



New Jersey Institute of Technology
University Heights
Newark, NJ 07102-1982
973.596.5770 phone
973.596.1528 fax
andrew.p.christ@njit.edu

Andrew P. Christ, PE
*Senior Vice President
Real Estate Development and
Capital Operations*

VIA EMAIL

December 7, 2020

Leigh Anne Petrangeli
Public Health Representative
NJ Department of Health
Division of Epidemiology, Environmental, and Occupational Health
PO Box 369
Trenton, New Jersey 08625-0369

RE: UPA#1697594

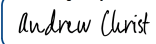
Dear Ms. Petrangeli,

New Jersey Institute of Technology is in receipt of your email dated December 2, 2020 regarding issues and concerns stemming from Executive Order 192 on our Newark, NJ campus. We take the concerns of our employees seriously and immediately opened an investigation into the issues and concerns raised in the notice.

Our Office of Environmental Health and Safety in conjunction with our Department of Public Safety, prepared the attached report after a thorough investigation of our processes and protocols. NJIT has implemented an extensive pandemic recovery plan based on the guidance provided by the Office of the Secretary of Higher Education, State of New Jersey executive orders, and CDC guideline. We believe we have maintained compliance with EO192 in all areas of the University, including Public Safety.

During these unprecedented times, NJIT has worked tirelessly to keep the health and safety of our employees, as well as our students, as our primary goal in pandemic response. Please reach out to me with further issues, concerns, or questions related to this issue.

Regards,

DocuSigned by:

457ED92AB8B245A
Andrew P. Christ, PE
Senior Vice President
Real Estate Development and Capital Operations

CC: Holly Stern, Vice President, Legal Affairs and General Counsel
Mitchell Gayer, Executive Director, Environmental Health and Safety
Megan De Joseph, Director, Risk Management

Attachment

PEOSH Notice of Health Complaints – NJIT Department of Public Safety

Introduction:

On Wednesday December 2, 2020 NJIT received an e-mail correspondence from the NJ Department of Health, Environmental and Occupational Health Assessment Program, indicating that the Public Employees Occupational Safety and Health (PEOSH) program received “a few health complaints” related to NJIT’s Department of Public Safety regarding EO 192.

The NJIT Department of Public Safety provides police protection to the NJIT campus community 24 hour per day, 7 day per week. The Department of Public Safety is located at 154 Summit Street on the ground floor and lower level of the Summit Street Parking Deck. The 78-member department includes a Chief of Police, Deputy Chief, Lieutenants, Sergeants, Police Officers, Public Safety Officers, and administrative support staff. The Department of Public Safety is a NJSACOP (New Jersey State Association of Chiefs of Police) Accredited Police Agency.

In June of 2020, NJIT submitted a comprehensive Pandemic Recovery Plan (PRP) to the State of NJ Office of the Secretary of Higher Education (OSHE) for review and approval. With very minor edits, the plan was approved by OSHE and adopted and instituted by NJIT. NJIT’s PRP is informed by New Jersey’s “The Road Back: Restoring Economic Health Through Public Health”, the Federal Government’s “Guidelines for Opening Up America Again” and the Centers for Disease Control and Prevention’s “Considerations for Institutes of Higher Education”. The PRP describes the methodology by which NJIT fulfills our mission in education, research, economic development, and engagement while ensuring the safety and well-being of the campus community. The PRP also includes individual unit plans from all facets of university operations. While too lengthy to attach to this correspondence, NJIT’s PRP may be viewed at the link below:

<https://digitalcommons.njit.edu/cgi/viewcontent.cgi?article=1009&context=prp>

Like all units of NJIT, the Department of Public Safety has a unit-specific plan included in NJIT’s overall PRP which may be found on page 275 to 283 of the NJIT plan. Additionally, NJIT Department of Public Safety has generated several operational orders related to various aspects of safely providing Public Safety Services during the various phases of pandemic recovery.

Effective on Thursday November 5, 2020, EO 192 requires employers that require or permit their workforce to be physically present at a worksite must abide by the following requirements, at a minimum, to protect employees, customers, and others who come into contact with its operations:

- Require workers and customers to maintain at least **six feet of distance** from one another, to the maximum extent possible;
- Promptly **notify employees of any known exposure to COVID-19** at the worksite; and
- Clean and disinfect the worksite in accordance with CDC guidelines when an employee at the site has been diagnosed with COVID-19 illness.

The above-described NJIT Pandemic Recovery Plan, the Department of Public Safety's unit-specific plan, and the various Department of Public Safety operational orders address the various requirements of EO 192 as it relates to Public Safety operations and the specific allegations contained in the current health complaint. The material presented below describes NJIT's specific procedures and protocols relating to the current complaint.

Surveillance Testing and Contact Tracing:

In conjunction with the protocols described in the Pandemic Recovery Plan, NJIT has also instituted a rigorous on-campus COVID-19 surveillance testing program that tests approximately 400 members of the campus community on a weekly basis (300 students and 100 employees). Individuals may be randomly selected for testing, specifically invited for testing, or volunteer for testing.

Additionally, NJIT has instituted a contact tracing program which is administered through the Dean of Student's Office – for students and the Department of Human Resources – for employees. All members of the campus community testing positive through the on-campus surveillance testing program, or through testing performed outside of the NJIT testing program, are contacted by NJIT contact tracers who have been trained via the Johns Hopkins School of Public Health Contact Tracing Training Program.

NJIT contact tracers ask a series of pre-determined questions to ascertain what other members of the campus community may have been in close contact with a positive individual. Once this determination is made, close contacts are themselves contacted by the contact tracers to inform them of the potential contact, institute appropriate quarantine procedures and invite the individuals for additional testing.

This communication, through the NJIT contact tracers, is one of the primary methods by which NJIT notifies employees of a known COVID-19 exposure in the workplace.

