

Contents (Sections I-III):

I. Ongoing Priority Section

- A.) Teacher/Supervisor Trainings:**
Special Opportunity! 2021-22 Work-Based Learning Supervision Training Application
- B.) Students and Supervisory Teachers Trainings:**
Suite of Six Online Virtual Topical Courses for Student Work-Based Learning
- C.) Official State and Federal COVID-19 Guidance (Online Resources)**

II. Resources and Opportunities for Work-Based Learning

- A.) NJ Public Health Association Infographic on COVID-19 Testing in Schools**
- B.) Updated NJ Pre-Employment Transition Services Student Referral Form**
- C.) OSHA Alliance Partners Announce Young Worker Safety Public Service Announcement Campaign**
- D.) U.S. Department of Labor Updates CareerOneStop Website**
- E.) U.S. Department of Energy Inviting Districts/Schools to Join the “Efficient and Healthy Schools” Campaign**
- F.) National Apprenticeship Week November 15-21, 2021**
- G.) U.S. CDC New HEADS UP Concussion Training for School Professionals**

III. Permanent NJ Safe Schools Free Online Resources

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

I. Ongoing Priority Section

A.) Teacher/Supervisor Trainings: **Special Opportunity! 2021-22 Work-Based Learning Supervision Training Application**

The NJ Safe Schools Program (NJSS) is implementing a special grant funded initiative in partnership with the NJ Department of Education-Office of Career Readiness. The goal is to provide teachers free work-based learning (WBL or formerly school-sponsored structured learning experiences) supervisory trainings for career and technical education (CTE) and WBL in non-hazardous occupations throughout NJ via targeted recruitment.

Teachers will represent the State of NJ, with equal opportunity by region (north, central, and south) and additional opportunity for teachers in larger urban/suburban populations serving historically underrepresented minority, low-middle income students. Eligible teachers are endorsed (certification credentials) in CTE, agricultural education, business, and/or family and consumer sciences. This application is only available for those individuals that hold a NJ teacher certificate and a NJ CTE endorsement.

There will be six cohorts of trainings available between fall 2021 and summer 2022. Participants are selected and assigned to cohorts #1-6 using application form via PsychData. To access the application form and see if you are eligible, please visit <https://www.psychdata.com/s.asp?SID=192380>.

If you apply and are not eligible for this opportunity, NJSS will contact you and provide more information to register for our regular work-based learning training cohorts, in 2022 at reduced total cost and an improved administrative process, being offered January-July 2022.

An outline of the four required courses for work-based learning supervision is below. The teachers eligible for the aforementioned opportunity are also required to take two other online topical courses—otherwise offered for free to teachers and students statewide—on apprenticeships and cyber-safety/cyber-security.

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 and 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.

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.

B.) Students and Supervisory Teachers Trainings: Suite of Six Online Virtual Topical Courses for Student Work-Based Learning

During fall 2021, the NJ Safe Schools program will continue to offer its suite of six online virtual courses to districts and schools to have data/documentation 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.

For fall 2021, cohort #7 (November-December) is available for enrollment.

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.

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.) Official State and Federal COVID-19 Guidance (Online Resources)

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

The NJ Department of Health (NJDOH) Communicable Disease Service has updated COVID-19 Public Health Recommendations for Local Health Departments for K-12 Schools for the 2021-2022 school year. This information is available on the Communicable Disease Service COVID-19 Information for Schools website at: https://www.state.nj.us/health/cd/topics/covid2019_schools.shtml.

The NJ Department of Health (NJDOH) has also developed fact sheets on steps schools can take in improving indoor air quality with re-opening and continued operations. These include fact sheets on: 1) the different types of air cleaning devices (including ozone emitting air purifiers) which may pose a health risk to children and staff; 2) the PEOSH indoor air quality standard; 3) steps to improve ventilation; and 4) guidance on safe application of disinfectants to large areas.

These fact sheets can be found at: <https://www.nj.gov/health/ceohs/environmental-occupational/reducing-hazardous-exposures/index.shtml>.

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. Resources and Opportunities for Work-Based Learning

A.) NJ Public Health Association Infographic on COVID-19 Testing in Schools

The NJ Public Health Association (NJPHA) recently released a new grant funded infographic on COVID-19 testing in schools. Through funding available from the United States Department of Health and Human Services, testing in NJ K-12 schools are more affordable for local districts.

For more information on COVID-19 testing in schools and to view the infographic, please visit <https://www.njpha.org/keep-kids-in-the-classroom-and-coronavirus-out/>.

