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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 5/14/2021 with E.O. 240). Most recently on 6/4/2021, Governor Murphy signed E.O. 244 ending the COVID-19 public health emergency in NJ.

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 Opportunities and Resources for Work-Based Learning!

A.) In June 2021: Living Safely with Disabilities and Special Health Needs Survey for NJ Children's Specialized Hospitals via The Boggs Center

The NJ Children's Specialized Hospital (CSH) is currently seeking input from people with a disability or special health need(s), parents or caregivers of people with disabilities/special health needs, educators or trainers, and emergency responders via the Living Safely with Disabilities and Special Health Needs survey.

The goal of the survey is to guide efforts to improve safety education and gain information to more appropriately and respectfully include and address the needs of people with disabilities through its Living Safely with Disabilities and Special Healthcare Needs project.

This project is funded by an Inclusive Healthy Communities grant from the NJ Division of Disability Services.

The deadline to complete the survey is June 30, 2021 and is available in English and Spanish.

English: <https://www.surveymonkey.com/r/LivingSafelyWithDisabilities>

Spanish: <https://www.surveymonkey.com/r/LivingSafelyWithDisabilitiesEspanol>

Questions about the survey should be directed to Jill Harris, PhD: jharris@childrens-specialized.org.

B.) Launch of Online NJ Employment Certificates Issuing Officer Course

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) now offer 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. 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.

This asynchronous course takes approximately two hours to complete and must be **completed by July 12, 2021 if you are planning to have this role at your school district or school starting September 1. If you are not sure when your role will start and/or just want to take this course to understand the process and forms better, then please take it 9-11/2021.** Upon completion, you will receive a certificate of completion for two PDUs.

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.

C.) The Importance of School Ventilation for Reopening Schools

The NJ Safe Schools Program reminds NJ schools of the critical importance of adequate enhanced ventilation and filtration in our public, charter and private schools serving students and adult workers in K-12.

Overall, in general, based on our field research experiences--documented in peer-reviewed journals--conducted in NJ as well as in other U.S. states and nations (Dr. Shendell), we provide the following opinion/guidance.

Without details/context of an individual school and its buildings/facilities, we recommend you do not buy expensive air cleaning equipment and UV light add-on devices to unit ventilators/mechanical HVAC systems (heating, ventilating and air conditioning systems). Instead, with available resources, please focus your resources on the maintenance of existing mechanical HVAC; on the use of the most efficient HVAC filter (highest MERV rating possible), ideally MERV 13 or higher and/or HEPA filtration units if no HVAC; and, replace the filters per manufacturer recommendations (i.e., certain number of times per year). Finally, bring in outdoor air, not just recirculate indoor air; HVAC system should have adjustable settings.

For more information, please go to:

<https://ww2.arb.ca.gov/list-carb-certified-air-cleaning-devices>

<https://ahamverifide.org/directory-of-air-cleaners/>

In addition, recently, the Johns Hopkins University Center for Health Security at the Bloomberg School of Public Health released a new report on ways to provide healthy air in schools to increase safety during the COVID-19 pandemic and potential future respiratory disease outbreaks. The report, [School Ventilation: A Vital Tool to Reduce COVID-19 Spread](#), reviews how improvements in building ventilation can reduce the risks of disease transmission. The report recommends six near- and long-term priorities to improve healthy air in schools:

1. Bringing in as much outdoor air as the heating, ventilation, and air conditioning (HVAC) system will safely allow and upgrading filtration.
2. Purchase HEPA air filtration units to be placed in classrooms and common occupied spaces.
3. Use only proven technologies for improving indoor air quality: appropriate ventilation and HEPA filtration. Schools should not use chemical foggers or any "air cleaner."
4. Stop enhanced cleaning, disinfecting, "deep clean" days, and any other expensive and disruptive cleaning. Fomite (surface) transmission is not a major driver of the spread of SARS-CoV-2.
5. Upgrade mechanical ventilation systems that do not meet current standards.
6. Convene a federal task force dedicated to school air quality to develop guidance for long-term, sustainable, cost-effective improvements to indoor air quality in schools. This guidance should include accountability measures to assess improvements.

