

**December 14, 2020**

**Attention: Campus Education Staff, Faculty, Students, and Visitors**  
**Re: Campus Education Winter/Spring 2021 Instructional Reopening Plan**

### **Overview**

This report, which intends to address the complete reopening concerns relating to the COVID-19 public health emergency, acts as the official reopening plan for the Campus Education Flushing and the Campus Education Times Square schools. This reopening plan will be conspicuously posted at the schools for employees, students, and visitors to easily access. This reopening plan is presented in accordance with the above-named schools' respective affirmations to having reviewed and understood the New York State issued industry (Reopening New York Higher Education) guidelines for phase four industries reopening. Please be informed that Campus Education Flushing and Campus Education Times Square have affirmed with the New York State Department of Health the schools' respective business compliance with New York Forward reopening guidance.

### **Detail**

Campus Education is providing this update relating to the planned method of instructional delivery for the Campus Education Flushing and the Campus Education Times Square schools for the Winter/Spring (First) 2021 term, which commences on January 4, 2021, and concludes on April 25, 2021.

These two schools plan to restart in-person instruction for those students who express a preference for some instruction in a physical classroom, via a hybrid model, which will be described in detail in this report. Both schools will continue to offer online-only instruction to those students who choose to remain studying via a solely remote learning platform.

The following locations will offer both hybrid and online-only instruction for the Winter/Spring 2021 term, which will run from January 4 to April 25, 2021.

**Campus Education Flushing: School Address: 132-71 Maple Avenue, Suite #1A, Flushing, NY 11355**

**Campus Education Times Square: School Address: 723 7<sup>th</sup> Avenue, Suite 901, New York, NY 10019**

### **Campus Education Winter/Spring 2021 Instructional Reopening Plan: Hybrid Model for Students Who Express a Preference for Some In-person Instruction**

This instructional plan represents a hybrid model of in-person and synchronous/remote learning. It has been carefully prepared with the health and well-being of our students, administrators, faculty,

and staff members in mind. It has been designed to ensure institutional compliance with guidance from the following agencies (from which we have directly drawn the safety measures outlined in the plan):

- Occupational Safety and Health Administration (OSHA)
- Centers for Disease Control and Prevention (CDC)
- New York State Education Department (NYSED)
- NYSED's Bureau of Proprietary School Supervision (BPSS)
- New York State Department of Health
- New Jersey Department of Education (NJDOE)
- New Jersey Department of Labor & Workforce Development (NJDOH)
- New Jersey Department of Health (NJDOH)
- New Jersey and New York Governors' Executive Orders
- The Commission on English Language Program Accreditation (CEA)
- The Student and Exchange Visitor Program (SEVP)

### **Background**

Despite reverberations resulting from the COVID-19 pandemic, the Campus Education schools have managed to meet their professional, educational, contractual, and financial obligations to students, faculty, staff, and outside vendors. Student enrollment at each of the branches has remained stable, and most branch employees, including school directors, admissions staff, and faculty members, have been retained. The schools have continued to deliver exceptional instruction and services to students remotely via the school's current e-learning platform. By and large, the institution has enabled students to complete their coursework successfully and on schedule.

Based on the extensive feedback that we have received from surveys administered to students and branch personnel, as well as from guidance provided by the agencies noted above, two Campus Education schools (Campus Education Flushing and Campus Education Times Square) have decided to offer a hybrid model of instruction for those students who express a preference for some in-person instruction for the Winter/Spring 2021 term, set to start on Monday, January 4, 2021, and to run through Sunday, April 25, 2021.

### **Restart/Instructional Plan Design and Student, Faculty, Administrator & Staff Feedback**

In the past months, several surveys were administered at all the schools (Pandemic/E-learning Student Survey, Pandemic/E-teaching Faculty Survey, Pandemic/Admin E-services Survey).

Students, teachers, School Directors, ESL Coordinators, DSOs, registrars, admissions representatives, I.T. staff, and student services staff were all surveyed and asked to provide information on their experiences with the Coronavirus, e-learning/teaching, e-training/support, and online student services. We learned from the survey results that students, administrators, faculty,

and staff members were generally not in favor of a hybrid model of instruction for the Winter/Spring 2021 term of studies. However, administrators, faculty, and staff members at the Flushing and Times Square branches were overwhelmingly in favor of offering a hybrid model of instruction for those students who expressed an interest in such a model. Therefore, the Campus Education leadership at these branch locations have made the decision to adopt a hybrid model of instruction for the coming term for those students wishing to avail themselves of some in-person instruction.