Additionally, the location of all physical spaces determined to be involved with the positive test result are communicated to NJIT's Facilities Services Department – Building Services group - so that the area may be scheduled for enhanced cleaning and disinfection. This is in addition to the daily cleaning of all common touch surfaces in all public campus spaces that is routinely performed by Facilities Services multiple times per day. The unit-specific Facilities Services plan is found on pages 325 to 330 of the NJIT PRP.

NJIT also provides more general exposure related information to the campus community through the Pandemic Recovery Dashboard and Variables for Operational Change Dashboard found at the links below:

<https://www.njit.edu/pandemicrecovery/#tab-2>

<https://www.njit.edu/pandemicrecovery/variables-operational-change-dashboard>

Specific Information related to the Health Complaint – NJIT Department of Public Safety:

The material provided below has separated the three components of the health complaint so that each item may be addressed individually. Over the last several months, NJIT and the NJIT Department of Public Safety has worked tirelessly to accomplish both our educational mission and provide necessary campus services in a safe and compliant manner.

Since March of 2020, the Department of Public Safety has conscientiously adhered to all Executive Orders issued by the Governor, COVID CDC Guidelines, University Policy, and best practices for COVID published by the International Association of Chief of Police. The department has been diligent in providing this relevant information to the agency personnel on an ongoing basis including extensive directives to all department personnel via the department's document management system. In conjunction with NJIT's proactive measures, efforts to mitigate the spread of COVID-19 among our Public Safety employees, student, faculty, and staff have thus far been successful.

1) Require workers and customers to maintain at least six feet of distance from one another, to the maximum extent possible

As a law enforcement agency, we must engage the community. The officers, both sworn, and civilian must regularly engage the public while maintaining the ability to operate safely effectively as we serve our community. The Department of Public Safety has implemented strict social distancing practices, including additional advisements against congregating, implementing physical and operational separation of personnel, and utilizing department-issued PPE. (NJIT Police Special Memo 20-12 and Operations Order 20-1, 20-2)

As part of and in addition to the aforementioned departmental directives, to the extent possible, numerous proactive measures were implemented to include:

The limiting of indoor access to headquarters by both officers and the public, in conjunction with social distancing floor signage and protective reception area counter shields. Community contact, officer deployment, patrol, arrest procedures, and officer post assignment protocols to enhance social distancing have been issued and are currently operationalized.

To further support PPE use by all personnel, all necessary PPE inventory is maintained, and supplies restocked regularly. All employees have access to and are required to wear, at minimum, facial coverings while in public spaces. (NJIT Police Special Memo 20-12 and Operations Order 20-2)

2) Promptly notify employees of any known exposure to COVID-19 at the worksite

NJIT Department of Human Resources oversees all notifications to those employees of the Department of Public Safety exposed to COVID-19, in order to maintain confidentiality and compliance with all ADA and all applicable guidelines. Notifications are made on a case by case basis and the department continues to work closely with NJIT Human Resources to limit the spread of COVID-19 while maintaining Public Safety's operational efficiency. To Date, the Department of Public Safety has not had any confirmed cases of spread between department personnel based on available contact tracing information.

3) Clean and disinfect the worksite in accordance with CDC guidelines when an employee at the site has been diagnosed with COVID-19 illness

The Department of Public safety continues to maintain a consistent and adequate supply of disinfecting and cleaning supplies on hand at all times. In conjunction with the enhanced cleaning provided NJIT's Facility Services, the Department of Public Safety has implemented procedures to supplement those conducted as part of Facilities Service protocols.

Following any known COVID case from an employee of this police department, all spaces used by the infected person are sanitized utilizing EPA-approved chemicals in a cold ULV fogger machine. The chemical cleaning solvent remains on the surface for 10 minutes before allowing anyone to enter the space. (NJIT Police Special Memo 20-30)

In addition to these practices of COVID-infected space cleanings, the department has issued multiple orders that require daily cleaning of workspaces, including offices, public rooms, vehicles, and post booths. Officers are supplied EPA authorized cleaning solutions to clean their spaces as required by department operations orders and are provided with access hand sanitizer, gloves, and masks to ensure their safety against COVID and while using these solutions. Officers are provided with hand sanitizer, gloves, and masks to ensure their safety against COVID and while using these solutions. (NJIT Police Special Memo 20-30 and Operation Order 20-2 and 20-1)

In Conclusion, the Department of Public Safety will continue its efforts to ensure that all employees of the Department remain compliant with all appropriate orders, guidelines, policies and best practices and remain vigilant in its efforts to mitigate the spread of COVID-19 among our Public Safety employees, student, faculty and staff.

Summary

Through the implementation and adherence to NJIT's Comprehensive Pandemic Recovery Plan, the Department of Public Safety's unit-specific plan, and the Department of Public Safety's COVID-19 related operational orders, NJIT has complied with and exceeded the requirements of EO 192.

- NJIT has in place extensive protocols to ensure appropriate social distancing in the workplace;
- NJIT notifies employees of potential COVID exposure in the workplace; and
- NJIT provides both general and unit-specific decontamination and cleaning services to all locations on the NJIT campus, including the Department of Public Safety.


As stated previously, the primary method of contacting an employee of a known exposure to COVID in the workplace is through the NJIT Contact Tracing Program. For employees, such as those in the NJIT Department of Public Safety, this would be done through the NJIT Department of Human Resources. Employees who are not notified of a potential COVID exposure in the workplace have been determined by the NJIT contact tracers not to have been close contacts to a positive individual or known case.

Please see additional material, including NJIT Department of Public Safety's COVID-related operational orders provided as appendices, below.