D.) Designing Inclusive Apprenticeships Guide from Partnership on Inclusive Apprenticeship

The Partnership on Inclusive Apprenticeship released "Designing Inclusive Apprenticeships: A Guide for Recruiting & Training Apprentices with Disabilities." This guide aids employers and apprenticeship intermediary organizations to create more diverse, inclusive and accessible apprenticeship programs. It includes recommendations and resources to recruit, engage and support apprentices with disabilities. The guide is organized into three phases:

- Phase 1: Recruiting Talent with Disabilities
- Phase 2: Creating Inclusive Classroom Instruction
- Phase 3: Designing Inclusive On-the-Job Training (OJT)

If you are interested in accessing the Designing Inclusive Apprenticeships Guide, please visit <https://inclusiveapprenticeship.org/guide/>.

E.) First Annual NJ Youth Transition Conference is October 1-2, 2021

The first annual NJ Youth Transition Conference: Navigating the Future will be held virtually on October 1-2, 2021. The two day online event was created for youth ages 14-21+ who experience intellectual and/or developmental disabilities, their families and caregivers and the professionals who serve them. The conference will include a number of guest speakers, workshops and breakout rooms on various services and supports available.

To learn more about the online conference and to pre-register, please visit <http://www.njyouthtransition.life/>.

F.) NJ Safe Schools Program Publishes Column on Implementation of Online Work-Related Safety and Health Trainings in Elsevier *Explore: Health and Environment*

Due to the COVID-19 pandemic, NJ districts and schools followed online virtual or hybrid alternatives to learning during both spring 2020 and the 2020-2021 academic year. NJ work-based learning (WBL) supervisors thus faced the persistent major dilemma of how to provide safe opportunities to teach and train their students.

In response, to assist these hardworking educational professionals and serve as a potential model for other states, NJ Safe Schools Program led two collaborative initiatives which launched May-June 2020, and will be followed by future initiatives. First, we offered a suite of six online virtual topical courses to NJ secondary schools to accommodate needs for students to fulfill career exploration requirements and assist the start of career preparation requirements in NJ career-technical-vocational education. Second, NJ Safe Schools Program, in collaboration with our Interagency Alliance for Young Worker Safety and Health —adapted three safety and health trainings for teachers and administrators seeking to be supervisors of WBL in NJ to be online using a combination of synchronous and asynchronous formats.

This column was published in *Elsevier EXPLORE: Health and Environment*. If you are interested to read more about the implementation of these online work-related safety and health trainings, please visit <https://authors.elsevier.com/a/1d5XP5WdZgEsMR>.

The column will be accessible for free until July 8, 2021. Anyone clicking on the above link before July 8, 2021 will be taken directly to the latest version of the article on ScienceDirect, which you are welcome to read or download.

Shendell, D. G., Gonzalez, L. N., Campbell, M. L., Aggarwal, J., & Kaplun, E. (2021). Implementation of online work-related safety and health trainings for students and educators during and after the COVID-19 pandemic: One model in New Jersey. *EXPLORE*. <https://doi.org/10.1016/j.explore.2021.04.007>

III. Permanent NJ Safe Schools Trainings and Free Online Resources

A.) 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

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.

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

| 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) | | |
|--|--|---|
| Location | Cohort Dates | Online Registration |
| 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 | Click Here to Register 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 | Click Here to Register Deadline for registration: July 12, 2021 |
|---|--|---|

| 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) | | |
|--|---|---|
| Location | Cohort Dates | Online Registration |
| 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 | Click Here to Register 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 | Click Here to Register Deadline for registration: July 12, 2021 |

| Designing & Implementing Student Training Plans (Online Course - \$225 for 3-days equivalent per person) | | |
|---|--|---|
| Location | Cohort Dates | Online Registration |
| 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 | Click Here to Register 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 | Click Here to Register Deadline for registration: July 12, 2021 |

B.) 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 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.

1. New and Young Workers Course on wage and hour and child labor laws including minimum wage
2. Introduction to Quantitative Risk Assessment Course
3. Introduction to Personal Protective Equipment Course
4. Cyber-security and Cyber-safety Course
5. Introduction to Apprenticeships Course
6. NJDOE-NJSS Introductory Course ("+" portion of OSHA 10 Plus General Industry)

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 with an excel spread sheet containing students' first name, last name and school administered (or formally accepted for tracking purposes) email address.

C.) Free Online Resources (Guidance on incident reporting, NJ Safe Schools Manual...)

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 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.