

**NJIT COVID-19 Recovery Plan
for the
Physics Tutoring Center**

NJIT faculty, staff, and students at the Physics Tutoring 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 online.

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

Recovery Phase 0: All face-to-face operations at the Physics Tutoring Center are halted and moved to a virtual environment.

- All tutoring services are to be offered via WebEx sessions, including general drop-in sessions and class specific sessions; schedule available at: <https://njit.webex.com/>
Meeting number: 921 021 983
Meeting password: PHYS
- No students will be able to enter or use any physical Physics Tutoring Center facilities.

Recovery Phase 1 and 2: All face-to-face operations at the Physics Tutoring Center remain halted and remain being conducted online.

- The Physics Tutoring Center facilities remain closed to the general student population.
- An approved list of tutors may use the Physics Tutoring Center whiteboards to help with their WebEx tutoring sessions or online review sessions. In this case, student tutors should work from separate tables, maintain strict social distancing, and use personal markers and erasers. Such usage of the facilities will not be mandatory and student tutors can continue performing all virtual sessions from their home or dorm-room if they prefer.

Recovery Phase 3: Physics Tutoring 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.
- While tutoring, student tutors should try to maintain social distancing 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 3.

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