Appendices

- A. NJIT Department of Public Safety – COVID-19 Protocol
- B. NJIT Department of Public Safety – Coronavirus Operations Plan
- C. NJIT Department of Public Safety – Social Distancing/Congregating/Post Assignment Reminder COVID-19
- D. NJIT Department of Public Safety – Cold Fogger Cleaning Equipment
- E. NJIT Department of Public Safety – Photograph – NJIT Public Safety Vestibule
- F. NJIT Facilities Services Department – Proper Steps for Room Sanitizing

Appendix A

NJIT POLICE DEPARTMENT OPERATIONAL ORDER		
SUBJECT: COVID-2019 (Coronavirus) Protocol	NUMBER: 20-1	
EFFECTIVE DATE: March 4, 2020	DISTRIBUTION TO: All Personnel	ISSUED BY: DC Kevin Kesselman <i>DC Kevin Kesselman</i>
CANCELLATION DATE: N/A		APPROVED BY: Chief Joseph Marswillo <i>Joseph Marswillo</i>

All Department personnel will adhere to these interim guidelines unless otherwise advised by command staff, emergency medical technician, The Center for Disease Control, Medical Doctor or other party, state and/or federal agency that would have greater medical and safety knowledge in regard to Noval Coronavirus COVID-19.

The unpredictable nature of policing may result in employees coming into contact with diseased persons under less than ideal conditions. This agency will take reasonable measures to allow its members to perform their duties in a safe and effective manner. Employee performance can be threatened by viruses and bacteria that can be contracted through exposure to infected blood and several other types of bodily secretions.

This directive cannot foresee every scenario regarding the potential for exposure to bloodborne, COVID-19 or other airborne pathogens, but the provisions in this directive will serve as a reference to guide conduct.

The Department will continue to keep personnel updated on any changes and or updated by the CDC or NJ Health Department in regard to COVID-19.




1. All medical calls of service will be handled through our PSAP by an EMD certified dispatcher. In the event an EMD certified dispatcher is not present, the call will be handled by University Hospital EMS Dispatch. Our dispatchers that are EMD certified will follow the updated EMD guides issued 02/11/2020.
<https://www.nj.gov/911/home/highlights/EMD%20Guidecards%202020%20elec%20proj.pdf>

2. Police officers should have a basic knowledge of the above link in the event they are stopped by a concerned citizen in regard to a medical call. The officer will be more able to determine if personal protective equipment (PPE) is needed.
3. “PSAPs or Emergency Medical Dispatch (EMD) centers (as appropriate) should question callers and determine the possibility that this call concerns a person who may have signs or symptoms and risk factors for COVID-19. The query process should never supersede the provision of pre-arrival instructions to the caller when immediate lifesaving interventions (e.g., CPR or the Heimlich maneuver) are indicated. Patients in the United States who meet the appropriate criteria should be evaluated and transported as a PUI. Information on COVID-19 will be updated as the public health response proceeds. PSAPs and medical directors can access CDC’s [PUI definitions here](#).” Source: www.cdc.gov
4. Information on a possible PUI should be communicated immediately to EMS, NJIT Police personnel, and clinicians before arrival on scene in order to allow use of appropriate personal protective equipment (PPE).
5. Public Safety Officers of this agency shall not respond to any medical call in which COVID-19 is suspected. Sworn personnel shall ONLY respond.
6. “If PSAP call takers advise that the patient is suspected of having COVID-19, NJIT Police Officers and EMS clinicians should put on appropriate [PPE](#) before entering the scene. NJIT Police Officers and EMS clinicians should consider the signs, symptoms, and risk factors of COVID-19 (<https://www.cdc.gov/coronavirus/2019-nCoV/clinical-criteria.html>).” Source: www.cdc.gov
7. Sworn personnel and EMTs of this department will wear at minimum OSHA or NIOSH certified n95 or p100 respirator mask, personal eye protection, and non-latex gloves, when dispatched to suspected COVID-19 calls of service.
8. Additional protective gear when available will include, disposable isolation gown, boot covers, goggles. All hazmat or biohazard protective suites will be tapped at the arms and legs when time allows.
9. If information about potential for COVID-19 has not been provided by the PSAP, Police and EMS clinicians should exercise appropriate precautions when responding to any patient with signs or symptoms of a respiratory infection. Initial assessment should begin from a distance of at least 6 feet from the patient, if possible. Patient contact should be minimized to the extent possible until an n95 non-rebreather facemask is on the patient. If COVID-19 is suspected, all [PPE](#) as described below should be used. If COVID-19 is not suspected, Police and EMS clinicians should follow standard operating procedures and use appropriate PPE for evaluating a patient with a potential respiratory infection. Source: www.cdc.gov

10. Alternatively, in place of the n95 mask an oxygen mask can be used on patient if clinically indicated.
11. (FOR NJIT EMS ONLY) If possible, consult with medical control before performing aerosol-generating procedures for specific guidance. In addition to the PPE described above, EMS clinicians should exercise caution if an aerosol-generating procedure (e.g., bag valve mask (BVM) ventilation, oropharyngeal suctioning, endotracheal intubation, nebulizer treatment, continuous positive airway pressure (CPAP), bi-phasic positive airway pressure (biPAP), or resuscitation involving emergency intubation or cardiopulmonary resuscitation (CPR) is necessary.
 - BVMs, and other ventilator equipment, should be equipped with HEPA filtration to filter expired air.
 - EMS organizations should consult their ventilator equipment manufacturer to confirm appropriate filtration capability and the effect of filtration on positive-pressure ventilation.
 - Source: www.cdc.gov
12. All personnel should avoid touching their face while working.
13. Hands should be washed for 20 seconds minimum in a vigorous manner with soap following contact with a suspected infected person.
14. Alcohol, hand sanitizer and alcohol towelettes may be used when soap is not available.
15. Gloves should be sanitized before removing them and then hands and forearms should be sanitized thereafter.
16. Contaminated gloves and other contaminated PPE shall be secured in a proper disposal receptacles. If Fire or EMS personnel are on location they should have red biohazard bags for this use. Otherwise, contaminated gloves and protective equipment shall be taken to a hospital for disposal.
17. Vehicles suspected of contamination shall be grounded and out of services until it can be disinfected with hospital grade cleaners designed to kill virus and bacteria. (example: Bleach solution, Clorox spray or wipes, Lysol)
18. Transport area will be sprayed and cleaning solution shall sit on surface areas for at least 3 minutes. The area shall stay wet with the cleaning solution for the entire 3 minutes before being wiped clean and or hosed out.
19. Additionally, police personnel shall follow prisoner transport procedures as established by NJIT Police SOP Arrest and Transportation.
20. Additionally, all personnel shall follow NJIT SOP for Communications.

