

Volume 15, Issue 8: January 2023 (2022-23 School Year)

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I. Ongoing Priority Section

A.) Teacher/Supervisor Trainings:

Opportunity in 2022-23 School Year, for teachers who are new to career and technical education: Work-Based Learning Supervision Training Application

After final approvals May 2022, in the 2022-2023 school year, the NJ Safe Schools Program (NJSS) will continue implementing an expanded 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.

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

There will be six cohorts of trainings available between fall 2022 and summer 2023. Eligible participants are selected and assigned to cohorts using application form via PsychData.

The application form is now available. To access and submit the application form, please visit <https://www.psychdata.com/s.asp?SID=192380>.

Please note: If you previously completed the four required courses for WBL, formerly school-sponsored structured learning experiences (SLE), then you do not need to retake these courses in this capacity. 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, held through July 2022 and again in early fall 2022 through fall 2023, at a reduced total cost and with an improved administrative process.

An outline of the required courses for WBL supervision is below. The teachers eligible for the previously mentioned 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 5-6 hours to complete.

B. New Jersey Wage & Hour and Child Labor Laws

Online course for 2022-2023. 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 2022-2023. 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 2022-2023. 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.) 2022-2023 Required Trainings for Supervising Students in Work-Based Learning: Schedule and Registration Available!

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 for 2022-2023.

Course costs and registration are now available on our website <https://sph.rutgers.edu/training/nj-safe-schools/required-courses.html>.

Email: cscbre@sph.rutgers.edu

Please note, due to the holiday weekend, the deadline for cohort 1 registration has been extended to January 17, 2023.

Six cohorts will be available for registration, with the first cohort beginning January 2023 and the last cohort ending in December 2023. **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 5-6 hours to complete.

B. New Jersey Wage & Hour/Child Labor Laws

Online course for 2022-2023. 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 2022-2023. 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 2022-2023. 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 2022-2023, we are accepting payment by credit card via our registration system, ANCOR. Courses paid by credit card are eligible for a full refund upon cancellation in 2022-2023. 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-December 2023, to be completed during registered cohort.	Click here to register Deadline for registration: November 9, 2023

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 13, 2023 – February 24, 2023 Live Session: February 15 or 22, 2023	Click here to register <i>Deadline for registration extended to January 17, 2023</i>
Online on Rutgers Canvas LMS and Microsoft Teams for live session	Cohort 2, on Canvas: March 3, 2023 – April 14, 2023 Live Session: April 5 or 12, 2023	Click here to register Deadline for registration: March 2, 2023
Online on Rutgers Canvas LMS and Microsoft Teams for live session	Cohort 3, on Canvas: April 17, 2023 – May 19, 2023 Live Session: May 10 or 17, 2023	Click here to register Deadline for registration: April 14, 2023
Online on Rutgers Canvas LMS and Microsoft Teams for live session	Cohort 4, on Canvas: June 1, 2023 – June 30, 2023 Live Session: June 21 or 28, 2023	Click here to register Deadline for registration: May 31, 2023
Online on Rutgers Canvas LMS and Microsoft Teams for live session	Cohort 5, on Canvas: September 28, 2023 – November 10, 2023 Live Session: November 1 or 8, 2023	Click here to register Deadline for registration: September 28, 2023
Online on Rutgers Canvas LMS and Microsoft Teams for live session	Cohort 6, on Canvas: November 10, 2023 – December 20, 2023 Live Session: December 6 or 13, 2023	Click here to register Deadline for registration: November 9, 2023