### **Winter/Spring 2021 Instructional Plan: Hybrid Model: In-Person + Synchronous/Remote Learning**

Essentially, the Winter/Spring 2021 term hybrid instructional model will combine in-person with synchronous remote learning, allowing students to safely study in the physical classrooms for part of the week, while they study remotely from home for the rest of the week. Updated weekly class schedules will allow students enrolled in a hybrid class to alternate the days when they are physically present inside a classroom, which, depending on a given classroom's size and the total number of students enrolled in the class, will accommodate either one-half, one-third, one-fourth, or one-fifth of the students on the class roster for in-person instruction at a time (see assortment of possible schedules, via alphabetical cohort, below).

All Campus Education programs and levels will be taught (see below for details), and no changes will be made to course curricula, textbook-unit breakdowns, or assessment tools. The 2021 academic calendar and program module start/end dates will remain the same.

Instructors will be physically situated in their respective classrooms and teach both the students physically present within the classrooms along with the students joining the classes remotely (though synchronously) from home. Each class will continue to run for 20 hours per week.

All classrooms will be set up with the technology required for teachers to deliver remote instruction (see details below). They will be fitted with student desks based on individual classroom size, and student desks will be spaced six feet apart within each classroom so that physical distancing may be enforced. All staff, faculty, and students will be required to wear cloth face coverings and/or plexiglass face shields (except where doing so would inhibit a person's health). And classrooms will be cleaned and disinfected after each usage.

### **Winter/Spring 2021 Instructional Plan: Hybrid Model: Course Offerings and Schedules**

**General English (Levels 1-5): Four Modules (16 weeks)**

**Academic Preparation (Upper Intermediate): Four Modules (16 weeks)**

**Academic Preparation (Advanced): Six Modules (24 weeks)**

**TOEFL Preparation (Advanced): Four Modules (16 weeks)**

**New (Revised) Class Schedules for Hybrid Instruction**

The Campus Education Flushing and Times Square branches will pair one of (or a combination of) the following revised class schedules with the schools’ Winter/Spring 2021 program offerings, which, depending on the schedule, will allow for one-half, one-third, one-fourth, or one-fifth of the students enrolled in a given class to study physically/in-person within a given classroom at a time. The remaining time, students will study remotely from home. These schedules are not one-size-fits-all, as classroom sizes vary from school to school, as does the number of students enrolled in each class. Consequently, schedules will be selected by School Directors based on classroom size and the number of students enrolled in a class. Schedules may also change over the course of the term depending on student enrollment numbers. For example, depending on the number of students who enroll in a hybrid class over the course of the Winter/Spring 2021 term, the schedule for that hybrid class may change from one-half to one-third in-person instruction.

Please refer to the class schedules below. (Class start/end-time hours will vary and be determined to accommodate students’ scheduling preferences.)

**Remote (synchronous) + one-half/one-third/one-fourth/one-fifth in-person instruction**

**Schedule: AM (one-half in-person class time)**

Student Groups	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
A	In-person: 5 hrs.	Remote: 5 hrs.	In-person: 5 hrs.	Remote: 5 hrs.			
B	Remote: 5 hrs.	In-person: 5 hrs.	Remote: 5 hrs.	In-person: 5 hrs.			

**Schedule: EVE (one-half in-person class time)**

Student Groups	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
A	In-person: 5 hrs.	Remote: 5 hrs.	In-person: 5 hrs.	Remote: 5 hrs.			
B	Remote: 5 hrs.	In-person: 5 hrs.	Remote: 5 hrs.	In-person: 5 hrs.			

**Schedule: Mon/Wed Eve + Sat (one-half in-person class time)**

Student Groups	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
A	In-person: 5 hrs.		In-person: 5 hrs.			Remote: 10 hrs.	
B	Remote: 5 hrs.		Remote: 5 hrs.			In-person: 10 hrs.	