21. NJIT EMS Personnel shall follow the NJIT Police SOP Student EMT-CSO
22. All department personnel will continue to follow all NJIT Public Safety SOP's in regards to being in contact with the community and/or prisoners but with these extra precautions being utilized as needed.
23. Any employee who is in contact with a subject confirmed to have had COVID-19 must remain out of work for a period of 14 days. The employee without delay will notify their supervisor of such contact.
24. Any employee who as a result of their duties comes in contact with a confirmed case or suspected case of COVID-19 that requires subject to quarantine as a result of a CDC or State Health Department order, will also require the contacting employee to be quarantined until further notified. The employee will be required to complete all university accident reporting forms and supervisor forms for review and treatment by a university assigned medical provider under workers compensation.
25. All Department Personnel shall be familiar with and follow "NEW JERSEY INSTITUTE OF TECHNOLOGY EMERGENCY AND CONTINUITY OF OPERATIONS PLAN"
[NEW JERSEY INSTITUTE OF TECHNOLOGY EMERGENCY AND CONTINUITY OF OPERATIONS PLAN](#)

Appendix B

NJIT POLICE DEPARTMENT OPERATIONAL ORDER		
SUBJECT: COVID-19 / CORONAVIRUS OPERATIONS PLAN	NUMBER: 20-2	
EFFECTIVE DATE: March 13, 2020	DISTRIBUTION TO: All Personnel	ISSUED BY: Lt. Michael Villani 
CANCELLATION DATE: TBD		APPROVED BY: Chief Joseph Marswillio 

In further efforts to help proactively prevent and respond to incidents / situations involving COVID-19 (Coronavirus), the following protocols and procedures shall be implemented. These protocols and procedures shall supersede any prior or existing protocol(s), policy(s), or procedure(s) that may conflict with the specific actions and orders outlined in this operational order. Members of the NJIT Department of Public Safety shall still adhere to, reference, and be guided by: Operational Order 20-1 "COVID-2019 (Coronavirus) Protocol" [Click here for Operational Order 20-1](#) and Special Memorandum 20-2 "COVID-19 (coronavirus)" [Click here for Special Memo 20-2](#). This operational order shall remain in effect until formal cancellation (announced via operational order) by the Chief of Police or his designee. Terminology throughout this operational order in terms of ranks and roles are consistent with the NJIT Department of Public Safety Organizational Chart [NJIT PD Org. Chart](#).

Mission- The mission of the NJIT Department of Public Safety is to provide the community and visitors with the highest quality of law enforcement services. To that end, The NJIT Department of Public Safety will continue to maintain the safety of our university community.

COVID-19 Symptoms and General Information- COVID-19, according to the Centers for Disease Control and Prevention (hereafter "CDC") can carry symptoms of fever, cough, and or shortness of breath. These symptoms may appear 2-14 days after exposure to the virus. For more information visit <https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html>. For more general information of COVID-19 including background, source and spread of the virus, severity, and its' Pandemic status, please visit <https://www.cdc.gov/coronavirus/2019-nCoV/summary.html>.

Officer Response Protocols- Officers shall respond to any and all medical calls and "wellness" checks as per normal SOP. Officers will provide proactive aid and medical assistance in accordance with training and SOP. However, any and all calls for medical aid and or "wellness" checks that:

1. Involve an individual reporting potential symptoms of COVID-19 as described above, and or are;
2. Reporting previous / prior exposure to an individual infected with COVID-19 shall be handled with the following precautions:

- a. Call takers / dispatchers will ascertain that critical information PRIOR to dispatching ANY officer to a medical or “wellness” check for any individual who meets either of the aforementioned criteria.
- b. If any of the aforementioned criteria is met, EMS will be notified should the patient need transportation / further evaluation / testing at a medical facility.
- c. Officers will respond to the call / location with their issued Personal Protective Equipment (hereafter “PPE”). Officers will utilize that PPE PRIOR TO performing any care on the patient.
- d. Officers SHALL NOT transport any individuals who meet either criteria in their patrol vehicles, unless the officer determines that exigent circumstances exist to the point where a delay in transport of the patient could result in life-threatening consequences.
- e. Any patients transported to medical facilities / hospitals with suspected symptoms of COVID-19 shall be asked the following questions prior to transportation / during the initial contact / pedigree-gathering phase:
 - i. Is the patient an NJIT student / faculty / staff member or affiliate?
 - ii. Does the patient reside on campus?
 - iii. What buildings / locations, to the best recollection of the patient, have they entered over the past 72 hours?
 - iv. Who, if the patient can recall, have they had physical contact with over the past 72 hours?
- f. It will be the responsibility of dispatchers and supervisors to make certain that if a patient is transported to a medical facility / hospital with suspected symptoms of COVID-19, they:
 - i. Create a CAD entry with an initial call type of “Medical Aid” or “Wellness Check” (whichever is appropriate).
 - ii. The final call type for that CAD entry shall be “COVID-19” ONLY at the approval of the tour supervisor / once confirmed via follow-up with the medical facility / hospital.
 - iii. If the patient is confirmed to be infected with COVID-19, an immediate notification shall be made by the Supervisor to Command Staff via phone call. Supervisor shall attempt to call Lieutenants first, followed by the Deputy Chief if no response, and finally the Chief of Police if no response.

