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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.

Cohort	Cohort Time Period	Online Synchronous Live Session
Cohort 3	January 10 - February 11, 2022	February 3 or February 10, 2022
Cohort 4	March 7 – April 8, 2022	March 31 or April 7, 2022
Cohort 5	April 11 – May 20, 2022	May 12 or May 19, 2022
Cohort 6	May 23 – June 24, 2022	June 16 or June 23, 2022

B.) New: Registration Open for 2022 Regular Schedule for Work-Based Learning Trainings

The regular 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.

Course prices and registration are now available.

<https://sph.rutgers.edu/training/nj-safe-schools/required-courses.html> Email: cscbre@sph.rutgers.edu

Six cohorts will be available for registration, with the first cohort beginning January 2022 and the last cohort ending at the end of October 2022. **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 2021-2022. 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 2021-2022. 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 2021-2022. 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: In 2021-2022, 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 2021-2022. 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 - \$100		
Location	Course Dates	Online Registration

Online on Rutgers Canvas LMS	January - October 2022	Deadline for registration: September 30, 2022
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New Jersey Wage and Hour and Wage Payment and Child Labor Laws, Regulations, and Hazardous Orders Course Online Course - \$100		
Location	Cohort Dates	Online Registration
Online on Rutgers Canvas LMS and Microsoft Teams for live session	Cohort 1, on Canvas: January 18, 2022 – February 25, 2022 Live Session: February 17 or 24, 2022	Deadline for registration: January 31, 2022
Online on Rutgers Canvas LMS and Microsoft Teams for live session	Cohort 2, on Canvas: February 25, 2022 – April 1, 2022 Live Session: March 17 or 24, 2022	Deadline for registration: March 4, 2022
Online on Rutgers Canvas LMS and Microsoft Teams for live session	Cohort 3, on Canvas: March 25, 2022 – April 29, 2022 Live Session: April 14 or 21, 2022	Deadline for registration: April 8, 2022
Online on Rutgers Canvas LMS and Microsoft Teams for live session	Cohort 4, on Canvas: April 22, 2022 – June 3, 2022 Live Session: May 19 or 26, 2022	Deadline for registration: May 7, 2022
Online on Rutgers Canvas LMS and Microsoft Teams for live session	Cohort 5, on Canvas: June 6, 2022 – July 15, 2022 Live Session: June 30 or July 7, 2022	Deadline for registration: June 17, 2022
Online on Rutgers Canvas LMS and Microsoft Teams for live session	Cohort 6, on Canvas: September 19, 2022 – October 28, 2022 Live Session: October 13 or 20, 2022	Deadline for registration: September 30, 2022

OSHA 10 Plus Online Course - \$239 (includes CareerSafe and card fee)		
Location	Cohort Dates	Online Registration
Online on CareerSafe, Rutgers Canvas LMS, and Rutgers WebEx for live session	Cohort 1, on Canvas: January 18, 2022 – February 25, 2022 Live Session: February 17 or 24, 2022	Deadline for registration: January 31, 2022
Online on CareerSafe, Rutgers Canvas LMS, and Rutgers WebEx for live session	Cohort 2, on Canvas: February 25, 2022 – April 1, 2022 Live Session: March 17 or 24, 2022	Deadline for registration: March 4, 2022
Online on CareerSafe, Rutgers Canvas LMS, and Rutgers WebEx for live session	Cohort 3, on Canvas: March 25, 2022 – April 29, 2022 Live Session: April 14 or 21, 2022	Deadline for registration: April 8, 2022
Online on CareerSafe, Rutgers Canvas LMS, and Rutgers WebEx for live session	Cohort 4, on Canvas: April 22, 2022 – June 3, 2022 Live Session: May 19 or 26, 2022	Deadline for registration: May 7, 2022
Online on CareerSafe, Rutgers Canvas LMS, and Rutgers WebEx for live session	Cohort 5, on Canvas: June 6, 2022 – July 15, 2022 Live Session: June 30 or July 7, 2022	Deadline for registration: June 17, 2022
Online on CareerSafe, Rutgers Canvas LMS, and Rutgers WebEx for live session	Cohort 6, on Canvas: September 19, 2022 – October 28, 2022 Live Session: October 13 or 20, 2022	Deadline for registration: September 30, 2022

Designing & Implementing Student Training Plans Online Course - \$300		
Location	Cohort Dates	Online Registration
Online on Rutgers Canvas LMS and Rutgers WebEx for live session	Cohort 1, on Canvas: January 18, 2022 – February 25, 2022 Live Session: February 17 or 24, 2022	Deadline for registration: January 31, 2022
Online on Rutgers Canvas LMS and Rutgers WebEx for live session	Cohort 2, on Canvas: February 25, 2022 – April 1, 2022 Live Session: March 17 or 24, 2022	Deadline for registration: March 4, 2022

Online on Rutgers Canvas LMS and Rutgers WebEx for live session	Cohort 3, on Canvas: March 25, 2022 – April 29, 2022 Live Session: April 14 or 21, 2022	Deadline for registration: April 8, 2022
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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.) National Academies of Sciences, Engineering, and Medicine Resources for Supporting Youth Mental Health

The National Academies of Sciences, Engineering, and Medicine provides online tools and resources for supporting youth mental health and emotional well-being, some specifically for challenges associated with the COVID-19 pandemic.

The resources are in English and Spanish and in video and PDF formats. For more information and to access these tools and resources, please visit <https://www.nap.edu/resource/other/dbasse/wellbeing-tools/interactive/>.

B.) 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.

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.