OSHA 10 Plus (Online Course - \$259)		
Location	Cohort Dates	Online Registration
Online on CareerSafe, Rutgers Canvas LMS, and Rutgers WebEx for live session	Cohort 1, on Canvas: January 13, 2023 – February 24, 2023 Live Session: February 15 or 22, 2023	Click here to register <i>Deadline for registration extended to January 17, 2023</i>
Online on CareerSafe, Rutgers Canvas LMS, and Rutgers WebEx for live session	Cohort 2, on Canvas: March 3, 2023 – April 14, 2023 Live Session: April 5 or 12, 2023	Click here to register Deadline for registration: March 2, 2023
Online on CareerSafe, Rutgers Canvas LMS, and Rutgers WebEx for live session	Cohort 3, on Canvas: April 17, 2023 – May 19, 2023 Live Session: May 10 or 17, 2023	Click here to register Deadline for registration: April 14, 2023
Online on CareerSafe, Rutgers Canvas LMS, and Rutgers WebEx for live session	Cohort 4, on Canvas: June 1, 2023 – June 30, 2023 Live Session: June 21 or 28, 2023	Click here to register Deadline for registration: May 31, 2023
Online on CareerSafe, Rutgers Canvas LMS, and Rutgers WebEx for live session	Cohort 5, on Canvas: September 28, 2023 – November 10, 2023 Live Session: November 1 or 8, 2023	Click here to register Deadline for registration: September 28, 2023
Online on CareerSafe, Rutgers Canvas LMS, and Rutgers WebEx for live session	Cohort 6, on Canvas: November 10, 2023 – December 20, 2023 Live Session: December 6 or 13, 2023	Click here to register Deadline for registration: November 9, 2023

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 13, 2023 – February 24, 2023 Live Session: February 15 or 22, 2023	Click here to register <i>Deadline for registration extended to January 17, 2023</i>
Online on Rutgers Canvas LMS and Rutgers WebEx for live session	Cohort 2, on Canvas: March 3, 2023 – April 14, 2023 Live Session: April 5 or 12, 2023	Click here to register Deadline for registration: March 2, 2023
Online on Rutgers Canvas LMS and Rutgers WebEx for live session	Cohort 3, on Canvas: April 17, 2023 – May 19, 2023 Live Session: May 10 or 17, 2023	Click here to register Deadline for registration: April 14, 2023

Online on Rutgers Canvas LMS and Rutgers WebEx for live session	Cohort 4, on Canvas: June 1, 2023 – June 30, 2023 Live Session: June 21 or 28, 2023	Click here to register Deadline for registration: May 31, 2023
Online on Rutgers Canvas LMS and Rutgers WebEx for live session	Cohort 5, on Canvas: September 28, 2023 – November 10, 2023 Live Session: November 1 or 8, 2023	Click here to register Deadline for registration: September 28, 2023
Online on Rutgers Canvas LMS and Rutgers WebEx for live session	Cohort 6, on Canvas: November 10, 2023 – December 20, 2023 Live Session: December 6 or 13, 2023	Click here to register Deadline for registration: November 9, 2023

II. Resources and Opportunities for Work-Based Learning

A.) NJ Department of Labor Updates Youth Worker website

The NJ Department of Labor (NJDOL) has published a new online resource for young workers. The new web resource includes improved homepage navigation for young workers, featuring content specific to them, and is also both mobile and desktop friendly.

If you are interested in accessing the updated website, please visit <https://nj.gov/labor/youngworkers/>.

B.) Change in Terminology Used by NJ Safe Schools Program and Partners at Rutgers

The NJ Safe Schools Program consulted with the Rutgers Biomedical and Health Sciences Office of Disability Services during fall 2022 about some terminology used on our website's pages and left-hand menu as well as in our free online asynchronous topical courses. We agreed, with NJDOE, to change "safety and health for students with special health care needs" to "safety and health for disabled students." We completed edits by mid-December 2022. Besides the left-hand menu on each page of our website, key pages updated were "About NJ Safe Schools Program" (former "About Safe Schools") and "Disabled Students" (former Special Health Care Needs).

C.) NJ Safe Schools Program Publishes Paper on Work-Based Learning during COVID-19 in *Journal of School Health*

The NJ Safe Schools Program (NJSS) conducted a preliminary study in January-July 2021 to gain the insights of newly credentialed work-based learning (WBL) supervisory teachers regarding the impact of COVID-19 on student WBL, including health and workplace safety, preferred formats for offering WBL, and potential implementation of COVID-19 safety trainings.