Command Staff Leadership- Command staff will spearhead coordination with external agencies and disseminate information to our agency staff accordingly.

1. The Investigative and Patrol Operations Division Commander shall be responsible for all operations, external Public Safety Agency information gathering, and dissemination to the Security & Special Services Division Commander.
2. The Security & Special Services Division Commander shall be responsible for overall agency response, collecting all external Public Safety Agency and other organization(s) information, and disseminating to the Administrative Support Division Commander.
3. The Administrative Support Division Commander shall be responsible for publishing all COVID-19 relevant external Public Safety Agency and other organization(s) information to NJIT Department of Public Safety personnel.

Personal Protective Equipment (PPE)- All sworn officers who have successfully completed medical information forms and or physicals for clearance to be fitted for and wear approved respirators will be issued a respirator. The care for and condition of each respirator issued to an officer is the responsibility of the officer.

Sergeants have been issued "Nitrile 4 ML 1.5 quality gloves" to be used by officers under the following conditions ONLY:

1. Officer is conducting a pat down / search of a suspect / prisoner in HQ or the field
2. Officer is on a medical aid or "wellness" check that requires physical contact
3. Officer is handcuffing a suspect
4. Officer is conducting cleaning / disinfecting procedures enumerated below in "Cleaning / Disinfecting" section

In addition to respirators, 4 duffle / "go-bags" shall be stocked with additional equipment and supplies. 1 bag will be assigned to each squad (A,B,C, & D) and be housed in the Sergeants' front office area with the tour supervisor. The bag shall be deployed at roll call and assigned to an officer. The officer will call out to dispatch and dispatch shall log / time stamp:

1. Which officer has the bag
2. All equipment in the bag has been checked and accounted for
3. What vehicle the bag will be in
4. When the bag is returned to the tour supervisor

Cleaning / Disinfecting- The following procedures, to be overseen and adhered to via the direction of and command of the Support Services Sergeant, are to increase the frequency of disinfection on / in Departmental facilities / equipment in an effort to reduce exposure to the virus.

1. At the beginning of every PSO tour (0700, 1500, and 2300) these additional cleaning / disinfecting methods / practices will occur:
 - a. All internal and external door handles of the NJIT Department of Public Safety Headquarters will be sprayed / cleaned with "Clorox + Bleach". For maximum effectiveness, please allow the solvent / cleaning product to set on the cleaned area for 30 seconds prior to wiping / touching.
 - b. The front desk / reception area countertops / commonly touched hard surfaces will be sprayed / cleaned with "Clorox + Bleach". For maximum effectiveness, please allow the solvent / cleaning product to set on the cleaned area for 30 seconds prior to wiping / touching.
 - c. All door handles / commonly touched hard surfaces in PSO booths will be sprayed / cleaned with "Clorox + Bleach". For maximum effectiveness, please allow the solvent / cleaning product to set on the cleaned area for 30 seconds prior to wiping / touching.
 - d. All steering wheels, door handles, gear shifts, and commonly touched hard surfaces of Police and PSO vehicle(s) will be wiped / cleaned with "Germicidal wipes".
 - e. All aforementioned cleaning products (Clorox + Bleach, Germicidal Wipes, etc.) will be available in the Sergeants' front reception area.
 - f. The Support Services Sergeant and or tour supervisor (in their absence) will assign officer(s) to complete cleaning / disinfecting procedures.

- g. The assigning sergeant will supply "Nitrile 4 ML 1.5 quality gloves" to the officer(s) assigned.
- 2. In the event of an arrest or transport of an individual in the backseat of a patrol vehicle, the officer operating the vehicle will immediately use "Clorox + Bleach" to spray / clean the backseat area once all necessary transportation is complete. For maximum effectiveness, please allow the solvent / cleaning product to set on the cleaned area for 30 seconds prior to wiping / touching.
- 3. In the event an officer observes bodily fluid (e.g. urine, vomit, semen, mucus, defecation, etc.) in the backseat of a patrol vehicle following a transport, the officer WILL NOT attempt to clean the backseat. They will notify dispatch, the vehicle will immediately be taken out of service, and the backseat will be professionally cleaned / disinfected prior to returning to service.
- 4. In the event of an arrest and after processing of the suspect is complete, an officer will immediately use "Clorox + Bleach" to spray / clean the holding room bench, restraining devices, and any /all other commonly touched hard surfaces in the holding room. For maximum effectiveness, please allow the solvent / cleaning product to set on the cleaned area for 30 seconds prior to wiping / touching.

Out of State Travel, Leave, Answering Department Phone Calls- As of March 9, 2020, The State of New Jersey is under a formally declared State of Emergency. As such, and given the Pandemic status of this virus:

- 1. All Vacation, DIL, FH, and DH leave requests not already approved as of March 12, 2020 have been temporarily suspended until further notice. In the event this operational order remains in effect beyond July 1, 2020 certain employee leave bank hours that expired / were unable to be used specifically due to this order shall be honored by the Department in the form of DIL time.
- 2. Any and all Department employees calling out "sick" for their tour of duty MUST and SHALL advise the supervisor they speak to if they are calling out due to displaying / having suspected symptoms of COVID-19. If not, the supervisor SHALL NOT ask any further questions. However, if in fact that is the reason for the call-out, the following questions MUST AND SHALL be asked of the employee:
 - a. When was your last worked tour of duty?
 - b. Who at the NJIT Department of Public Safety, if anyone, did you have physical contact with?
 - c. What vehicle / booth / or desk did you occupy / were you assigned to during your last tour of duty?

Any Department employee that feels ill and believes they may have symptoms consistent with COVID-19 SHALL NOT report for duty / work. Further, any department employee that calls out "sick" with suspected symptoms of COVID-19 MUST AND SHALL receive medical documentation / clearance prior to returning to work. This medical documentation / clearance will be provided directly to Human Resources IMMEDIATELY following diagnosis. If the employee has in fact contracted COVID-19,

they will also IMMEDIATELY notify Human Resources who will in turn notify the Chief of Police for further action.

