



Cultural Center For Language Studies

The Best in Language Training

COVID-19 2020

Re-Opening Plan

Plan Date: June 6, 2020

Revised: July 13, 2020

Summary:

Our business is a private language school, located in the heart of the Ironbound Section of Newark. When the COVID-19 crisis hit the region in earnest in Mid-March, our school closed completely, in compliance with state and local directives. At the beginning of April, we began on-line classes, with the students attending the classes on-line from their homes, and the teachers teaching from their homes also. All student transactions (enrollments, payments, etc.) also began again at the beginning of April, (strictly on-line).

Starting July 6, 2020, we would like to allow a secretary at the front desk during business hours, and allow teachers to teach on-line in the classrooms, using the advanced audio-visual equipment located in each classroom.

Strict protocols would be in-place for the secretary and teachers that enter the facility, which would include the mandatory use of supplied PPE, social distancing rules, employee screening, and cleaning plans, for the facility as a whole, and for individual work areas.

Our proposed re-opening work hours are Monday through Thursday from 9:00 am to 10:00 pm, Friday from 9:00 am to 7:00 pm, and Saturday and Sunday from 9:00 AM to 1:00 pm.

Proposed changes:

Secretary at the Front Desk

A single secretary would occupy the front desk during business hours. The secretary would process on-line transactions and would also interface with any walk-up students to the front door. A plastic barrier would be installed at the front desk for the protection of both the secretary and the customer. Communications and interactions between the secretary and walk-up clients would be through this protective barrier, and the use of a face covering would be required.

The secretary would also be in charge of reviewing the daily employee questionnaires and approving or disapproving the entry of the teachers into the facility. The secretary would also be in-charge of recordkeeping, for employee questionnaires, employee entry logs, and cleaning logs.

Teachers and Students

Teachers would be allowed to enter the facility during business hours and use individually assigned classrooms to conduct on-line classes with students that would attend the classes from home. A limited number of students may be allowed to attend classes in-person. Occupancy would be capped at about 25%. Both teachers and students are required to wear masks, or a face covering, at all times while inside the facility. CCLS will provide a mask and a face shield to each employee. Teachers will be required to fill out a Health Questionnaire upon entry to the facility, and will

be subjected to a temperature check conducted by the secretary. The secretary will evaluate the questionnaires and temperature readings and determine if the teacher is allowed to remain in the facility and work their shift. The secretary will maintain a file of the Health Questionnaires and a record of the temperature checks and entry log. Students will also be subjected to temperature checks, but records will not be kept.

Each teacher would be assigned their own individual classroom that is only to be used by that teacher. Each classroom will be equipped with cleaning products (disinfecting wipes, or cleaning spray and paper towels). Upon entry to their classroom at the start of each shift, each teacher will be required to wipe down all contact surfaces with the disinfectant. Employee attendance logs will be kept at the front desk. Classroom attendance and cleaning logs will be in the classrooms, which the teachers will maintain with their attendance and cleaning records for their classrooms.

Capacity

During this early re-opening period, CCLS will limit its occupation to about 25%. Capacity will be increased or decrease in accordance to the guidance of the CDC and the local authorities.

PPE Use

Face coverings will be required at all times by all individuals (personnel and clients) while inside the facility. Masks will be supplied at the front desk. Hand sanitizer is supplied at the front desk.

Social Distancing

Six (6) foot social distances are required to be maintained whenever possible.

Cleaning and Cleaning Products

Cleaning products will be provided and located in each classroom for the teachers to use at the start of each shift. Records will be kept of each classroom cleaning.

Three (3) bathrooms are available for use by the employees, equipped with hand soap, for hand washing.

Signage

Signs are posted outside and inside the facility indicating the requirement for mask use and social distancing.

Food

Employees must keep social distancing while eating meals, and should not share utensils.

Recordkeeping

- Daily employee attendance log
- Daily Employee Health Questionnaire
- Daily Temperature Checks
- Classroom cleaning by Teachers
- Front desk cleaned by secretary