 2021.)
- <https://www.nj.gov/education/> including tips (topics, posted in fall 2020 and spring 2020) for virtual professional learning and teaching/working with colleagues, students and their families: <https://www.nj.gov/education/covid19/teacherresources/virtualproflearning.shtml>.
- <https://rutgerstraining.sph.rutgers.edu/covid19/> COVID-19 Resources for Businesses and Workplaces from the Rutgers Center for Public Health Workforce Development

NJ Governor Murphy Signs Executive Order 192 on workplace safety.

NJ Governor Murphy signed Executive Order (E.O.) 192 on 10/24/2020, effective 11/5/2020.

The same day, he signed E.O. 191 and extended the public health emergency in NJ another 30 days (again renewed original E.O. 103 of 3/9/2020, and last renewed 4/15/2021 for 30 days with E.O. 235).

E.O. 192, in summary, specifies how public- and private-sector employers—including K-12 schools—must adhere to requirements including: six-foot social-distancing standards for workers to the extent possible; mandate face-masks for employees and visitors when entering the workplace, with limited exceptions; conduct daily health screenings; and, send sick employees home and comply with paid sick-leave laws.

For more information, please go to: <https://nj.gov/infobank/eo/056murphy/pdf/EO-192.pdf>

The U.S. government also provides COVID-19 guidance related to schools.

A few resources are provided below from the U.S. Centers for Disease Control and Prevention (CDC) on latest guidelines, recommendations for protecting K-12 school staff, and cleaning and disinfection.

The link to a six-step infographic from the U.S. Environmental Protection Agency (EPA) for safe and effective disinfectant use in schools (and homes, etc.) is also included below.

A link to a list of hand sanitizer products one should not use from the U.S. Food and Drug Administration (FDA) is also provided below.

The NJ PEOSH Program recommends these resources as well.

The U.S. Department of Labor (DOL)-Occupational Safety and Health Administration also provides a fact sheet—downloadable in English and many other languages as a PDF file—on 10 steps to reduce your exposure to SARS-CoV-2, the coronavirus causing COVID-19. And, on 4/7/2021, U.S. DOL-Wage & Hour Division launched a new version of their website, <http://www.worker.gov>, also available in Spanish (click upper right corner, “Español”); alternatively, you can go directly to it, <http://www.worker.gov/es> (click upper right corner, English, to go back).

If you are interested in accessing these federal guidance files, please visit the following webpages:

- [CDC Operational Strategy for K-12 Schools through Phased Mitigation](#)
- [CDC Strategies for Protecting K-12 School Staff from COVID-19](#)
- [CDC Cleaning and Disinfection for Community Facilities](#)

- [CDC Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes](#)
- [EPA Six Steps for Safe & Effective Disinfectant Use](#)
- [FDA List of Hand Sanitizer Products You Should Not Use](#)
- [USDOL-OSHA 10 Steps Workplaces Can Take to Reduce Risk of Exposure to Coronavirus](#) with English PDF being, <https://www.osha.gov/Publications/OSHA3994.pdf>.

There are also school specific resources regarding COVID-19.

For example, below is a link to an infographic on mask guidance to use with high school students.

- <https://preventepidemics.org/covid19/resources/mask-playbook/>

## II. New: Launch of Online NJ Employment Certificates Issuing Officer Course

Starting May 17, 2021, the New Jersey Department of Education (NJDOE), in collaboration with the New Jersey Department of Labor and Workforce Development's (NJLWD) Division of Wage and Hour Compliance and the New Jersey Safe Schools Program (NJSS), are offering an online asynchronous version of the formerly in-person training on employment certificates for issuing officers on the Rutgers Canvas Learning Management System.

The training sessions are for school officials who are designated by their local district board of education to issue A300 Combined Certification and A310 Combined Certification forms for minors under the age of 18 who work in New Jersey in accordance with Child Labor Laws and Regulations, *N.J.S.A. 34:2-21.1 et seq.* These forms are commonly known as employment certificates, working papers and special permits for agriculture, newspaper carriers or theatrical employment.