3. Any and all Department Employees, if called while off-duty, shall answer their phones, or, if temporarily unavailable, call back the Department within 1 hour of receiving the missed phone call / message.
4. The Department of Public Safety may utilize Send Word Now system (hereafter "SWN") to send out mass notifications to employees in the event of an emergency "order-in" situation. Employees must assure contact phone numbers and addresses are current with the Security & Special Services Division Commander. Employees must and shall respond to said SWN message(s) via return phone call to 973-596-3111 or 3120.
5. Any and all Department Employees, if traveling outside of the State of New Jersey for any reason, must and shall report (via email to Lieutenants, Deputy Chief and Chief) the following information:
 - a. Date they are traveling out of State and date of return to NJ.
 - b. What their destination is (name of Town / City AND State). All information will remain confidential and is for the sole purpose of tracking potential exposure to towns, cities, and states with documented cases of COVID-19.

Report Taking- Officers will continue to take any and all reported incidents in accordance with the Rules and Regulations and SOPs of this agency. However, the following adjustments shall be made, depending on the circumstances surrounding the incident / report-type:

1. Any request for an incident or Police report that can be taken over the phone, rather than in person, SHOULD be taken over the phone, with the following exceptions (these reports must still be taken in person whenever possible):
 - a. The report involves a crime of the 3rd degree or higher (e.g. 2nd or 1st degree)
 - b. The report involves the handing-in of found or recovered property
 - c. The report involves a narcotics / cds and or weapons offense / crime
 - d. The individual reporting has already walked-in to NJIT Headquarters to make the report
2. Any reports for crimes / incidents of the 4th degree or lower (DP or PDP) shall be taken over the phone when at all possible.
3. Dispatchers shall be aware of these procedures and NOT encourage any reports **EXCEPT THOSE enumerated in letters "a-d"** in this section to be taken in person.
4. NJIT Department of Public Safety personnel shall use the utmost courtesy and professionalism when taking reports over the phone or in person

Public Concern / Questions- Over the upcoming weeks, Officers in the field and call takers are likely to receive questions and concerns from the public in regards to COVID-19. One of the most common questions an employee may receive is in regards to where an individual can go to get tested for the virus. If asked, department employees should refer the individual to University Hospital, located at 150 Bergen St. Newark, NJ 07103 (973) 972-4300, screening signs & Respiratory Hygiene Stations are available at all public entrances to University Hospital, which enables visitors and

patients to review the symptoms of COVID-19 and easily access facemasks if they are feeling ill. The Emergency Department is fully prepared and has been screening patients suspected of having COVID-19.

Scams- Please be aware that several scams offering unapproved and misbranded products, claiming they can treat or prevent the Coronavirus have been circulating. In addition to individuals going to homes claiming to be from the CDC and asking for personal pedigree information from people. Fake charities and online offers for vaccinations are also common scam practices. Please be aware of these and keep them in mind for concerned citizens. For further information visit <https://www.consumer.ftc.gov/features/coronavirus-scams-what-ftc-doing>.

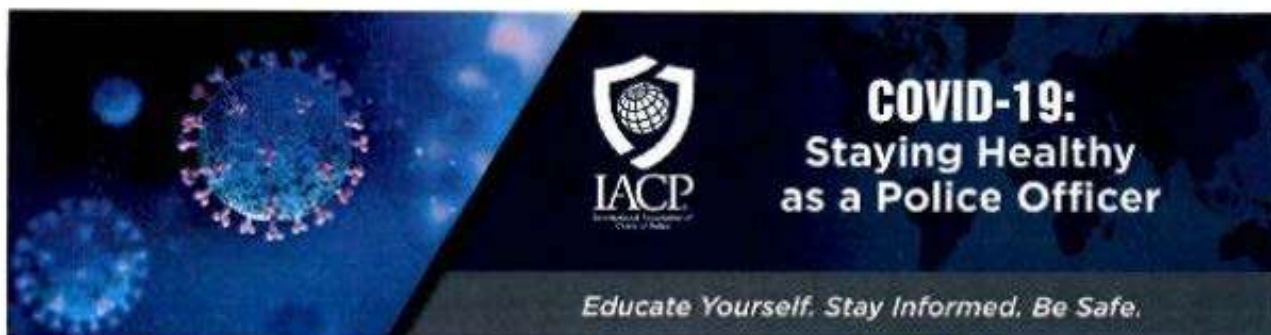
Incident Command System (ICS)- During any critical incident, an organization or agency's Incident Command System (hereafter "ICS") is one of the most crucial components for understanding the flow of command, response, and information. As such, even though most, if not all personnel are trained in or familiar with ICS, an "ICS 100: Introduction to Incident Command System" PowerPoint prepared by the Homeland Security Digital Library has been released in PowerDMS to all Department employees. Employees must complete viewing the module no later than March 27th, 2020.

Employee Assistance and Support- In times of emergency, such as this, physical and emotional well-being are of the utmost importance. Increased pressures and continued obligations outside of work, along with the potential of loved ones falling ill, create stress, fear, and anxiety. That being said, NJIT offers Employee Assistance Programs (hereafter "EAP") to ALL employees. Recently, information regarding these programs has been re-released to you all via PowerDMS. Here is the link again for your reference / use <http://hr.njit.edu/employees/benefits/employee-assistance-program/>. In addition, the NJIT Center for Counseling and Psychological Services (hereafter "C-CAPS") has provided additional information and resources regarding COVID-19, specifically in terms of coping with stress during disease outbreaks. Please click <https://www.njit.edu/counseling/sites/njit.edu.counseling/files/Coping%20with%20stress%20during%20disease%20outbreaks.pdf> for further information.

Officers with questions, concerns, suggestions, etc. regarding this operational order / COVID-19 are encouraged to speak with their immediate supervisor.