**Schedule: Tues/Thurs Eve + Sat (one-half in-person class time)**

Student Groups	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
A		In-person: 5 hrs.		In-person: 5 hrs.		Remote: 10 hrs.	
B		Remote: 5 hrs.		Remote: 5 hrs.		In-person: 10 hrs.	



**Schedule: AM (one-third in-person class time)**

Student Groups	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
A	In-person: 6 hrs.	Remote: 6 hrs.	Remote: 6 hrs.	Remote: 2 hrs.			
B	Remote: 6 hrs.	In-person: 6 hrs.	Remote: 6 hrs.	Remote: 2 hrs.			
C	Remote: 6 hrs.	Remote: 6 hrs.	In-person: 6 hrs.	Remote: 2 hrs.			

**Schedule: EVE (one-third in-person class time)**

Student Groups	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
A	In-person: 6 hrs.	Remote: 6 hrs.	Remote: 6 hrs.	Remote: 2 hrs.			
B	Remote: 6 hrs.	In-person: 6 hrs.	Remote: 6 hrs.	Remote: 2 hrs.			
C	Remote: 6 hrs.	Remote: 6 hrs.	In-person: 6 hrs.	Remote: 2 hrs.			

**Schedule: Mon/Wed Eve + Sat (one-third in-person class time)**

Student Groups	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
A	In-person: 7 hrs.		Remote: 7 hrs.			Remote: 6 hrs.	
B	Remote: 7 hrs.		In-person: 7 hrs.			Remote: 6 hrs.	
C	Remote: 7 hrs.		Remote: 6 hrs.			In-person: 7 hrs.	

**Schedule: Tues/Thurs Eve + Sat (one-third in-person class time)**

Student Groups	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
A		In-person: 7 hrs.		Remote: 7 hrs.		Remote: 6 hrs.	
B		Remote: 7 hrs.		In-person: 7 hrs.		Remote: 6 hrs.	
C		Remote: 7 hrs.		Remote: 6 hrs.		In-person: 7 hrs.	

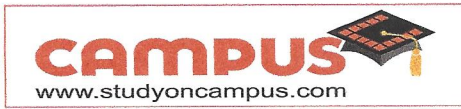
**Schedule: Tues/Thurs Eve + Sat (one-third in-person class time)**

Student Groups	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
A		In-person: 5.5 hrs.		Remote: 5.5 hrs.		Remote: 9 hrs.	
B		Remote: 5.5 hrs.		In-person: 5.5 hrs.		Remote: 9 hrs.	
C		Remote: 5.5 hrs.		Remote: 5.5 hrs.		In-person: 9 hrs.	

**Schedule: AM (one-fourth in-person class time)**

Student Groups	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
A	In-person: 5 hrs.	Remote: 5 hrs.	Remote: 5 hrs.	Remote: 5 hrs.			
B	Remote: 5 hrs.	In-person: 5 hrs.	Remote: 5 hrs.	Remote: 5 hrs.			
C	Remote: 5 hrs.	Remote: 5 hrs.	In-person: 5 hrs.	Remote: 5 hrs.			
D	Remote: 5 hrs.	Remote: 5 hrs.	Remote: 5 hrs.	In-person: 5 hrs.			





**Schedule: PM (Afternoon) (one-fifth in-person class time)**

Student Groups	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
A	In-person: 4 hrs.	Remote: 4 hrs.	Remote: 4 hrs.	Remote: 4 hrs.	Remote: 4 hrs.		
B	Remote: 4 hrs.	In-person: 4 hrs.	Remote: 4 hrs.	Remote: 4 hrs.	Remote: 4 hrs.		
C	Remote: 4 hrs.	Remote: 4 hrs.	In-person: 4 hrs.	Remote: 4 hrs.	Remote: 4 hrs.		
D	Remote: 4 hrs.	Remote: 4 hrs.	Remote: 4 hrs.	In-person: 4 hrs.	Remote: 4 hrs.		
E	Remote: 4 hrs.	Remote: 4 hrs.	Remote: 4 hrs.	Remote: 4 hrs.	In-person: 4 hrs.		