To register for the free course, please contact NJSS at [cscbre@sph.rutgers.edu](mailto:cscbre@sph.rutgers.edu). Please provide in your email your first and last name, school district/school, current title(s) at your secondary school, and your work e-mail plus a personal e-mail for back-up communication. Staff will provide you with access to the course via Rutgers Canvas.

For more information about employment certificates and special permits, visit the [NJLWD, Division Wage and Hour Compliance website](#). Should you have any questions about the course, please contact NJSS at [cscbre@sph.rutgers.edu](mailto:cscbre@sph.rutgers.edu).

## III. Teacher/Supervisor Trainings: 2021 Schedule for Work-Based Learning Trainings

The schedule for work-based learning (WBL, formerly known as Structured Learning Experiences or SLE) trainings for certified teachers only who are applying for a cooperative education coordinator certificate-hazardous occupations, a cooperative education coordinator certificate, or who are appointed to coordinate WBL placements has been released. For more information and the full 2021 calendar year schedule, please visit website below. Please make note of training dates and simultaneously plan school district/school approval processes.

**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)

Seven cohorts are available for registration, with the first cohort beginning at the end of January 2021 (cohort one registration has closed) and the last cohort ending at the end of July 2021. **You must complete the four paid, required work-based learning online courses during the selected cohort's time period.** All trainings will be online, with asynchronous and synchronous parts to each of the four required WBL trainings.

### A. Federal Wage & Hour and Child Labor Laws

Online course. This course is hosted on the Rutgers Canvas learning management system (LMS) and takes about 4-6 hours to complete.

### B. New Jersey Wage & Hour/Child Labor Laws

Online course for 2021. This course has two parts. First, the online course on the Rutgers Canvas learning management system (LMS), then the live session hosted on Microsoft Teams.

### C. OSHA 10 Plus

Online course for 2021. This course has three parts. First, the “OSHA 10 General Industry” online course on CareerSafe, then the NJDOE 2-hour Safety and Health overview on the Rutgers Canvas learning management system (LMS), and lastly the live session hosted on Rutgers WebEx. A memo with additional details will be emailed to participants upon registration.

**D. Designing & Implementing Student Training Plans**

Online course for 2021. This course has two parts. First, the online course on the Rutgers Canvas learning management system (LMS), including the completion of the mandatory day two field assignment, then the live session hosted on Rutgers WebEx.

*Note:* For the first time in 2021, we are accepting payment by credit card via our new registration system, ANCOR. Courses paid by credit card are eligible for a full refund upon cancellation in 2021. There are no refunds for courses paid by personal check or district/school check in advance; however, you may move to another open training date for the same course in the same calendar year. If you must, for a documented reason agreed to by NJ Safe Schools Program, delay completion of course(s), then we strongly suggest a delay of one cohort time period. We will handle specific requests on a case-by-case basis, in consultation with the NJDOE.

<b>Federal Wage and Hour and Child Labor Laws, Regulations, and Hazardous Orders Course (Online Course – \$75 for 1-day equivalent per person)</b>		
Location	Course Dates	Online Registration
Online on Rutgers Canvas LMS	January 2021-July 2021	<a href="#">Click Here to Register</a> Deadline for registration: July 12, 2021

<b>New Jersey Wage and Hour and Wage Payment and Child Labor Laws, Regulations, and Hazardous Orders Course (Online Course - \$75 for 1-day equivalent per person)</b>		
Location	Cohort Dates	Online Registration
Online on Rutgers Canvas LMS and Microsoft Teams for live session	Cohort 5, on Canvas: May 18, 2021 – June 11, 2021 Live Session: June 3 or 10, 2021	<a href="#">Click Here to Register</a> Deadline for registration: May 26, 2021
Online on Rutgers Canvas LMS and Microsoft Teams for live session	Cohort 6, on Canvas: June 8, 2021 – July 2, 2021 Live Session: June 24 or July 1, 2021	<a href="#">Click Here to Register</a> Deadline for registration: June 14, 2021
Online on Rutgers Canvas LMS and Microsoft Teams for live session	Cohort 7, on Canvas: July 7, 2021 – July 30, 2021 Live Session: July 22 or July 29, 2021	<a href="#">Click Here to Register</a> Deadline for registration: July 12, 2021

