



100 Canal Pointe Blvd. • Suite 206  
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**December 3, 2021**

**Attention: inlingua Princeton Faculty, Students, Staff, and Visitors**  
**Re: Princeton Institute of Languages, d.b.a. inlingua Princeton Winter 2021**  
**Instructional Reopening/Restart 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 and restart plan for inlingua Princeton. This reopening/restart plan is presented in accordance with the above-named school's affirmation to having reviewed and understood the Requirements for Reopening Private Career & Technical Schools as these requirements accord with [Executive Order No. 155](#) (EO 155) issued by Governor Murphy on June 18, 2020, which allows private career schools to resume in-person instruction, on or after July 1, 2020. The inlingua Princeton school hereby affirms that it will fully comply with all applicable Executive Orders and that its reopening/restart plan includes policies and procedures as outlined in Paragraphs 10 and 11 of EO 155. This reopening/restart plan will be posted on the school's website, and it will be provided to all students, faculty, and staff in advance of the anticipated restart date. In addition, the reopening/restart plan will be conspicuously posted at the school for faculty, students, staff, and visitors to easily access. Furthermore, inlingua Princeton acknowledges to adhere to the joint health and safety guidelines from the New Jersey Department of Education (NJDOE) and the New Jersey Department of Labor and Workforce Development (NJDOL), established in consultation with the New Jersey Department of Health (NJDOH).

### **Detail**

Inlingua Princeton is providing this update relating to the planned method of instructional delivery for the Winter 2021 term, which commences on December 6, 2021. The options of hybrid and fully in-person instruction will be available on or after December 6, 2021.

The school plans to restart in-person instruction for those students who express a preference for some or all instruction in a physical classroom, via a 100% in-person or hybrid model, which will be described in detail in this report. The school will continue to offer online-only instruction to those students who are eligible and elect to remain studying via a solely remote learning platform. To determine one's eligibility to enroll in an online-only program, the interested student should contact the Educational Coordinator.

### **inlingua Princeton Winter 2021 Instructional Reopening/Restart Plan: Hybrid Model for Students Who Express a Preference for Some In-Person Instruction and In-Person Model for Students Who Express a Preference for All In-Person Instruction**

The instructional plan represents a hybrid model of in-person and synchronous, remote learning for the blended model, and a fully in-person model for those who seek a program that is entirely face-to-face. It has been carefully prepared with the health and well-being of



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our students, administrators, faculty, and staff members in mind. It has been designed to ensure institutional compliance with guidance from the following agencies:

- Occupational Safety and Health Administration (OSHA)
- Centers for Disease Control and Prevention (CDC)
- New Jersey Department of Education (NJDOE)
- New Jersey Department of Labor & Workforce Development (NJDOL)
- New Jersey Department of Health (NJDOH)
- New Jersey Governor's Executive Orders
- The Commission on English Language Program Accreditation (CEA)
- The Student and Exchange Visitor Program (SEVP)

It is from these agencies that inlingua Princeton has directly drawn the safety measures outlined in the plan.

### **Background**

Despite impacts resulting from the COVID-19 pandemic, inlingua Princeton has continued to meet its professional, educational, contractual, and financial obligations to students, faculty, and staff. Student enrollment has remained stable, and most employees, including school directors, admissions staff, and faculty members have been retained. The school has continued to deliver exceptional instruction and services to students remotely. All told, the institution has enabled students to complete their coursework successfully and on schedule.

Based on the extensive feedback that we have received from numerous surveys administered to students, faculty, and staff, as well as from guidance provided by the agencies noted above, inlingua Princeton has decided to offer both an in-person and a hybrid model of instruction for those students who express a preference for some or all in-person instruction for the Winter 2021 term, beginning on or after December 6, 2021.

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

Over the last few months, several surveys were administered (Student Learning Preferences Survey, Teaching Preferences Survey).

Students and teachers were all surveyed and asked to provide information on their experiences with COVID-19, e-learning/teaching, and online student services. Additionally, School Directors, DSOs, and other school personnel regularly engaged in conversations about the aforementioned experiences. We learned from the survey results and conversations that students and faculty were overwhelmingly in favor of offering a hybrid or in-person model of instruction for those students who expressed an interest in such a model. Therefore, inlingua Princeton leadership has made the decision to adopt both hybrid and in-person models of instruction for the current term for those students wishing to avail themselves of some or all in-person instruction.



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### **Winter 2021 Term Instructional Plan: 100% In-Person and In-Person + Synchronous/Remote Learning**

Those students who desire a completely in-person program will be able to safely study in the physical classrooms for the duration of the term. Students who select the hybrid instructional model will combine in-person with 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 the total number of students enrolled in the class, will accommodate some or all of the students on the class roster for in-person instruction at a time (*see possible schedules below*). All in-person classes will be capped at 4 students per group.