B.) Updated NJ Pre-Employment Transition Services Student Referral Form

For those involved with referring students with disabilities age 14 and up to the NJ Department of Labor, Division of Vocational Rehabilitation Services (DVRS) for pre-employment transition services, DVRS recently updated the pre-employment transition services (Pre-ETS) student referral form. The updated form now includes the provision for electronic signatures for both students and parents. Currently, the updated form is only available on the web by using the Internet Explorer browser with this link: <https://www.nj.gov/labor/career-services/assets/PDFs/PREETSignature.pdf>. Using any other web browser with this link will take you to a version of this form without electronic signatures.

To learn more about pre-employment transition services, please visit <http://www.wintac.org/topic-areas/pre-employment-transition-services>.

C.) OSHA Alliance Partners Announce Young Worker Safety Public Service Announcement Campaign

OSHA Alliance partners are seeking video testimonials to use in public service announcements on young teen worker safety. Submission information and release forms are available online at: <https://www.keepteenworkerssafe.org/teensafetytpsa>.

The webpage describes a three step process on how to create a public video and audio message for teens across the U.S. on their rights in workplaces.

D.) U.S. Department of Labor Updates CareerOneStop Website

The U.S. Department of Labor recently updated its CareerOneStop website. The website identifies and shares online resources to help job seekers age 14-24 explore careers, find training and education programs, and launch a successful job search.

For more information, please visit <https://www.careeronestop.org/GetMyFuture/user-guide.aspx>.

E.) U.S. Department of Energy Inviting Districts/Schools to Join the “Efficient and Healthy Schools” Campaign

U.S. Department of Energy, with support from Lawrence Berkeley National Laboratory (LBNL), the U.S. Environmental Protection Agency and the U.S. Department of Education, has launched an [Efficient and Healthy Schools campaign](#) to engage K-12 schools to improve energy performance and indoor air quality in school buildings. The campaign aims to help schools identify practical HVAC solutions and upgrades to improve energy efficiency while promoting healthier spaces for teaching and learning. [Joining the campaign](#) is easy and free. Start by filling out a simple form to gather some basic information about your schools. You can stay up to date about the campaign, receive the newsletter, and earn recognition by joining the campaign today.

For more information, please email EHSC@lbl.gov.

F.) National Apprenticeship Week November 15-21, 2021

National Apprenticeship Week (NAW) will take place on November 15-21, 2021. The weeklong celebration allows labor and business leaders, educational institutions, career seekers and others to demonstrate support for apprenticeships. It also supports the President Biden infrastructure plan to create jobs across multiple industries. According to the U.S. Department of Labor press release and e-news 9/7-10/2021, events in 2021 may incorporate virtual and in-person collaborations to promote awareness, highlight innovation, explore workplace solutions and identify opportunities for partnerships. For more information, please visit <https://www.apprenticeship.gov/national-apprenticeship-week>.

As a reminder, the NJ Safe Schools Program offers a free online course titled "Introduction to Apprenticeships in NJ High Schools for Minors and Young Adults." The goal of the course is to provide pertinent information regarding apprenticeships in NJ. Enrollees will receive a certificate of completion and PDU upon completing the course. If you are interested in participating, and/or have any questions, please email NJ Safe Schools staff at cscbre@sph.rutgers.edu.

G.) U.S. CDC New HEADS UP Concussion Training for School Professionals

The U.S. Centers for Disease Control and Prevention (CDC) now offer the [HEADS UP to Schools: Online Concussion Training for School Professionals](https://www.cdc.gov/headsup/). The free online training is designed to help teachers, administrators and other schools staff understand the following:

- How a concussion may affect a student's learning, emotions, and behavior.
- How to identify and monitor signs and symptoms of concussion.
- How to help students successfully return to school and recover from a concussion.

This online training takes approximately 45-60 minutes to complete. It features information with knowledge checks and illustrated case studies that showcase a variety of scenarios to help apply the information presented and achieve the key learning objectives of the course.

To learn more about the CDC HEADS UP program, please visit <https://www.cdc.gov/headsup/>.

For more resources pertaining to concussions, please visit the NJ Safe Schools website <https://sph.rutgers.edu/training/nj-safe-schools/student-athlete-concussions.html>.

III. Permanent NJ Safe Schools Free Online Resources **Free Online Resources (Guidance on incident reporting, NJ Safe Schools Manual...)**

A. 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>.

B. 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.

Note: The NJ Safe Schools Program released Manual update #43 for 2021 in late August. To support NJ school districts and schools re-opening local and county campuses, classrooms, gyms, laboratories and shops

in August-September 2021 for in-person learning (general education, work-based learning, extracurricular activities, etc.), we wanted to remind our colleagues in administration and designated persons roles (facilities, operations and maintenance, Right to Know, etc.) of resources available online for free to assist walk-through assessments. To view a copy of the memo released regarding the Manual update, please visit <https://sph.rutgers.edu/training/nj-safe-schools/assets/docs/Manual-Update-Memo43.pdf>.

C. 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.