

NJIT Pandemic Recovery Plan

Chemistry Learning Center Continuity Plan

NJIT faculty, staff, and students at the Chemistry Success Center must follow specific social distancing and safety protocols including the use of personal protective equipment (PPE) as required by the institutional, state and federal guidelines in the respective phase of the following continuity plan. State and national information regarding current conditions can be found at:

- New Jersey's COVID-19 information hub <https://covid19.nj.gov/index.html>
- New Jersey's "The Road Back: Restoring Economic Health through Public Health:" <https://www.nj.gov/governor/news/news/562020/approved/20200427b.shtml>
- White House Plan for Opening up America Again: <https://www.whitehouse.gov/wp-content/uploads/2020/04/Guidelines-for-Opening-Up-America-Again.pdf>

The following guidelines should be adapted with each respective phase for the recovery of the Chemistry Learning Center's operations.

Recovery Phase 1: All face-to-face operations at the Chemistry Learning Center are halted and moved to a virtual environment.

- All tutoring services are to be offered via Webex sessions, exclusively as general drop in sessions and class specific sessions. This will be a continuation of the Spring COVID-19 pandemic response.
- No students will be able to enter or use any Chemistry Learning Center facilities.

Recovery Phase 2: All face-to-face operations at the Chemistry Learning Center remain halted and remain being conducted online.

- The Chemistry Learning facilities remain closed to the general student population.
- An approved list of tutors may be provided with tablets to help with their Webex tutoring sessions or online review sessions.
- Students interested in tutoring submit a request and will be added to a list of participants in a Chemistry tutoring center Canvas page.
- Students will use their personal room to help students with Chemistry homework and RECORD every session.
- The tutors will upload their recorded sessions to the Canvas tutoring page, as long as the tutor and the student being helped are agreeable. This will help other students with similar questions.
- In this phase, student tutors should continue performing all virtual sessions from their home or dorm-room if they prefer.

Recovery Phase 3: Chemistry Learning Center operations resume at 50% capacity to ensure social distancing continues.

- Regular drop in tutoring resumes, but with less occupants allowed either by enforcement or temporarily removing seating capacity. The 2 to 3 tutors on shift would be advised to ensure social distancing among each other.
- Hand sanitizer dispensers or disinfectant wipes should be made available for students and tutors in order to disinfect common erasers, markers, and computers before and after use. Personal markers will be made available to tutors as well.
- Online tutoring will remain in order to provide service to vulnerable population groups. Tutors who request only online shifts will be accommodated and will be provided tablets.

- While tutoring, student tutors should try to maintain social distancing with their clients to the extent that is possible.
- All other state or university safety protocols must be strictly followed. The department chair and college dean should advise on any PPE deemed necessary or advised to be used during Phase 2.

Full Recovery: All Chemistry Learning Center operations are restored fully with no specific social distancing requirements. However, all facility and personnel safety protocols must be strictly observed.