Staying Healthy- In addition, the following flier has been delivered in every Department employee mailbox and is available via PowerDMS as well.

THIS OPERATIONAL ORDER SHALL NOT BE PRINTED, COPIED, EMAILED OR IN ANY OTHER WAY, DUPLICATED OR SENT OUT. FURTHER, THIS DOCUMENT SHALL NOT BE RE-PRODUCED OR DISSEMINATED IN ANY WAY TO ANYONE OUTSIDE OF THE NJIT DEPARTMENT OF PUBLIC SAFETY WITHOUT THE EXPRESS WRITTEN CONSENT OF THE NJIT CHIEF OF POLICE OR DESIGNEE.



Take the following steps to protect yourself to reduce the likelihood of contracting COVID-19:

- **Practice proper hand hygiene** by promptly washing or sanitizing hands after coughing, sneezing, or physically interacting with others. Wash your hands for at least 20 seconds with soap and water.
- **Avoid touching your face** (eyes, nose, and mouth).
- **Cover your mouth and nose** with your bent elbow or tissue when you cough or sneeze. Make sure to dispose of the tissue immediately.¹ Wash your hands with soap immediately after sneezing or coughing.
- **Avoid close physical contact** with others, including shaking hands and hugging.
- Maintain at least **6 feet distance** between yourself and anyone who is coughing or sneezing, when possible.²
- Promptly **disinfect your gear** including your duty belt after physical contact with any individual.³
- Keep **disinfectant wipes and hand sanitizer** in an easily accessible place while on-duty.
- Only wear a **mask** if coming into contact with someone who has the COVID-19 virus and make sure to know how to properly use and dispose of it.
- Educate yourself and participate in training on the use of **Personal Protective Equipment (PPE)** for respiratory protection, if available at your agency. Ensure only trained personnel wearing appropriate PPE have contact with individuals who have or may have COVID-19.
- Make sure to know your **agency's plans and protocols** for exposure control.
- **Seek medical care early** if you have a fever, cough and difficulty breathing.

COVID-19-infected droplets may be able to live on nearly any surface.⁴ Consider sanitizing items you frequently touch during a shift:

- Phone
- Laptop
- Clipboard
- Patrol car equipment:
 - o Steering wheel
 - o Gear shift
 - o Dispatch radio module
 - o Door handles and edges



Contact

City of Newark Department of Health and Community Wellness: (973)-733-7600
 City of Newark Center for Occupational Health: (973)-491-2900
 University Hospital: (973)-972-4300
 NJ Coronavirus & Poison Center Hotline: 1-800-222-1222

Reporting Procedures

See NJIT DPS Operational Order 20-2 pages 1, 2, and 4.

What to do if you get sick

Immediately seek medical attention.
 Advise NJIT DPS if you need to call out of work.
 Advise NJIT HR of diagnosis / return to work status.




Resources for Law Enforcement:

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>
<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-law-enforcement.html>
<https://www.cdc.gov/hai/pdts/pps/pps-sequence.pdf>

¹ <https://www.cdc.gov/media/releases/2020/s0429-covid-19-clean.html>
² <https://www.cdc.gov/media/releases/2020/s0429-covid-19-clean.html>

³ <https://www.cdc.gov/media/releases/2020/s0429-covid-19-clean.html>
⁴ <https://www.cdc.gov/media/releases/2020/s0429-covid-19-clean.html>

Appendix C

NJIT POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Social Distancing / Congregating / Post Assignment Reminder COVID-19	NUMBER: 20-12	
EFFECTIVE DATE: April 10, 2020	DISTRIBUTION TO: All Personnel	ISSUED BY: Lt. Michael Villani 
CANCELLATION DATE: TBD		APPROVED BY: Chief Joseph Marswilllo 


To reiterate and be clear, **ALL DEPARTMENT PERSONNEL MUST** be following / adhering to the mandatory guidelines, protocols, and procedures as enumerated and in relationship to COVID-19, including, but not limited to: Special Memorandums 20-2 through 20-7, Personnel Orders 20-3 and 20-4, and Operational Orders 20-1 through 20-10. These protocols and procedures are ever-changing and put into place to optimize, as proactively as possible, a response to, and hopeful prevention of COVID-19 contamination, infection, and spread.

To that end, the following standing orders are being reiterated and expounded upon at this time:

1. **NO DEPARTMENT PERSONNEL** shall congregate (more than 1 person within 10 feet of another, except in passing or in joint response to a backup or emergent situation).
2. **NO DEPARTMENT PERSONNEL** shall stay, linger, or gather in Headquarters, Sub-Station (Swing Space), Communications Area, Sergeants Front Reception, Lunch Room, Holding / Prisoner Processing Room, Roll Call Room, etc. unless specifically ASSIGNED to that area or with direct, express, and justified consent of a supervisor.
3. **NO DEPARTMENT PERSONNEL** shall cross-contaminate by means of visiting, using, or reporting to the wrong assigned operating station (i.e. Headquarters or Sub-Station) or by utilizing the wrong patrol vehicle.
4. **ALL DEPARTMENT PERSONNEL** are to know their temporary post assignments as outlined in Operational Order 20-10 and shall immediately report to that post, as ordered, upon their arrival to work as well as take their breaks and meals at the prescribed location.
5. **ALL DEPARTMENT PERSONNEL** will continue to utilize all department-issued / supplied personal protective equipment (PPE) as directed (e.g. PSOs gloves for building / door checks, POs respirator masks for certain interactions with injured / sick persons).

FAILURE TO ADHERE TO ANY OF THESE STANDARDS OR ANY RULE AND REGULATION PROMULGATED THROUGH LAWFUL ORDER OR SOP OF THIS DEPARTMENT, BY ANY RANK, WILL RESULT IN PROGRESSIVE DISCIPLINE, BEGINNING WITH A COUNSELING.