**Hybrid Model: Mode of Instruction and Classroom Setting**

The Campus Education Flushing and Times Square schools will continue to use Google Classroom, Zoom online meeting platform, and Pearson applications for the remote portion of instruction. This will include engaging teacher-student interaction, video instruction, video and document upload & download, management of assignments and assignment due dates, management of student groups, submission of documents for review, class content, and record of attendance storage.

Each classroom will be equipped with a laptop computer with the computer’s camera focused on the teacher and the class white board. Those students physically present in the classroom can use a combination of both paper-based and electronic materials, while students joining the class remotely will use solely electronic materials.

We stress that this remote portion of instruction is not the same as online instruction, for students cannot cover the class material at any time of the day based upon their preferences. There will be no asynchronous aspect to our hybrid model. All students, when studying remotely, will be studying at the same time as those students physically present inside a classroom, with the

instructors delivering instruction to both groups at the same time. Each class will run based on a given class schedule, and the course material will be treated accordingly to that schedule. In short, all remote learning will be done synchronously with the teacher present. Only homework assignments will be completed outside of designated class meeting times.

### **Technological Requirements**

The only requirements involved for students for the remote portion of the class are internet access, basic speakers and headphones, and Gmail and Zoom accounts. Faculty members will have access to all these, along with classroom laptop computers, cameras, speakers, audio-visual aids, and Pearson accounts.

Through in-person content delivery teamed with Google, Zoom, and Pearson applications, Campus Education Flushing and Times Square teachers will continue to deliver exceptional, accessible, effective, and innovative English language training to their students.

Please see below for an overview of those applications that will be employed for the remote aspect of each class.

### **Google Applications: Overview**

**Google Drive:** Gives teachers and students the ability to work on the same documents simultaneously.

**Google Classroom:** Assignments and student files will be managed here.

**Gmail:** Available for general communication with students and staff, alternate access to Google Hangouts.

**Google Chrome:** Necessary for the navigation and easy access of Google services.

**Zoom Meetings:** Zoom will be employed to provide video instruction to students when studying remotely from home and for documenting the length of time of each class via class-session attendance monitoring.

### **Classroom Materials**

Since our course curricula rely heavily on Pearson products for instruction, schools will continue to utilize all the course textbook and testing materials that are easily accessible via Pearson's online content page, MyEnglishLab. Students will be provided with access to all the necessary course materials (both paper-based and electronic) by their teachers.

### **Clocking Time**

Paper-based attendance will be taken by teachers for those students physically present in class. Teachers will provide oversight of remote student class attendance via the Zoom attendance/record-

keeping function whereby Excel files are generated of all Zoom class meetings. Teachers will provide these Zoom attendance files and traditional class rosters to their registrar, ESL Coordinator, or School Director, as the procedure may be at a given branch.

### **Continued Adherence to the Updated 2021 Academic Calendar**

As noted earlier, Campus Education Flushing and Times Square adapting a hybrid model of instruction will not affect the 2021 Academic Calendar or the program and course offerings at these locations. Only the Class Schedule will be affected by the rotation of in-class and remote learning of different student cohorts. Even then, though, the students' term and module start/end dates will remain the same, as will the number of instructional hours offered to them to complete their courses. In short, students will continue studying 20 hours per week for the full length of a given term and will be placed appropriately based on their linguistic proficiency level.

### **Winter/Spring 2021 Instructional Reopening Plan: Health and Safety Measures Taken for In-Person Instruction**

The following measures will be taken to safeguard the health of all the Campus Education Flushing and Times Square students, staff, and faculty members when they are physically present in the school/s:

#### **I. Infection Control**

- At the Campus Education Flushing and Times Square schools, daily health screenings for faculty, staff, students, and visitors will be performed.
- At the Campus Education Flushing and Times Square schools, admittance to the school facility will not be granted to anyone who feels sick or exhibits symptoms common to COVID-19 (including fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea).
- The schools will immediately send home any staff members or students who begin to feel sick or exhibit symptoms common to COVID-19, and the schools will follow recommendations from the Centers for Disease Control and Prevention (CDC) to determine when those individuals may return to the school.