In January-July 2021, 68 of 134 HS teachers (51%) were concerned placing students in WBL and indicated "no" and "I don't know" (37% and 31%, respectively) about employer willingness to offer virtual mentorship during the pandemic. This preliminary study recognizes teacher concerns and can provide guidance to schools and employers for how to better address identified needs, including employee wellness and community involvement.

This paper was published in the *Journal of School Health*. If you are interested to read more about the study's findings, please visit <http://doi.org/10.1111/josh.13285>.

Campbell ML, Shendell DG. Survey of New Jersey K-12 Professionals on Work-Based Learning During COVID-19: A Preliminary Study and Future Implications. *Journal of School Health*. 2022. <http://doi.org/10.1111/josh.13285>

III. Permanent NJ Safe Schools Free Online Resources

A. Redesigned NJ Safe Schools “Non-SLE” Free Topical Safety & Health Courses Web Page

NJ Safe Schools program has recently redesigned its Non-SLE General Occupational Safety and Health Courses web page. The web page now displays content in a matrix format for better organization and easier navigation purposes. To learn more about these free courses NJ Safe Schools offers to students and teachers, please see list and details at <https://sph.rutgers.edu/training/nj-safe-schools/non-sle-general.html>.

For 2022-2023, we encourage teachers and students to take advantage of these asynchronous, free, ~1.5-3-hour opportunities to augment in-person class and other online activities with your students. They can help meet curricular planning and implementation goals approved by district and school(s).

Upon completing online courses, students and teachers receive a certification of completion for each course. Also, teachers will receive professional development units (PDU).

If you are interested in enrolling your students and yourself in any of the courses, please email cscbre@sph.rutgers.edu with an Excel spreadsheet or Word table containing each student's first name, last name and school administered (or formally accepted for tracking purposes) email address.

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 reflects 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. It is available to access online and meets Accessibility Guidelines. Please go to the Manual at: <https://sph.rutgers.edu/training/nj-safe-schools/manual.html>. It is easily navigated via a home page description-Checklists, Support checklists, Appendices (download to computer, tablet or smartphone as PDF files).

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 and 2022 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>.

Final 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 required by code (N.J.A.C. 6A:19-6.5) to submit their incident report online. You can download a copy of the newly updated “Guidance Manual for Completing the Incident Reporting Form” on this site.

Note: The Guidance Manual was last updated as of December 2018.

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

The State of NJ has 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 2021-2022 and into the new 2022-2023 school year.)
- <https://www.nj.gov/education/> including tips (topics, posted in fall 2020 and spring 2021) for virtual professional learning and teaching/working with colleagues, students and their families: <https://www.nj.gov/education/covid19/teacherresources/virtualproflearning.shtml>.
- <https://www.nj.gov/governor/news/news/562022/20220815a.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 new 2022-2023 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 the level of filtration and which ones are problematic 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 Guidance for K-12 Schools](#)
- [CDC Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes](#)
- [CDC Classroom Management and Approaches to Support School Connectedness](#)
- [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>.

The U.S. Food and Drug Administration or FDA has compiled resources to keep yourself and others safe from COVID-19. Please visit [COVID.gov](#). For the latest FDA information about COVID-19 vaccines and boosters, please visit [Vaccines.gov: Find COVID-19 vaccines and boosters near you](#). Note the COVID-19 toolkit is available online in English, Spanish, and Simplified Chinese, and is accessible for those using assistive technologies. COVID-19 tools are available by phone through the National Hotline at 1-800-232-0233 (TTY 1-888-720-7489), which supports more than 150 languages. For people with disabilities who may need additional support, the Disability Information and Access Line (DIAL) is also available to help at 1-888-677-1199 or via email at DIAL@usaginganddisability.org.

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/>