Appendix D

NJIT POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Cold Fogger Cleaning Equipment	NUMBER: 20-30	
EFFECTIVE DATE: September 17, 2020	DISTRIBUTION TO: All Personnel	ISSUED BY: Deputy Chief K. Kesselman <i>D.C. Kesselman</i>
CANCELLATION DATE: NA		APPROVED BY: Chief Joseph Marswillo <i>Joseph Marswillo</i>

All the department has acquired a cold-fogger, "Vector Fog C150+", for disinfecting department vehicles and workspaces within HQ and the substation. The only solution that will be used within the fogger is "Nu-Foamicide". Both the fogger and solution are located in the roll call / PPE supply room. **This fogger is very expensive and not easy to replace, exercise extreme care while using it.**

Use:

1. Each squad will **assign one officer** use rights of the fogger. The secondary user on each squad will be the Sergeant. Lieutenants and above may use anytime necessary.
2. HQ and the substation, including office spaces, will be fogged 3 times per week, at minimum, and may be increased at the Sergeant's discretion. (Every Sunday, Wed, and Fri. on the 0700x1900 hour tour)
3. Vehicles will be fogged every other day. (Sunday, Tuesday, Thursday, Saturday, etc.) This will be done by the 1900x0700 tour.
4. All PSO booths and Gem Electric vehicle will be fogged every other day. (Sunday, Tuesday, Thursday, Saturday, etc.) The booths will be done by 1900x0700 tour and the GEM Electric vehicle by the 0700x1900 tour.
5. Anytime a prisoner is processed in HQ, the processing room, used bathrooms, and all corridors will be fogged after the arrest.

6. Anytime a person is transported in a patrol vehicle, prisoner or escort, that vehicle shall be fogged immediately after.
7. Any space that has been contacted by a potential COVID-19 infected member of this department shall be fogged ASAP.
8. Anytime there is reason for concern that any space, building, or vehicle, has been exposed to COVID-19.

Directions:

1. Start by mixing the solution if not done so already. Fill a one gallon jug with water leaving room at the top to add 6 oz. or $\frac{3}{4}$ of a cup of Nu-Foamicide. Close lid to jug, hold hand firmly over the lid and shake to mix. **NEVER MIX IN THE FOGGER. (NEVER USE MORE THAN 8 oz of the solution to 1 gallon of water)**
2. You must wear PPE during the entire process. At minimum, you will wear gloves and face covering or mask.
3. The black dial on the nozzle of the fogger is set to an appropriate mist level. If for some reason there is too much or not enough mist the nozzle can be lightly tuned to the appropriate level that will lightly wet the surface, but not soak it.
4. On the handle of the fogger is the power switch. There are three settings: all the way forward is high power, in the middle is low, and all the way backward is off.
5. For vehicles and smaller office spaces, low power should be used. For larger, common areas, you may use high power.
6. **DO NOT spray any electronics with the fogger.** (E.g. lights, outlets, computers, laptops, vehicle electronics, etc...)
7. When spraying in vehicles, spray far enough back so you lightly mist the shifter, steering column / wheel, all door panels and rear prisoner seats. Close the door to the vehicles and allow it to sit for 10 minutes before operating. **DO NOT wipe any surfaces down, allow to air dry.**
8. When spraying in HQ or substation, point the fogger towards the ceiling on an angle. Spray in a side to side motion as you move backwards, away from the fog mist. Allow the mist to settle on the surfaces, to lightly wet them, but not soak the surface. This is a fast moving process and does not require you to stand in one place, keep moving. Once the space is fogged, allow the mist to settle before entering the area again and don't contact surfaces for 10 minutes. **DO NOT wipe any surface down, allow to air dry.** Again, avoid direct contact of the mist on all electronics.

9. Make sure no solution is stored within the fogger and all solution is used up each time. Therefore, **never put more than a half-gallon of the solution in the fogger.**
10. DO NOT spray directly towards or at anyone.
11. There is an orange indoor/outdoor extension cord that can be used.
12. Once you have completed using the fogger have it, the extensions cord, and any leftover solution mix, return to the roll call / PPE supply room.
13. The fogger will be transported between HQ and Substation via a direct handoff, **while outdoors.**
14. **When there are less than 5 bottles of Nu-Foamicide remaining, Lt. Casey must be advised ASAP.** If there are any issues with the fogger, Lt. Casey must be notified ASAP.
15. Utilize only the gallon water jugs and a measuring cup located on the Nu-Foamicide box to mix the solution. **NEVER MIX in the fogger.**

Appendix E

NJIT Public Safety Vestibule



Appendix F

NJIT Facilities Services- Proper Steps for Room Sanitizing

1. Ensure that each custodian/supervisor entering the room is wearing proper PPE (Personal Protective Equipment). Those items include: Nitrile Gloves and N95 Particulate Respirators (or comparable brand).
2. Dilute concentrate disinfectant product (Spartan's hdqc-2) to the proper water-to-chemical dilution ratio, if not already pre-mixed. Use slop-sink mounted dilution center or bucket with water, follow manufacturer's label instructions.
3. Pre-clean all surfaces within the room using Spartan's hdqC-2 Cleaner/Disinfectant and wipe clean to ensure that all surfaces are free of any dust or loose debris.
4. Apply Spartan's hdqc-2 to all solid/hard surfaces within the space using a spray bottle and cleaning cloth wet with product pre-sprayed on it. If cleaning floor, apply product with microfiber mop and bucket.
5. DO NOT wipe surface dry of disinfectant. Leave wet film and allow all surfaces to air dry to ensure proper sterilization.
6. Spray entire room with Victory Electrostatic Spray Gun on the way out to ensure that any cracks, crevices, hard to reach and other areas are disinfected.
7. Lock entrance to room and post sign; "This room has been Sanitized & Locked Until Further Notice – Thank you, Facilities Services, 973-596-6200"