#### **II. Physical Distancing**

- At the Campus Education Flushing and Times Square schools, school administrators, staff, and faculty members will strictly enforce social distancing in classrooms, workstations, and all other student seating areas through the school.
- Classrooms will be equipped with student desks based on individual classroom size, with student desks spaced six feet apart within each classroom.
- Staff workstations/desks and student seating areas throughout the facility will also be set

up to maintain a six-foot distance from one another.

### **III. Cloth Face Coverings**

- At the Campus Education Flushing and Times Square schools, all faculty, staff, students, and visitors will be required to wear cloth face coverings (and/or plexiglass face shields) whenever in any part of the facility; those persons for whom doing so would pose a health risk will be exempt from this requirement.
- Masks will be made available daily at all the schools, and detailed information pertaining to the proper use, removal, and washing of cloth face coverings will be provided to staff and students on an ongoing basis.

### **IV. Cleaning and Disinfection**

- Disinfecting wipes will be made available daily at the Campus Education Flushing and Times Square schools, and staff and students will be routinely reminded to disinfect all desks and areas with which they have had contact.
- Classrooms and common areas will be cleaned and disinfected after each usage.
- School personnel will disinfect high-touch areas like desktops, light switches, doorknobs, etc. periodically throughout the day.
- Top-to-bottom cleaning of each school facility will be provided daily, and a cleaning log, detailing the dates and times that daily cleanings take place, will be maintained in the office of the School Director.
- Schools will abide by the CDC's Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workspaces, Businesses, Schools, and Homes.
- Additionally, when an individual is suspected or confirmed to have COVID-19, the school will close off areas visited by the ill person, open outside doors and windows and use ventilating fans to increase circulation in the area and wait 24 hours or as long as practical (during which time the facility will not be open to students or staff), and then conduct cleaning and disinfection as directed by the CDC's Cleaning and Disinfection for Community Facilities guidelines.

### **V. Hand Hygiene**

- At the Campus Education Flushing and Times Square schools, stations with hand sanitizer with 60 percent or more alcohol content will be placed at all building entry points and throughout the facility.
- Hand sanitizer will be made available daily at all the schools, and staff and students will be routinely reminded to sanitize their hands and to practice good hygiene.
- Schools will maintain adequate equipment and supplies for staff and students to wash and sanitize hands periodically.
- Students and staff will be provided with adequate break time to wash hands regularly.



## **VI. Education and Training**

- At the Campus Education Flushing and Times Square schools, proper training will be regularly provided to staff and students regarding COVID-19, including topics such as sanitization, hand hygiene, and social distancing practices and protocols as a condition for resuming in-person instruction.
- Comprehensive training will be provided to faculty and staff on appropriate sanitization, hygiene, and social distancing standards, and regarding the school’s restart plan protocols.
- The Campus Education Flushing and Times Square schools will display CDC hand hygiene posters and other “How to Protect Yourself and Others” materials in English and other languages, as needed.

## **VII. Ventilation**

- The Campus Education Flushing and Times Square school facilities: Appropriate methods to get fresh air to staff and students via a proper ventilation system are in place. These include:
  - Maximizing fresh air through each facility’s ventilation system;
  - Maintaining relative humidity at 40 to 60 percent;
  - Ensuring restrooms are under negative pressure;
  - Periodically consulting with HVAC professional/s and reviewing American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) updates for additional information; and
  - Addition of portable HEPA filtration units if needed.

## **VIII. Collaboration with Health Officials**

- Campus Education intends to collaborate with local and state officials, including local health departments and local offices of emergency management, to share reopening plans and to revise these plans as necessary.
- Campus Education also intends to establish testing guidance and contact tracing protocols in consultation with local health officials and in line with existing state and federal health privacy statutes and regulations for the Campus Education Flushing and Times Square schools. These protocols will include a mechanism to maintain a log of students, faculty, staff, and visitors to facilitate contact tracing and the reporting of any instances of COVID-19 to local health officials.



I thank you for your attention to this report on the planned method of instructional delivery for the Campus Education Flushing and the Campus Education Times Square schools for the Winter/Spring 2021 term, including the schools' plans to offer hybrid instruction to those students who express a preference for some in-person instruction. The policies, procedures, and protocols pertaining to the delivery of hybrid instruction have been outlined here. Should you have additional questions or requests, please contact me via the telephone number or e-mail address printed below my name.

Sincerely,

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