All inlingua Princeton programs and levels will be taught, and no changes will be made to course curricula, textbook-unit breakdowns, or assessment tools. The 2021-2022 academic calendar and term start/end dates will remain the same.

Instructors will be physically situated in their respective classrooms to teach both the students physically present within the classrooms along with the students joining the classes remotely, though synchronously, from home. In the event that an entire group is learning remotely, the instructor will have the option to work from an alternate location. Each F-1 group will continue to run for 18 hours per week.

All classrooms will be set up with the technology required for teachers to deliver remote instruction. Chairs will be spaced six feet apart within each classroom so that physical distancing may be enforced. Plexiglas will be installed on classroom tables. All students, faculty, staff, and visitors will be required to wear cloth face coverings except where doing so would inhibit a person's health. Classrooms will be cleaned and disinfected after each use. A top-to-bottom cleaning of the school will occur daily on days when the school is occupied by students, faculty, staff, or visitors.

### **Winter 2021 Instructional Plan: Hybrid or In-Person Models – Course Offerings**

- **General Preparation Program (English Levels 1-5)**
- **Accelerated Professional Program (Business English Levels 1-4)**
- **Foreign Languages**
- **TOEFL 1**
- **TOEFL 2**
- **Public Speaking for ELLs**
- **Advanced Vocabulary and Idioms**
- **English in the News**
- **English through Short Stories**



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**New Class Schedules for In-Person Instruction**

The school will provide a schedule that does not exceed the maximum group capacity of four (4) students in any classroom. Once group enrollment for a course reaches the limit for the classroom, registration for that group will be closed. Additional sections of the course can be created to allow for more students to take the course.

**New Class Schedules for Hybrid Instruction**

The school will pair one, or a combination of the following revised class schedules with the school’s Winter 2021 program offerings, which, depending on the schedule, will allow for some or all of the students enrolled in a given class to study physically 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 the number of students enrolled in each class varies. Consequently, the schedules selected by the School Director, Educational Coordinator, and Operations Coordinator will be based on 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, as new students enroll in a course during the term, the schedule for that hybrid class may change to allow for a reduced percentage of the students to attend in-person instruction.

Please refer to the class schedules below. The schedules are for informational purposes only, and they do not guarantee a specific schedule.

**Hybrid: Synchronous, Remote Instruction + In-Person Instruction**

**Schedule: 18 hours per week**

<b>Student Groups</b>	<b>Mon.</b>	<b>Tues.</b>	<b>Wed.</b>	<b>Thurs.</b>	<b>Fri.</b>	<b>Sat.</b>	<b>Sun.</b>
<b>A</b>	In-Person: 4.5 hours	Remote: 4.5 hours	In-Person: 4.5 hours	Remote: 4.5 hours			
<b>B</b>	Remote: 4.5 hours	In-Person: 4.5 hours	Remote: 4.5 hours	In-Person: 4.5 hours			

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

inlingua Princeton will continue to use Google Classroom and Zoom (online meeting platform) for the remote portion of instruction. These tools will allow for engaging teacher-student interaction, video instruction, document upload and download, management of assignments and assignment due dates, management of student groups, submission of documents for review and class content.



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Each classroom will be equipped with a laptop computer with the computer's camera focused on the teacher and the class whiteboard.

It is important to note that the 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. All remote learning will be done with the teacher present. Only homework assignments will be completed outside of designated class meeting times.

### **Technology Requirements**

The only requirement involved for students for the remote portion of the class are internet access, a computer, basic speakers and headphones, and an email account. Faculty members will have access to all of these plus classroom laptop computers, audio-visual aides, and a Zoom account.

Through in-person content delivery teamed with Google and Zoom, inlingua Princeton instructors 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 Classroom:** Assignments, assessments, and academic resources will be managed here.

**Zoom Meetings:** This platform will be employed to provide video instruction to students remotely from home. Attendance will be recorded based off a student's presence in the meeting.

### **Classroom Materials**

The school will continue to utilize all the course textbooks and testing materials that are described in the course syllabus. In some instances, an electronic version of classroom materials may be provided in lieu of physical materials. Students will be provided with all of the necessary course materials by their teachers.

### **Clocking Time**

Attendance will be taken by teachers via an electronic attendance document for both in-person and remote learners. Administrators will provide oversight of remote student attendance via the Zoom attendance function. F-1 students are required to maintain 18 hours of instruction per week to be in compliance with the terms of their visas.