<b>OSHA 10 Plus (Online Course - \$150 for 2-days equivalent per person, plus separately CareerSafe is \$25-39 and \$8 card fee if not already included)</b>		
Location	Cohort Dates	Online Registration
Online on CareerSafe, Rutgers Canvas LMS, and Rutgers WebEx for live session	Cohort 5, on CareerSafe and Canvas: May 18, 2021 – June 11, 2021 Live Session: June 3 or 10, 2021	<a href="#">Click Here to Register</a> Deadline for registration: May 26, 2021
Online on CareerSafe, Rutgers Canvas LMS, and Rutgers WebEx for live session	Cohort 6, on CareerSafe and Canvas: June 8, 2021 – July 2, 2021 Live Session: June 24 or July 1, 2021	<a href="#">Click Here to Register</a> Deadline for registration: June 14, 2021
Online on CareerSafe, Rutgers Canvas LMS, and Rutgers WebEx for live session	Cohort 7, on CareerSafe and Canvas: July 7, 2021 – July 30, 2021 Live Session: July 22 or July 29, 2021	<a href="#">Click Here to Register</a> Deadline for registration: July 12, 2021

<b>Designing &amp; Implementing Student Training Plans (Online Course - \$225 for 3-days equivalent per person)</b>		
Location	Cohort Dates	Online Registration
Online on Rutgers Canvas LMS and Rutgers WebEx for live session	Cohort 5, on Canvas: May 18, 2021 – June 11, 2021 Live Session: June 3 or 10, 2021	<a href="#">Click Here to Register</a> Deadline for registration: May 26, 2021

Online on Rutgers Canvas LMS and Rutgers WebEx for live session	Cohort 6, on Canvas: June 8, 2021 – July 2, 2021 Live Session: June 24 or July 1, 2021	<a href="#">Click Here to Register</a> Deadline for registration: June 14, 2021
Online on Rutgers Canvas LMS and Rutgers WebEx for live session	Cohort 7, on Canvas: July 7, 2021 – July 30, 2021 Live Session: July 22 or July 29, 2021	<a href="#">Click Here to Register</a> Deadline for registration: July 12, 2021

#### IV. Student (and Supervisory Teacher) Trainings: Suite of Six Online Virtual Topical Courses for Student Work-Based Learning

Beginning late January 2021, the NJ Safe Schools program will be offering its suite of six online virtual courses to districts and schools to accommodate the current work and learn from home requirements or hybrid alternatives in NJ and to have data/documentation for the 2020-2021 school year into the "NJ SMART" system on student work-based learning (WBL). Indeed, this opportunity for career exploration is approved as part of the formal guidance from NJDOE to secondary school districts and approved comprehensive high school programs. As a way of

Cohort (Teacher and Students Group)	Estimated Time Period to Start and Finish Free Topical Courses	1st Course Taken	2nd Course Taken	3rd Course Taken	4th Course Taken	5th Course Taken	6th Course Taken
1	1/20-3/18/2021	New and Young Workers Course on wage and hour and child labor laws including minimum wage	Introduction to Quantitative Risk Assessment Course	Introduction to Personal Protective Equipment Course	Cyber-security and Cyber-safety Course	Introduction to Apprenticeships Course	NJDOE-NJSS Introductory Course ("+" portion of OSHA 10 Plus General Industry)
2	3/17-4/30/2021						
3	4/21-5/31/2021						
4	month of June 2021						
5	month of July 2021						
6	Sept-Oct 2021						
7	Nov-Dec 2021						

supporting school districts in providing WBL experiences to their students, NJ schools will have the opportunity to enroll their students in different cohort groups to complete the suite of six NJ Safe Schools online virtual courses. These series of courses can also be completed by students who are not participating in WBL programs. Please note cohorts 1-2 are longer periods of time because include President's Days, Passover, Good Friday, Easter Sunday holidays.