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### **Adherence to the 2021-2022 Academic Calendar**

As previously noted, inlingua Princeton's adapting to a hybrid model of instruction will not affect the 2021-2022 Academic Calendar or the program and course offerings. The schedule will be affected by the rotation of in-class and remote learning of different student cohorts. There will be no change to term start/end dates.

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

The following measures will be taken to safeguard the health of all the inlingua Princeton students, staff, faculty, and visitors when they are physically present in the school.

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

- Daily [health screenings](#) for faculty, staff, students, and visitors will be performed. Temperatures will be logged daily, and those records will be maintained in the office of the School Director. Any person who presents with a temperature of 100.4°F or above will be denied access to the facility.
- Admittance to the school facility will not be granted to anyone who feels sick or exhibits one or more symptoms common to COVID-19. These symptoms include 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 school will immediately send home any staff members or students who begin to feel sick or exhibit symptoms common to COVID-19, and the school will follow recommendations from the Centers for Disease Control and Prevention (CDC) to determine when those individuals may return to the school.
- Individuals who are immunocompromised or at high risk for COVID-19 will be provided with the option to receive instruction remotely.

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

- inlingua Princeton administrators, faculty, and staff will strictly enforce social distancing in classrooms, workstations, and all other student areas through the school.
- Classrooms will be equipped with a communal table with chairs spaced six feet apart within each classroom.
- Staff workstations/desks and other student areas throughout the facility will also be set up to maintain a six-foot distance from one another.

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

- At inlingua Princeton, all faculty, staff, students, and visitors will be required to wear cloth face coverings whenever in any part of the facility except where doing so would inhibit the individual's health.



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- Masks will be made available daily at the school, 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 Disinfecting**

- Disinfecting wipes will be made available daily at inlingua Princeton, 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 by the classroom teacher after each use. A cleaning log, detailing the dates and times that cleanings take place, will be maintained in the office of the School Director.
- The School Director will disinfect high-touch areas like desktops, light switches, doorknobs, etc. periodically throughout the day.
- The School Director will provide daily top-to-bottom cleaning of the school facility, and a cleaning log, detailing the dates and times that daily cleanings take place, will be maintained in the office of the School Director.
- The school will abide by the [CDC's Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workspaces, Businesses, Schools, and Homes](#).
- When an individual is suspected or confirmed to have COVID-19, the school will close off all areas visited by the ill person, open outside doors and windows and use ventilating fans to increase circulation in the area, and will wait 24 hours (during which time the facility will not be open to students or staff), and then conduct cleaning and disinfecting as directed by the CDC's Cleaning and Disinfection for Community Facilities guidelines. If the school is closed due to a suspected or confirmed case of COVID-19, classes will be held remotely through Zoom.

#### **V. Hand Hygiene**

- At inlingua Princeton, stations with hand sanitizers with 60 percent or more alcohol content will be placed at the school entry point and throughout the facility.
- Hand sanitizer will be made available daily at the school, and staff and students will be routinely reminded to sanitize their hands and to practice good hand hygiene.
- The school 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**

- Proper training will be regularly provided to staff and students regarding COVID-19, including topics such as sanitation, hand hygiene, and social distancing practices and protocols as a condition for resuming in-person instruction.



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- Comprehensive training will be provided to faculty and staff on appropriate sanitation, hygiene, and social distancing standards, and regarding the school's restart plan protocols.
- inlingua Princeton will display CDC hand hygiene posters and other ["How to Protect Yourself and Others"](#) materials in English, Spanish, and other languages as needed.

## VII. Ventilation

- inlingua Princeton has appropriate methods to get fresh air to staff and students via a proper ventilation system. These include:
  - Maximizing fresh air through the facility's ventilation system;
  - Maintaining relative humidity at 40 to 60 percent;
  - Ensuring restrooms are under negative pressure;
  - Periodically consulting with HVAC professionals and reviewing American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) updates for additional information; and
  - Adding portable HEPA filtration units if needed.

## II. Collaboration with Health Officials

- inlingua Princeton will collaborate with local and State officials, including local health departments and local office of emergency management to share reopening plans and revise those plans as necessary.
- inlingua Princeton will 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. Such 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.

The administrative staff of inlingua Princeton thanks you for your attention to this report on the planned method of instructional delivery for the Winter 2021 term, including the school's plan to offer in-person and hybrid options to students who express a preference for some or all of their learning to occur at the school. The policies, procedures, and protocols pertaining to the delivery of in-person instruction have been outlined in this document. Should you have any questions, please reach out to any member of inlingua Princeton's Educational Compliance Team.

Regards,  
Educational Compliance Team

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