Students will be enrolled in one course at a time. Once a course is completed, the student will be enrolled into the next. At the end of the cohort time period, we will provide students (copy to supervising teacher or administrator) a formal memo on letterhead documenting completion of series of six courses. This is in addition to a certificate of completion for each course.

To enroll students in the courses, please email [cscbre@sph.rutgers.edu](mailto:cscbre@sph.rutgers.edu) with an excel spread sheet containing students' first name, last name and school administered (or formally accepted for tracking purposes) email address.

#### V. New: U.S. Department of Labor 2020 Tip Final Rule Effective April 30, 2021

The U.S. Department of Labor announced a final rule delaying portions of the 2020 Tip final rule until December 31, 2021. However, as of April 30, 2021, the remainder of the 2020 Tip final rule became effective including the rules addressing:

- A prohibition on employers, including supervisors and managers, from keeping tips received by workers, regardless of whether the employer takes a credit for worker tips toward their obligation to pay those workers the minimum wage. [Note: The NJ minimum wage is higher than the U.S. federal minimum wage, as described in our training courses.]
- The recordkeeping requirements for an employer that does not take a tip credit to include non-tipped workers, such as cooks and dishwashers, in nontraditional tip-sharing arrangements.
- An employer that collects tips for tip pools must fully distribute tips no later than the regular payday for the week worked or the pay period in which the tips were collected.

For more information on protections for tipped workers and others under the Fair Labor Standards Act (FLSA), please visit [www.dol.gov/agencies/whd](http://www.dol.gov/agencies/whd), or call toll-free 1-866-4US-WAGE to speak directly and confidentially to a trained Wage and Hour Division (WHD) professional.

## **VI. New: U.S. Department of Labor WorkforceGPS Webcasts On-Demand from Summer 2020**

WorkforceGPS, sponsored by the U.S. Department of Labor, offers webcasts from summer 2020 for public viewing. These webcasts feature local workforce areas sharing their experiences serving youth affected by the pandemic during the summer of 2020. The conversations address the challenges, partnerships, creativity, and adjustments made to help youth attain successful outcomes in gaining workforce opportunities.

There are currently three webcasts available for viewing, each 10-15 minutes in length. If you are interested in accessing the summer 2020 webcasts archive, please visit <https://youth.workforcegps.org/resources/2020/10/27/20/09/Summer-2020-Webcasts>.

## **VII. New: NJ Safe Schools Program Publishes Fall 2020 COVID-19 Needs Assessment in IJERPH**

During fall 2020, the New Jersey Safe Schools Program (NJSS) conducted a COVID-19 needs assessment among NJ secondary school educational professionals. This study was a cross-sectional online survey in early fall from mid-September–early October 2020. Of a possible maximum participation of 740 New Jersey (NJ) supervisory-level HS teachers and administrators (e.g., department chairs, district and school principals), 100 confirmed unique respondents (13.5%) consented and completed the survey.

Secondary or high school educational professionals expressed concerns about dealing with environmental and occupational health and safety protocols due to COVID-19. Concerns related to fall 2020 school re-opening and getting back into in-person teaching—whether full-time, part-time or some other approved hybrid model—plus ongoing uncertainty with how the state and federal government will be handling matters about mandates for virtual learning, rapid testing, vaccine distribution, etc. This study reported what participants wanted regarding the development of future policies then implemented as reopening practices.

The study was published in the *International Journal of Environmental Research and Public Health*. If you are interested to read more about the study and results, please visit <https://www.mdpi.com/1660-4601/18/8/4083#cite>.

Shendell DG, Aggarwal J, Campbell MLF, Gonzalez LN, Kaplun E, Koshy K, Mackie TI. Fall 2020 COVID-19 Needs Assessment among New Jersey Secondary School Educational Professionals. *International Journal of Environmental Research and Public Health*. 2021; 18(8):4083. <https://doi.org/10.3390/ijerph18084083>

## **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 meets Accessibility Guidelines.

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

The Manual page on the NJ Safe Schools Program website has a new look in summer-fall 2020 for its home page plus three other sections easily navigated from a home page description--Checklists, Supporting checklists, Appendices (each downloaded to your computer, tablet or smartphone as PDF files).

*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.

**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.